



11350 Random Hills Road, Suite 800  
Fairfax, Virginia 22030  
Phone: 703-279-6434  
Fax: 703-591-3049  
E-mail: [Frank.Lenski@rfgsa.org](mailto:Frank.Lenski@rfgsa.org)  
Website: [www.rfgsa.org](http://www.rfgsa.org)

**Frank C. Lenski**  
President

Dear Station Owner/Operator/Attendant:

The Reformulated Gasoline Survey Association (RFGSA) represents a consortium of refiners, blenders, producers, blenders, importers and fuel distributors of cleaner burning, reformulated fuels and ultra-low sulfur diesel fuels. In order to satisfy Clean Air Legislation (at the federal, state or local level) and meet various environmental requirements/manufacturer specifications in your area, RFGSA develops and conducts various fuel survey programs on behalf of its members/program participants.

Southwest Research Institute (SwRI) has been contracted by RFGSA to procure and test fuel samples from randomly selected service stations. The individual presenting this letter is an independent contractor for SwRI and is only involved in collecting and shipping the fuel samples to SwRI. He/She is not employed by the US Environmental Protection Agency (EPA) or any other environmental enforcement organization.

The samples will be purchased and pumped into aluminum bottles, which are approved containers for fuel storage and shipment. Attached to each bottle is a tag, which identifies your station brand, address, time period for sample collection and grade of product to be collected. Feel free to inspect the bottles and observe the sample collection process. All official product sampling will be done in a manner that meets or exceeds industry standards. Please note that our sample collection procedure disposes of the hose residual which allows us to procure a valid sample without pumping a large volume.

**As part of the government-approved programs, you may later be contacted by SwRI (by phone) to verify information about the last three fuel deliveries prior to the date of sample collection (today). This information is found on the Product Transfer Document (PTD) or Fuel Invoice. The verification will include: 1) date of each delivery, 2) Terminal and/or shipment origin and 3) the ethanol content in the gasoline (vol%). Dealers are requested to maintain the PTD records at each retail site. An example Product Transfer Document or Bill of Lading is attached.**

In the event a fuel sample collected from your station or the pump labeling does not meet federal requirements, an immediate action may be required at the station. Your fuel supplier or the testing laboratory contractor will contact you with important information about the situation. Please note that all *sample test results* and all *refusals to allow sample collection* are reported to EPA.

Retailers may obtain the analytical test results for their station by providing the following on company letterhead: brand and address of station tested, grade tested, date and time of sample collection, name of a contact person with phone number / fax number and e-mail address. A \$150.00 administrative fee (cashier's check or money order) must be included for processing. These requests should be forwarded to Frank Lenski, President, RFG Survey Association, 11350 Random Hills Road, Suite 800, Fairfax, VA 22030, Phone: (703) 279-6434. The results will be reported to the retailer within 5 business days after survey submission. For more information about RFGSA, please visit our website at [www.rfgsa.org](http://www.rfgsa.org).  
Programs: <http://www.rfgsa.org/programs-list.html> FAQs: <http://www.rfgsa.org/faq.html>

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ \_\_\_\_AM \_\_\_\_PM

**Sample collector:** 100033

**Sample ID:** [1044928](#)  
**WO#:** E12Q3.07

**Station:** 123 Petrol Rd  
SomeCity, ST 12345  
NIM#: 00000123456

**Grade:**



**Lab:** Southwest Research Institute, 6220 Culebra Road, San Antonio, TX  
**Contact:** Jamie Pollock, 210-522-5853, [jamie.pollock@swri.org](mailto:jamie.pollock@swri.org)



## ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES

4425 West Olive Avenue, Suite 134 Glendale, AZ 85302  
602-771-4920 FAX 623-939-8586 800-277-6675  
[www.azdwm.gov](http://www.azdwm.gov)

Dear Arizona Gasoline Retailer:

The Arizona Cleaner Burning Gasoline (CBG) program requires that refiners who produce gasoline and offer it for sale within the CBG covered Area (the CBG covered Area consists of Maricopa county, and portions of Pinal, and Yavapai counties) conduct gasoline surveys during specified times of the year. The purpose of these surveys is to ensure that the CBG on average meets applicable fuel quality and air quality standards. If a survey fails to provide such assurance, by regulation, substantial and progressive tightening of existing air quality standards may occur. Further tightening of these standards could place significant burdens upon the industry as a whole, which could result in higher gasoline prices.

The RFG Association is funded by the gasoline industry to conduct these surveys. A representative of Southwest Research Institute, (SWRI), is under contract by the RFG Survey Association, Inc., to gather information for these surveys. Depending upon your service station's physical location and monthly throughput, you may be approached more than once in the course of a year, or perhaps not at all.

As part of the survey, the SWRI representative will purchase at least one sample of gasoline (usually in duplicate containers), but in some instances may purchase one sample from each octane grade. In addition, the representative may ask for some basic information about the service station. The sampling and survey should take approximately 30 minutes.

With your help, the successful completion of these surveys will benefit all concerned parties. We strongly encourage and appreciate your cooperation with this effort. If you have any questions or comments related to the CBG program, or the above-mentioned sampling process, please feel free to call the Arizona Department of Weights & Measures, Director of Transportation Fuels and Air Quality Programs, at (602) 771-4933.

Sincerely,

A handwritten signature in cursive script that reads "Kevin P. Tyne".

Kevin Tyne  
Director,  
Arizona Department of Weights & Measures

# PRODUCT TRANSFER DOCUMENTS (PTD)

There is no standard format for the Product Transfer Document (PTD), Fuel Invoice or Bill of Lading. These examples are to be used as a general guide. Your PTDs may have a very different layout but the key elements should all be present somewhere on your documents.

Information that may be requested of you by telephone:

1. Date of delivery
2. Terminal and/or shipment origin
3. Ethanol content

Highlighted areas indicate positions where this information may most likely be located.

Please note that the ethanol content may be stated in various ways, such as:

- contains \_\_\_% ethanol
- contains \_\_\_% denatured ethanol
- ETOH%
- ETOH%

Example 1:

<b>Supplier Information</b> XYZ Oil Company Long Island Terminal 101 Bayside Long Island, NY 10010	<b>Order Information</b> Order Number: 99191 Order Date: 11/21/03 Folio Number: 11/005	<b>Document Information</b> BOL Number: 012345 Load Start: 11/21/03 15:00 Load End: 11/21/03 15:20						
<b>Customer Information</b> Bill Carson, Inc. #199987	<b>Shipped To Information</b> Bill's Filler-Up 123 S. State Street New York, NY 11011	<b>Received by information</b>						
<b>Delivery Instructions</b>								
<b>Product Description</b>								
Product ID	ETOH%	TEMP	API GRAVITY	OCTANE	RVP	%OXY	GROSS GALS	NET GALS
Unleaded Premium	10.0	49.4	68.0	93.00			1000	1007
Unleaded Midgrade	10.0	55.1	64.5	89.00			1000	1003
Unleaded Regular	10.0	54.6	62.6	87.00			6800	6824
<b>Notes:</b>								