### Purpose
To ensure that DPPEA staff use alternative fuels when available when refueling state cars.

### Responsible Staff
All DPPEA

### Procedure
1. Any employee using a state car that needs to be refueled should request an alternative fuel if available. To view locations where various alternative fuels may be found visit the Alternative Fuels Data Center at [http://www.afdc.doe.gov/refueling_mapsite.shtml](http://www.afdc.doe.gov/refueling_mapsite.shtml). Ethanol is only available at the Peace Street or the Blue Ridge Road motor pool location.
2. When the division requests a new vehicle it should ensure the new car is enabled for dual fuel usage (regular gas or ethanol).

### Monitoring and Measurement
1. The Administrative Secretary will record all vehicles purchased on the buy recycled report. The administrative secretary will also ensure that all employees are informed about requesting alternative fuel when available.