



September, 2012

Texas Emissions Reduction Plan

Disposition Forms

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**Texas Commission on Environmental Quality
Texas Emissions Reduction Plan (TERP)**

DISPOSITION POINTERS FOR GRANTEE

READ CAREFULLY

- 1** You must keep your old vehicle/equipment until TERP staff sends you the "Start Keeping Records" letter. You may need to send additional photographs or documentation. The TERP program requires a "Non-Repairable Vehicle Title" as proof of destruction for on-road vehicles.
- 2** You, the grantee, are responsible for the completion of the disposition. If someone else destroys your old vehicle or equipment for you, you are still the one responsible for making sure that the destruction complies with program requirements.
- 3** The old vehicle and engine numbers on the disposition form must match the vehicle and engine numbers in your contract. Please contact us right away if there are any discrepancies with this information.
- 4** All photos submitted for disposition must be original color photos. We must be able to clearly see the destruction to the vehicle or equipment in the pictures. We must be able to read the engine ID number in the pictures. No faxed or paper photos. Photos must be submitted on disc or thumb drive/flash drive.
- 5** Please keep copies of all your disposition photos and documents. When you send in your information via USPS (Standard mail) we recommend you send it certified or use Fedex/UPS (Express Mail) so as to have a tracking method.
- 6** The TERP Web site at <www.terpgrants.org> has good information on all parts of the TERP program, including disposition.

If you still have any questions or concerns about disposing of the old vehicle or equipment, please call 800-919-TERP (800-919-7837). Para ayuda en español llame al 512-239-2382.

The completed and signed form should be submitted to:

Standard Mail

Texas Commission on Environmental Quality
Air Quality Division
Implementation Grants Section, MC 204
TERP Disposition
P.O. Box 13087
Austin, TX 78711-3087

Express Delivery

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

**Texas Commission on Environmental Quality
Texas Emissions Reduction Plan (TERP)**

FORM 3a: REPLACEMENT Disposition

REPLACEMENT: Disposition of Vehicle or Equipment <i>(Complete only for Replacement Activity)</i>			Activity # _____
Name on Contract:		Grant Contract #:	
Contract Name and Title:		Phone #:	
Address:			
	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i> <i>(ZIP)</i>
OLD VEHICLE OR EQUIPMENT INFORMATION			
<i>Provide the information on the vehicle or equipment being replaced. Refer to the vehicle's operation's manual or contact the dealer for information.</i>			
Vehicle Identification #:			
Vehicle/Equipment Make:		Model:	Year:
Registration Document #:	<small>(document number located on vehicle registration form)</small>		
<small>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</small>			
Engine Serial #:			
Engine Make:		Model:	Year:
READ AND CHECK DISPOSITION STATEMENT BELOW			
<p>Vehicle/Equipment (including the engine) was destroyed. Read the following carefully!</p> <p><u>Destruction defined:</u> Making a 3 inch or larger hole in the engine block on <u>BOTH SIDES of engine and cutting both frame rails in half and/or compromising structural integrity</u> or a pre-approved alternative. The holes in the block can not be on a removable plate. Digital photos must be submitted on disc or thumb drive/flash drive, NO PAPER COPIES. When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, and/or vehicle. This definition applies to On-Road and Off-Road vehicles. Follow the list below that applies best to your situation. The grantee is responsible for ensuring that salvage or recycling companies adhere to these procedures. The photos required here are not the same ones you submitted at the time of application. Please call TERP Dispositions @ 512-239-2382 if you are unclear on any of these instructions. Para ayuda en español llame al 512-239-2382</p> <p><u>PHOTOS REQUIRED FOR ON-ROAD VEHICLES: Submit photos as described above!</u></p> <ul style="list-style-type: none"> Photos of the whole vehicle in operating condition before destruction (both sides of the vehicle). Frame and cab must appear in photo. Photos of the whole vehicle after destruction (both sides of the vehicle). Frame and cab must appear in photo. Photos of the engine block in operating condition before destruction (both sides of the engine). Must see cab in photo. Photos of the engine block after destruction with 3 inch or larger non-repairable holes. Entire engine must appear in photos. A copy of the "Nonrepairable Vehicle Title" from the Texas Department of Motor Vehicles, Form VTR-441. Written document from salvage or recycling company if they perform the destruction. Grantee is responsible for acquiring proper photos! <p><u>PHOTOS REQUIRED FOR OFF-ROAD EQUIPMENT: Submit photos as described above!</u></p> <ul style="list-style-type: none"> Photos of the whole piece of equipment before destruction (both sides of the equipment). Must be able to see machine end to end. Photos of the whole piece of equipment after destruction (both sides of the equipment). Must be able to see machine end to end. Photos of the engine block in operating condition before destruction. (both sides of the engine) Must see cab in photos. Photos of the engine block after destruction with 3 inch or larger non-repairable holes. Entire engine must appear in photos. Photos of structural damage (both sides of the equipment). Must be able to clearly identify cuts/damage in photos. Written document from salvage or recycling company if they perform the destruction. Grantee is responsible for acquiring proper photos! 			
<p>GRANTEE'S CERTIFICATION: I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may not be eligible for grant awards in future rounds of funding, and subject to grant repayment (total or partial). I will not give up access to this vehicle or equipment until the TCEQ sends me the "Start Keeping Records" letter.</p>			
GRANTEE'S SIGNATURE:			Date:
Print Name and Title:			

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FORM 3b: REPOWER Disposition

REPOWER: Disposition of the Engine <i>(Use new form for each repower activity)</i>			Activity # _____
Name on Contract:		Grant Contract #:	
Contract Name and Title:		Phone #:	
Address:			
	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i> <i>(ZIP)</i>
OLD ENGINE INFORMATION			
<i>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</i>			
Engine Serial #:	_____		
Engine Make:	_____	Model:	_____
		Year:	_____
READ AND CHECK DISPOSITION STATEMENT OF YOUR CHOICE			
A. Old engine was scrapped (destroyed)	Read the following carefully!		
<p>Destruction defined: making a hole 3 inches or larger in the engine block on BOTH SIDES. The holes must not be on a removable plate. At least one of the holes must be as near as possible to the engine I.D., plate, or stamp. The serial number mentioned previously is the one that was provided on application. Digital photos must be submitted on CD or thumb drive/flash drive, NO PAPER COPIES. "Before" photos submitted for disposition are not the same ones provided at the time of application.</p> <p>The serial number provided at the time of application must appear in a "Before" and "After" photo. The use of salvage, recycling, and/or remanufacturing facilities requires that you to submit written documentation which proves receipt of the old engine. The grantee is responsible for ensuring that all work and photos submitted are done properly and in accordance with the instructions below. Please call TERP Dispositions @ 512-239-2382 if you require clarification on any of these instructions. Para ayuda en español llame al 512-239-2382.</p> <p align="center">HAVE YOU SUPPLIED THE FOLLOWING PHOTOS FOR THE OLD ENGINE?</p> <p><input type="checkbox"/> Photos of the engine block before destruction. <i>(All sides) Left, Right, Front, and Back</i></p> <p><input type="checkbox"/> Photos of the engine block after destruction with a hole on each side 3 inches or larger. Holes must not be on a removable plate.</p> <p><input type="checkbox"/> A photo of the engine serial number. One of two holes should be as close to engine serial number as possible.</p> <p><input type="checkbox"/> Written document from the salvage or recycling company if they performed the destruction.</p>			
B. Old engine was sent to a remanufacturing facility	<p>The facility is operated by, or authorized by, the original engine manufacturer to remanufacture the engine. The process will include removing all parts and using the old block to build a remanufactured engine with a new serial number. A copy of the written documentation provided by the remanufacturing facility must be provided to validate the receipt of the old engine. This documentation must include the old engine identification number.</p> <p align="center">HAVE YOU SUPPLIED THE REQUIRED ITEM FOR THE REMANUFACTURED ENGINE?</p> <p><input type="checkbox"/> Written documentation provided by the remanufacturing facility showing the old engine identification number.</p>		
<p>GRANTEE'S CERTIFICATION: I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may be ineligible for grant awards in the future rounds of funding. I will keep access to this equipment until the TCEQ sends me the "Start Keeping Records" letter.</p>			
GRANTEE'S SIGNATURE:	_____		Date: _____
Print Name and Title:	_____		