



## 2023 Instructions for Reporting Government Fleet Vehicle Emissions Inspections Instructions

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Please complete all the required vehicle inspections prior to sending the report to Ohio EPA. If you do not have any vehicles subject to the 2023 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 needs to be submitted to the Ohio EPA for vehicles listed as “Out-of-Fleet.”** Proof must be provided if vehicles are no longer in your fleet. The best proof is a copy of a letter or memo that was or needs to be sent to the BMV Gratis Division asking them to remove any vehicles no longer in your fleet. A blank copy of the memo is attached, complete the Out-of-Fleet information on the memo and fax it to the BMV, their fax number is (614) 995-4739. For your fleet to be certified as compliant, a copy of the BMV Gratis memo must be included with your fleet report submittal. Vehicles will continue to remain on subsequent lists until you inform the BMV to remove them.
5. You must report your emissions testing information using the **reporting form excel spreadsheet** that we provide. To obtain a copy of your reporting form which lists all your vehicles currently registered with the BMV Gratis Division, go to <https://epa.ohio.gov/divisions-and-offices/air-pollution-control/e-check/government-fleet-lists>. This link or site will also contain a blank reporting form, these instructions and the BMV OOF request template. The reporting form needs to be updated according to these instructions and returned via e-mail to [gov.fleet@epa.ohio.gov](mailto:gov.fleet@epa.ohio.gov) by December 31, 2023. If you have problems finding or downloading your reporting form, send an email to us at [gov.fleet@epa.ohio.gov](mailto:gov.fleet@epa.ohio.gov) or call Ohio EPA, E-Check, at (614) 644-3059 to request an electronic copy of your reporting form. Please be sure to include the latest contact information on the reporting form and do not change the name of or reformat the electronic file/reporting form.

### 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** and mailed to Ohio EPA, E-Check Program, P.O. Box 1049, Columbus, Ohio 43216-1049 or faxed to (614) 644-2019.
- 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 2023.
- Diesel vehicles, flex fueled 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 those for your records.

## 2023 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 flex fueled E85)
GCART	Golf Cart
NEWV	Less than 4 Years Old (model years 2023, 2022, 2021, 2020)
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 (1997 or older)
TRALR	Trailer

**\* Proof must be provided if vehicles are no longer in the 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.

## 2023 GOVERNMENT FLEET EXAMPLE FORM



**2023 Government Fleet Reporting Form for Ohio E-Check** Contact Person: Please complete this form and email it as an attachment to: [go.vfleet@epa.ohio.gov](mailto:go.vfleet@epa.ohio.gov) Place exemption codes in the same column as the certificate ID Number.

<b>Agency Name:</b> City of Breathewell					
<b>Address:</b> 500 E Main St					
<b>City:</b> Breathewell		<b>State:</b> Ohio		<b>Zip:</b> 44444	
<b>County:</b> Cuyahoga		<b>Phone No:</b> 216-867-5309		<b>Fax No:</b> 216-555-0000	
<b>Contact Person:</b>			<b>E-mail:</b>		
PLATE	VIN	YEAR	MAKE	CERTIFICATE ID	DIVISION (optional)
AAA 0000	1FAP21D4WY1X1243	2000	FORD	C0102017QAE0	POLICE
BBB 0000	1GBHJ4EWX2E167549	2002	DODG	C0102017WQA0	FIRE
CCC 0000	1GBJK8FX1KE054325	1989	DODG	TOOLD	WATER DEPT