

RULE 1002 FLEET INVENTORY
Adopted 07-19-94**INDEX****100 GENERAL**

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100 **GENERAL**

101 **PURPOSE:** To obtain fleet-related data necessary for the development, implementation, and monitoring of Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS and Rule 1005—MOBILE SOURCE EMISSION REDUCTION CREDITS/BANKING.

102 **APPLICABILITY**

102.1 The provisions of this rule shall become effective on January 19, 1995.

102.2 Except for the provisions of Section 110, this rule shall apply to all fleet operators within the District, including operators of fleets used by governmental entities (including special districts, U.S. Postal Service, and the military), commerce (including taxicab fleets), and industry.

102.3 If the owner and operator of the fleet are two or more separate persons, companies, businesses, organizations, or public entities, this rule shall be applicable only to the operator of the fleet.

110 **EXEMPTIONS: GENERAL:** This rule shall not apply to:

110.1 Evaluation of test vehicles operated by vehicle manufacturers for vehicle certification purposes.

110.2 Emergency vehicles which, if REV/ALTERNATIVE FUEL vehicles, cannot meet the required emergency vehicle performance standards adopted by the state of California.

110.3 Museums in relation to any collection of motor vehicles for display and/or demonstration.

110.4 Vehicles at vehicle dealerships or sales lots which are for sale or lease to the public and which are not used in the dealership or sales lot operations.

110.5 Daily rental vehicles.

110.6 Privately owned personal vehicles that are used for business purposes except those vehicles under common operation as defined in Section 207.

110.7 Privately owned personal vehicles, used on behalf of a person, company, business, corporation, organization, public entity, or any combination thereof, where the vehicle owner receives reimbursement of expenses incurred for ordinary and necessary costs to operate the vehicle, including normal wear and tear.

200 **DEFINITIONS**

201 **ACTIVE VEHICLE:** A fleet motor vehicle which has been driven one hundred (100) miles or more, in fleet use, during the reporting year.

202 **ALTERNATIVE FUEL:** A motor vehicle fuel consisting of methanol, ethanol, (including methanol and/or ethanol in combination with gasoline as approved by the California Air Resources Board as an alternative fuel), liquified petroleum gas (LPG), compressed natural gas (CNG), liquified natural gas (LNG), or electricity.

203 **ALTERNATIVE FUEL RETROFIT SYSTEM:** A package of fuel, ignition, emission control, and engine components that are modified, removed, or added during the process of modifying a motor vehicle to operate on an alternative fuel.

204 **BASE VEHICLE:** Any motor vehicle that is not a California Air Resources Board-certified reduced-emission vehicle.

205 **CERTIFICATE OF ADVANCE PLACEMENT (CAP):** Acknowledgment of potentially surplus emissions reductions, for exceeding the obligation established by Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS for light-duty and medium-duty vehicles.

- 206 **COMMERCIAL PURPOSE:** Any activity facilitating the manufacture, alteration, distribution, storage, marketing, rental, sale, provision or transportation of goods or services, or the transportation of people, whether for profit or nonprofit.
- 207 **COMMON OPERATION:** Fleet vehicles under common operation means vehicles that are controlled by a person, company, business, corporation, organization, public entity, or any combination thereof, in the following manner:
- 207.1 Vehicles that are dispatched from and maintained at a central location at the direction and expense of the operator, and are, or can be, repowered or replaced at the direction of the fleet operator;
- 207.2 Vehicles leased or purchased for an individual by the operator for use in the conduct of the business of the operator, and that are, or can be, repowered or replaced at the direction of the fleet operator, or;
- 207.3 Vehicles owned or leased by employees of a fleet operator where the employee receives a payment, or a series of payments, from the fleet operator for the purpose of leasing or purchasing a vehicle for use in the conduct of the business of the fleet operator, and that are, or can be repowered or replaced at the direction of the fleet operator, or;
- 207.4 Vehicles regulated by Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS that are added to any fleet at the direction of the fleet operator.
- 208 **COMMON OWNERSHIP:** Fleet vehicles under common ownership are those vehicles for which legal title is held by the same person, company, business, corporation, organization, or public entity.
- 209 **DAILY RENTAL VEHICLE:** A light-duty or medium-duty motor vehicle which is rented to a person, business, government agency, or special district under a contractual agreement with the legal or registered owner of the vehicle, for a period of fewer than thirty (30) days.
- 210 **DEACTIVATED:** No longer is or will be an active vehicle in the fleet and/or no longer assigned by the fleet operator to be driven.
- 211 **DIESEL-CYCLE ENGINE:** A vehicle engine classified by the California Air Resources Board as a "diesel-cycle engine."
- 212 **EMERGENCY VEHICLE:** Any motor vehicle operated by a public law enforcement agency, public fire protection agency, or a public or private ambulance/paramedic service, which is used or intended to be used solely for response to an emergency (an unforeseen combination of circumstances that calls for immediate action to prevent further injury, loss of life, or damage to property).
- 213 **EMISSION CLASSIFICATION:** A categorization of a motor vehicle as any one of the following:
- 213.1 A base vehicle, or
- 213.2 Any one of the reduced-emission vehicles listed in Section 230.
- 214 **EXCHANGE VEHICLE:** A vehicle or vehicles which is (are) part of a larger fleet under the same common ownership, of the same weight class and engine type, and which is (are) brought into the local fleet, in exchange for an existing fleet vehicle, operating in the District, which is taken out of the District for at least the duration of the exchange.
- 215 **FLEET:** Except as provided in Section 218, fifteen (15) or more active vehicles under common ownership or common operation, within the District, and which are:
- 215.1 Operated by any business which is required to have a business license in the District, and which is located within the District; or
- 215.2 Operated by any federal, state, regional, or local agency from a location within the District.

- 216 **FLEET INVENTORY REPORT:** A written document submitted to the Air Pollution Control Officer pursuant to Section 302. A fleet inventory report is prepared annually by each fleet operator.
- 217 **FLEET OPERATOR:** The person, company, business, corporation, organization, or public entity that is in charge of managing a fleet pursuant to the criteria of Section 207.
- 218 **FLEET: OPT-IN:** Two (2) or more active vehicles under common ownership or common operation and used for commercial or public purposes that are not a fleet as defined in Section 215, if the owner or operator has voluntarily chosen to be subject to this rule and Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS.
- 219 **FLEET VEHICLE IDENTIFICATION NUMBER:** A number assigned to a fleet motor vehicle by the fleet operator and used to identify the vehicle for record-keeping purposes.
- 220 **FUELING SYSTEM RETROFIT CERTIFICATE:** A written statement issued by the California Bureau of Automotive Repair verifying that a fueling system retrofit kit meets State of California emission standards for either a base vehicle, TLEV, LEV, ULEV, or ZEV.
- 221 **MOBILE SOURCE EMISSION REDUCTION CREDIT (MERC):** Actual emissions reductions that are registered with the District in accordance with the requirements of Rule 1005—MOBILE SOURCE EMISSION REDUCTION CREDITS/BANKING.
- 222 **MODEL YEAR:** The year in which a motor vehicle is manufactured, as encoded in the vehicle identification number (VIN).
- 223 **MOTOR VEHICLE, OR VEHICLE:** Any self-propelled motorized transportation device of any vehicle weight classification, or combination of such classifications, that is certified by the California Air Resources Board for, and designed for, on-road use.
- 224 **OBLIGATION:** The requirement of a fleet operator to reduce emissions of reactive organic gases (ROG) and/or oxides of nitrogen (NOx), when adding, replacing, or repowering vehicles in a fleet; or when rebuilding the engine in a fleet vehicle. Obligation is expressed in terms of the average pounds of emissions per vehicle per year.
- 225 **OTTO-CYCLE ENGINE:** A vehicle engine classified by the California Air Resources Board as an "otto-cycle engine."
- 226 **PREVIOUSLY CLAIMED REV:** A REV which has been used to meet an obligation or generate MERC/CAP (or local equivalent thereof), anywhere in California.
- 227 **PUBLIC PURPOSE:** Any federal, state, regional, special district, or local governmental function, including military activities.
- 228 **REACTIVE ORGANIC GAS (ROG):** Any organic gas containing carbon except: methane, carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, ammonium carbonates, and halogenated hydrocarbons.
- 229 **REBUILT ENGINE:** A motor vehicle engine in which the crankshaft and/or pistons have been removed to allow for the repair and/or replacement of any internal engine components, in a vehicle more than three (3) model years old.
- 230 **REDUCED-EMISSION VEHICLE (REV):** Any motor vehicle that is:
- 230.1 Certified by the California Air Resources Board as one of the following:
- a. Transitional low-emission vehicle (TLEV).
 - b. Low-emission vehicle (LEV).
 - c. Ultra-low-emission vehicle (ULEV).
 - d. Zero-emission vehicle (ZEV), or

- 230.2 A heavy-duty vehicle meeting either:
- a. California Air Resources Board-certified low-emission standards, or
 - b. A heavy-duty vehicle powered by an engine certified to one of the federal clean fuel fleet emission standards for heavy-duty engines (40 CFR Section 88.105-94). LEV (on California fuel), ULEV, or ZEV standards (40 CFR Parts 86 and 88). The LEV standard is 3.5 g/bhp-hr NMHC+NO_x for certification on California diesel fuel. The ULEV standard is 2.5 g/bhp-hr NMHC+NO_x, and the ZEV standard is zero NMHC+NO_x. Heavy-duty engines certified to the federal LEV (on California fuel), ULEV, and ZEV standards are to be considered as 3.5, 2.5, and zero g/bhp-hr NO_x engines, respectively, for the purpose of calculating compliance with Rule 1003.
 - c. Reduced emission standards for NO_x, or combined hydrocarbons plus NO_x, may be adopted by the federal Environmental Protection Agency or the California Air Resources Board. As used in this Section, "reduced emission" means that the numerical value of the reduced emission standard is less than the numerical value of the highest NO_x standard otherwise applicable in the Sacramento area to the engine and application under consideration.
- 231 **REPORTING YEAR:** The most recently completed 12 calendar months prior to the submittal date.
- 232 **REPOWERED ENGINE:** A new engine which is placed into service in a motor vehicle more than three (3) model years old.
- 233 **SNAPSHOT DATE:**
- 233.1 A weekday during the last month of the fleet operator's initial reporting year. The fleet operator selects the snapshot date pertaining to the fleet operator's fleet.
 - 233.2 For the purposes of Section 402.3, the Air Pollution Control Officer will assume that the fleet's characteristics on its snapshot date typify that fleet's characteristics during the entire reporting year.
- 234 **SUBMITTAL DATE:** The annual deadline for submittal of a fleet inventory report to the Air Pollution Control Officer. The submittal date shall be established by the Air Pollution Control Officer.
- 235 **SUBMITTAL NOTICE:** A notice issued annually by the Air Pollution Control Officer to fleet operators specifying the submittal date.
- 236 **TRANSITORY VEHICLES:** A vehicle or vehicles which is (are) part of a larger fleet under the same common ownership, brought into the local fleet for a period of time not to exceed twelve (12) months, and following that time is (are) removed from the local fleet.
- 237 **USED REV:** A used vehicle that is a REV, which has not been previously claimed.
- 238 **USED VEHICLE:**
- 238.1 Any motor vehicle which has had one or more changes in ownership recorded by the California Department of Motor Vehicles, or comparable agency in any other state, province, or country; or
 - 238.2 Any motor vehicle, recorded in another state, province, or country, which is subsequently recorded by the California Department of motor vehicles, and for which there is no change of ownership.

- 239 **VEHICLE WEIGHT CLASSIFICATION:** A motor vehicle classification that is one of the following:
- 239.1 Light-duty vehicle: This class includes:
- a. Passenger car: any vehicle designed primarily for transportation of persons and having a design capacity of 12 persons or less, and rated at 0-3,750 pounds test weight, or
 - b. Light-duty truck: any motor vehicle rated at 6,000 pounds gross vehicle weight or less which is designed primarily for purposes of transportation of property or is a derivative of such vehicle.
- 239.2 Medium-duty vehicle: This class includes any motor vehicle having a gross vehicle weight (GVR) of 6,001-14,000 pounds.
- 239.3 Heavy-duty vehicle: This class includes any motor vehicle with a gross vehicle weight rating of over 14,000 pounds.
- a. Medium-heavy-duty vehicle (MHD): This class includes any motor vehicle, or a combination of a motor vehicle and semi-trailer or trailers with a total gross vehicle weight of 14,001 to 33,000 pounds.
 - b. Heavy-heavy-duty vehicle (HHD): This class includes any motor vehicle, or a combination of a motor vehicle and semi-trailer or trailers with a total gross vehicle weight of more than 33,000 pounds.

300 STANDARDS

- 301 **FLEET STATUS:** For the purposes of this rule, a fleet operator shall remain subject to this rule until the Air Pollution Control Officer determines the fleet operator is no longer operating a fleet.
- 302 **FLEET INVENTORY REPORT:**
- 302.1 The fleet operator shall annually prepare a fleet inventory report no later than the submittal date assigned to the fleet operator by the Air Pollution Control Officer.
- 302.2 The fleet inventory report shall:
- a. Contain the information specified in Sections 402 (for a fleet's first inventory report) or 403 (for fleet inventory reports subsequent to the first fleet inventory report) and, if applicable, Sections 404, 405, and/or 406.
 - b. Be on a medium issued by or approved in writing by the Air Pollution Control Officer, and
 - c. Be in a format either developed by or approved in writing by the Air Pollution Control Officer.
- 302.3 The fleet operator shall submit the first and subsequent fleet inventory reports to the Air Pollution Control Officer no later than the submittal date.

400 ADMINISTRATIVE REQUIREMENTS

- 401 **INITIAL CONTACT:** Within 90 days of becoming subject to this rule, all fleet operators shall provide the Air Pollution Control Officer with the following information in writing regarding their fleets:
- 401.1 The name, address, telephone number, and fax number of the fleet operator; and
- 401.2 The name, title, address, telephone number, and fax number of the person who will prepare the fleet inventory report on behalf of the fleet operator; and
- 401.3 The federal standard industrial classification (SIC) code that most closely corresponds to the business or agency operating the fleet; and
- 401.4 The number of active vehicles in the fleet on the date the fleet became subject to this rule.
- 402 **FIRST FLEET INVENTORY REPORT:** The first fleet inventory report prepared for a fleet shall contain the following information regarding that fleet:
- 402.1 The fleet account number assigned to the fleet by the Air Pollution Control Officer.
- 402.2 The information required by Sections 401.1 through 401.3
- 402.3 Data from the snapshot date regarding the following information for each active motor vehicle in the fleet:

- a. The vehicle identification number (VIN).
 - b. The odometer reading on the date when the motor vehicle was: repowered, rebuilt, or added to the fleet as an active motor vehicle (optional).
- 402.4 The following information regarding each active vehicle in the fleet that, during the reporting year, was: repowered, rebuilt, or added to the fleet:
- a. The vehicle identification number (VIN).
 - b. The fleet vehicle identification number assigned to the motor vehicle by the fleet operator.
 - c. The license plate number.
 - d. The emission classification.
 - e. The vehicle weight classification.
 - f. The date the motor vehicle was added to the fleet as an active vehicle.
 - g. The odometer reading on the date when the motor vehicle was: repowered, rebuilt, or added to the fleet as an active motor vehicle (optional).
 - h. Whether the motor vehicle possesses an alternative fuel retrofit system and if so, the type or types of fuel used by that system.
 - i. A copy of the fueling system retrofit certificate for every active vehicle in the fleet that is being claimed by the fleet operator as a REV.
 - j. A confirmation by the fleet operator as to whether the vehicle was a:
 - 1. Previously claimed REV, or
 - 2. Used REV.
- 403 **SUBSEQUENT FLEET INVENTORY REPORTS:** Fleet inventory reports submitted to the Air Pollution Control Officer following the first fleet inventory report shall contain the following information regarding the fleet:
- 403.1 The fleet account number assigned to the fleet by the Air Pollution Control Officer.
- 403.2 The information required by Sections 401.1 through 401.3.
- 403.3 The following information regarding each active vehicle in the fleet that, during the reporting year, was: repowered, rebuilt, or added to the fleet:
- a. The vehicle identification number (VIN).
 - b. The fleet vehicle identification number assigned to the motor vehicle by the fleet operator.
 - c. The license plate number.
 - d. The emission classification.
 - e. The vehicle weight classification.
 - f. The date the motor vehicle was added to the fleet as an active vehicle.
 - g. The odometer reading on the date when the motor vehicle was: repowered, rebuilt, or added to the fleet as an active motor vehicle (optional).
 - h. Whether the motor vehicle possesses an alternative fuel retrofit system and if so, the type or types of fuel used by that system.
 - i. A copy of the fueling system retrofit certificate for every active vehicle in the fleet that is being claimed by the fleet operator as a REV.
 - j. A confirmation by the fleet operator as to whether the vehicle was a:
 - 1. Previously claimed REV, or
 - 2. Used REV.
- 403.4 The following information regarding each fleet motor vehicle deactivated during the reporting year:
- a. The vehicle identification number (VIN).
 - b. The fleet vehicle identification number assigned to the motor vehicle by the fleet operator.
 - c. The date the motor vehicle was deactivated.
 - d. The odometer reading on the date when the motor vehicle was deactivated (optional).

- 404 **FUEL REPORTING:** A fleet operator who requests a MERC or CAP (pursuant to Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS and/or Rule 1005—MOBILE SOURCE EMISSION REDUCTION CREDITS/BANKING) for the use of an alternative fuel in a fleet vehicle shall also include in the fleet inventory report the following information relative to each such vehicle:
- 404.1 The types of fuel used during the reporting year to power the motor vehicle,
 - 404.2 The percentage by volume of each fuel used during the reporting year to power the motor vehicle (where 1 therm of gaseous fuel = 1 gallon of liquid fuel = 1 kilowatt-hour of electricity), and
 - 404.3 The vehicle identification number.
- 405 **TRANSITORY VEHICLE RECORDS:** In order to qualify for a transitory vehicle exemption in Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS, the fleet operator shall include in the fleet inventory report the following records for each transitory vehicle:
- 405.1 The vehicle identification number, and
 - 405.2 The date the transitory vehicle was put into service with the fleet, and
 - 405.3 The date the transitory vehicle was removed from service with the fleet, and
 - 405.4 The disposition of the transitory vehicle, after it was removed from service with the fleet.
- 406 **EXCHANGE VEHICLE RECORDS:** In order to qualify for an exchange vehicle exemption in Rule 1003—REDUCED-EMISSION FLEET VEHICLES/ALTERNATIVE FUELS, the fleet operator shall include in the fleet inventory report the following records for each exchange vehicle:
- 406.1 The vehicle identification numbers, and
 - 406.2 The date the exchange vehicle was put into service with the fleet, and
 - 406.3 The date the exchange vehicle was removed from service with the fleet, and
 - 406.4 The model year and engine class of the exchange vehicle brought into the District, and
 - 406.5 The model year and engine class of the exchange vehicle taken out of the District, and
 - 406.6 The disposition of the exchange vehicle, after it was removed from service with the fleet.
- 407 **TRADE SECRETS:** Upon submitting a fleet inventory report to the Air Pollution Control Officer, the fleet operator may designate in the report which data are trade secrets pursuant to the California Public Records Act, commencing at California Government Code Section 6250.
- 408 **TIMING:** The Air Pollution Control Officer shall review the fleet inventory report to determine whether it complies with the requirements of Sections 402 (for a fleet's first inventory report) or 403 (for fleet inventory reports subsequent to the first fleet inventory report) and, if applicable, Sections 404, 405, and/or 406. If the Air Pollution Control Officer determines that a fleet inventory report does not meet the requirements of those sections, the Air Pollution Control Officer shall return the inventory report to the fleet operator who submitted it. Along with the returned report, the Air Pollution Control Officer shall include a description of the report's deficiencies. The fleet operator shall correct the deficiencies and return the corrected inventory report to the Air Pollution Control Officer within 30 days of receiving the Air Pollution Control Officer's description of the report's deficiencies.
- 500 **MONITORING AND RECORDS**
- 501 **FLEET RECORDS:** A fleet operator shall retain the records of each fleet vehicle for 3 years after reporting and shall make such records available for review by the Air Pollution Control Officer upon request.

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