

2. Disposition, or “How Do I Properly Destroy the Old Equipment?”

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Disposition in 6 Easy Steps

Note: You have 90 days from the date of the reimbursement check to complete disposition.

Step 1: Fill out the disposition form.

Note: The forms are found in your forms package or online at <www.terpgrants.org>. You must fill out the current disposition form for each piece of equipment that you destroy.

- If you replaced a piece of equipment, then complete Form 3a.
- If you repowered a piece of equipment, then complete Form 3b.

Step 2: Take “before disposition” color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 3: Apply for a nonrepairable vehicle title.

You will need to submit a copy of the nonrepairable vehicle title to us. (You can find the application form, VTR-441, for this title at <www.txdmv.gov/whatyouneed/forms/salvage.htm>.

Step 4: Properly destroy and dispose of the old equipment.

If you use a salvage or recycling company, get written documentation for the disposition of the equipment, including a certification of destruction. *Note:* Disposition photos and a copy of the nonrepairable title are still needed!

Step 5: Take “after disposition” color photos.

Note: A checklist for the photos needed appears on the disposition form, as well as on the following page.

Step 6: Submit the completed disposition forms and photos.

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*

TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
12100 Park 35 Circle
Austin, TX 78753

- *Mailing address for standard mail*
TERP Disposition
Implementation Grants Section, MC 204
Air Quality Division
Texas Commission on Environmental Quality
P.O. Box 13807
Austin, TX 78711-3087

Note: The above “Disposition in 5 Easy Steps” is intended as a basic summary. Additional information regarding each of these steps is provided throughout this chapter.

Required Documentation: Disposition Checklist

Replacement Activity	
On-Road Equipment	
_____	A color photo of the whole vehicle in operating condition before destruction (both sides of the vehicle).
_____	A color photo of the whole vehicle after destruction (both sides of the vehicle).
_____	A color photo of the engine block from the vehicle in operating condition before destruction (both sides).
_____	A color photo of the engine block after destruction with a hole 3 inches or larger on each side of the engine and that cannot be fixed. The entire engine must be visible in the photo.
_____	A color photo of both frames before destruction.
_____	A color photo of both frames after destruction with both sides of the frame cut completely in half.
_____	A copy of the nonrepairable vehicle title.
_____	Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.
Off-Road Equipment	
_____	A color photo of the whole piece of equipment before destruction (both sides of the equipment).
_____	A color photo of the whole piece of equipment after destruction (both sides of the equipment).
_____	A color photo of the engine block in operating condition before destruction (both sides).
_____	A color photo of the engine block after destruction with a hole 3 inches or larger on each side of the engine and that cannot be fixed. The entire engine must be visible in the photo.
_____	A color photo before structural damage (both sides of the equipment).
_____	A color photo of both sides of the equipment after structural damage that cannot be fixed.
_____	Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.
Repower Activity	
_____	A color photo of the complete engine block before destruction (all sides).
_____	A color photo of the engine block after destruction with a hole 3 inches or larger on each side . The holes must not be in a removable plate.
_____	A color photo of the engine identification number (serial number). One of the holes should be as close to the number as possible.
_____	Written documentation from the salvage or recycling company if you sell the equipment for scrap and they do the destruction.
Remanufacturing Facility	
_____	Written documentation from the remanufacturing facility acknowledging receipt of the engine. This documentation must also include the old engine's identification number.

Disposition: Common Issues

Timetable

Do I have to dispose of my old equipment before I can get reimbursed?

No.

How long do I have to dispose of my old equipment?

Ninety days from the date the reimbursement check is mailed.

Documentation

Where do I find the disposition forms?

In the forms package sent with a copy of your contract. In addition, you can find them online at <www.terpgrants.org>. You can also call 800-919-TERP (8377) to have them mailed.

What if my contract has multiple activities?

You must complete and submit a separate “Disposition” packet for each piece of equipment.

Where should I mail my completed disposition forms?

- *Mailing address for express delivery (i.e., UPS, FedEx, DHL)*
 - TERP Disposition
 - Implementation Grants Section, MC 204
 - Air Quality Division
 - Texas Commission on Environmental Quality
 - 12100 Park 35 Circle
 - Austin, TX 78753
- *Mailing address for standard mail*
 - TERP Disposition
 - Implementation Grants Section, MC 204
 - Air Quality Division
 - Texas Commission on Environmental Quality
 - P.O. Box 13087
 - Austin, TX 78711-3087

Can I fax or e-mail my disposition forms to the TCEQ?

No. We need to receive the original signed copies of all the forms; therefore, you must mail or hand deliver the disposition forms.

What color photos are required to be submitted along with the forms?

See the table “Required Documentation: Disposition Checklist,” preceding this section. A section of “Sample Disposition Photos” follows. Please remember

that all photos must be in color! We recommend that you take several different shots before and after destruction so that we can easily verify the proper destruction of the old equipment.

If a scrap yard or recycling company is going to do the disposition for me, what do I need to send in to the TCEQ?

- A completed Form 3a (Replacement) or 3b (Repower).
- All of the required disposition photos.
- A copy of the nonrepairable vehicle title. The title can be obtained, from the Texas Department of Motor Vehicles, by completing and submitting Form VTR-441.
- Written documentation (receipt) from the salvage or recycling company that destroyed your equipment.

Scrappage

How large does the hole in the engine block have to be?

The hole must be at least three inches or larger, making the engine inoperable. The hole cannot be made in a plate or other part that can be removed from the engine. Make sure you have two holes in the engine—one on each side! Make sure one of the holes is near the engine serial number.

Where do I cut the equipment frame?

As close to the cab as possible. Cut the frames on **both** sides, all the way through!

How much of the equipment frame needs to be cut?

The entire frame must be cut in half on both sides of the equipment.

Do I need any other documentation?

For on-road equipment, you must submit a copy of the nonrepairable vehicle title that you receive from the Texas Department of Motor Vehicles. The application form (DMV Form VTR-441) is available at <www.terpgrants.org>, or at the Texas Department of Motor Vehicles. Please call us at 800-919-TERP (8377) if you need assistance.

Can I use parts of the old equipment once my disposition is complete?

Yes. Once we approve the disposition, you are free to do with it as you wish. You can sell the old equipment for scrap-metal value, sell parts, or keep it for spare parts. The only thing not acceptable is making the old equipment operable again.

If I receive money for the scrapping of my old equipment, then do I keep the money?

Yes. TERP accounts for the value of the old equipment on *Form 2: Detailed Expense Summary*, under the “Incremental-Cost Calculation” section.

Can I sell my old equipment to someone for use outside of the eligible counties, state, or country?

No. The old equipment must be scrapped and made inoperable. The only exception is locomotive projects with an approved disposition plan.

When can I get rid of my old equipment?

Please keep your old equipment until we have approved the disposition.

What’s Next?

Once your submitted disposition packet has been approved by the TCEQ, we will send you a “Usage Alert Letter,” along with “Usage Report” forms.

Reminder

Please keep your equipment until disposition is approved!

Sample Disposition Photos



Figure 1a. Truck frame cut behind the cab.



Figure 1b. Truck frame cut behind the cab (second view).

Note: In the printed version of this publication, these photos are in black and white. In the online version, they appear in color.



Figure 2. Close-up of the truck frame cut on both sides.



Figure 3. Close-up of the engine hole next to the engine serial number. This picture shows only one of the two required holes—one on each side of the engine.



Figure 4. Mid-range view of one of the 3-inch holes in the engine. Two holes are required—one on each side of the engine.



Figure 5. One of the required two holes in the engine block seen from a distance.



Figure 6. A tractor before the frame is cut.



Figure 7. Frame cut on the tractor.



Figure 8. One of the two holes in the engine block above the tractor’s cut frame. Two holes are required—one on each side of the engine.

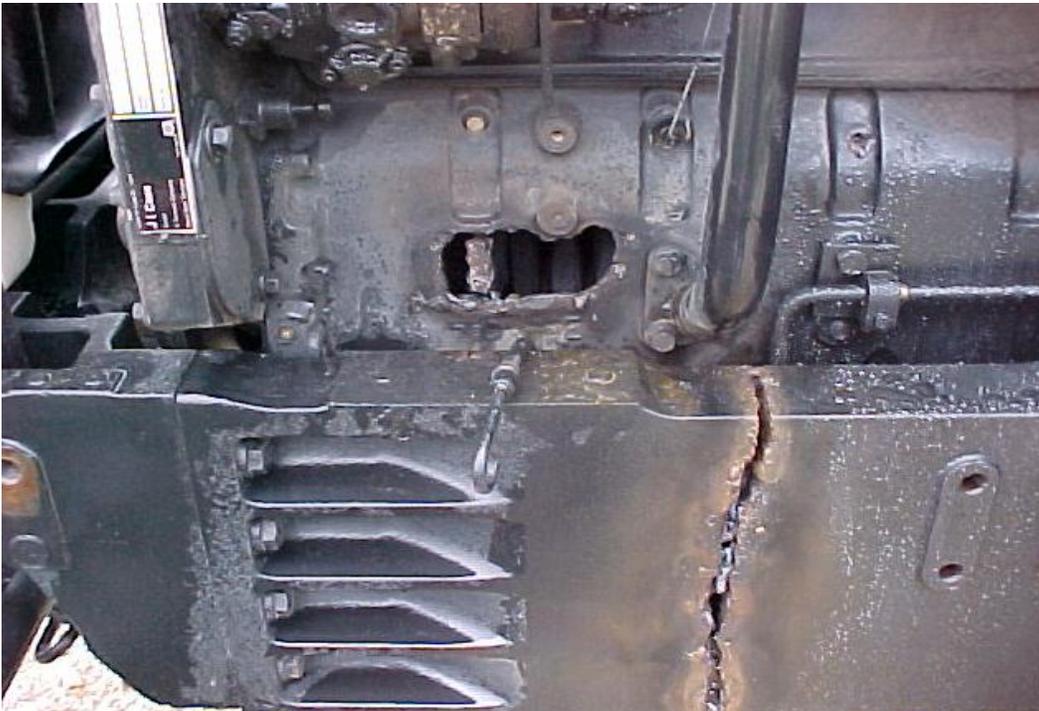


Figure 9. Another example of the frame cut all the way through and a hole in the engine block near the engine serial plate. This shows one of the two required holes.



Figure 10. Excavator before its frame is cut.



Figure 11. The frame of the excavator is cut