

Recordkeeping & Reporting

Registering for the CFFP

If you have not already registered your fleet with the Georgia Environmental Protection Division (EPD), you must complete the registration survey on the following pages and send it to:

Clean Fueled Fleets Program

Environmental Protection Division / Air Protection Branch
Suite 136
4244 International Parkway
Atlanta, Georgia 30354



The following fleets must report their vehicles to the EPD:

- **Non-covered fleet operators** with 10 or more vehicles must report the number of vehicles in their fleet.
- **All covered fleet operators.**

Compliance Audits

The EPD will conduct audits to verify information contained in the annual report, as well as a certain number of random audits. The Clean Air Act Amendments require that the EPD conduct audits each year. All records must be kept for the current year of the vehicle's use, plus the previous two years of the Clean Fueled Fleets Program in order to provide the State with a report of the previous years' activities.

Records to be Maintained for Compliance Audits

- Information required in the annual report (**Section 6**).
- Information for the current year, plus two previous years of the Clean Fueled Fleets Program.
- Monthly odometer readings and fuel usage for dual fuel or flexible fuel vehicles.
- All records must be maintained at a location within the covered area for fleets that are based inside the covered area. For fleets that are based outside of the covered area, records must be maintained at a location agreed to by the fleet operator and the EPD.
- The records must be available for inspection during reasonable business hours.
- Keep any record verifying that your vehicle is a Clean Fueled Vehicle.
- If you receive purchase credits for a vehicle purchased before September of 1998, you must retain purchase information, as well as other required information for the current year, plus two previous years of vehicle use.

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Record Keeping and Reporting Requirements

- Covered fleet operators that would like to obtain early purchase credits must document the purchases of Clean Fueled Vehicles (CFVs) before August 31, 1998. The form for this is on *page 4-12*.
- Non-covered fleet operators who would like to obtain purchase credits should send an initial report to the Georgia Environmental Protection Division (EPD) within 90 days of the purchase of the CFV, or before the end of the model year that the vehicle was purchased in, whichever is later.
- Covered fleet operators must submit an annual report for the activities of each model year. The report is due on March 1 of the calendar year after the end of the model year. *For example: the annual report for the 1999 model year is due March 1, 2000.* The Annual Report is included in **Section 6** of the CFFP Workbook.
- Non-covered fleet operators must provide information to verify that their fleet is not covered, upon request by the EPD.
- Fleets that become covered after the effective date of Georgia's Clean Fueled Fleets Program (CFFP) must register all vehicles in their fleet with the EPD within 90 days of attaining covered fleet status.
- Accurate records must be maintained by covered fleet operators to verify compliance with the requirements of the CFFP. All records must be kept for the current year of the vehicle, plus the previous two years of the CFFP in order to provide the state with a report of the previous years' activities and for compliance audits by the EPD. Maintain purchase records for CFVs purchased between January 1, 1993 and August 31, 1998 that received purchase credits.
- It may be beneficial to keep purchase records for as long as the vehicle is owned in the fleet in the event of an EPD audit.

Definition of "Purchase"



Buy, lease, re-locate to the covered area or otherwise acquire possession or control of a motor vehicle or non-covered vehicle, excluding:

- A vehicle manufactured before the start of the CFFP.
- A vehicle transferred due to the purchase of a company or due to a consolidation of business operations.
- A vehicle transferred as part of an employee transfer.
- A vehicle transferred for seasonal requirements of a period of less than 120 days.