

The Annual Report

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Each year, all covered fleet operators must submit an annual report to the Georgia Environmental Protection Division. The report will list fleet operation details for each model year and is due on March 1 of the calendar year following the end of the model year. *For example, the annual report for the 1999 model year is due March 1, 2000.* The forms that must be included in the actual report follow this introduction.

Where to submit the Annual Report

Clean Fueled Fleets Program

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



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.

What vehicles do I report?

- All vehicles in the fleet previous to the model year for which the annual report is being prepared.
- All vehicles that were ordered and delivered in the model year for which the annual report is being prepared. *Vehicles ordered but not received may not be counted.*

Please make copies of the forms in this section and keep the originals to use in the annual report each year.

The Annual Report

Annual Report Requirements

Fleet operators will need the following information to complete the annual report. Definitions are on *page 6-3*.

Existing Fleet Information

Total number of covered vehicles in the existing fleet:

- Vehicle Type
- Weight Class
- Fuel Type
- Fuel System

Total number of exempt vehicles in the existing fleet:

- Exempt Category
- Vehicle Type
- Weight Class

Clean Fueled Vehicles in the existing fleet:

(vehicles that were purchased to meet CFFP requirements or for purchase credits)

- VIN
- Make / Model / Year
- Fuel Type
- Annual Mileage
- Miles operated in covered area *(flexible fuel / dual fuel only)*
- Fuel Use *(flexible fuel / dual fuel only)*

Purchased Vehicles Information

Total number of motor vehicles purchased for your fleet:

- Vehicle Type
- Weight Class
- Exempt Category *(for exempt purchases only)*

CFVs added to the fleet:

- VIN
- Make / Model / Year
- Weight Class
- Fuel System
- Fuel Type
- Emission Level
- Exempt Category *(for those exempt vehicles purchased for CFV credit)*
- Miles in covered area and yearly fuel use for exempt vehicles purchased as CFVs.

Other Information

Tracking Purchase Credit Activity

- Credits earned, traded in or sold during the model year.

Annual Report - Background

The information on this page provides codes that will be used to complete information in the Annual Report.

Light Duty Vehicle Weight Classes

LDV 1	LDV / LDT ≤ 6,000 lbs. GVWR ≤ 3,750 lbs. LVW
LDT 2	LDT ≤ 6,000 lbs. GVWR > 3,750 lbs. LVW ≤ 5,750 lbs. LVW
LDT 3	LDT > 6,000 lbs. GVWR ≤ 3,750 lbs. TW
LDT 4	LDT > 6,000 lbs. GVWR > 3,750 lbs. TW ≤ 5,750 lbs. TW
LDT 5	LDT > 6,000 lbs. GVWR > 5,750 lbs. TW

Heavy Duty Vehicle Weight Classes

Light HDV	8,501 - 19,500 lbs. GVWR
Medium HDV	19,501 - 26,000 lbs. GVWR
Heavy HDV	over 26,000 lbs. GVWR

Emissions Classifications

LEV	Low Emission Vehicle
ULEV	Ultra Low Emission Vehicle
ILEV	Inherently Low Emission Vehicle
ZEV	Zero Emission Vehicle

Fuel Type

Gasoline
Natural Gas
Propane
Electric
Ethanol
Methanol
Diesel
Other (write in fuel)

Fuel System

Dedicated
Dual Fuel (bi-fuel)
Flexible Fuel

Vehicle Type

Car
Truck
Sport Utility Vehicle (SUV)
Passenger / Cargo Van
Step Van
Bus / Shuttle

Vehicle Weight

GVWR	Gross Vehicle Weight Rating
LVW	Loaded Vehicle Weight
TW	Test Weight

Exempt Vehicles

Law	Law Enforcement Emergency Vehicles
Non-Road	Non-Road vehicles
26,000+	Over 26,000 lbs. GVWR
Test	Manufacturer Testing
Lease	Leased or Rented to public
Home	Garaged at Home <i>Not centrally fueled</i>
Pre-1999	Vehicles manufactured before the 1999 MY.
Less 50%	Vehicles driven less than 50% annual miles in covered area

Pollutants

NMOG	Non-Methane Organic Gases
CO	Carbon Monoxide
NO_x	Nitrogen Oxides
PM	Particulate Matter
HCHO	Formaldehyde

Annual Report - Background

Forms to submit as the Annual Report

<u>Form</u>	<u>Checklist</u>
Form 1: Existing Fleet <i>Covered Vehicles</i> Pages 1 & 2	_____
Form 2: Existing Fleet <i>Exempt Vehicles</i>	_____
Form 3: Existing Fleet <i>Clean Fueled Vehicles</i>	_____
Form 4: Vehicle Purchases <i>Total Purchases - LDVs</i> Page 1	_____
<i>Total Purchases - HDVs</i> Page 2	_____
Form 5: Vehicle Purchases <i>Total Purchases-</i> <i>Clean Fueled Vehicles</i>	_____
Cover Sheet	_____
Purchase Credits <i>Purchase Credit Matrix</i>	_____

Annual Report - Purchase Credit

Purchase Credit Activity

Record the number of credits that have been accumulated and the credit market activities (traded in, sold or purchased) from the previous year.

1. A spreadsheet is included on disk as **a:\creditgeneration** in Microsoft Excel format.
 - This spreadsheet is set up to calculate credit amounts generated based on values from the Clean Fueled Fleets Program (CFFP) regulation.
2. Enter the number of vehicles purchased for each category.
 - For vehicles purchased **early or in excess** of the requirements, use the unshaded columns.
 - For vehicles purchased **cleaner** than Low Emission Vehicle (LEV) standards (and were purchased to meet requirements), use the shaded columns.
3. Enter the number of credits that were earned, sold or traded in during the reporting year (record credits to two decimal points).
4. The spreadsheet will generate your credit balance in columns *AQ, AR, AS*.
5. You are responsible for arranging your own trades and sales, but must record them with EPD using the form on **page 4-11** of this workbook.

If you cannot access the Excel chart on the disk, please call the EPD at (404) 363-7028.