



July 2004  
RG-321

# Texas Clean Fleet Program:

## **Guidelines for Private and Local Government Fleets**



**Texas Clean Fleet Program:  
Guidelines for Private  
and Local Government Fleets**

**Prepared by**

Technical Analysis Division

RG-321  
July 2004



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# Chapter 1. Introduction

This guide has been developed to answer questions about compliance requirements of the *Texas Clean Fleet (TCF) Program*. (Terms that are italicized when they are first used are explained further in the “Glossary of Terms,” page 17). The TCF Program requires private, *local government*, and transit fleet owners in certain areas to acquire a percentage of *low-emission vehicles (LEVs)* when replacing or adding *fleet vehicles*. LEVs reduce tailpipe emissions of volatile organic compounds, oxides of nitrogen, and carbon monoxide.

Starting with model year 2004 vehicles, the U.S. *Environmental Protection Agency (EPA)* has begun implementing new vehicle emission standards known as the *Tier 2* standards. Vehicles rated at a Tier 2 bin level that is equivalent to LEV or cleaner, will be considered LEVs for the purposes of the TCF Program.

This guide was published by the *Texas Commission on Environmental Quality (TCEQ)*. It should be used as a companion to the rules included in the *Texas Administrative Code*, Title 30, (30 *TAC*) Sections (§§) 114.1, 114.3, 114.150–151, 114.153–157, and 114.201–202. This guide does not take the place of the statutes or rules. If you have any questions, call the TCEQ’s Mobile Source Programs Section at 512/239-1459. This section can be reached by mail as follows: Mobile Source Programs Section, MC-164, Texas Commission on Environmental Quality, PO Box 13087, Austin, TX 78711-3087.

## Background of the TCF Program

To protect the public from adverse health effects, the *Federal Clean Air Act (FCAA)* required the EPA to establish *National Ambient Air Quality Standards (NAAQS)* for ozone and other important air pollutants. Areas that exceed the federal standards are called *nonattainment areas*.

Depending on how much it exceeds the standards, a nonattainment area may be classified as marginal, moderate, serious, extreme, or severe.

In 1990, the Federal Clean Air Act Amendments (*FCAA Amendments*) required states to implement the Federal Clean Fuel Fleet Program (*FCFF Program*) in serious and above nonattainment areas. This program required certain fleets to acquire low-emission vehicles. States were allowed to develop substitute programs, if the program reduced the same amount of vehicle *emissions* as the federal program. Texas chose to substitute the federal program with an alternative fuel vehicle program it had already enacted.

In 1995, the 74th Texas Legislature passed Senate Bill (SB) 200, which modified this alternative fuels program (Texas Health and Safety Code, Chapter 382, Subchapter F). This legislation required *an affected entity* in a nonattainment area to *purchase* vehicles that met the low-emission vehicle (*LEV*) standards, regardless of fuel type. The legislation required the (TCEQ) to adopt regulations to implement this revised program. In response, the TCEQ adopted regulations that established what is now called the TCF Program.

In 1997, the 75th Texas Legislature passed SB 681, which gave the TCF Program additional flexibility. For example, only a *fleet* in serious, severe, or extreme nonattainment areas is required to participate.

## **Enforcement**

The Texas Health and Safety Code (THSC) provides the TCEQ with broad enforcement powers. THSC, Section 382.002, states:

It is intended that this chapter be vigorously enforced and that violations of this chapter or any rule or order of the Texas Commission on Environmental Quality result in expeditious initiation of enforcement actions as provided by this chapter.

*THSC* Section 382.011 grants the TCEQ the powers necessary or convenient to carry out program responsibilities. In addition, the commission is charged with the duty to enforce the THSC, rules promulgated under the THSC, and TCEQ orders.

The TCEQ's enforcement powers include civil lawsuits and administrative and criminal proceedings. Through administrative proceedings, the TCEQ can impose orders to achieve compliance, accompanied by penalties of up to \$10,000 per day per violation. The executive director of the TCEQ may also pursue civil legal proceedings through the Office of the Texas Attorney General. Fines of up to \$25,000 per day per violation, injunctions, court orders, and cost of litigation can be assessed in a civil action under the THSC. Under criminal proceedings, failure to comply with the TCF requirements can result in criminal penalties of up to \$100,000 and/or incarceration of up to 180 days.

## **How to Get TCEQ Forms, Rules, and Publications**

There are several ways to get more information on the TCF Program:

- On the Web, go to **[www.tceq.state.tx.us](http://www.tceq.state.tx.us)** and locate the link to “Forms & Publications,” or “Subject Index,” then use keyword “Clean Fleet Program.”
- Direct e-mail inquiries to **[aqp@tceq.state.tx.us](mailto:aqp@tceq.state.tx.us)**.
- Fax publication orders to 512/239-4488, or order by voice at 512/239-0028, the TCEQ Publications unit.
- Write to TCEQ Publications, MC-195; P.O. Box 13087; Austin, TX 78711-3087.

In fax, voice, or written requests, you can speed up your order by giving the full, exact name of the item and its identifying number. A complete listing of all TCEQ publications is available on the TCEQ Web site (**[www.tceq.state.tx.us](http://www.tceq.state.tx.us)**) under the “Forms & Publications” link.



## Chapter 2. Elements of the TCF Program

The TCF Program focuses on the reduction of *mobile source* emissions through the acquisition of LEVs—*vehicles* certified by the EPA to meet or exceed the federal LEV standards.

The TCF Program covers *mass transit authorities*, local governments, and *private fleets* operated primarily within the serious, severe, or extreme nonattainment areas of Texas. As of date, the Houston-Galveston, Dallas–Fort Worth, and El Paso metropolitan areas were classified as being in serious or severe nonattainment for ozone. These metropolitan areas include the counties of Harris, Galveston, Brazoria, Chambers, Fort Bend, Montgomery, Liberty, Waller, Tarrant, Dallas, Denton, Collin, and El Paso.

The TCF Program requires participating local governments and private fleets to acquire certain percentages of EPA-certified LEVs by specified dates. The LEV percent-of-purchase requirements can be met by acquiring any combination of LEVs, *inherently low-emission vehicles (ILEVs)*, *ultra-low-emission vehicles (ULEVs)*, *zero-emission vehicles (ZEVs)* and credits. Once the percent-of-purchase requirement has been met, vehicles certified to emissions levels cleaner than LEV (ILEVs, ULEVs, and ZEVs), earn more *credits* under the TCF Program. Two types of credits are available: a *Mobile Emission Reduction Credit (MERC)* or a *Program Compliance Credit (PCC)*.

Starting with model year 2004 vehicles, the EPA began implementing new vehicle emission standards known as the *Tier 2* standards. Vehicles rated at a Tier 2 bin level equivalent to LEV or cleaner will be considered LEVs for the purpose of the TCF Program.

The TCF Program is “fuel neutral”; therefore, fleets affected by the program requirements may comply by using any vehicle or fuel combination that has been certified by the EPA to meet or exceed the federal LEV standards.

## Who Is Affected

The TCF Program affects the following fleets:

- **local government fleets** with more than 15 vehicles in their fleet (not counting any *law enforcement vehicle* and any *emergency vehicle*) operating primarily in the Houston-Galveston, Dallas–Fort Worth, or El Paso nonattainment areas;
- **private fleets** with more than 25 **fleet vehicles** in their fleet—not counting law enforcement, emergency vehicles, vehicles held for lease or rental to the general public, vehicles garaged at an employee's residence, and vehicles with a *gross vehicle weight rating (GVWR)* over 26,000 pounds—operating primarily in the Houston-Galveston, Dallas–Fort Worth, or El Paso nonattainment area;
- **mass transit fleets** established under Chapter 141, 63rd Legislature, 1973, as defined in the Texas Transportation Code (TTC), Chapters 451–453.

If affected, the first step a fleet must take is to register with the TCEQ within 90 days of meeting the minimum fleet size. In addition to the initial registration, affected fleets must comply with the LEV percent-of-purchase requirements. At the end of every two-year compliance period, fleets must submit biennial reports that demonstrate their compliance with the LEV percent-of-purchase requirements.

## Fleet Size Determination

Fleet size is the main criterion for determining whether a fleet is included in the TCF Program. Fleets within subsidiaries of parent organizations, or within divisions of an organization, should determine fleet size by calculating the number of vehicles under the control of the person who has final authority to make vehicle acquisition decisions. All vehicles under the control of this person will be considered a single fleet, since this person ultimately will be responsible for acquiring the vehicles that comply with the LEV requirements of the TCF Program.

However, persons responsible for fleets operating in two or more different nonattainment areas cannot combine these fleets for the purpose of determining fleet size. Each area is required to register fleets separately, even if they are under the same purchasing authority.

When determining fleet size for registration purposes, **private fleets** must make a distinction between **vehicles** and **fleet vehicles** (see Glossary of Terms, page 17, for definitions). Private fleet operators are required to count only **fleet vehicles** when determining fleet size, regardless of the total number of vehicles.

In contrast, when **local government** fleet operators determine fleet size for registration purposes, they must count **all vehicles** in their fleets that have to be *registered* for use on public roads, **not counting** law enforcement and emergency vehicles.

### **Example of Determining Fleet Size**

For example, suppose a fleet included the following 76 vehicle types:

|    |               |    |   |
|----|---------------|----|---|
| 15 | dump trucks,  | 12 | pickup trucks,                          |
| 3  | road graders, | 10 | station wagons,                         |
| 1  | backhoe,      | 25 | police cruisers,                        |
| 5  | ambulances,   | 5  | tractor trailer rigs (over 26,000 lbs.) |

A **private fleet** would only count the dump trucks (15), pickups (12), and station wagons (10) to determine the fleet size. The road graders and the backhoe do not have to be registered for use on public highways; the ambulances and police cruisers are emergency and law enforcement vehicles; and the tractor trailer rigs do not meet the definition of a fleet vehicle because they have a GVWR over 26,000 lbs. Therefore, in this scenario, the total number of fleet vehicles for the private fleet in the TCF Program would be 37 fleet vehicles.

However, for a **local government fleet**, the dump trucks, pickups, station wagons, and tractor trailer rigs would be counted as part of the fleet because **all** local government vehicles—**not counting** law enforcement (25) and emergency vehicles (5), and those vehicles not required to be registered for use on public highways (4)— must be counted. Therefore, in this example, the fleet size for the local government fleet for purposes of the TCF Program would be 42 vehicles (76 - 34). (Although the tractor

trailer rigs would have to be counted in assessing fleet size, vehicles over 26,000 lbs. GVWR are not required to meet the LEV standards.)

The distinction between fleet vehicles and vehicles is only made for **registration** purposes. For **reporting** purposes, both private fleets and local government fleets use the definition of fleet vehicles to determine if they have complied with the percent-of-purchase requirements. For more information on registration or reporting, see pages 14 and 15.

## **Renting and Leasing Vehicles**

### **Participation**

When determining whether their fleet size requires participation in the TCF Program, rental car and truck leasing companies are not required to include the vehicles in their fleet that are used primarily for rentals or leased to other companies. Similarly, these vehicles do not have to be included in their biennial fleet status reports.

### **Compliance**

In determining the rental or leasing company's compliance with the LEV purchase requirements of the TCF Program, the TCEQ will not count acquisitions of vehicles reserved for rental or leasing.

### **Organizations That Lease Vehicles**

While rental and leasing companies are not required to count the vehicles they lease as part of their own fleet, the organizations that lease the vehicles may have to. When determining fleet size and compliance, private and local government fleets must include vehicles leased from rental car and truck leasing companies if they are contracted for lease for a period of 90 days or more.

### **Credits**

Credits may be available for organizations that lease vehicles depending on the following information.

***Rental car and truck leasing companies.*** Most rental/leasing companies find they don't have to participate in the TCF Program since rented/leased vehicles are not included when determining fleet size. If they are not in the TCF Program, they cannot generate credits.

If a rental/leasing company is in the TCF Program, it still cannot generate credits from a vehicle it rents or leases. It can only generate credits from these vehicles while the vehicles remain in the rental/leasing company's own fleet.

**Fleets** that lease LEVs, ILEVs, ULEVs, or ZEVs may report the vehicles to generate PCCs or MERCs if:

- the lease is for a year or longer; and
- the fleet has exceeded its LEV purchase requirements.

For information on MERCs and PCCs, see the "Getting Credits" section on page 11. For greater detail, read the TCEQ publication, *Guidelines for Vehicle Emission Credits* (RG-322). To get a copy of this publication, see page 3.

## **LEV Percent-of-Purchase Requirements**

Local government and private fleets affected by the TCF Program must ensure that certain percentages of their fleet vehicles, including leased vehicles, are certified by the EPA to meet or exceed the federal LEV standard, according to the following schedule:

- 70 percent of light-duty vehicle purchases or leases in the fleet must be LEV certified or LEV equivalent after September 1, 2002; **and**
- 50 percent of *heavy-duty vehicle* purchases or leases must be LEV certified or LEV equivalent after September 1, 2002.

Note: Private fleets are not required to acquire additional fleet vehicles certified to meet or to exceed LEV standards if they maintain 70 percent or more LEVs in their fleet.

## **Options for Achieving Compliance**

The following shows several ways to meet the LEV percent-of-purchase requirements: acquiring LEVs, and purchasing or using credits. The text starting on page 10 gives details on these methods.

### **Summary of Options for Achieving Compliance**

You may choose among these three options to meet the LEV requirements:

- Acquire LEVS
- Purchase MERCS or PCCs from another fleet (certain restrictions apply)

- Use any MERCs or PCCs that you have already generated

### **Acquiring LEVs**

The easiest way for a fleet to comply with the TCF Program is to ensure that it buys or leases enough LEVs to meet the percent-of-purchase requirements listed on page 9. The percent-of-purchase requirements do not apply to any affected fleet that maintains a proportion of 70 percent or more of LEVs within its fleet.

Automakers are now selling a wide variety of gasoline and diesel-powered LEVs. In most cases, they are available at the same price as their conventional counterparts. For many models, automakers are only selling LEVs. It is a good idea to verify with the automotive dealer that the vehicle is LEV certified before completing the purchase. For the latest LEV availability list, visit the TCEQ Web site at [www.tnrcc.state.tx.us/air/ms/tcf.htm](http://www.tnrcc.state.tx.us/air/ms/tcf.htm).

**Heavy-duty vehicles** (HDVs). For model years (MYs) 2003 and older, follow the direction for LDVs, but go to the HDV tables. **For MY 2004 and newer vehicles, all HDVs are now LEV equivalent.** Vehicles rated cleaner than LEV (ILEV, ULEV or ZEV) are eligible for credits.

### ***Tier 2 Equivalency***

A fleet can also meet the LEV percent-of-purchase requirements by acquiring vehicles certified to the newer Tier 2 emission standards. Most vehicles are certified to both the LEV and the Tier 2 standards. If you do not know your Tier 2 vehicle's LEV rating, first determine if it is a light-duty (<8500 lbs. GVWR) vehicle or heavy-duty (>8500 lbs. GVWR) vehicle. You can find the GVWR on the vehicle's registration.

**Light-duty vehicles** (LDVs). The fastest way to determine if your Tier 2 vehicle is LEV equivalent is to go to the TCEQ web site at [www.tnrcc.state.tx.us/air/ms/tcf.htm](http://www.tnrcc.state.tx.us/air/ms/tcf.htm). If you have the vehicle make, model, and test group number, you can find your Tier 2 vehicle's LEV rating by using our LEV lists organized by model year. The engine test group number can be found on the vehicle emission control information label (VECI label), see pages 27 and 28 for more information. Vehicles rated cleaner than LEV (ILEV, ULEV or ZEV) are eligible for credits. For more information on Tier 2 vehicles and credits see page 12.

Alternatively, if you know your Tier 2 vehicle’s bin rating, the following chart will help you determine if it is equivalent to the LEV or ULEV standard. You will need to know the vehicle’s GVWR and its adjusted loaded vehicle weight (ALVW). The ALVW is the numerical average of the vehicle curb weight and the GVWR. The GVWR (gross weight) and curb weight (empty weight) are found on the vehicle registration.

**Table 1. LEV Equivalent Tier 2 Bin Standards Based on NMOG<sup>a</sup> and NOx Values**

| Gross Vehicle Weight Rating (GVWR) | Vehicle Class Type/<br>ALVW       | LEV Equivalent                            | ULEV Equivalent |
|------------------------------------|-----------------------------------|---|-----------------|
| 0–6,000 lbs.                       | LDV <sup>c</sup>                  | Bin 9 <sup>b</sup> or<br>Bins 7 through 4 | Bin 3 or lower  |
|                                    | LDT1 <sup>d</sup><br>0–3,750 ALVW | Bin 9 <sup>b</sup> or<br>Bins 7 through 4 | Bin 3 or lower  |
|                                    | LDT2<br>>3,750 ALVW               | Bins 9 through 5                          | Bin 4 or lower  |
| 6,001–8,500 lbs.                   | LDT3<br>0–3,750 ALVW              | Bins 10 through 8                         | Bin 7 or lower  |
|                                    | LDT3<br>3,751–5,750 ALVW          | Bins 10 through 8                         | Bin 7 or lower  |
|                                    | LDT4<br>5,751–8,500 ALVW          | Bins 10 or 9                              | Bin 8 or lower  |
| 8,501–10,000 lbs.                  | MDPV <sup>e</sup>                 | Bins 11 or 10                             | Bin 9 or lower  |

<sup>a</sup>NMOG=Non-Methane Organic Gas

<sup>b</sup>Bin 8 is not LEV equivalent for this weight class.

<sup>c</sup>LDV = Light-duty passenger vehicle

<sup>d</sup>LDT = Light-duty truck

<sup>e</sup>MDPV = Medium-duty passenger vehicle

## Getting Credits

The TCF Program requires affected fleets to acquire certain percentages of EPA-certified LEVs by specified dates. If a fleet acquires more LEVs than it needs for compliance, or very clean-burning LEVs (such as *ULEVs*, *ILEVs* and *ZEVs*), it can receive extra PCCs or MERCs. A brief summary

of these credits follows. For more information on credits, read the TCEQ publication, *Guidelines for Vehicle Emission Credits (RG-322)*. To get a copy of this publication, see page 3.

### ***PCCs***

When a fleet accurately completes one of the Registration/ Reporting Forms included in this manual (TCEQ-10211 or TCEQ-10212), it will have calculated the amount of PCCs potentially accrued. Each type of LEV is worth the following amounts of PCCs:

- LEVs = 1;
- ULEVs = 2; and
- ILEVs and ZEVs = 3.

If a fleet acquires exactly the amount of LEVs it needs to achieve compliance, it will not have any extra PCCs. When a fleet acquires more LEVs than it needs, it can “bank” or trade the extra PCCs as credits. A fleet can also bank PCCs for LEVs that are not participating in the TCF Program.

As the previous bulleted information illustrates, ZEVs and ILEVs earn three times as many PCCs as LEVs because they emit so little pollution. By acquiring these cleaner-burning cars, a fleet can bank surplus PCCs or reduce the number of LEVs it has to acquire. For example, if a fleet had to acquire ***nine*** LEVs to achieve compliance, it could decide to buy ***only three*** ILEVs or ZEVs instead.

PCCs may only be used to meet TCF Program requirements. They may be used in the same period generated, or they may be banked with the TCEQ for later use. PCCs may also be traded, sold, or purchased by another fleet in the same nonattainment area to meet the requirements of the TCF Program.

### ***Tier 2 Vehicles and Credits***

A fleet that purchases vehicles certified to the Tier 2 standards can also receive extra PCCs by:

- purchasing more LEV-equivalent Tier 2 vehicles than needed for compliance; or
- purchasing cleaner Tier 2 vehicles than required (vehicles equivalent to the ILEV, ULEV or ZEV standard).

## ***MERCs***

Please note that the MERCs generated by the TCF Program are not the same as MERCs generated in accordance with 30 TAC, Chapter 101, Subchapter H, Division 1. In most cases, you will maximize your TCF credits by banking them as PCCs rather than MERCs.

The main reason you might want MERCs is to trade with companies that need to comply with other air quality programs. Even then, you would need to bank your TCF MERCs in the form of mobile discrete emission reduction credits (MDERCs) in the TCEQ open market trading bank. MDERCs can be banked, traded, transferred, or sold in accordance with 30 TAC, Chapter 101, Subchapter H, Division 4. For information on mobile emissions credit banking and trading with other air quality programs, call the TCEQ MDERC banking contact at 512/239-2968.

## **Exceptions**

The TCF Program allows five exceptions to the percent-of-purchase requirements. An application for an exception may be submitted as early as one year before the compliance deadline. (The last day of the two-year compliance period is considered the compliance deadline.) No application for an exception will be accepted after the compliance deadline has passed.

***Example.*** If the compliance deadline is September 1, 2004, exception applications will be accepted as early as September 1, 2003, but not later than September 1, 2004.

If your exception application is approved, you will be mailed a notice of exception from the LEV requirements of the TCF Program. The exception approval notice must include the following information:

- your assigned fleet identification number;
- your name and address;
- the category of exception granted;
- the regulation to which the exception may be applied, for example, Section 114.151 (b) (1);
- the date on which the exception was granted;
- the compliance period covered by the exception; and
- the next compliance period.

## How Exceptions Work

An exception is a delay in enforcement for **up to** a two-year period. An exception does not exempt an affected fleet from the other requirements of the TCF Program, such as biennial reporting. In addition, fleets that have been issued an exception are still required to meet the percent-of-purchase requirements by the next reporting deadline unless granted a new exception.

**Example.** If a fleet received an exception before the September 1, 2004, deadline, it would not be required to demonstrate compliance with the LEV purchase requirement for the 2002-2004 control period. However, the affected fleet would still be required to file its Registration/Reporting Form by September 1, 2004, and would still be required to meet the LEV percent-of-purchase requirements for the 2004-2006 control period. Alternatively, the affected fleet could submit a new exception application between September 1, 2005, and September 1, 2006.

## The Five Exceptions

State regulations allow for five exceptions to the percent-of-purchase requirements:

- A firm engaged in fixed-price contracts with public works agencies can demonstrate that compliance with the LEV requirements of the TCF Program would result in substantial economic harm to the firm under a contract entered into before September 1, 1997.
- Fuels required for LEV operation that meet the normal requirements of the principal business of the fleet are not available in the areas in which the vehicles operate.
- The fleet is unable to secure financing provided by or arranged through a supplier for the fuels required to operate the LEVs.
- The *projected net cost* to fuel a LEV is reasonably expected to exceed comparable fueling costs for conventional vehicles when measured over the useful life of the fleet vehicle.
- Original equipment manufacturers' vehicles, or converted vehicles that have been certified by the EPA as LEVs and meet the normal requirements and practices of the local government or *private entity* are not available.

To get a copy of our exceptions manual, *Guidelines for Exception Applications* (RG-361), see page 3.

## **Fleet Registration**

According to state law, all affected organizations were required to register with the TCEQ for the TCF Program by September 1, 1997, or within 90 days of meeting the minimum fleet size requirement. If a fleet is located in an area that has just become a serious, severe, or extreme nonattainment area, it also has 90 days to register with the TCEQ.

### **Initial Registration Options**

Fleets affected by the TCF Program must submit registration information to the TCEQ for compliance tracking and fleet identification by one of the following methods:

- **By Form:**

Mail a completed TCF Registration/Reporting Form (TCEQ-10211 or TCEQ-10212) to the following address: TCEQ, MC-164, Attn: TCF Program, PO Box 13087, Austin, Texas 78711-3087. Make sure the form is signed and dated.

A copy of the TCF Registration/Reporting Form (TCEQ-10211 or TCEQ-10212) suitable for submission is located in Appendix A and Appendix B of this manual. Instructions for completing the form begin on page 25 for private fleets, and on page 45 for local government fleets. To get a new copy of this manual, see page 3.

- **By Letter:**

Type or print a letter that contains all of the information specified for the TCF Registration/Reporting Form beginning on page 25 for private fleets, and page 45 for local government fleets. Mail it to the following address: Attn: TCF Program, MC-164, TCEQ, PO Box 13087, Austin, Texas 78711-3087. Make sure the letter is signed and dated.

## **Reporting**

In addition to the initial registration, all local government and private fleets affected by the TCF Program must submit fleet status reports to the TCEQ to demonstrate compliance. These reports will be kept on file by the TCEQ, and the data submitted with the reports will be entered into a computer database for compliance tracking.

### **Report Due Dates**

Since 1998, local government and private fleets have been required to submit reports to the TCEQ on the status of their fleets' compliance by September 1 of each even-numbered year.

## **Report Submittal Options**

Fleets affected by the TCF Program must submit their fleet report to the TCEQ either by using the TCF Registration/Reporting Form, or by submitting the same information in a letter. Follow the same steps given for “Initial Registration Options” on page 15.

## **Record Keeping**

All affected fleets are required to maintain copies of submitted reports on site at the reported fleet address for three years after the compliance deadline. These records must be made available to the TCEQ for inspection upon request.

*Example.* For the biennial report due on September 1, 2004, fleets should retain copies of their reports at least until September 1, 2007.

## **Handling Confidential Information**

The TCEQ suggests that fleets NOT submit confidential information on the Registration/Reporting Form. However, if this cannot be avoided, the document should be conspicuously marked “CONFIDENTIAL” in red ink.

Usually, the TCEQ will not release any information marked confidential to the general public. However, in the case of a public request for information under the Freedom of Information Act, the Office of the Texas Attorney General will be asked to decide whether the TCEQ is required to release information marked as confidential.

## Chapter 3. Glossary of Terms

The following brief explanations of terms are provided as a convenience for readers of this document. These explanations do not take the place of any full, formal definitions in state or federal laws and regulations.

***Affected area.*** Any consolidated metropolitan statistical area or metropolitan statistical area with a population of 350,000 or more that, under the NAAQS set by the FCAA Amendments, is a serious, severe, or extreme nonattainment area.

***Affected entity.*** Any individual, partnership, firm, company, business trust, corporation, organization, or association that operates a fleet within an affected area.

***AFVs.*** Alternatively fueled vehicles.

***Capable of operating.*** A vehicle having the necessary permanently installed equipment that enables a vehicle to use a specified fuel.

***Certified.*** A vehicle that has been issued a certificate of conformity by the EPA to ensure compliance with the required emission standards throughout the entire useful life of a vehicle.

***Conventional vehicle.*** A vehicle that meets all applicable federal emission standards in place at the time of manufacture but is not certified as a low-emission vehicle.

***Credit.*** A Mobile Emission Reduction Credit, Program Compliance Credit, or other reduction in emissions that has been banked with the TCEQ.

***Dual-fuel vehicle.*** Any motor vehicle or motor vehicle engine engineered and designed to be operated on two different fuels, but not on a mixture of the two.

***Emergency vehicle.*** Includes the following:

- a fire department or police vehicle;
- a public or private ambulance operated by a person who has been issued a license by the Texas Department of Health;
- a municipal department or public service corporation emergency vehicle that has been designated or authorized by the governing body of a municipality;
- a private vehicle of a volunteer firefighter or a certified emergency services employee or volunteer when responding to a fire alarm or medical emergency;
- an industrial emergency response vehicle, including an industrial ambulance, but only if the vehicle is operated in compliance with the criteria in effect September 1, 1989, and established by the Texas Industrial Fire Training Board of the State Firemen's and Fire Marshals' Association of Texas; or
- a vehicle of a blood bank or tissue bank, accredited or approved under the laws of this state or the United States, when making emergency deliveries of blood, drugs, medicines, or organs.

**Emissions.** The emissions of oxides of nitrogen, volatile organic compounds, carbon monoxide, particulates, or any combination of these substances.

**EPA.** The United States Environmental Protection Agency.

**Exception.** The TCEQ has adopted provisions to the rules on fleets that allow an organization affected by the TCF Program to apply for an exception to the requirements. The executive director of the TCEQ is authorized to make these exceptions available to affected local government and private fleets. The review process for exceptions to the LEV requirements of the TCF Program is guided by the regulations cited in 30 TAC Section 114.153.

Fleet operators requesting an exception from the LEV requirements of the TCF Program must provide sufficient information to document the conditions for which the exception is being considered. Use the Exception Application Form (TCEQ-10275) to send this information to the TCEQ during the last 12 months of the two-year compliance period. To get a copy of the *Guidelines for Exception Applications* (RG-361), see page 3.

**Executive director.** The executive director of the Texas Commission on Environmental Quality or any individual authorized to act for the executive director.

**FCAA.** Federal Clean Air Act enacted in 1970.

**FCAA Amendments.** Federal Clean Air Act Amendments enacted in 1990.

**FCFF Program.** Federal Clean Fuel Fleet Program.

**Fleet.** The aggregate of the vehicles under the authority of a local government or private entity and operated primarily within an affected area.

**Fleet vehicle.** A vehicle registered or required to be registered under the TTC, Chapter 502, except school buses. The term **does not** include:

- a vehicle owned or operated by an affected organization that, when not in use, is *normally parked* at the residence of the individual who *normally operates* it;
- a vehicle that has a GVWR over 26,000 lbs. (this is the weight of the vehicle as given on the vehicle's registration and includes the weight the vehicle can carry or pull);
- a vehicle used in the maintenance or repair of underground mass transit facilities that is required by federal law or regulation to operate on diesel fuel; or
- a law enforcement or emergency vehicle, as defined by the TTC.

**Gross vehicle weight rating.** The value specified by the manufacturer as the maximum design loaded weight as expressed on the vehicle's registration, and includes the weight the vehicle can carry or draw.

**GVWR.** Gross vehicle weight rating.

**HDV.** Heavy-duty vehicle.

**Heavy-duty vehicle.** Any passenger vehicle or truck that is capable of transporting people, equipment, or cargo and that has a GVWR over 8,500 lbs. and is required to be registered under the TTC. For the purposes of the MERC program, HDVs are divided into weight classes: a light HDV (L-HDV) has a GVWR over 8,500 lbs. but not more than 10,000 lbs.; a

Medium HDV (M-HDV) has a GVWR over 10,000 lbs. but not more than 19,500 lbs.; and a Heavy HDV (H-HDV) has a GVWR over 19,500 lbs.

**ILEV.** Inherently low-emission vehicle.

***Inherently low-emission vehicle.*** A vehicle that has been certified by the EPA to meet the LEV standards and additional evaporative emissions requirements.

***Law enforcement vehicle.*** Any vehicle controlled by a local government and primarily operated by a civilian or military police officer or sheriff, or by state highway patrols, or other similar law enforcement agencies, and that is used for the purpose of law enforcement activities including, but not limited to, chase, apprehension, surveillance, or patrol of people engaged in or potentially engaged in unlawful activities.

**LDV.** Light-duty vehicle.

***Leased vehicles.*** Vehicles contracted for lease for a period of 90 days or more.

**LEV.** Low-emission vehicle.

***Light-duty vehicle.*** Any passenger vehicle or truck that is capable of transporting people, equipment, or cargo and that has a GVWR not more than 8,500 lbs.

***Local government.*** A city, county, municipality, or political subdivision of a state. This term does not include school districts.

***Low-emission vehicle.*** A vehicle in a class or category of vehicles that has been certified by EPA for any model year to meet:

- the LEV standards applicable under the FCAA Amendments; or
- emission limits at least as stringent as the applicable LEV standards for the FCFF Program.

***Mass Transit Authority.*** A transportation or transit authority as defined in the TTC, Chapters 451–453 (relating to Metropolitan Rapid Transit Authorities, Regional Transportation Authorities, and Municipal Transportation Authorities), that operates a mass transit system under any of those laws.

**MDERC.** Mobile Discrete Emission Reduction Credit.

**MERC.** Mobile Emission Reduction Credit.

**Mobile Discrete Emission Reduction Credit.** A credit that is surplus, generated by a mobile source strategy. It is a creditable emission reduction that is created during a generation period, quantified after the period in which emissions reductions are made, and expressed in tons.

**Mobile Emission Reduction Credit.** A credit obtained by reducing emissions from a mobile source.

**Mobile source.** A *nonstationary source* of air emissions that may contribute to air pollution, most commonly a motor vehicle.

**NAAQS.** National Ambient Air Quality Standards.

**National Ambient Air Quality Standards.** Federal air quality standards established by the EPA to protect the public from exposure to harmful amounts of six air pollutants: ozone, lead, carbon monoxide, sulfur dioxide, nitrogen dioxide, and breathable particulate matter.

**Nonattainment area.** A defined region within the state that is designated by EPA as failing to meet the NAAQS for a pollutant for which a standard exists.

**Normally operates.** A person “normally operates” a vehicle if he or she operates it more than 50 percent of the time.

**Normally parked at the residence of an individual.** The vehicle’s parking place after business hours is normally (more than 75 percent of the time) at the residence of the person who operates the vehicle.

**Operates primarily.** Use of a fleet in any one affected nonattainment area more than 50 percent of either the total annual vehicle miles traveled, or 50 percent of time, as measured from January 1 through December 31 of each year.

(If your vehicles **operate primarily** in the Houston-Galveston, Dallas–Fort Worth, or El Paso nonattainment areas (the counties of Harris, Galveston, Brazoria, Chambers, Waller, Fort Bend, Montgomery, Liberty, Tarrant, Dallas, Denton, Collin, and El Paso), **even if garaged outside of these areas**, and your fleet meets the minimum size criteria, (local governments, more than 15 vehicles, and private fleets, more than **25 fleet** vehicles) the TCEQ considers your fleet to be covered by the TCF Program.)

**PCC.** Program Compliance Credit.

**Private entity.** Any individual, partnership, firm, company, business trust, corporation, organization, or association that owns, operates, or controls a fleet.

**Private fleet.** All fleet vehicles operated by a private entity.

**Program Compliance Credit.** Credits that may be granted to a fleet for exceeding the LEV requirements of the TCF Program.

**Projected net cost.** All expenses associated with the fueling of fleet vehicles after deductions of any available state or federal funding or incentives for the use of LEVs.

**Purchase date.** The date the buyer and seller are in a legally binding purchase or lease agreement. Payment for or delivery of the vehicle need not have taken place.

**Purchases.** The purchase, acquisition, or lease of vehicles (new or used) for operation in a fleet.

**Registered vehicle.** A motor vehicle that has been licensed for use on public roadways.

**Stationary source.** Nonmoving sources of air pollution, such as power plants and refineries.

**TAC.** Texas Administrative Code.

**TCF Program.** Texas Clean Fleet Program.

**TCEQ.** In this manual, “TCEQ” means the Texas Commission on Environmental Quality, including the commissioners, the executive director, and staff.

**Texas Clean Fleet Program.** The program established in Title 30 of the TAC. Provisions for it are found in Sections 30 TAC 114.1, 114.3, 114.150–151, 114.153–157, and 114.201–202.

**THSC.** Texas Health and Safety Code.

**Tier 0.** The federal vehicle emission standards in effect before 1994.

**Tier 1.** The federal vehicle emission standard in effect after 1994.

**Tier 2.** The new federal TIER 2 emissions standards which will be phased in between MY 2004 and MY 2007 for passenger vehicles. The heaviest

light-duty trucks, and vehicles weighing between 8,500 and 10,000 pounds, will be required to meet Tier 2 standards beginning in 2008. Each Tier 2 standard will have Bin numbers signifying the pollutant limits in that Bin. The Bin levels range from 1 to 11. A vehicle certified to Bin 1 emits the least NO<sub>x</sub>, CO, etc. (0 grams per mile), while one certified to Bin 11 emits the most NO<sub>x</sub> (0.9 grams per mile), CO (7.3 grams per mile) etc.

**TTC.** Texas Transportation Code.

**ULEV.** Ultra-low-emission vehicle.

**Ultra-low-emission vehicle.** A vehicle that has been certified by the EPA as an ultra-low-emission vehicle.

**VECI.** Vehicle Emission Control Information label.

**Vehicle.** A self-propelled device designed to operate with four or more wheels in contact with the ground, in or by which a person or property is or may be transported, and that must be registered under the TTC, Section 502.002.

**VMT.** Vehicle miles traveled.

**ZEV.** Zero-emission vehicle.

**Zero-emission vehicle.** A vehicle that has been certified by the EPA as a zero-emission vehicle.



## Chapter 4. Sample Registration/Reporting Form and Instructions for Private Fleets

### Instructions for Completing the TCF Registration/Reporting Form

Use a separate Registration/Reporting Form for **each** nonattainment area (Houston-Galveston, Dallas–Fort Worth, and El Paso).

These instructions for completing the TCF Registration/Reporting Form are numbered in accordance with the questions on the form. Sample completed forms for a private fleet are provided to assist you beginning on page 37. You may submit your Registration/Reporting Form on the original form or a copy. All applications should be typewritten. Blank reporting forms for private fleets are located in Appendix A.

#### 1. FLEET IDENTIFICATION NUMBER

You will only have a number if you are already registered. If you are registering for the first time, leave this line blank and a number will be assigned to you. (The fleet ID number is for administrative tracking purposes.)

#### 2. ORGANIZATION INFORMATION

Provide the organization's name, physical fleet address (if more than one, choose one for reporting purposes), city, state, ZIP code, telephone number, fax number, and primary business activity.

For private fleets only, to determine the number of full-time employees, the entire company, corporation, or agency should be looked at, not just the particular facility submitting the Registration/Reporting Form.

#### 3. CONTACT INFORMATION

Provide the name, business title, mailing address, telephone number, fax number, and e-mail address, if available, for the person whom the

TCEQ should contact for questions relating to this fleet. (All communication relating to this fleet will be directed to this person.)

#### **4. COUNTIES OF OPERATION**

Please check the nonattainment area covered by this form and all counties within that nonattainment area in which your fleet operates. (It is **very important** that fleets operating in different nonattainment areas have separate forms, even if they are owned or operated by the same company; for example, you should not have Houston-Galveston area and El Paso area counties checked on the same form.)

#### **5. PRIVATE FLEET COMPLIANCE INFORMATION**

##### **A. Total Fleet Size**

Enter the total number of vehicles registered for use on public highways that your organization *operates primarily* within the nonattainment area designated in Section 4, “Counties of Operation.” (This number should include all vehicles registered for use on public roads including emergency vehicles, law enforcement vehicles, *leased vehicles*; and those vehicles that meet the definition of fleet vehicle and those that do not. For more information on fleet vehicles, see the “Glossary of Terms” on page 17.)

*Note:* While rental and leasing companies are not required to count the vehicles they lease as part of their own fleet, the organizations that lease the vehicles may have to. When determining fleet size and compliance, private and local government fleets must include vehicles leased from rental car and truck leasing companies if they are contracted for lease for a period of 90 days or more.

##### **B. Exempt Vehicles Not Counted for TCF Registration**

Provide the total number of law enforcement and/or emergency vehicles currently operating in the fleet, and vehicles used for lease or rental to the general public, vehicles garaged at an employee’s residence, and vehicles with a GVWR over 26,000 pounds.

##### **C. Adjusted Fleet Size for Program Participation**

Subtract total exempt vehicles in B-5 from your total registered vehicles in Section A. If your adjusted fleet size is greater than 25, and you are a private fleet, your fleet is required to participate in the TCF Program. Please complete the remainder of this form.

If your fleet total is 25 or less, and you are a private fleet, skip to Section 10 on the last page. You will not need to fill out Sections 6 through 9.

## **6. NONEXEMPT LIGHT-DUTY FLEET VEHICLE PURCHASES AND LEASES**

List the nonexempt **light-duty** fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that operate primarily in the nonattainment area designated in Section 4, “Counties of Operation.” Light-duty and heavy-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore, it is very important to list just nonexempt, light-duty vehicles (<8,500 lbs. GVWR) in Section 6. Nonexempt heavy-duty vehicles are listed in Section 7. Exempt vehicles are recorded in Section 8.

### **A. Lease/Purchase**

Enter **P** for purchase or **L** for lease.

### **B. Acquisition Date**

Enter the date that your organization signed the contract to purchase or lease the fleet vehicle. (**Example:** 7/5/1998)

### **C. Months of Lease**

For fleet vehicles leases only, record the number of months you have agreed to lease the vehicle.

### **D. License Number**

Enter the license plate number as specified on the fleet vehicle’s registration. (**Example:** ABC-123)

### **E. Vehicle Identification Number**

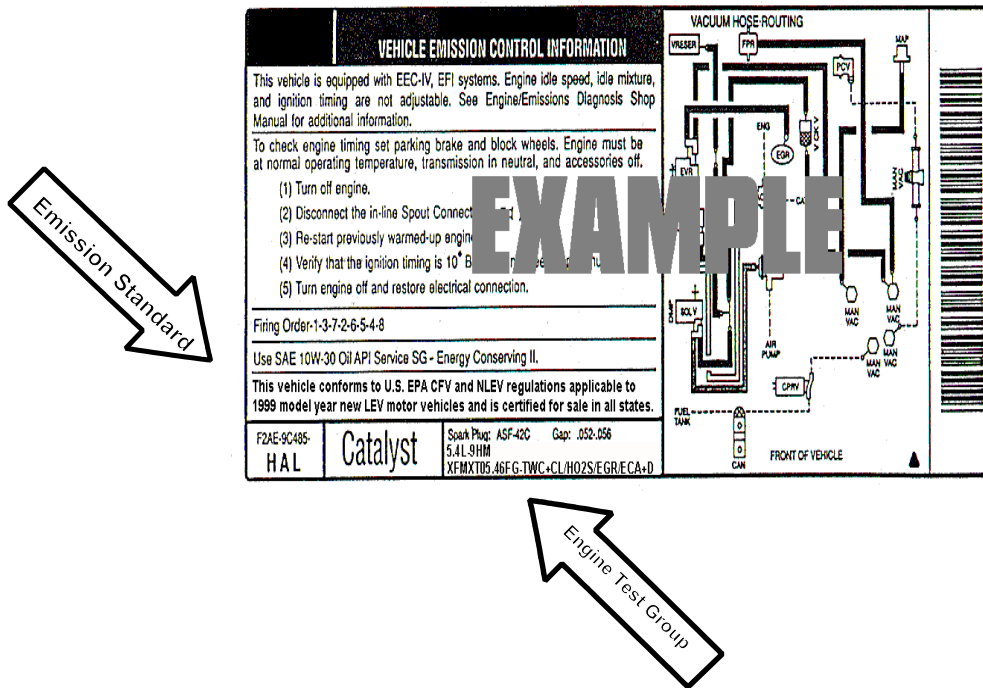
Enter the vehicle identification number (VIN) issued by the original equipment manufacturer as specified on the fleet vehicle’s title or registration. (**Example:** 1B3BC4637KD507452)

### **F. Engine Test Group Number**

Enter the engine test group number, as specified on the motor vehicle’s vehicle emission control information (VECI) label on

page 28. The engine test group number is required to verify the certified emission standard of the motor vehicle.

The VECI label can sometimes be called the “Important Vehicle Information” label. All new motor vehicles or heavy-duty engines are required to have this label. The label shows both the motor vehicle’s engine test group number and its certified emission standard. It is typically located on the underside of the hood, on the cowl in front of the engine, or on an engine valve cover. The arrows on the sample label will help you locate the engine test group number and its certified emission standard.



The engine test group number is located toward the bottom of the label and is shown, for example, as XFMXT05.46FG. This is only one example of a VECI label. There may be other formats used.

**G. Model Year**

Enter the year each fleet vehicle was manufactured as specified on the fleet vehicle’s title or registration. (**Example:** 2004)

**H. Make**

Enter the name of the original equipment manufacturer of the fleet vehicle. (**Example:** Dodge)

**I. Model Type Code**

Enter the model type code that corresponds with the type of the fleet vehicle.

|                                |   |
|--------------------------------|---|
| <b>PV</b> = Passenger vehicle: | (Includes sedans, station wagons, coupes, sports cars, or other passenger cars expressly designed to transport and accommodate fewer than 10 passengers.) |
| <b>LT</b> = Light-duty truck:  | (Includes pickups, vans, minivans, suburbans, and sport utility vehicles, that have a GVWR of 8,500 pounds or less.)                                      |
| <b>HT</b> = Heavy-duty truck:  | (Includes pickups, vans, suburbans, sport utility vehicles, and large trucks that have a GVWR over 8,500 pounds.)   |
| <b>B</b> = Bus:                | (Includes transit, recreational, and school-type buses.)  |

**J. GVWR Code**

Enter the GVWR code of the fleet vehicle as specified on the vehicle’s registration. (**Example:** 8,500 lbs. is code B)

- A = 0–6,000 lbs.
- B = 6,001–8,500 lbs.
- C = 8,501–10,000 lbs.
- D = 10,001–19,500 lbs.
- E = 19,501–26,000 lbs.
- F = over 26,000 lbs.

**K. Certified Emission Standard Code**

From the following list, choose the correct abbreviation for your vehicle’s certified emission standard. The VECI label will tell you the certified emission standard of your vehicle. For more information on the VECI label, see “Engine Test Group Number” page 27.

- HD** = Heavy duty;
- T1** = Tier 1;

**T2** = Tier 2. When recording Tier 2 as your vehicle's emission standard, please include the Bin level. (**Example:** Tier 2/Bin 3). **To determine if your Tier 2 vehicle is equivalent to LEV, see page 10.**

**LEV** = low-emission vehicle standard;

**ULEV** = ultra-low-emission vehicle standard;

**ILEV** = inherently low-emission vehicle standard; and

**ZEV** = zero-emission vehicle standard.

**L. Fuel System Code**

Enter the fuel system code that corresponds with the fuel system installed on the fleet vehicle.

**1** = single fuel system, fleet vehicle is only capable of operating on one fuel type.

**2** = dual or multifuel system, fleet vehicle is capable of operating on two or more fuel types.

**M. Fuel Type(s) Code**

Enter the fuel type code that matches the fuel(s) the fleet vehicle is capable of operating on. If the vehicle is dual-fueled, please enter the fuel code for **each** type of fuel the fleet vehicle is capable of operating on. (**Example:** G/LPG)

**G** = gasoline;

**D** = diesel;

**LPG** = liquefied petroleum gas (propane);

**CNG** = compressed natural gas;

**LNG** = liquefied natural gas;

**MT** = methanol;

**ET** = ethanol;

**E** = electricity; or

**O** = other (please specify on an attached sheet to the form.)

## N. Total Nonexempt Light-Duty Fleet Vehicles Purchased/Leased

### 7. NONEXEMPT HEAVY-DUTY FLEET VEHICLE PURCHASES AND LEASES

List the nonexempt, heavy-duty fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that operate primarily in the nonattainment area designated in Section 4, “Counties of Operation.”

Heavy-duty and light-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore it is very important to list just nonexempt heavy-duty vehicles (>8,500 lbs GVWR) in Section 7. Nonexempt light-duty vehicles are listed in Section 6. Exempt vehicles are recorded in Section 8.

For specific instructions for filling out Section 7: A through N for HDVs, refer back to the instructions given in Section 6 for LDVs on page 27.

### 8. EXEMPT FLEET VEHICLE PURCHASES AND LEASES

Section 8 is optional. Exempt vehicles do not need to be included in your compliance demonstration. It is to your benefit, however, to list the exempt vehicles purchased or leased after September 1, 2002, through September 1, 2004, that are EPA LEV-certified or cleaner. These exempt vehicles can generate credits. Vehicles listed must **operate primarily** in the nonattainment area designated in Section 4 “Counties of Operation”. **For the purpose of reporting exempt vehicles, you do not need to distinguish between HDVs and LDVs.**

A vehicle is exempt from the TCF purchase requirements and may be eligible for credits if:

- it is an emergency vehicle as defined on page 17 in the Glossary of Terms;
- it is a law enforcement vehicle as defined on page 20 in the Glossary of Terms;
- it is not a fleet vehicle as defined on page 19 in the Glossary of Terms; or
- it is leased/rented to the general public.

For specific instructions for filling out Section 8: A through N for HDVs, refer back to the instructions given in Section 6 on page 27 for LDVs.

## 9. CALCULATING COMPLIANCE AND PCCS

### A. Light-Duty LEV Purchase Requirements

1. On line A-1 of Section 9, list the **total** number of nonexempt light-duty fleet vehicle purchases and leases from Section 6.
2. Multiply 9-A-1 by 70 percent (or .70). This is the number of nonexempt light-duty fleet vehicle purchases and leases that need to be certified by EPA as LEVs for your fleet to be in compliance with the TCF Program by September 1, 2004 **(Always round up to the nearest whole number)**.
3. From Section 6 and 8, list the total number of nonexempt light-duty fleet vehicle and exempt light-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8-J, if the GVWR code is A or B, the vehicle is a light-duty vehicle. To calculate compliance, fleet vehicles should be listed according to their PCC value:
  - LEV-certified vehicles have a PCC value of 1,
  - ULEV-certified vehicles have a PCC value of 2,
  - ILEV or ZEV vehicles have a PCC value of 3 (that is, one ZEV vehicle is worth three credits toward compliance).
  - a. From Section 6 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by EPA as LEVs. Multiply by 1.
  - b. From Section 6 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by EPA as ULEVs. Multiply by 2.
  - c. From Section 6 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by EPA as ILEVs or ZEVs. Multiply by 3.
4. Total your PCCs by adding a, b, and c.

## **B. Heavy-Duty LEV Purchase Requirements**

1. On line B-1 list the total number of nonexempt heavy-duty fleet vehicle purchases and leases from Section 7.
2. Multiply 9-B-1 by 50 percent (or .50). This is the number of nonexempt heavy-duty fleet vehicle purchases and leases that need to be certified by EPA as LEVs for your fleet to be in compliance with the TCF Program by September 1, 2004. **(Always round up** to the nearest whole number).
3. From Section 7 and 8, list the total number of nonexempt heavy-duty fleet vehicle and exempt heavy-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8-J, if the GVWR code is C-F, the vehicle is a heavy-duty vehicle. To calculate compliance, fleet vehicles should be listed according to their PCC value:
  - LEV-certified vehicles have a PCC value of 1,
  - ULEV-certified vehicles have a PCC value of 2,
  - ILEV or ZEV vehicles have a PCC value of 3 (that is, one ZEV vehicle is worth three credits toward compliance.)
  - a. From Section 7 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by the EPA as LEVs. Multiply by 1.
  - b. From Section 7 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by EPA as ULEVs. Multiply by 2.
  - c. From Section 7 and 8 (if applicable), list the total number of nonexempt fleet vehicle and exempt vehicle purchases and leases that are certified by EPA as ILEVs or ZEVs. Multiply by 3.
4. Total your PCCs by adding a, b, and c.

## **C. Calculating Compliance**

**If 9-C-2 is greater than or equal to 9-C-1**, your organization has demonstrated its compliance with the LEV purchase requirements, and may be eligible for credits. Skip to Section 9-G.

**If 9-C-2 is less than 9-C-1**, your organization has not demonstrated compliance with the LEV purchase requirements. To be compliant, your organization can use banked PCCs (Section 9-D), or purchase banked PCCs (Section 9-E). You can also request an exemption, using TCEQ form 10275. To get a copy of our exceptions manual, *Guidelines for Exception Applications* (RG-361), see page 3.

**D. Banked PCCs.**

If your organization had surplus PCCs during the 2000–2002 compliance period, it can use these "banked credits" to achieve compliance. List the number of banked PCCs your organization intends to use to achieve compliance.

**E. Purchased PCCs.**

Your organization can purchase banked PCCs from other fleets to achieve compliance. Purchased PCCs can only be used once. If you purchased PCCs for a prior compliance period, they cannot be reused for the 2002–2004 period. List the number of purchased PCCs your organization intends to use to achieve compliance.

**PCC Documentation.** If you have purchased PCCs, you must provide documentation for each PCC transaction. For documentation, the TCEQ requires that you submit a letter, along with the Registration/ Reporting Form documenting the following:

- your organization name and fleet identification number (as the PCC purchaser);
- organization name and fleet identification number of the PCC seller;
- amount of PCCs acquired from seller; and
- date of transaction.

Please submit this information separately for each seller, if more than one.

**Note:** You may only acquire PCCs from an organization that has a fleet that operates in your specific nonattainment area:

**The Dallas–Fort Worth** nonattainment area includes Collin, Dallas, Denton, and Tarrant counties.

**The Houston-Galveston** nonattainment area includes Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller counties.

The El Paso nonattainment area includes El Paso county.

**F. Compliance Demonstration.**

Add A-4, B-4, D and E. If the total in section F is equal to or greater than the sum of 9-A-2 for light-duty and 9-B-2 for heavy-duty, your organization has demonstrated its compliance. All Registration/Reporting Forms are subject to TCEQ verification.

**G. Surplus PCCs (if applicable)**

Subtract 9-C-1 from 9-C-2 to determine the number of surplus PCCs. Credits are calculated using PCCs.

## 10. CERTIFICATION

The application should be signed by either the owner or by a designated representative (for example, a fleet manager or chief financial officer designated by the owner to be responsible for the TCF Program). By signing this application, you certify that the information provided is true to the best of your knowledge. **(The TCEQ will not review the Registration/Reporting Form unless it is signed and dated. Unsigned forms will be immediately returned.)**

Note: Private fleets are not required to acquire additional fleet vehicles certified to meet or to exceed LEV standards if they maintain 70 percent or more LEVs in their fleet.



# PRIVATE FLEET REGISTRATION/REPORTING FORM

## Texas Clean Fleet (TCF) Program

Please return this signed Registration/Reporting Form to TCEQ, Technical Analysis Division, MC-164, P.O. Box 13087, Austin, TX 78711-3087. If you have any questions about the program or need assistance in filling out this form, please call 512/239-1459.

**NOTE:** Use a separate form for each nonattainment area (Houston-Galveston, Dallas-Fort Worth, and El Paso). Make additional copies as needed. **Please type all information.**

### 1. FLEET IDENTIFICATION NUMBER 10001

You will only have a number if you are already registered. If you are registering for the first time leave this line blank and a number will be assigned to you.

### 2. ORGANIZATION INFORMATION

A. Organization Name: ABC Fleet Service, Inc.

B. Physical Fleet Address (if more than one, choose one for reporting purposes): 100 Smith Road

C. City: Dallas D. State: Texas E. ZIP: 75252

F. Telephone Number: (214) 555-1234 G. Fax Number: (214) 555-5678

H. Primary Business Activity: \_\_\_\_\_

I. Does your entire company, corporation, or agency employ less than 100 full-time employees? Circle: Yes / No.

### 3. CONTACT INFORMATION

(Please list the individual within your organization who is responsible for your fleet)

A. Name of Contact: John Adams

B. Business Title: Fleet Manager

C. Mailing Address: P O Box 1234

D. City: Dallas E. State: Texas F. ZIP: 75222

G. Telephone Number: (214) 555-1234 H. Fax Number: (214) 555-5678

I. E-mail Address (if available): jadams@\*\*\*.com

### 4. COUNTIES OF OPERATION

Fill out a separate form for each nonattainment area in which your organization operates a fleet. Please check all the counties within that nonattainment area in which your fleet operates.

**Houston-Galveston**  
**Nonattainment Area** \_\_\_\_\_  
 Brazoria \_\_\_\_\_  
 Chambers \_\_\_\_\_  
 Fort Bend \_\_\_\_\_  
 Galveston \_\_\_\_\_  
 Harris \_\_\_\_\_  
 Liberty \_\_\_\_\_  
 Montgomery \_\_\_\_\_  
 Waller \_\_\_\_\_

**El Paso**  
**Nonattainment Area** \_\_\_\_\_  
 El Paso \_\_\_\_\_

**Dallas-Fort Worth**  
**Nonattainment Area** X  
 Collin \_\_\_\_\_ x  
 Dallas \_\_\_\_\_ x  
 Denton \_\_\_\_\_ x  
 Tarrant \_\_\_\_\_ x

**5. PRIVATE FLEET COMPLIANCE INFORMATION**

|   |    |    |
|---|----|----|
| <b>A. TOTAL FLEET SIZE</b>  |    |    |
| Enter total number of vehicles required to be registered for use on public highways that your organization <i>operates primarily</i> in the nonattainment area that you checked in Section 4 "Counties of Operation."   |    | 50 |
| <b>B. EXEMPT VEHICLES NOT COUNTED FOR TCF REGISTRATION</b>  |    |    |
| 1. Enter number of law enforcement and emergency vehicles.  | 0  |    |
| 2. Enter number of vehicles held for lease or rental to the general public  | 0  |    |
| 3. Enter number of vehicles garaged at an employee's residence included in your fleet   | 10 |    |
| 4. Enter number of vehicles with a gross vehicle weight rating over 26,000 lbs.   | 10 |    |
| 5. Total Section B. Add 1,2,3, & 4  |    | 20 |
| <b>C. ADJUSTED FLEET SIZE FOR PROGRAM PARTICIPATION</b>   |    |    |
| Subtract total exempt vehicles in B-5 from your total registered vehicles in Section A. If your adjusted fleet size is greater than 25, and you are a private fleet, your fleet is required to participate in the TCF Program. Please complete the remainder of this form. If your fleet total is 25 or less, and you are a private fleet, skip to Section 10 on the last page. You will not need to fill out Sections 6-9. |    | 30 |

SAMPLE

**6. NONEXEMPT LIGHT-DUTY FLEET VEHICLE PURCHASES AND LEASES**-Instructions begin on page 27. Fleet Identification Number: 10001

List the nonexempt light-duty fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that *operate primarily* in the nonattainment area designated in Section 4 "Counties of Operation." Light-duty and heavy-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore it is very important to list only nonexempt light-duty vehicles (<8,500 lbs GVWR) in Section 6. Nonexempt heavy-duty vehicles are listed in Section 7. Exempt vehicles are recorded in Section 8.

(All pertinent codes are located in the Instructions.)

Make additional copies of this form as needed.

| A. Lease/Purchase  | B. Acquisition Date | C. Months of Lease | D. License Number | E. Vehicle Identification Number | F. Engine Test Group Number | G. Model Year | H. Make | I. Model Type Code | J. GVWR Code | K. Certified Emission Standard Code* | L. Fuel System Code | M. Fuel Type(s) Code |
|--|---------------------|--------------------|-------------------|----------------------------------|-----------------------------|---------------|---------|--------------------|--------------|--------------------------------------|---------------------|----------------------|
| P  | 10/3/2002           | N/A                | POI-875           | 2HGEJ6140WH900451                | YHNXV01.6CA3                | 2000          | HOND    | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 10/3/2002           | N/A                | POI-876           | 2HGEJ6140WH900873                | YHNXV01.6CA3                | 2000          | HOND    | PV                 | A            | LEV                                  | 1                   | G                    |
| L  | 1/25/2002           | 24                 | ABC-123           | 1FABP72W0WA106048                | YFMXV04.6VP5                | 2000          | FORD    | PV                 | A            | ULEV                                 | 1                   | CNG                  |
| P  | 11/15/2003          | N/A                | YXF-81W           | 1B7MC368VC5761181                | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 11/15/2003          | N/A                | YXF-82W           | 1B7MC368VC6320112                | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 11/15/2003          | N/A                | YXF-85W           | 1B7MC368VC9346523                | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 6/15/2003           | N/A                | YXF-87W           | 1B7MC368VC238                    | 1GMXT04.                    | 2001          | CHEV    | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 9/5/2003            | N/A                | YXF-88W           | 1F4C77PCA60                      | 4FMXV02.3VLC                | 2004          | FORD    | PV                 | A            | Tier 2/Bin 3                         | 1                   | G                    |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
| <b>N. TOTAL NONEXEMPT LIGHT-DUTY FLEET VEHICLES PURCHASED AND LEASED</b> |                     |                    |                   |                                  |                             |               |         | 8                  |              |                                      |                     |                      |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

7. **NONEXEMPT HEAVY-DUTY FLEET VEHICLE PURCHASES AND LEASES**-Instructions begin on page 31. Fleet Identification Number: 10001

List the nonexempt heavy-duty fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that *operate primarily* in the nonattainment area designated in Section 4 “Counties of Operation.” Light-duty and heavy-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore it is very important to list only nonexempt heavy-duty vehicles (>8,500 lbs GVWR) in Section 7. Nonexempt light-duty vehicles are listed in Section 6. Exempt vehicles are recorded in Section 8.

(All pertinent codes are located in the Instructions.)

Make additional copies of this form as needed.

| A.<br>Lease/<br>Purchase   | B.<br>Acquisition<br>Date | C.<br>Months<br>of<br>Lease | D.<br>License<br>Number | E.<br>Vehicle Identification<br>Number | F.<br>Engine Test Group<br>Number | G.<br>Model<br>Year | H.<br>Make | I.<br>Model<br>Type<br>Code | J.<br>GVWR<br>Code | K.<br>Certified<br>Emission<br>Standard<br>Code* | L.<br>Fuel<br>System<br>Code | M.<br>Fuel<br>Type(s)<br>Code |
|--|---------------------------|-----------------------------|-------------------------|--|-----------------------------------|---------------------|------------|-----------------------------|--------------------|--|------------------------------|-------------------------------|
| P  | 6/1/2003                  | N/A                         | XXF-23W                 | 1FTWF37FYXUA43852                      | 1FMXA07.3ANC                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
| P  | 6/1/2003                  | N/A                         | XXF-24W                 | 1FTWF37FYXUA44145                      | 1FMXA07.3ANC                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
| P  | 6/1/2003                  | N/A                         | XXF-25W                 | 1FTWF37FYXUA49854                      | 1FMXA07.3ANC                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
| <b>N. TOTAL NONEXEMPT HEAVY-DUTY FLEET VEHICLES PURCHASED AND LEASED</b> |                           |                             |                         |  |                                   |                     |            |                             | 3                  |  |                              |                               |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

**8. EXEMPT VEHICLE PURCHASES AND LEASES**-Instructions begin on page 31.

Fleet Identification Number: 10001

**Section 8 is optional.** Exempt vehicles are not required to participate in the program, but they can generate PCC credit. Exempt vehicles include: law enforcement and emergency vehicles; vehicles for lease or rent to the general public; fleet vehicles garaged at an employee’s residence; and vehicles with a gross vehicle weight rating over 26,000 lbs.

List the exempt vehicles purchased or leased that are EPA LEV-certified, LEV equivalent or cleaner that *operate primarily* in the nonattainment area designated in Section 4 “Counties of Operation”. List only those vehicles that are LEV-certified, LEV equivalent or cleaner (Example: Tier 2/Bin 3, LEV, ILEV, ULEV or ZEV). **For the purpose of reporting exempt vehicles, you do not need to distinguish between HDVs and LDVs.**

**(All pertinent codes are located in the Instructions.)**

**Make additional copies of this form as needed.**

| A.<br>Lease/<br>Purchase                             | B.<br>Acquisition<br>Date | C.<br>Months<br>of<br>Lease | D.<br>License<br>Number | E.<br>Vehicle Identification<br>Number | F.<br>Engine Test Group Number | G.<br>Model<br>Year | H.<br>Make | I.<br>Model<br>Type<br>Code | J.<br>GVWR<br>Code | K.<br>Certified<br>Emission<br>Standard<br>Code* | L.<br>Fuel<br>System<br>Code | M.<br>Fuel<br>Type(s)<br>Code |
|--|---------------------------|-----------------------------|-------------------------|--|--------------------------------|---------------------|------------|-----------------------------|--------------------|--|------------------------------|-------------------------------|
| P  | 5/3/2003                  | N/A                         | DBC-098                 | 1GCHC24ROXF10305                       | 1GMXH06.0585                   | 2001                | Chevrolet  | HT                          | C                  | LEV  | 1                            | G                             |
| P  | 9/8/2003                  | N/A                         | DBC-099                 | 1F4GP72N04A106048                      | 4FMXV04.6VE5                   | 2004                | FORD       | PV                          | A                  | Tier 2/Bin 5                                     | 1                            | G                             |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
| <b>N. TOTAL EXEMPT VEHICLES PURCHASED AND LEASED</b> |                           |                             |                         |  |                                |                     |            |                             | 2                  |  |                              |                               |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

**9. CALCULATING COMPLIANCE AND PCCs**

| <b>A. LIGHT-DUTY LEV PURCHASE REQUIREMENTS</b>   |          |           |
|--|----------|-----------|
| 1. List the <b>total</b> number of nonexempt light-duty fleet vehicle purchases and leases from Section 6.   | <b>8</b> |           |
| 2. Multiply 9-A-1 by 70% (or .70). This is the number of nonexempt light-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |          | <b>6</b>  |
| 3. From Section 6 and 8, list the total number of nonexempt light-duty fleet vehicle and exempt light-duty vehicle purchases and leases that are LEV-certified or cleaner. In section 8, if the GVWR code is A or B, the vehicle is a light-duty vehicle. (Compliance will be calculated by using PCCs.)   |          |           |
| a. LEV = PCC value of 1 <span style="float: right;">1 X <u>8</u> =</span>  | 8        |           |
| b. ULEV = PCC value of 2 <span style="float: right;">2 X <u>2</u> =</span>   | 4        |           |
| c. ILEV or ZEV = PCC value of 3 <span style="float: right;">3 X <u>0</u> =</span>  | 0        |           |
| 4. Total Light-duty PCCs <span style="float: right;">Add a, b, and c =</span>  |          | <b>12</b> |
| <b>B. HEAVY-DUTY LEV PURCHASE REQUIREMENTS</b>   |          |           |
| 1. List the <b>total</b> number of nonexempt heavy-duty fleet vehicle purchases and leases from Section 7.   | 3        |           |
| 2. Multiply 9-B-1 by 50% (or .50). This is the number of nonexempt heavy-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |          | <b>2</b>  |
| 3. From Section 7 and 8, list the total number of nonexempt heavy-duty fleet vehicle and exempt heavy-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8, if the GVWR code is C-F, the vehicle is a heavy-duty vehicle. (Compliance will be calculated by using PCCs.)  |          |           |
| a. LEV = PCC value of 1 <span style="float: right;">1 X <u>5</u> =</span>  | 5        |           |
| b. ULEV = PCC value of 2 <span style="float: right;">2 X <u>0</u> =</span>   | 0        |           |
| c. ILEV or ZEV = PCC value of 3 <span style="float: right;">3 X <u>0</u> =</span>  | 0        |           |
| 4. Total Heavy-duty PCCs <span style="float: right;">Add a, b, and c =</span>  |          | <b>5</b>  |
| <b>C. CALCULATING COMPLIANCE.</b>  |          |           |
| 1. Add 9-A-2 and 9-B-2 =   | 8        |           |
| 2. Add 9-A-4 and 9-B-4 =   | 17       |           |
| <p><b>If 9-C-2 is greater than or equal to 9-C-1</b>, your organization has demonstrated its compliance with the LEV purchase requirements, and may be eligible for credits. Skip to Section 9-G.</p> <p><b>If 9-C-2 is less than 9-C-1</b>, your organization has not demonstrated compliance with the LEV purchase requirements. To be compliant, your organization can use banked PCCs (Section 9-D), or purchase banked PCCs (Section 9-E). You can also request an exemption using TCEQ form 10275.</p> |          |           |

|  |  |   |
|--|--|---|
| <b>D. BANKED PCCs.</b> If your organization had surplus PCCs during the 2000–2002 compliance period, it can use these "banked credits" to achieve compliance.  |  |   |
| List the number of banked PCCs your organization intends to use to achieve compliance.   |  |   |
| <b>E. PURCHASED PCCs.</b> Your organization can purchase banked PCCs from another fleet <i>in your nonattainment area</i> to achieve compliance. PCCs purchased for a prior compliance period cannot be reused. If you have purchased PCCs, you must provide documentation for each PCC transaction. |  |   |
| List the total number of purchased PCCs your organization intends to use to achieve compliance.  |  |   |
| <b>F. COMPLIANCE DEMONSTRATION.</b>  |  |   |
| Add A-4, B-4, D and E.   |  |   |
| If the total in section F is equal to or greater than the sum of 9-A-2 for light-duty and 9-B-2 for heavy-duty, your organization has demonstrated its compliance. All Registration/Reporting Forms are subject to TCEQ verification.  |  |   |
| <b>G. Surplus PCCs (if applicable)</b>   |  |   |
| Subtract 9-C-1 from 9-C-2 to determine the number of surplus PCCs.   |  | 9 |

SAMPLE

**10. CERTIFICATION**

(Must be signed by owner or designated representative.)

I certify that the information supplied here is true and accurate to the best of my knowledge.

Signature: *John Adams* Date: September 1, 2004

Please print name and title: John Adams, Fleet Manager

If you have questions on how to fill out this form or about the TCF Program, please contact us at 512/239-1459. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

It is an offense to falsify a government document, punishable as a Class A misdemeanor up to a second degree felony. Texas Penal Code, Section 37.10 (1997).

SAMPLE

# Chapter 5. Sample Registration/Reporting Form and Instructions for Local Government Fleets

## Instructions for Completing the TCF Registration/Reporting Form

For instructions on how to complete sections 1–4, and 6–10, of the Local Government Registration/Reporting Form, see the private fleet instructions beginning on page 25.

### 5. LOCAL GOVERNMENT FLEET COMPLIANCE INFORMATION

#### A. Total Fleet Size

Enter the total number of vehicles registered for use on public highways that your organization *operates primarily* within the nonattainment area designated in Section 4 “Counties of Operation.” (This number should include all vehicles registered for use on public roads including emergency vehicles, law enforcement vehicles, leased vehicles, and those vehicles that meet the definition of fleet vehicle and those that do not. For more information on fleet vehicles see the Glossary of Terms on page 17.)

**Note:** While rental and leasing companies are not required to count the vehicles they lease as part of their own fleet, the organizations that lease the vehicles may have to. When determining fleet size and compliance, private and local government fleets must include vehicles leased from rental car and truck leasing companies if they are contracted for lease for a period of 90 days or more.

#### B. Exempt Vehicles Not Counted for TCF Registration

Provide the total number of law enforcement and/or emergency vehicles currently operating in the fleet (This number should only include those vehicles in the fleet that are emergency vehicles and/or law enforcement vehicles.)

#### C. Adjusted Fleet Size for Program Participation

Subtract law enforcement and emergency vehicle total in Section B from your total registered vehicles in Section A. If your adjusted fleet size is greater than 15, and you are a local government fleet, you are required to participate in the TCF Program.

If your adjusted fleet size is 15 or less, you are not required to participate in the TCF Program at this time; however, you must still sign and submit this Registration/Reporting Form to the TCEQ. You will not need to fill out Sections 6–9.

**D. Other Exempt Vehicles**

Add Sections 1, 2, and 3 together. (This is the total number of vehicles in the fleet that **do not meet** the definition of a fleet vehicle. For more information on the definition of “fleet vehicle” see the Glossary of Terms page 17.)

**E. Total Adjusted Fleet Vehicle Count**

Subtract D-4 from your adjusted fleet size in Section C. (This is your total number of fleet vehicles.)

**Check yourself.** Your adjusted fleet vehicle count in E should equal your total number of registered vehicles listed in A, minus B, minus D-4.



**LOCAL GOVERNMENT REGISTRATION/REPORTING FORM**  
**Texas Clean Fleet (TCF) Program**

Please return this *signed* Registration/Reporting Form to TCEQ, Technical Analysis Division, MC-164, P.O. Box 13087, Austin, TX 78711-3087. If you have any questions about the program or need assistance in filling out this form, please call 512/239-1459.

**NOTE:** Use a separate form for each nonattainment area (Houston-Galveston, Dallas-Fort Worth, and El Paso). Make additional copies as needed. **Please type all information.**

**1. FLEET IDENTIFICATION NUMBER** 10001

You will only have a number if you are already registered. If you are registering for the first time, leave this line blank and a number will be assigned to you.

**2. ORGANIZATION INFORMATION**

A. Organization Name: City of Sunset

B. Physical Fleet Address (if more than one, choose one for reporting purposes): 100 Smith Road

C. City: Sunset D. State: Texas E. ZIP: 77022

F. Telephone Number: (214) 555-1234 G. Fax Number: (214) 555-5678

H. Local Government Type/Size (check one of the following):

- City with a population of less than 5,000.
- A retail public utility serving not more than 200.
- County with a population of less than 25,000.
- None of the above.

**3. CONTACT INFORMATION**

**(Please list the individual within your organization who is responsible for your fleet)**

A. Name of Contact: John Adams

B. Business Title: Fleet Manager

C. Mailing Address: P O Box 1234

D. City: Sunset E. State: Texas F. ZIP: 77022

G. Telephone Number: (214) 555-1234 H. Fax Number: (214) 555-5678

I. E-mail Address (if available) : jadams@\*\*\*.com

**4. COUNTIES OF OPERATION**

**Fill out a separate form for each nonattainment area in which your organization operates a fleet. Please check all the counties within that nonattainment area in which your fleet operates.**

**Houston-Galveston**  
**Nonattainment Area** X

- Brazoria \_\_\_\_\_
- Chambers \_\_\_\_\_
- Fort Bend \_\_\_\_\_
- Galveston \_\_\_\_\_
- Harris x
- Liberty \_\_\_\_\_
- Montgomery \_\_\_\_\_
- Waller \_\_\_\_\_

**El Paso**  
**Nonattainment Area** \_\_\_\_\_

- El Paso \_\_\_\_\_

**Dallas-Fort Worth**  
**Nonattainment Area** \_\_\_\_\_

- Collin \_\_\_\_\_
- Dallas \_\_\_\_\_
- Denton \_\_\_\_\_
- Tarrant \_\_\_\_\_

**5. LOCAL GOVERNMENT FLEET COMPLIANCE INFORMATION**

|   |   |     |
|---|---|-----|
| <b>A. TOTAL FLEET SIZE</b>  |   |     |
| Enter total number of vehicles required to be registered for use on public highways that your organization <i>operates primarily</i> in the nonattainment area that you checked in Section 4 “Counties of Operation.”   |   | 100 |
| <b>B. EXEMPT VEHICLES NOT COUNTED FOR TCF REGISTRATION</b>  |   |     |
| Enter number of law enforcement and emergency vehicles.   |   | 10  |
| <b>C. ADJUSTED FLEET SIZE FOR PROGRAM PARTICIPATION</b>   |   |     |
| Subtract law enforcement and emergency vehicle total in Section B from your total registered vehicles in Section A. If your adjusted fleet size is greater than 15, your fleet is required to participate in the TCF Program and you must complete this entire form. If your adjusted fleet size is 15 or less, and you are a local government fleet, you will not need to fill out Sections 6–9. |   | 90  |
| <b>D. OTHER EXEMPT VEHICLES</b>   |   |     |
| 1. Enter the number of vehicles used for lease or rental to the general public.   | 0 |     |
| 2. Enter the number of vehicles garaged at an employee's residence.   | 5 |     |
| 3. Enter the number of vehicles with a gross vehicle weight rating over 26,000 lbs.   | 5 |     |
| 4. Total for Section D - Add 1, 2, & 3 for total  |   | 10  |
| <b>E. TOTAL ADJUSTED FLEET VEHICLE COUNT</b>  |   |     |
| Subtract D-4 from your adjusted fleet size in Section C. This is your total number of fleet vehicles. ( <i>Check yourself.</i> E = A minus B, minus D-4.)   |   | 80  |

**6. NONEXEMPT LIGHT-DUTY FLEET VEHICLE PURCHASES AND LEASES** - Instructions begin on page 27. Fleet Identification Number: 10001

List the nonexempt light-duty fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that *operate primarily* in the nonattainment area designated in Section 4 "Counties of Operation." Light-duty and heavy-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore it is very important to list only nonexempt light-duty vehicles (<8,500 lbs GVWR) in Section 6. Nonexempt heavy-duty vehicles are listed in Section 7. Exempt vehicles are recorded in Section 8.

(All pertinent codes are located in the instructions.)

Make additional copies of this form as needed.

| A. Lease/Purchase  | B. Acquisition Date | C. Months of Lease | D. License Number | E. Vehicle Identification Number | F. Engine Test Group Number | G. Model Year | H. Make | I. Model Type Code | J. GVWR Code | K. Certified Emission Standard Code* | L. Fuel System Code | M. Fuel Type(s) Code |
|--|---------------------|--------------------|-------------------|----------------------------------|-----------------------------|---------------|---------|--------------------|--------------|--------------------------------------|---------------------|----------------------|
| P  | 10/3/2002           | N/A                | POI-875           | 2HGEJ6140WH900451                | YHNXV01.6CA3                | 2000          | HONDA   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 10/3/2002           | N/A                | POI-876           | 2HGEJ6140WH900873                | YHNXV01.6CA3                | 2000          | HONDA   | PV                 | A            | LEV                                  | 1                   | G                    |
| L  | 1/25/2003           | 12                 | ABC-123           | 1FABP72W0WA106048                | YFMXV04.6VP5                | 2000          | FORD    | PV                 | A            | ULEV                                 | 1                   | CNG                  |
| P  | 11/15/2003          | N/A                | YXF-81W           | 1B7MC368VC5761181                | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 11/15/2003          | N/A                | YXF-82W           | 1B7MC368VC6320112                | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 11/15/2003          | N/A                | YXF-85W           | 1E1M368VC934123                  | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 6/15/2003           | N/A                | YXF-87W           | 1E1M368VC152124                  | 1GMXT04.3187                | 2001          | CHEV.   | PV                 | A            | LEV                                  | 1                   | G                    |
| P  | 9/5/2003            | N/A                | YXF-88W           | 1F4GP72P04A106048                | 4FMXV02.3VLC                | 2004          | FORD    | PV                 | A            | Tier 2/Bin 3                         | 1                   | G                    |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
|  |                     |                    |                   |                                  |                             |               |         |                    |              |                                      |                     |                      |
| <b>N. TOTAL NONEXEMPT LIGHT-DUTY FLEET VEHICLES PURCHASED/LEASED</b> |                     |                    |                   |                                  |                             |               |         |                    | 8            |                                      |                     |                      |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

7. **NONEXEMPT HEAVY-DUTY FLEET VEHICLE PURCHASES AND LEASES**-Instructions begin on page 31. Fleet Identification Number: 10001

List the nonexempt heavy-duty fleet vehicles purchased or leased (for 90 days or longer) after September 1, 2002, through September 1, 2004, that *operate primarily* in the nonattainment area designated in Section 4 "Counties of Operation." Light-duty and heavy-duty fleet vehicles have different LEV percent-of-purchase requirements. Therefore it is very important to list only nonexempt heavy-duty vehicles (>8,500 lbs GVWR) in Section 7. Nonexempt light-duty vehicles are listed in Section 6. Exempt vehicles are recorded in Section 8.

(All pertinent codes are located in the instructions.)

Make additional copies of this form as needed.

| A.<br>Lease/<br>Purchase   | B.<br>Acquisition<br>Date | C.<br>Months<br>of<br>Lease | D.<br>License<br>Number | E.<br>Vehicle Identification<br>Number | F.<br>Engine Test Group<br>Number | G.<br>Model<br>Year | H.<br>Make | I.<br>Model<br>Type<br>Code | J.<br>GVWR<br>Code | K.<br>Certified<br>Emission<br>Standard<br>Code* | L.<br>Fuel<br>System<br>Code | M.<br>Fuel<br>Type(s)<br>Code |
|--|---------------------------|-----------------------------|-------------------------|--|-----------------------------------|---------------------|------------|-----------------------------|--------------------|--|------------------------------|-------------------------------|
| P  | 6/1/2003                  | N/A                         | XXF-23W                 | 1FTWF37FYXUA43852                      | XNVXH07.3ACB                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
| P  | 6/1/2003                  | N/A                         | XXF-24W                 | 1FTWF37FYXUA44145                      | XNVXH07.3ACB                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
| P  | 6/1/2003                  | N/A                         | XXF-25W                 | 1FTWF37FYXUA49854                      | XNVXH07.3ACB                      | 2001                | FORD       | HT                          | D                  | LEV  | 1                            | D                             |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                   |                     |            |                             |                    |  |                              |                               |
| <b>N. TOTAL NONEXEMPT HEAVY-DUTY FLEET VEHICLES PURCHASED/LEASED</b> |                           |                             |                         |  |                                   |                     |            |                             | 3                  |  |                              |                               |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

**8. EXEMPT FLEET VEHICLE PURCHASES AND LEASES** - Instructions begin on page 31.

Fleet Identification Number: 10001

**Section 8 is optional.** Exempt vehicles are not required to participate in the program, but they can generate PCC credit. Exempt vehicles include: law enforcement and emergency vehicles; vehicles for lease or rent to the general public; fleet vehicles garaged at an employee’s residence; and vehicles with a gross vehicle weight rating over 26,000 lbs.

List the exempt vehicles purchased or leased that are EPA LEV-certified, LEV equivalent or cleaner that *operate primarily* in the nonattainment area designated in Section 4 “Counties of Operation”. List only those vehicles that are LEV-certified, LEV equivalent or cleaner (Example: Tier 2/Bin 3, LEV, ILEV, ULEV or ZEV). **For the purpose of reporting exempt vehicles, you do not need to distinguish between HDVs and LDVs**

(All pertinent codes are located in the Instructions.)

Make additional copies of this form as needed.

| A.<br>Lease/<br>Purchase                             | B.<br>Acquisition<br>Date | C.<br>Months<br>of<br>Lease | D.<br>License<br>Number | E.<br>Vehicle Identification<br>Number | F.<br>Engine Test Group Number | G.<br>Model<br>Year | H.<br>Make | I.<br>Model<br>Type<br>Code | J.<br>GVWR<br>Code | K.<br>Certified<br>Emission<br>Standard<br>Code* | L.<br>Fuel<br>System<br>Code | M.<br>Fuel<br>Type(s)<br>Code |
|--|---------------------------|-----------------------------|-------------------------|--|--------------------------------|---------------------|------------|-----------------------------|--------------------|--|------------------------------|-------------------------------|
| P  | 5/3/2003                  | N/A                         | DBC-098                 | 1GCHC24ROXF10305                       | 1GMXH06.0585                   | 2001                | Chevrolet  | HT                          | C                  | LEV  | 1                            | G                             |
| P  | 9/8/2003                  | N/A                         | DBC-099                 | 1F4GP72N04A106048                      | 4FMXV04.6VE5                   | 2004                | FORD       | PV                          | A                  | Tier 2/Bin 5                                     | 1                            | G                             |
| <b>SAMPLE</b>  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                             |                         |  |                                |                     |            |                             |                    |  |                              |                               |
| <b>N. TOTAL EXEMPT VEHICLES PURCHASED AND LEASED</b> |                           |                             |                         |  |                                |                     |            |                             | 2                  |  |                              |                               |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

**9. CALCULATING COMPLIANCE AND PCCs**

| <b>A. LIGHT-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |           |
|--|-------------------|-----------|
| 1. List the <b>total</b> number of nonexempt light-duty fleet vehicle purchases and leases from Section 6.   | <b>8</b>          |           |
| 2. Multiply 9-A-1 by 70% (or .70). This is the number of nonexempt light-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   | <b>6</b>  |
| 3. From Section 6 and 8, list the total number of nonexempt light-duty fleet vehicle and exempt light-duty vehicle purchases and leases that are LEV-certified or cleaner. In section 8, if the GVWR code is A or B, the vehicle is a light-duty vehicle. (Compliance will be calculated by using PCCs.)   |                   |           |
| a. LEV = PCC value of 1  | 1 X <u>8</u> =    | 8         |
| b. ULEV = PCC value of 2   | 2 X <u>2</u> =    | 4         |
| c. ILEV or ZEV = PCC value of 3  | 3 X <u>0</u> =    | 0         |
| 4. Total Light-duty PCCs   | Add a, b, and c = | <b>12</b> |
| <b>B. HEAVY-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |           |
| 1. List the total number of nonexempt heavy-duty fleet vehicle purchases and leases from Section 7.  | 3                 |           |
| 2. Multiply 9-B-1 by 50% (or .50). This is the number of nonexempt heavy-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   | <b>2</b>  |
| 3. From Section 7 and 8, list the total number of nonexempt heavy-duty fleet vehicle and exempt heavy-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8, if the GVWR code is C-F, the vehicle is a heavy-duty vehicle. (Compliance will be calculated by using PCCs.)  |                   |           |
| a. LEV = PCC value of 1  | 1 X <u>5</u> =    | 5         |
| b. ULEV = PCC value of 2   | 2 X <u>0</u> =    | 0         |
| c. ILEV or ZEV = PCC value of 3  | 3 X <u>0</u> =    | 0         |
| 4. Total Heavy-duty PCCs   | Add a, b, and c = | <b>5</b>  |
| <b>C. CALCULATING COMPLIANCE.</b>  |                   |           |
| 1. Add 9-A-2 and 9-B-2 =   |                   | 8         |
| 2. Add 9-A-4 and 9-B-4 =   |                   | 17        |
| <p><b>If 9-C-2 is greater than or equal to 9-C-1</b>, your organization has demonstrated its compliance with the LEV purchase requirements, and may be eligible for credits. Skip to Section 9-G.</p> <p><b>If 9-C-2 is less than 9-C-1</b>, your organization has not demonstrated compliance with the LEV purchase requirements. To be compliant, your organization can use banked PCCs (Section 9-D), or purchase banked PCCs (Section 9-E). You can also request an exemption using TCEQ form 10275.</p> |                   |           |

|  |  |   |
|--|--|---|
| <b>D. BANKED PCCs.</b> If your organization had surplus PCCs during the 2000–2002 compliance period, it can use these "banked credits" to achieve compliance.  |  |   |
| List the number of banked PCCs your organization intends to use to achieve compliance.   |  |   |
| <b>E. PURCHASED PCCs.</b> Your organization can purchase banked PCCs from another fleet <i>in your nonattainment area</i> to achieve compliance. PCCs purchased for a prior compliance period cannot be reused. If you have purchased PCCs, you must provide documentation for each PCC transaction. |  |   |
| List the total number of purchased PCCs your organization intends to use to achieve compliance.  |  |   |
| <b>F. COMPLIANCE DEMONSTRATION.</b>  |  |   |
| Add A-4, B-4, D and E.   |  |   |
| If the total in section F is equal to or greater than the sum of 9-A-2 for light-duty and 9-B-2 for heavy-duty, your organization has demonstrated its compliance. All Registration/Reporting Forms are subject to TCEQ verification.  |  |   |
| <b>G. Surplus PCCs (if applicable)</b>   |  |   |
| Subtract 9-C-1 from 9-C-2 to determine the number of surplus PCCs.   |  | 9 |

# SAMPLE

**10. CERTIFICATION**

(Must be signed by owner or designated representative.)

I certify that the information supplied here is true and accurate to the best of my knowledge.

Signature: *John Adams* Date: September 1, 2004

Please print name and title: John Adams, Fleet Manager

If you have questions on how to fill out this form or about the TCF Program, please contact us at 512/239-1459. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

It is an offense to falsify a government document, punishable as a Class A misdemeanor up to a second degree felony. Texas Penal Code, Section 37.10 (1997).

SAMPLE

## **Appendix A: Blank Private Fleet Registration/Reporting Form**





**PRIVATE FLEET REGISTRATION/REPORTING FORM**  
**Texas Clean Fleet (TCF) Program**

Please return this *signed* Registration/Reporting Form to TCEQ, Technical Analysis Division, MC-164, P.O. Box 13087, Austin, TX 78711-3087. If you have any questions about the program or need assistance in filling out this form, please call 512/239-1459.

**NOTE:** Use a separate form for each nonattainment area (Houston-Galveston, Dallas-Fort Worth, and El Paso). Make additional copies as needed. **Please type all information.**

**1. FLEET IDENTIFICATION NUMBER \_\_\_\_\_**

You will only have a number if you are already registered. If you are registering for the first time leave this line blank and a number will be assigned to you.

**2. ORGANIZATION INFORMATION**

A. Organization Name: \_\_\_\_\_

B. Physical Fleet Address (if more than one, choose one for reporting purposes): \_\_\_\_\_

C. City: \_\_\_\_\_ D. State: \_\_\_\_\_ E. ZIP: \_\_\_\_\_

F. Telephone Number: \_\_\_\_\_ G. Fax Number: \_\_\_\_\_

H. Primary Business Activity: \_\_\_\_\_

I. Does your entire company, corporation, or agency employ less than 100 full-time employees? Circle: Yes / No.

**3. CONTACT INFORMATION**

**(Please list the individual within your organization who is responsible for your fleet)**

A. Name of Contact: \_\_\_\_\_

B. Business Title: \_\_\_\_\_

C. Mailing Address: \_\_\_\_\_

D. City: \_\_\_\_\_ E. State: \_\_\_\_\_ F. ZIP: \_\_\_\_\_

G. Telephone Number: \_\_\_\_\_ H. Fax Number: \_\_\_\_\_

I. E-mail Address (if available): \_\_\_\_\_

**4. COUNTIES OF OPERATION**

**Fill out a separate form for each nonattainment area in which your organization operates a fleet. Please check all the counties within that nonattainment area in which your fleet operates.**

**Houston-Galveston  
Nonattainment Area \_\_\_\_\_**

- Brazoria \_\_\_\_\_
- Chambers \_\_\_\_\_
- Fort Bend \_\_\_\_\_
- Galveston \_\_\_\_\_
- Harris \_\_\_\_\_
- Liberty \_\_\_\_\_
- Montgomery \_\_\_\_\_
- Waller \_\_\_\_\_

**El Paso  
Nonattainment Area \_\_\_\_\_**

- El Paso \_\_\_\_\_

**Dallas-Fort Worth  
Nonattainment Area \_\_\_\_\_**

- Collin \_\_\_\_\_
- Dallas \_\_\_\_\_
- Denton \_\_\_\_\_
- Tarrant \_\_\_\_\_

**5. PRIVATE FLEET COMPLIANCE INFORMATION**

|   |  |  |
|---|--|--|
| <b>A. TOTAL FLEET SIZE</b>  |  |  |
| Enter total number of vehicles required to be registered for use on public highways that your organization <i>operates primarily</i> in the nonattainment area that you checked in Section 4 "Counties of Operation."   |  |  |
| <b>B. EXEMPT VEHICLES NOT COUNTED FOR TCF REGISTRATION</b>  |  |  |
| 1. Enter number of law enforcement and emergency vehicles.  |  |  |
| 2. Enter number of vehicles held for lease or rental to the general public  |  |  |
| 3. Enter number of vehicles garaged at an employee's residence included in your fleet   |  |  |
| 4. Enter number of vehicles with a gross vehicle weight rating over 26,000 lbs.   |  |  |
| 5. Total Section B. Add 1,2,3, & 4  |  |  |
| <b>C. ADJUSTED FLEET SIZE FOR PROGRAM PARTICIPATION</b>   |  |  |
| Subtract total exempt vehicles in B-5 from your total registered vehicles in Section A. If your adjusted fleet size is greater than 25, and you are a private fleet, your fleet is required to participate in the TCF Program. Please complete the remainder of this form. If your fleet total is 25 or less, and you are a private fleet, skip to Section 10 on the last page. You will not need to fill out Sections 6-9. |  |  |







**9. CALCULATING COMPLIANCE AND PCCs**

|  |                   |  |
|--|-------------------|--|
| <b>A. LIGHT-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |  |
| 1. List the <b>total</b> number of nonexempt light-duty fleet vehicle purchases and leases from Section 6.   |                   |  |
| 2. Multiply 9-A-1 by 70% (or .70). This is the number of nonexempt light-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   |  |
| 3. From Section 6 and 8, list the total number of nonexempt light-duty fleet vehicle and exempt light-duty vehicle purchases and leases that are LEV-certified or cleaner. In section 8, if the GVWR code is A or B, the vehicle is a light-duty vehicle. (Compliance will be calculated by using PCCs.)   |                   |  |
| a. LEV = PCC value of 1  | 1 X _____ =       |  |
| b. ULEV = PCC value of 2   | 2 X _____ =       |  |
| c. ILEV or ZEV = PCC value of 3  | 3 X _____ =       |  |
| 4. Total PCCs  | Add a, b, and c = |  |
| <b>B. HEAVY-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |  |
| 1. List the <b>total</b> number of nonexempt heavy-duty fleet vehicle purchases and leases from Section 7.   |                   |  |
| 2. Multiply 9-B-1 by 50% (or .50). This is the number of nonexempt heavy-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   |  |
| 3. From Section 7 and 8, list the total number of nonexempt heavy-duty fleet vehicle and exempt heavy-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8, if the GVWR code is C-F, the vehicle is a heavy-duty vehicle. (Compliance will be calculated by using PCCs.)  |                   |  |
| a. LEV = PCC value of 1  | 1 X _____ =       |  |
| b. ULEV = PCC value of 2   | 2 X _____ =       |  |
| c. ILEV or ZEV = PCC value of 3  | 3 X _____ =       |  |
| 4. Total PCCs  | Add a, b, and c = |  |
| <b>C. CALCULATING COMPLIANCE.</b>  |                   |  |
| 1. Add 9-A-2 and 9-B-2 =   |                   |  |
| 2. Add 9-A-4 and 9-B-4 =   |                   |  |
| <p><b>If 9-C-2 is greater than or equal to 9-C-1</b>, your organization has demonstrated its compliance with the LEV purchase requirements, and may be eligible for credits. Skip to Section 9-G.</p> <p><b>If 9-C-2 is less than 9-C-1</b>, your organization has not demonstrated compliance with the LEV purchase requirements. To be compliant, your organization can use banked PCCs (Section 9-D), or purchase banked PCCs (Section 9-E). You can also request an exemption using TCEQ form 10275.</p> |                   |  |

|   |  |
|---|--|
| <p><b>D. BANKED PCCs.</b> If your organization had surplus PCCs during the 2000–2002 compliance period, it can use these "banked credits" to achieve compliance.</p>  |  |
| <p>List the number of banked PCCs your organization intends to use to achieve compliance.</p>   |  |
| <p><b>E. PURCHASED PCCs.</b> Your organization can purchase banked PCCs from another fleet <i>in your nonattainment area</i> to achieve compliance. PCCs purchased for a prior compliance period cannot be reused. If you have purchased PCCs, you must provide documentation for each PCC transaction.</p> |  |
| <p>List the total number of purchased PCCs your organization intends to use to achieve compliance.</p>  |  |
| <p><b>F. COMPLIANCE DEMONSTRATION.</b></p>  |  |
| <p>Add A-4, B-4, D and E.</p>   |  |
| <p>If the total in section F is equal to or greater than the sum of 9-A-2 for light-duty and 9-B-2 for heavy-duty, your organization has demonstrated its compliance. All Registration/Reporting Forms are subject to TCEQ verification.</p>  |  |
| <p><b>G. Surplus PCCs (if applicable)</b></p>   |  |
| <p>Subtract 9-C-1 from 9-C-2 to determine the number of surplus PCCs.</p>   |  |

**10. CERTIFICATION**

(Must be signed by owner or designated representative.)

I certify that the information supplied here is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name and title: \_\_\_\_\_

If you have questions on how to fill out this form or about the TCF Program, please contact us at 512/239-1459. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

It is an offense to falsify a government document, punishable as a Class A misdemeanor up to a second degree felony. Texas Penal Code, Section 37.10 (1997).

## **Appendix B: Blank Local Government Registration/Reporting Form**





**LOCAL GOVERNMENT REGISTRATION/REPORTING FORM**  
**Texas Clean Fleet (TCF) Program**

Please return this *signed* Registration/Reporting Form to TCEQ, Technical Analysis Division, MC-164, P.O. Box 13087, Austin, TX 78711-3087. If you have any questions about the program or need assistance in filling out this form, please call 512/239-1459.

**NOTE:** Use a separate form for each nonattainment area (Houston-Galveston, Dallas-Fort Worth, and El Paso). Make additional copies as needed. **Please type all information.**

**1. FLEET IDENTIFICATION NUMBER \_\_\_\_\_**

You will only have a number if you are already registered. If you are registering for the first time, leave this line blank and a number will be assigned to you.

**2. ORGANIZATION INFORMATION**

A. Organization Name: \_\_\_\_\_

B. Physical Fleet Address (if more than one, choose one for reporting purposes): \_\_\_\_\_

C. City: \_\_\_\_\_ D. State: \_\_\_\_\_ E. ZIP: \_\_\_\_\_

F. Telephone Number: \_\_\_\_\_ G. Fax Number: \_\_\_\_\_

H. Local Government Type/Size (check one of the following):

- City with a population of less than 5,000.                       A retail public utility serving not more than 200.
- County with a population of less than 25,000.                       None of the above.

**3. CONTACT INFORMATION**

**(Please list the individual within your organization who is responsible for your fleet)**

A. Name of Contact: \_\_\_\_\_

B. Business Title: \_\_\_\_\_

C. Mailing Address: \_\_\_\_\_

D. City: \_\_\_\_\_ E. State: \_\_\_\_\_ F. ZIP: \_\_\_\_\_

G. Telephone Number: \_\_\_\_\_ H. Fax Number: \_\_\_\_\_

I. E-mail Address (if available) : \_\_\_\_\_

**4. COUNTIES OF OPERATION**

**Fill out a separate form for each nonattainment area in which your organization operates a fleet. Please check all the counties within that nonattainment area in which your fleet operates.**

**Houston-Galveston  
Nonattainment Area \_\_\_\_\_**

- Brazoria \_\_\_\_\_
- Chambers \_\_\_\_\_
- Fort Bend \_\_\_\_\_
- Galveston \_\_\_\_\_
- Harris \_\_\_\_\_
- Liberty \_\_\_\_\_
- Montgomery \_\_\_\_\_
- Waller \_\_\_\_\_

**El Paso  
Nonattainment Area \_\_\_\_\_**

- El Paso \_\_\_\_\_

**Dallas-Fort Worth  
Nonattainment Area \_\_\_\_\_**

- Collin \_\_\_\_\_
- Dallas \_\_\_\_\_
- Denton \_\_\_\_\_
- Tarrant \_\_\_\_\_

**5. LOCAL GOVERNMENT FLEET COMPLIANCE INFORMATION**

|   |  |  |
|---|--|--|
| <b>A. TOTAL FLEET SIZE</b>  |  |  |
| Enter total number of vehicles required to be registered for use on public highways that your organization <i>operates primarily</i> in the nonattainment area that you checked in Section 4 “Counties of Operation.”   |  |  |
| <b>B. EXEMPT VEHICLES NOT COUNTED FOR TCF REGISTRATION</b>  |  |  |
| Enter number of law enforcement and emergency vehicles.   |  |  |
| <b>C. ADJUSTED FLEET SIZE FOR PROGRAM PARTICIPATION</b>   |  |  |
| Subtract law enforcement and emergency vehicle total in Section B from your total registered vehicles in Section A. If your adjusted fleet size is greater than 15, your fleet is required to participate in the TCF Program and you must complete this entire form. If your adjusted fleet size is 15 or less, and you are a local government fleet, you will not need to fill out Sections 6–9. |  |  |
| <b>D. OTHER EXEMPT VEHICLES</b>   |  |  |
| 1. Enter the number of vehicles held for lease or rental to the general public.   |  |  |
| 2. Enter the number of vehicles garaged at an employee’s residence.   |  |  |
| 3. Enter the number of vehicles with a gross vehicle weight rating over 26,000 lbs.   |  |  |
| 4. Total for Section D - Add 1, 2, & 3 for total  |  |  |
| <b>E. TOTAL ADJUSTED FLEET VEHICLE COUNT</b>  |  |  |
| Subtract D-4 from your adjusted fleet size in Section C. This is your total number of fleet vehicles. ( <i>Check yourself.</i> E = A minus B, minus D-4.)   |  |  |





**8. EXEMPT FLEET VEHICLE PURCHASES AND LEASES** - Instructions begin on page 31.

Fleet Identification Number: \_\_\_\_\_

**Section 8 is optional.** Exempt vehicles are not required to participate in the program, but they can generate PCC credit. Exempt vehicles include: law enforcement and emergency vehicles; vehicles for lease or rent to the general public; fleet vehicles garaged at an employee’s residence; and vehicles with a gross vehicle weight rating over 26,000 lbs.

List the exempt vehicles purchased or leased that are EPA LEV-certified, LEV equivalent or cleaner that *operate primarily* in the nonattainment area designated in Section 4 “Counties of Operation”. List only those vehicles that are LEV-certified, LEV equivalent or cleaner (Example: Tier 2/Bin3, LEV, ILEV, ULEV or ZEV). **For the purpose of reporting exempt vehicles, you do not need to distinguish between HDVs and LDVs.**

(All pertinent codes are located in the Instructions.)

Make additional copies of this form as needed.

| A.<br>Lease/<br>Purchase                             | B.<br>Acquisition<br>Date | C.<br>Months<br>of Lease | D.<br>License<br>Number | E.<br>Vehicle Identification<br>Number | F.<br>Engine Test Group Number | G.<br>Model<br>Year | H.<br>Make | I.<br>Model<br>Type<br>Code | J.<br>GVWR<br>Code | K.<br>Certified<br>Emission<br>Standard<br>Code* | L.<br>Fuel<br>System<br>Code | M.<br>Fuel<br>Type(s)<br>Code |
|--|---------------------------|--------------------------|-------------------------|--|--------------------------------|---------------------|------------|-----------------------------|--------------------|--|------------------------------|-------------------------------|
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
|  |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |
| <b>N. TOTAL EXEMPT VEHICLES PURCHASED AND LEASED</b> |                           |                          |                         |  |                                |                     |            |                             |                    |  |                              |                               |

\*To determine if your Tier 2 vehicle is LEV equivalent see page 10.

**9. CALCULATING COMPLIANCE AND PCCs**

|  |                   |  |
|--|-------------------|--|
| <b>A. LIGHT-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |  |
| 1. List the <b>total</b> number of nonexempt light-duty fleet vehicle purchases and leases from Section 6.   |                   |  |
| 2. Multiply 9-A-1 by 70% (or .70). This is the number of nonexempt light-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   |  |
| 3. From Section 6 and 8, list the total number of nonexempt light-duty fleet vehicle and exempt light-duty vehicle purchases and leases that are LEV-certified or cleaner. In section 8, if the GVWR code is A or B, the vehicle is a light-duty vehicle. (Compliance will be calculated by using PCCs.)   |                   |  |
| a. LEV = PCC value of 1  | 1 X _____ =       |  |
| b. ULEV = PCC value of 2   | 2 X _____ =       |  |
| c. ILEV or ZEV = PCC value of 3  | 3 X _____ =       |  |
| 4. Total PCCs  | Add a, b, and c = |  |
| <b>B. HEAVY-DUTY LEV PURCHASE REQUIREMENTS</b>   |                   |  |
| 1. List the total number of nonexempt heavy-duty fleet vehicle purchases and leases from Section 7.  |                   |  |
| 2. Multiply 9-B-1 by 50% (or .50). This is the number of nonexempt heavy-duty fleet vehicle purchases and leases that need to be LEV certified or cleaner for your fleet to be in compliance with the TCF Program by September 1, 2004. <b>(Always round up to the nearest whole number.)</b>  |                   |  |
| 3. From Section 7 and 8, list the total number of nonexempt heavy-duty fleet vehicle and exempt heavy-duty vehicle purchases and leases that are LEV-certified or cleaner. In Section 8, if the GVWR code is C-F, the vehicle is a heavy-duty vehicle. (Compliance will be calculated by using PCCs.)  |                   |  |
| a. LEV = PCC value of 1  | 1 X _____ =       |  |
| b. ULEV = PCC value of 2   | 2 X _____ =       |  |
| c. ILEV or ZEV = PCC value of 3  | 3 X _____ =       |  |
| 4. Total PCCs  | Add a, b, and c = |  |
| <b>C. CALCULATING COMPLIANCE.</b>  |                   |  |
| 1. Add 9-A-2 and 9-B-2 =   |                   |  |
| 2. Add 9-A-4 and 9-B-4 =   |                   |  |
| <p><b>If 9-C-2 is greater than or equal to 9-C-1</b>, your organization has demonstrated its compliance with the LEV purchase requirements, and may be eligible for credits. Skip to Section 9-G.</p> <p><b>If 9-C-2 is less than 9-C-1</b>, your organization has not demonstrated compliance with the LEV purchase requirements. To be compliant, your organization can use banked PCCs (Section 9-D), or purchase banked PCCs (Section 9-E). You can also request an exemption using TCEQ form 10275.</p> |                   |  |

|   |  |
|---|--|
| <p><b>D. BANKED PCCs.</b> If your organization had surplus PCCs during the 2000–2002 compliance period, it can use these "banked credits" to achieve compliance.</p>  |  |
| <p>List the number of banked PCCs your organization intends to use to achieve compliance.</p>   |  |
| <p><b>E. PURCHASED PCCs.</b> Your organization can purchase banked PCCs from another fleet <i>in your nonattainment area</i> to achieve compliance. PCCs purchased for a prior compliance period cannot be reused. If you have purchased PCCs, you must provide documentation for each PCC transaction.</p> |  |
| <p>List the total number of purchased PCCs your organization intends to use to achieve compliance.</p>  |  |
| <p><b>F. COMPLIANCE DEMONSTRATION.</b></p>  |  |
| <p>Add A-4, B-4, D and E.</p>   |  |
| <p>If the total in section F is equal to or greater than the sum of 9-A-2 for light-duty and 9-B-2 for heavy-duty, your organization has demonstrated its compliance. All Registration/Reporting Forms are subject to TCEQ verification.</p>  |  |
| <p><b>G. Surplus PCCs (if applicable)</b></p>   |  |
| <p>Subtract 9-C-1 from 9-C-2 to determine the number of surplus PCCs.</p>   |  |

**10. CERTIFICATION**

(Must be signed by owner or designated representative.)

I certify that the information supplied here is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name and title: \_\_\_\_\_

If you have questions on how to fill out this form or about the TCF Program, please contact us at 512/239-1459. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

It is an offense to falsify a government document, punishable as a Class A misdemeanor up to a second degree felony. Texas Penal Code, Section 37.10 (1997).