



2015 Instructions for Reporting Government Fleet Vehicle Emissions Inspections

Instructions

Note: Please complete all of the required vehicle inspections prior to sending the report to Ohio EPA. If you do not have any vehicles subject to the 2015 government fleet testing cycle, **you must send a letter or email to Ohio EPA confirming this (see addresses below).**

- 1.) Determine which vehicles need to be tested and which are exempt. Add to the bottom of the reporting form any vehicles in your possession that are not listed.
- 2.) Test all non-exempt vehicles and type the certificate ID from the Vehicle Inspection Report for each tested vehicle. Certificate ID #s **MUST be typed for each eligible vehicle listed on your reporting form.**
- 3.) For vehicles in your fleet that are exempt from the E-Check program, please use the Government Fleet Exemption Codes (see reverse) to identify those vehicles. The exemption codes should be typed in the **Certificate ID** field on the reporting form.
- 4.) **Proof must be submitted to the Ohio EPA for vehicles listed as “Out-of-Fleet.”** Proof may be in the form of a bill of sale, a salvage title, or a copy of the letter to Ohio BMV notifying them that the vehicle specified is no longer on the road and the plate has been destroyed (preferred method). For complete instructions on Ohio BMV requirements, please contact the Ohio BMV Gratis Division at (614) 752-7518. Their fax number is (614) 995-4739. Ohio EPA's fax number is (614) 728-9191.

If you have 26 or more vehicles subject to test, you MUST report your emissions testing information electronically using the excel spreadsheet that we provide. If you have 25 or fewer vehicles in your fleet you may choose to report your emission testing information electronically. If needed, please request an electronic copy of the reporting form by sending an e-mail message to: gov.fleet@epa.ohio.gov. Fleets of less than 26 vehicles may also utilize the blank reporting form document that can be downloaded from our website at this address: <http://epa.ohio.gov/dapc/echeck/govfleets.aspx>. If you do not have access to the Internet, please call Ohio EPA, E-Check, at (614) 644-3059 to discuss available options.

If not reporting electronically, please mail all information to Ohio EPA, E-Check, P.O. Box 1049, Columbus, OH 43216-1049. If you received an electronic copy of the form by e-mail, please send a copy of the completed form via e-mail to: gov.fleet@epa.ohio.gov. Please do not change the name of the electronic file.

PLEASE FOLLOW THIS CHECKLIST TO AVOID RETURNED FORMS

- Agencies having more than 25 vehicles to be tested must report electronically.**
- Non-electronic reporting forms **MUST BE TYPED.**
- Inspection certificate ID numbers are 13 digits long **beginning** with the letter C, W, or E. The inspection certificate ID number is printed on the detachable inspection certificate located on the bottom of the Vehicle Inspection Report (VIR).
- Both odd and even model year** government operated vehicles are subject to test in 2015.
- Diesel vehicles, E85, and hybrid vehicles are **NOT** exempt from testing.
- Law enforcement, fire, and EMS vehicles, including coverts, are **NOT** exempt from testing.
- DO NOT MAIL** compliance certificates or the actual VIRs. Keep these for your records.

2015 GOVERNMENT FLEET EXEMPTION CODES

PLEASE DO NOT USE ANY PUNCTUATION (I.E., PERIODS & COMMAS) AND TYPE IN ALL CAPS (do not make up your own codes please)

CODE	DESCRIPTION
AFV	Alternative Fueled Vehicle (does not include diesel, hybrids or E85)
GCART	Golf Cart
NEWV	Less than 4 Years Old (model years 2015, 2014, 2013, 2012)
MODU	Modular Units for Classrooms
MCYCLE	Motorcycle
NONROAD	Off-road vehicle (tractor, mower, 3-wheeler, etc)
OOF	Out of Fleet*
OGVW	Over 10,000 lbs. Gross Vehicle Weight Rating**
TOOLD	Over 25 years old per model year (1990 or older)
TRALR	Trailer

*** Proof must be provided if vehicles are no longer in fleet. The best proof by far is a copy of a letter or memo that was sent to the BMV Gratis Division stating that the vehicle is no longer in your fleet**

**GVWR is given on the manufacturer's label located on the driver's side door jamb or door.

2015 GOVERNMENT FLEET EXAMPLE FORM



2015 Government Fleet Reporting Form for Ohio E-Check

Contact Person: Please complete this form and email it as an attachment to: gov.fleet@epa.ohio.gov
Place exemption codes in the same column as the certificate ID Number.

Agency Name: <u>City of Breathwell</u>					
Address: <u>500 E Main Street</u>					
City: <u>Breathwell</u>		State: <u>Ohio</u>		Zip: <u>44444</u>	
County: <u>Cuyahoga</u>		Phone No: <u>216-867-5309</u>		Fax No: <u>216-555-0000</u>	
Contact Person: <u>John Smith</u>			E-mail: jsmith@breathwell.gov		
PLATE	VIN	YEAR	MAKE	CERTIFICATE ID	DIVISION (optional)
AAA 0000	1FAP21DYWY1X1243	2000	FORD	C01012015QAE0	POLICE
BBB 0000	1GBHJ4EWX2E167549	2002	DODG	C01012015WQA0	FIRE
CCC 0000	1GBJK8FX1KE054325	1989	DODG	TOOLD	WATER DEPT