



# **Fueling Minnesota**

## **Member Services Directory**

**[www.fuelingmn.com](http://www.fuelingmn.com)**  
**800-864-3813**

**July 2025**

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## Coupon Program

The Association offers a coupon program for its members. Atlantic Coupon Service (ACS) has been servicing our coupon program for over 25 years. In partnership with them, we have streamlined the Coupon Program to direct ship/direct pay.

Here is how it will work:

You will ship your store manufacturer coupons directly to ACS, be paid directly by ACS, and work directly with ACS on any coupon issues that might arise, such as chargebacks, rejects or questionnaires required. You can choose which shipping method you use to get your coupons to ACS.

Chargebacks/rejects and credits will be specific only to the store submitting the coupons, making for an easier accounting process.

ACS will pay you directly via check or ACH, speeding up processing time. Each payment from ACS will contain all documentation regarding the shipment being paid, including chargeback and/or credit information.

You will receive a quarterly rebate of \$.02 per coupon, paid to you by Fueling Minnesota for any store participating in the program. This payment will contain paperwork specific to the rebate, relating how many coupons per store were submitted and the dollar amount in that quarter.

Fueling Minnesota will oversee the program and be here to help with any questions you might have along the way. You will receive top-notch customer service from representatives at Atlantic Coupon while saving on shipping time and costs, saving reimbursement time on coupons, cutting back on chargebacks or rejects, and quicker payment processing.

If you would like more information on the coupon program, please contact Angie Graupner. We will get in touch with ACS to get your paperwork started, and have a Welcome Kit sent out.

Angie Graupner— [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800-864-3813

## Corporate Drive-off Program

This program is designed to aid in the collection of motor fuel received but not paid for (drive-off). The Corporate Drive-off Program is for companies with **15 or more stores**. To get started on this program, please call or email the association for an authorization form.

Your corporate office emails a daily list of MN Plates (drive offs), along with store number or location of the drive-off.

License plate queries are only to be used for drive offs, any other use will terminate you from this program. Each query will provide the following information:

Owner name, address, year, make, model and color (if available)  
Flags attached to plate (reported sold, held for dealer resale, etc.)

MN 604.15 Subd. 3 requires retailers to send out a notice of non-payment (letter), supported by an affidavit of service by mail, and a report signed by the employee that reported the act. The affidavit of service by mail must be retained by the retailer.

You will be billed at the end of each month for plates queried. We will send out an invoice with an Excel spreadsheet, separated by store.

Cost of each plate query is \$7.50.

A sample drive-off report form can be used by your stores to report a claim to your corporate office. Sample letter of collection, sample notice and demand of payment, and copies of the statutes will be sent to you upon request. Your finalized forms/letters should be reviewed by your own counsel. The Fueling MN name and logo are not permitted to be contained in your corporate letters or forms.

## Drug & Alcohol Testing

All owner/operators and drivers required to have a commercial driver's license (CDL) are subject to the Federal DOT drug & alcohol testing requirements.

In addition, all employers of drivers subject to the drug & alcohol testing requirements must have established a company program for drug & alcohol testing. Your company program must include:

- a written company policy on drug & alcohol testing
- driver signed consent forms for testing
- driver signed statement certifying receipt of company policy and regulation summaries
- documentation of a random testing program
- documentation that supervisory have been trained in detecting substance abuse
- record of all required test results

The Association has a drug & alcohol testing program through Blue Line Services, a Federal DOT certified provider. This program includes:

- a usable drug & alcohol testing policy
- drug testing regulations summary
- alcohol testing regulations summary
- random selection pools (separate pools)
- drug testing kits –
  - o laboratory analysis
  - o medical review officer oversight
  - o drug testing blind sample compliance
  - o quarter and annual statistical information

The Association has two random pools that you enter your drivers into – one for drug testing and one for alcohol testing. 50% Of the drivers in the pool must be selected for drug testing and 10% of the

## Drug & Alcohol Testing Con't...

drivers in the pool must be selected for alcohol testing randomly throughout the year.

The Association will conduct random driver selections on a tri-  
mester basis and will promptly provide your company with the nec-  
essary paperwork and a selection notice for each trimester. The  
employer is required to conduct the drug and alcohol test on the  
chosen driver before the end of the selected trimester. Once noti-  
fied by the employer, the selected driver must promptly undergo  
the designated test.

Drug & Alcohol Testing continued...

Fueling MN has also put together a written company policy that will  
be made available to you after signing up for the program.

Fueling MN does not charge a fee for this program. You are respon-  
sible for paying the lab fees. Drug kits are \$39 and can be used at  
any lab that can do the DOT approved testing.

If you are interested in the Drug & Alcohol testing program, please  
contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-  
3813.



## **FMCSA Clearinghouse**

The FMCSA Clearinghouse is a database that employers are required to query upon new-hire, or annually on current employees, with real-time information about CDL holders drug and alcohol program violations, such as failed tests, refusals to test, and return to duty tests.

Fueling MN offers a program that allows us to act as your third-party administrator and assist you in conducting queries and reporting to the new FMCSA Clearinghouse.

The requirements of this program are simple:

- You need to be a current participant of our drug & alcohol random program and be using our drug & alcohol kits.
- You need to register at <https://clearinghouse.fmcsa.dot.gov/> using simple instructions we provide and select Minnesota Petroleum Marketers as you C/TPA.
- Your company will fill out a C/TPA agreement and have your current drivers fill out a Limited Consent Form. We will require this agreement to be filed for each company that has selected Fueling MN as their C/TPA, before we can start doing any queries for your company.

If you are interested in more information about the FMCSA Clearinghouse, please contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-3813.

# **Statistical Inventory Reconciliation**

Minnesota law requires Underground Storage Tank (UST) systems, including tanks and piping, to have leak detection.

If your USTs do not have leak detection, you can be cited for violations and fined. Leak detection violations can also reduce reimbursement for cleanup costs. Without leak detection, you risk discovering a leak only after it becomes an environmental problem and a major financial burden.

## **When is SIR allowed?**

The Minnesota Pollution Control Agency (MPCA) has conditionally approved SIR as an alternative method of leak detection for regulated UST systems installed prior to December 22, 2007. UST systems installed after this date are required to have secondary containment with interstitial monitoring.

An owner of a new tank may use inventory control (with a tightness test after five years) as the primary method of leak detection, but only for a period of ten years after installation.

If you plan to substitute SIR for inventory control, you must begin data gathering and submit a couple of months prior to the ten year anniversary of installation, in order that a valid SIR analysis can be performed by the ten year anniversary.


## **How does SIR work?**

Data on tank inventory, receipts, and withdrawals is recorded by the tank owner on a daily basis. It is then entered into an online system (preferred method) or paper data is sent to the SIR vendor for statistical analysis to determine if the tank system is leaking.

## **Our Program**

The Association works with Total SIR to conduct monthly SIR analysis.

We now offer a number of variations for submitting your SIR



data, with different pricing options depending on the method you choose. Contact Angie Graupner for pricing.

This includes the online system which allows you to enter data online daily, weekly or monthly and then save and print your own reports within a few hours of entering your data. This allows for real-time analysis, faster turn around time, and aids in meeting state and federal compliance deadlines.

Fueling MN can also assist with any data entry errors and inconclusive reports.

If you are interested in taking a look at the SIR program, please contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-3813

We can send a packet of information out for your review.

**SIR works best at small retail locations (without in tank monitors), resorts or other commercial accounts with underground storage tanks and no in-tank monitors.**

## **Pre-Employment Background Checks**

The Association Board of Directors has signed a contract with Blueline Services to provide background checks on prospective employees.

Our Association, along with Blueline Services allows individual Fueling MN members to get background information on prospective employees without paying additional dues or doing a minimum number of background checks.

The menu of services includes national, state or county backgrounds, and out of state drivers license checks.

Pricing varies depending on what services you order and the State you are ordering from...but National background checks can run as low as \$13. The processing time varies from a few hours to a few days depending on which service you request. This program gives you the opportunity to do background checks on prospective employees whenever you think it is necessary, at very reasonable costs.

Upon signing up to participate, we would supply you the proper forms and instructions to do background checks for prospective employees according to the law.

If you are interested in this program, please contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-3813.

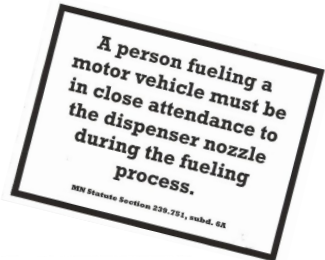
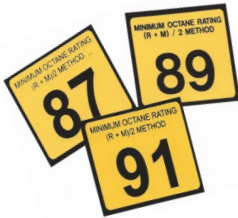


# Labeling & Business Materials

The Association offers a large number of materials needed to operate your business. Many for free or very low cost! This includes:

- Employment Posters
- Required pump labels (octane, fire marshal, nozzle attendance, biodiesel, non-oxygenated gasoline, etc.)
- Bulk plant labels and tank charts
- Shipping Papers
- Drive-Off books
- Pump Security Decals
- Employee Right to Know & C-Store Manual
- Training Videos
- And many others!

Contact the Association office at 800/864-3813 or email [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or [jmurphy@fuelingmn.com](mailto:jmurphy@fuelingmn.com) to see what we have in stock!



## **Nonoxygenated Gasoline**

**For use in Collector Vehicles or Vehicles Eligible to be Licensed as Collector Vehicles, Off-Road Vehicles, Motorcycles, Boats, Snowmobiles, or Small Engines Only.**

The price for each gallon of gasoline includes the current state gasoline tax of 31.8 cents per gallon and federal gasoline tax of 18.4 cents per gallon. Revenue from the state fuel tax may be used only for roads and bridges, according to the Minnesota Constitution.

The price for each gallon of diesel fuel includes the current state gasoline tax of 31.8 cents per gallon and federal gasoline tax of 24.4 cents per gallon. Revenue from the state fuel tax may be used only for roads and bridges, according to the Minnesota Constitution.

## **Drivers Record Checks**

According to DOT regulations, a Driver Record Check is required annually for any driver transporting hazardous materials. Fueling MN can acquire driver records through the Minnesota Department of Motor Vehicles (DMV) at a cost of \$7.50 per request. Additionally, we can obtain out-of-state license records through Blueline Services for \$15 per record requested.

## **Business Forms Printing**

The Association offers an extensive forms program through Total Source Inc. (formerly known as Roberts Business Forms), which provides a wide range of products including meter tickets, sales invoices, envelopes, letterhead, and various decals. The pricing is highly competitive.

For additional information, please contact the Association office at 800/864-3813.

## **Online UST Operator Training**

Fueling Minnesota offers an online training program for underground storage tank (UST) operators classified as Class A, Class B, and Class C. The UST training received a thorough review from the Minnesota Pollution Control Agency (MPCA) and was last updated in January 2024.

To purchase login credentials, please contact the Association office during business hours.

For increased accessibility, we recommend that businesses purchase login credentials for employees who intend to complete the training outside of Fueling Minnesota's regular operating hours. Additionally, organizations can benefit from a discount of \$1 per login when purchasing 10 or more credentials. For example, acquiring 10 login credentials would cost a total of \$80. More credentials can be purchased if needed, as they do not expire.

The login information will be provided in a spreadsheet format for your convenience in distribution. Member login credentials are priced at \$9 per login, while non-member credentials are \$39 per login and must be paid for in advance.

For more information, please contact the Association office or email Jana Murphy at [jmurphy@fuelingmn.com](mailto:jmurphy@fuelingmn.com).

## **Insurance**

### **Fueling Minnesota Safety Dividend Insurance Group Plan Worker's Compensation and Property & Liability Insurance**

Fueling MN endorses Workers Comp and Property & Liability Insurance through Employers Mutual Casualty Company since the mid 1980's.



The Safety Dividend Group Plan is a program designed to offer members of the Association insurance coverage and protection with the prospect of earning dividends, due to improved insurance and safety management practices.

Participating members could earn a dividend based on a pro-rated share of the total earned premium for the group.

You must be a member of Association of receive the dividend.

### **Federated Life & Estate Planning**

Fueling MN endorses Federated Insurance for life insurance and estate/succession planning.



Please contact Anne Leikam at [aleikam@fuelingmn.com](mailto:aleikam@fuelingmn.com) or 800/864-3813 for more information.

## **Spill Response**

As a member of Fueling Minnesota, we are excited to offer a spill response service through Bay West. Should a spill occur, Bay West will provide services in accordance with our current contractual agreement with the Association. Any expenses incurred for spill response services will be billed directly to your company at the rates outlined in the most recent Bay West Fee Schedule. Included in the new service by Bay West is a discounted fee schedule free of charge to Fueling MN members.

To be eligible for this service, Fueling MN members must have a valid Certificate of Insurance that includes emergency response coverage, listing both Fueling MN and Bay West as certificate holders. There is no additional fee for members to participate in this program.


By designating Bay West as your emergency response contractor, you can rest assured that they will respond promptly without the need for individual contracts or additional documentation. This information is required by federal law noted on the shipping papers provided by the Association.

We hope you will find this response program useful. If you are interested in more information, please contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-3813.

## **Convenience Store Evaluations**

Fueling MN members have the opportunity to have anonymous convenience store facility checks that covers employee attentiveness, knowledge and appearance; cleanliness of inside areas (i.e., restrooms, food areas, counters, floors); and outside areas (i.e., island maintenance, yard and driveway maintenance, lighting), as well as an attempt made to purchase some type of tobacco product to check employee compliance.

An account of the transaction would be provided to you on a detailed convenience store evaluation report.



The service is two-dimensional. First, as you know, state law prohibits the sale of tobacco to minors, and federal rules require that anyone who appears under age be checked when asking for tobacco products. You will now know if your employees are checking ID's. Second, you will know that your stores are as well organized and clean as you would like them to be.

Minnesota State law requires that all tobacco retailers be the subject of at least one unannounced city or county "sting" each year, and that fines will be levied against those retailers who fail. This program will help you prepare for the sting, educate your employees and demonstrate to enforcement authorities that you are proactively trying to reduce sales to minors.

We have an outside company that performs the evaluations for us at a cost of \$35.00 per evaluation. The stores would be checked on a quarterly basis.

For additional information on this program, please contact Angie Graupner at [agraupner@fuelingmn.com](mailto:agraupner@fuelingmn.com) or 800/864-3813.

## **Additional Member Benefits**

**Newsletter:** Fueling Minnesota members receive regular updates on all Association activities, as well as changes in laws and regulations at both the national and local levels, including pertinent agency requirements and deadlines. The newsletter is published monthly and distributed via email.

**Legislative Representation:** Members of Fueling Minnesota are represented by our Executive Director and Director of Government Affairs on local, state, and federal matters. We collaborate closely with local and federal officials to advocate for effective legislation, ensure that member voices are heard, and protect the future of our industry.

## **Additional Member Benefits Con't...**

**Agency Representation:** The Executive Director collaborates closely with all local, state, and federal government departments and agencies to provide support to members engaged in the implementation of various laws and regulations mandated by these governmental entities.

**Convention:** Our annual convention and trade show brings together companies that supply goods and services to the petroleum and convenience store industries. The event features educational workshops and valuable networking opportunities.

**National Association of Convenience Stores & EMA:** Fueling Minnesota is a proud member of these national organizations, which facilitate timely updates for our members on all relevant national news concerning the oil and convenience store industries.

**Annual Directory:** Our directory includes updated membership listings, statistical data, committee information, charts, and more. The Buyers' Guide section provides contact details for Associate members along with descriptions of their services.

**Mailing Lists:** Fueling Minnesota offers mailing labels to members up to four times per year.

**Advertising:** We provide various advertising opportunities in our newsletter and annual yearbook and medal sponsorships. Additionally, classified advertising in our newsletter is complimentary for members.

**Educational Workshops:** Fueling Minnesota organizes educational workshops that focus on key issues affecting the fuel industry.

## Advertising/Sponsorship Opportunities

Sponsorship support allows for recognition of your business, advertising opportunities in the Fueling Minnesota Monthly Newsletter, Annual Yearbook, in addition to participation in Fueling Minnesota events.

Contact Jana Murphy at [jmurphy@fuelingmn.com](mailto:jmurphy@fuelingmn.com) for details.

### FALL EVENT—Pheasant Hunt Rice Creek Recreation and Hunting Monday, October 27, 2025



### SUMMER EVENT—Golf Tournament



**Tuesday, June 23, 2026**  
**Territory Golf Club**  
**St. Cloud, MN**

# 2025 SPONSORS

## Platinum



## Gold



# 2025 SPONSORS

## Silver



**Altria**

Altria Group  
Distribution Company



**PETROLEUM  
EQUIPMENT CO.**

**DOOLEY'S  
PETROLEUM INC.**

**ENBRIDGE**<sup>®</sup>  
Life Takes Energy<sup>®</sup>

**HTP ENERGY**

**MOLO  
PETROLEUM**  
Established in 1870

**O'DAY**  
EQUIPMENT, LLC



PHILIP MORRIS  
INTERNATIONAL

**REYNOLDS**  
A BETTER TOMORROW

**ROSE CITY**  
CANOPY & SIGN



## Bronze



CPAS & ADVISORS



**MEG CORP**

**North  
American Trailer**  
PARTS • SERVICE • SALES



**W**  
WINTHROP & WEINSTINE

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