



Guidance for Recording the Usage of TERP Grant-Funded Equipment



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Why should you read this booklet?

If you have received grant funding through a Texas Emissions Reduction Plan (TERP) grant contract between you and the Texas Commission on Environmental Quality (TCEQ), then you are responsible for reporting on the usage of the TERP grant-funded equipment and/or vehicles twice per year for the duration of your contractual obligation.

The information provided in this technical guidance booklet has been prepared to help you understand your TERP grant contract requirements for maintaining and reporting accurate equipment usage records.

The information provided in this booklet should also help you produce usage records that contain the information that the TCEQ needs to evaluate the success of the TERP grants program.

What is usage and how is it measured?

The definition of “usage” is any operation of equipment that is covered by the TERP grant contract between you and the TCEQ. Your approved grant application and TERP grant contract specifies the way that usage must be measured.

Unless your TERP grant contract specifically allows for other units of measurement, such as gallons of fuel used, the only two acceptable ways for measuring the usage of equipment covered by your TERP grant contract are as follows:

- For ON-ROAD VEHICLES, usage must be measured in MILES.
- For OFF-ROAD EQUIPMENT, usage must be measured in HOURS.

The TERP grant contract between you and the TCEQ also shows the minimum amount of annual usage that you have agreed to perform within certain specific county areas in Texas (see the following discussion on the “eligible counties”). The amount of annual usage listed in the TERP grant contract may vary from 75 percent to 100 percent. The minimum allowed by the TERP guidelines is 75 percent.

You must record your usage of each piece of equipment covered by your TERP grant contract in a manner that clearly shows both the total usage and the usage within the eligible counties.

What are usage records?

Usage records can be any type of systematic recording of the hours or miles of operation and the locations of these operations for each piece of equipment covered by your TERP grant contract. For example, the records could be maintained as entries in a journal or log book, tally sheets, calendar notes, or electronic entries in a spreadsheet or database.

Your usage records should include dates and locations (counties), as well as hours, miles, or gallons of fuel, depending on your contract. It is very important that your usage records contain all of the information mentioned previously and they must not have ANY gaps in the data.

Why does the TCEQ want usage records?

The TCEQ works to reduce air pollution in Texas by providing money through grants to help cover the cost of replacing older engines that emit high amounts of air pollution with newer engines that do not generate as much air pollution. The goal is to reduce the amount of oxides of nitrogen, commonly referred to as NO_x, emitted to the air. NO_x emissions aid in the formation of ground level ozone, also known as smog.

The amount of money that the TCEQ pays to remove the old pollution sources is based on the amount of pollution the old equipment would produce if it were used instead of the new lower-pollution equipment. The difference between the air pollution that would be produced by the old source and that produced by the new source is what the TCEQ is actually paying for.

The amount of each grant is calculated based on the agreement between you and the TCEQ regarding the amount and locations in which the equipment will be used. Therefore, the TCEQ needs you to maintain usage records to show that the equipment is used in the amount that was agreed on and in the agreed locations, i.e., in the “eligible counties.”

What are the “Eligible Counties?”

“Eligible counties” are those counties in Texas where air pollution has reached, or is close to reaching, levels that have been determined not to meet the federal air quality standards. A list of these counties is shown in Table 1. A map of Texas with the eligible counties highlighted is shown in Figure 3, on the last page of this document.

The TERP grant contract between you and the TCEQ also contains a list of the specific eligible counties that you agreed to operate within when you signed your TERP grant contract. Only those operations within the counties shown in these lists will apply toward the usage requirements of your TERP grant contract.

Table 1. List of Eligible Counties

Bastrop	Bexar	Brazoria	Caldwell
Chambers	Collin	Comal	Dallas
Denton	Ellis	El Paso	Fort Bend
Galveston	Gregg	Guadalupe	Hardin
Harris	Harrison	Hays	Henderson
Hood	Hunt	Jefferson	Johnson
Kaufman	Liberty	Montgomery	Nueces
Orange	Parker	Rockwall	Rusk
San Patricio	Smith	Tarrant	Travis
Upshur	Victoria	Waller	Williamson
Wilson			

As stated previously, your TERP grant contract lists the counties where you agreed to operate the equipment that is covered by the grant contract as well as the amount of operation. You may have agreed that you would operate in one of the groups of eligible counties but now find that you need to operate in another eligible county area. If you find yourself in this position, contact your TERP grant manager for a resolution.

If you do operate outside of the eligible counties, you will have to do some additional record keeping. Your usage records need to clearly show the operations that occur outside the eligible counties.

Some examples of possible methods for recording this usage information will be discussed below.

Ways of Recording Usage

On-road Trucks

With the exception of ready-mix concrete trucks and garbage trucks, TERP grant contracts require that all on-road trucks measure usage in miles. In order to report accurate usage to the TCEQ, a systematic method of recording the number of miles driven in the eligible counties must be established and performed consistently so that your usage is accurately reflected.

The simplest method that maintains the needed information is the one that you're most likely to use properly. The method that you use should probably depend on how you use your truck. Generally speaking, only two types of on-road operations occur under most TERP grant contracts, i.e., local operations or over-the-road (OTR) long-distance operations. If you drive your truck from a central location and return to that same central location each day, then you should probably classify yourself as a local operation.

Local Operations

For local operations, the records that you will need to keep are fairly simple, since the method assumes that your local operations will seldom, if ever, take you out of the eligible counties that you have agreed to operate within under your TERP grant contract. In such cases, a simple DAILY record of the date and the truck's odometer reading is about all that's needed. A sample of this type of record is shown in Figure 1.

Figure 1. Example of Simple Daily Record of Usage

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY '06

27 MONDAY
 23421 - home

65 miles out of area

28 TUESDAY
 23719 - home

If you occasionally have to drive your truck outside of your designated eligible counties, you simply note the odometer reading as you cross the county line into a non-eligible county and then again when you reenter an eligible county. When recorded in this manner, the mileage that occurs outside of the eligible county areas is then accurately recorded as “out-of-area” usage. All mileage must be clearly identified in your semi-annual usage reports to TCEQ. This “out-of-area” mileage is the mileage that the TCEQ will subtract from your TOTAL mileage to determine the percent of operation within the eligible counties.

Records can be maintained in a notepad (bound, not loose) or in a daily planner type pocket-sized book that you can keep handy in the truck. At the start of each operating day, just record the odometer reading and the date in the book. During the day, note any “out-of-area” mileage as well, and then you’re done for the day. An example of how a logbook usage record might look like is shown in Figure 2.

Figure 2. Example of Simple Notepad Record of Usage Showing Odometer Reading, Date, and County

34272.4	114/06	wen
13 Loads	WILLIAMSON	
<hr/>		
34543.4	115/06	Thursday
11 Loads	WILLIAMSON	

If you drive in and out of eligible counties on a regular basis, you may need to add a little more information to the above record. If your routes are the same, you could keep track of the “out-of-area” mileage for a few trips, and then just note on the daily record that you traveled that route and the number of miles traveled “out-of-area.” You need to be able to show the basis for the notation; however, the important thing is to keep track of the locations of usage in a methodical way.

Over-the-Road (OTR) Operations

For OTR operators, the records may get a bit more involved. You will need to become familiar with all the eligible TERP counties in the state. In addition, you will need to locate the county lines where you enter and leave the eligible counties.

To keep accurate records in an OTR operation, you will need to record the odometer reading in your logbook as you leave an eligible county and then again when you enter an eligible county. The mile-

age between the two odometer readings is “out-of-area” mileage. All mileage must be clearly identified in your semi-annual usage reports to the TCEQ. The “out-of-area” mileage is the mileage that the TCEQ will subtract from your TOTAL mileage to determine the percent of operation within the eligible counties.

If you drive one or more routes regularly, you can simplify the recording process in the same way that local operators can. After recording the odometer reading for the trip several times, you can note that you traveled that specific route and indicate the “out-of-area” mileage portion of the route that you will need to subtract from the total mileage.

For operators required to maintain DOT Driver’s Daily Reports, the necessary odometer readings and counties can simply be added to the other information that you are required to maintain.

Off-road Equipment

Usage records for off-road equipment are fairly simple. The simplest method that will meet TCEQ requirements uses the “haul truck” operator’s records. Since virtually all off-road equipment has an hour meter instead of, or in addition to, an odometer, simply recording the hour meter reading together with the loading and delivery locations on the “haul truck” logbook will provide a clear record of where the equipment was used as well as the amount of use in each location.

There are probably as many methods for tracking the usage of a piece of equipment using the “haul truck” records as there are users. Therefore, please provide a summary of the “haul truck” records for each individual piece of equipment when using this method.

Other acceptable methods of accurately recording usage hours and locations are available. For example, using fuel truck records is a method that may be acceptable.

Some off-road equipment is confined to a single location. For this equipment a regular record of hour meter readings is all that’s required. A weekly record would be sufficient.

Records must be continuous and clearly show the hours of use and the county of use. By “continuous” we mean that there are no gaps in the data. The records should show that a piece of equipment leaves a certain location and arrives at the next location in a reasonable amount of time. Even idle time and maintenance time should be accounted for.

As with on-road equipment, operations outside of the “eligible counties” must be clearly identified in your semi-annual usage reports to the TCEQ in accordance with your contract requirements. These “out-of-area” hours will be subtracted from the TOTAL hours of opera-

tion that the TCEQ will use to determine the percentage of use within the eligible counties.

Other Types of Equipment

Various other types of equipment present different needs in terms of usage records. For example, the usage of marine equipment is similar to that of OTR trucks. Generally, the logs required by other state and federal agencies for marine equipment will provide sufficient records for preparing semi-annual TCEQ usage reports.

Fixed (stationary) equipment requires only a record of usage hours or fuel consumption, depending on your specific contract.

No matter what recording method you use, it is essential that the system accurately indicate the amount of usage and the Texas county in which the usage occurred. If your system of usage records can clearly and accurately show HOW MUCH and WHERE you used the equipment, you have a system that will satisfy the TCEQ.

Semi-annual Usage Reports

In addition to the record-keeping requirements of your TERP grant contract, you will also be required to prepare and deliver to the TCEQ a usage report every six months. The TCEQ will send you a partially completed reporting form with basic information about each of your TERP grant-funded pieces of equipment. You will complete the portions of the report that show the total usage amount and the total usage within the eligible counties for each piece of equipment covered under your TERP grant contract.

Period Covered

Each usage report covers a six-month period, either from January 1 through June 30, or from July 1 through December 31. Your first usage report will cover the period from the date of your first use of the TERP grant-funded equipment up to the end of either June or December of the current year, depending on when you received the equipment.

If your grant covers off-road equipment and you use “haul truck” records as the basis for your reports, you will need to obtain an hour meter reading on June 30 or December 31 in order to properly complete your report.

Due Date

The usage reports are due at the TCEQ the month following the end of the reporting period.

Report Forms

Please complete the form titled "Usage Report Form A" in accordance with the included instructions, and mail it to the address shown on the form. If you did not receive a Usage Report Form A from the TCEQ or have misplaced the form that was sent to you, please contact the TERP office at 512-239-0578 to request one.

Summary Comments

We hope that the information contained in this booklet is helpful as you decide what records you will need to maintain in order to provide the TCEQ with accurate usage reports on your TERP grant-funded equipment. If you need help determining a method for your record keeping, please feel free to contact the TCEQ's TERP grant personnel at 512-239-0578 for assistance. They will be glad to answer any questions you may have.

Please remember that any method of usage record keeping that clearly and accurately shows HOW MUCH and WHERE the TERP grant-funded equipment is used will be acceptable.

Figure 3. Map of Eligible Counties

