



November, 2015

Texas Emissions Reduction Plan

TNGVGP Disposition Forms

Table of Contents:

Pointers for Disposition

Replacement Disposition (NGV Form A)

Repower Disposition (NGV Form B)

Approved Permanent Removal (NGV Form C)

**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 disposition approval 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. Contact the DMV for non-repaibale title at (512) 465-1285.

- 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 512-239-4960.

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)**

NGV Form A: REPLACEMENT Disposition

REPLACEMENT: Disposition of Vehicle or Equipment <i>(Complete only for Replacement Activity)</i>			Activity #
Name on Contract:		Grant Contract #:	
Contact 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:
<i>The information below 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 THE APPROPRIATE DISPOSITION STATEMENT BELOW			
A. Vehicle/Equipment (including the engine) was destroyed.			
<u>Destruction defined:</u> Making a 3 inch or larger hole in the engine block on BOTH SIDES of engine and cutting both frame rails in half and/or compromising structural integrity or a pre-approved alternative. The holes in the block can not be on a removable plate.			
Photos of the disposition process are required--please follow the directions below.			
Digital photos must be submitted on disc or thumb drive/flash drive, NO PAPER COPIES. The photos required here are not the same ones you submitted at the time of application. When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, and/or vehicle. The grantee is responsible for ensuring that salvage or recycling companies adhere to these procedures. Please call TERP Dispositions at (512) 239-2382 if you are unclear on any of these instructions.			
<u>HAVE YOU SUPPLIED THE FOLLOWING REQUIRED PHOTOS?</u>			
	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!		
B. Vehicle/Equipment (including the engine) underwent pre-approved Alternate Destruction.			
<u>Destruction defined:</u> Pre-approved destruction alternative as detailed in the contract special conditions. May require special documentation or photos.			
Digital photos must be submitted on disc or thumb drive/flash drive, NO PAPER COPIES. The photos required here are not the same ones you submitted at the time of application. When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, and/or vehicle. The grantee is responsible for ensuring that salvage or recycling companies adhere to these procedures. Please call TERP Dispositions at (512) 239-2382 if you are unclear on any of these instructions.			
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 until the TCEQ sends me the disposition approval letter.			
GRANTEE'S SIGNATURE:			Date:
Print Name and Title:			

Texas Commission on Environmental Quality

Texas Emissions Reduction Plan (TERP)

NGV Form B: REPOWER Disposition

REPOWER: Disposition of the Engine <i>(Use new form for each repower activity)</i>		Activity #	
Name on Contract:		Grant Contract #:	
Contact 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 THE APPROPRIATE DISPOSITION STATEMENT BELOW			
A. Old engine was scrapped (destroyed)			
<p><u>Destruction defined:</u> 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.</p> <p>Digital photos must be submitted on CD or thumb drive/flash drive, NO PAPER COPIES. Photos submitted for disposition are not the same ones provided at the time of application. The serial number <u>provided at the time of application</u> 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 at (512) 239-2382 if you are unclear on any of these instructions.</p> <p><u>HAVE YOU SUPPLIED THE FOLLOWING PHOTOS FOR THE OLD ENGINE?</u></p> <p><input style="width: 50px; height: 15px; background-color: #ffff00;" type="checkbox"/> Photos of the engine block before destruction. <u>(All sides)</u> Left, Right, Front, and Back</p> <p><input style="width: 50px; height: 15px; background-color: #ffff00;" 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 style="width: 50px; height: 15px; background-color: #ffff00;" 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 style="width: 50px; height: 15px; background-color: #ffff00;" 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><u>HAVE YOU SUPPLIED THE REQUIRED ITEM FOR THE REMANUFACTURED ENGINE?</u></p> <p><input style="width: 50px; height: 15px; background-color: #ffff00;" type="checkbox"/> Written documentation provided by the remanufacturing facility showing the old engine identification number.</p>			
C. Vehicle/Equipment (including the engine) underwent pre-approved Alternate Destruction.			
<p><u>Destruction defined:</u> Pre-approved destruction alternative as detailed in the contract special conditions. May require special documentation or photos.</p> <p>Digital photos must be submitted on disc or thumb drive/flash drive, NO PAPER COPIES. The photos required here are not the same ones you submitted at the time of application. When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, and/or vehicle. The grantee is responsible for ensuring that salvage or recycling companies adhere to these procedures. Please call TERP Dispositions at (512) 239-2382 if you are unclear on any of these instructions.</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 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 engine until the TCEQ sends me the disposition approval letter.</p>			
GRANTEE'S SIGNATURE:			Date:
Print Name and Title:			

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NGV Form C: Approved Permanent Removal From the State

REPLACEMENT: Vehicle Permanently Removed from the State <i>(Complete only for Replacement Activity)</i>			Activity #		
Name on Contract:			Grant Contract #:		
Contact Name and Title:			Phone #:		
Address:					
	(Street)	(City)	(State)	(ZIP)	
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:	
<i>The information below 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 INCLUDE ALTERNATIVE DISPOSITION DETAILS BELOW					
Provide your Alternative Disposition Approval Number					
<p>Approved plan to permanently remove vehicle from the State (attach pages if needed)</p> <p>Provide a detailed explanation and any available documentation (out-of-state registration, ship manifest, bill of lading, dock receipt, etc.) validating the permanent removal of the vehicle from the State of Texas. Documentation is required, and must prove that the vehicle has exited Texas.</p>					
<p><u>HAVE YOU SUPPLIED THE FOLLOWING REQUIRED DOCUMENTATION?</u></p> <p><input type="checkbox"/> Detailed plan for removal of vehicle from the State of Texas</p> <p><input type="checkbox"/> A copy of the signed bill of sale</p> <p><input type="checkbox"/> Signed statement from the buyer that vehicle will not re-enter the State of Texas</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 not be eligible for grant awards in future rounds of funding, and subject to grant repayment (total or partial).</p>					
GRANTEE'S SIGNATURE:				Date:	
Print Name and Title:					