



# Texas Emissions Reduction Plan

## Disposition Forms

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**TEXAS COMMISSION  
ON ENVIRONMENTAL QUALITY**

Printed on recycled paper

[www.terpgrants.org](http://www.terpgrants.org)

(800) 919-TERP (8377)

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

**Disposition Tips**

You must dispose of your old vehicle/equipment within 90 days after receiving financial reimbursement.

The TERP program defines disposition as the destruction of a grantee's old equipment or vehicle by cutting the frame rails and cutting two 3-inch holes in the engine block. For repower projects, disposition is limited to the destruction of the old engine block, making it permanently inoperable.

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**Reminders**

1. A Texas Nonrepairable Vehicle Title is required as proof of destruction for on-road vehicles.

To apply for a Texas Nonrepairable Vehicle Title (Form VTR-441), contact the Texas Department of Motor Vehicles (TXDMV) at (512) 465-1285 or visit [www.txdmv.gov](http://www.txdmv.gov).

2. You, the grantee, are responsible for completing the disposition of the vehicle/equipment.

If someone else destroys your old vehicle/equipment for you, you are still responsible for making sure that the destruction complies with program requirements. Keep your old vehicle/equipment until the program approves its disposition; only then will the Activity Life start (i.e., the number of years you agreed to operate your new equipment).

3. The old vehicle/equipment and engine identification numbers on the disposition form must match the vehicle and engine numbers in your contract.

If there are any discrepancies with this information, please contact us right away at (512) 239-0578.

4. All photos documenting your disposition must be original color photos.

Photos must be submitted on a disc or USB drive. Printed photos are accepted. We must be able to clearly see the destruction of the vehicle/equipment.

5. Keep copies of your disposition documents and photos.

We recommend sending us your information by certified mail or FedEx/UPS (Express Mail) to track your package. We also accept standard mail (USPS).

6. Go to our website.

[www.terpgrants.org](http://www.terpgrants.org) has good information on all parts of the program, including disposition.

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If you have any questions about disposing of the old vehicle/equipment, call (800) 919-TERP (8377) or (512) 239-0578.

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**Submit the completed and signed form to:**

Standard Mail

Texas Commission on Environmental Quality  
Texas Emissions Reduction Plan - Disposition, MC 204  
P.O. Box 13087  
Austin, TX 78711-3087

Express Delivery

Texas Commission on Environmental Quality  
Texas Emissions Reduction Plan - Disposition, MC 204  
12100 Park 35 Circle  
Austin, TX 78753

**Texas Commission on Environmental Quality**  
**Texas Emissions Reduction Plan (TERP)**  
**Form 3a: Disposition for Replacement Activity**

<b>Replacement: Disposition of Vehicles or Non-Road Equipment. Use a separate form for each activity.</b>					
Contract Number		Activity Number			
Name on Contract					
Primary Phone			Email Address		
Address					
City		State		Zip Code	

<b>Old Vehicle / Non-Road Equipment Information</b> <i>The information below must match your contract.</i>					
Equipment ID number or Last 4 Digits of Vehicle ID Number (VIN)					
Vehicle/Non-Road Equipment Make					
Equipment Model			Equipment Year		
Engine Make					
Engine Model			Engine Year		

**Physical Destruction**

You are responsible for ensuring that the following work is correctly completed. Color photos must be submitted, either printed or digitally on disc or USB drive.

**A. Permanently destroy the old vehicle / equipment, including the engine.**

A 3-inch or larger hole was cut on BOTH SIDES of the engine block. The holes in the block cannot be on a removable plate. Both frame rails were cut in half. Alternatively, the equipment and engine may be completely crushed.

Tip: For visibility in photos, paint a bright color around holes and cuts; this may facilitate review.

**Please complete B or C below.**

**B. Requirements for On-Road Vehicles. Here are the before and after photos you must submit.**

Entire vehicle (both sides, end-to-end) AFTER destruction. Photos must show cuts through the frame rails.

Photos must include the destruction close-up and at a distance of 2 to 4 feet.

Engine block (both sides) BEFORE and AFTER destruction.

Texas Nonrepairable Vehicle Title issued by the Texas Department of Motor Vehicles.

Please provide the TCEQ with a copy of the non-repairable title Form VTR-441.

**C. Requirements for Non-Road Equipment. Here are the before and after photos you must submit.**

Entire piece of equipment (both sides, end-to-end) after destruction.

Photos must include the destruction close-up and at a distance of 2 to 4 feet.

Engine block (both sides) BEFORE and AFTER destruction.

Structural damage (both sides) to the frame / articulated plates.

Without a frame, the program accepts cuts through both sides of the front axles. Photos must show cuts / destruction.

I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require the return of grant funds if disposition requirements are not met. I understand that failure to comply with these requirements may result in cancellation of the grant contract and my classification as a high-risk candidate. High-risk candidates may be ineligible for grant awards in future rounds of funding. I will not give up access to the vehicle/equipment until the TCEQ sends me a Start Keeping Records letter.

Grantee's Signature				
Print Name and Title		Date		

**Texas Commission on Environmental Quality**  
**Texas Emissions Reduction Plan (TERP)**  
**Form 3b: Disposition for Repower Activity**

<b>Repower: Disposition of the Engine. Use a separate form for each repower activity.</b>				
Contract Number		Activity Number		
Name on Contract				
Primary Phone		Email Address		
Address				
City		State		Zip Code

<b>Old Vehicle / Non-Road Equipment Information</b> <i>The information below must match your contract.</i>			
Equipment ID number or Last 4 Digits of Vehicle ID Number (VIN)			
Vehicle/Non-Road Equipment Make			
Equipment Model		Equipment Year	
Engine Make			
Engine Model		Engine Year	

**Physical Destruction**

You are responsible for ensuring that the following work is correctly completed. Color photos must be submitted, either printed or digitally on disc or USB drive.

**Please complete A or B below.**

**A. Scrap (destroy) the old engine. Here are the before and after photos you must submit.**

A 3-inch or larger hole was cut on BOTH SIDES of the engine block. The holes in the block cannot be on a removable plate. One of the holes must be close to the engine I.D. number.

Photos of the engine block BEFORE destruction. (All sides: Left, Right, Front, and Back)

Photos of the engine block AFTER destruction. Holes on each side must be visible. Holes must be –inches or larger and not on a removable plate.

A photo of the engine I.D. number. One of the holes must be close to the engine I.D. number.

**B. Send the old engine to a remanufacturing facility. Here is the documentation you must submit.**

The facility is operated or authorized by the original engine manufacturer to remanufacture the engine. The process includes removing all parts and using the old block to rebuild an engine with a new I.D. number. Documentations from the remanufacturing facility must validate receipt of the old engine and indicate its I.D. number.

I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require the return of grant funds if disposition requirements are not met. I understand that failure to comply with these requirements may result in cancellation of the grant contract and my classification as a high-risk candidate. High-risk candidates may be ineligible for grant awards in future rounds of funding. I will not give up access to the vehicle/equipment until the TCEQ sends me a Start Keeping Records letter.			
Grantee's Signature			
Print Name and Title		Date	