

# MEMORANDUM

**TO:** Biofuel producers in Oregon

**FROM:** Russ Wyckoff, Administrator  
Measurement Standards Division  
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**DATE:** September 22, 2008

**SUBJECT:** Biofuel production reporting process

The Oregon Department of Agriculture is responsible to monitor biofuel production, use and sales in Oregon. To track this information, the department created the enclosed monthly production and sales report form. We request that each biofuel producer complete the enclosed form and submit it monthly to the department.

These reports will help the department answer questions from legislators and other stakeholders about the status of the biofuels industry in Oregon. The department also needs monthly biodiesel production reports to determine when producers have reached the threshold to trigger Oregon's renewable fuel standard for biodiesel.

Please complete the enclosed form for each month's biofuel production and submit it to the department by no later than the 15<sup>th</sup> of the following month. We would like all producers to submit their October 2008 production information, so the first report is due by November 15. Please send reports by email or regular mail to:

Stephanie Page, Renewable Energy Specialist  
Oregon Department of Agriculture  
635 Capitol St. NE  
Salem, OR 97301  
(503) 986-4565  
[spage@oda.state.or.us](mailto:spage@oda.state.or.us)

Thank you for assisting the department in tracking biofuel production information, and feel free to contact Stephanie Page or myself if you have questions or concerns.

Enclosure