

Georgia Clean Fueled Fleet Program

Fleet Ledger Guidance

The purpose of this document is to help you complete your Georgia Clean Fueled Fleet Program (CFFP) Fleet Ledger. The ledger is simply a template for you to provide a vehicle inventory to EPD as your annual report.

Requesting the Ledger Template Electronically

To request the ledger electronically, either download it from the website (go to www.ganet.org/dnr/environ, click the “Technical Guidance” link on the left and scroll down to the “Clean Fueled Fleets” links) or send an e-mail request to GA_CFFP@dnr.state.ga.us. When making an electronic file request, please be sure to include the following information: your name, your company’s name, the telephone number where you can be reached, what files you want, the e-mail address where you want the file(s) to be sent, and the spreadsheet software that you are using. Please be sure to type “File Request” in the subject line of the e-mail.

Completing the Ledger

Please list all vehicles in your fleet that operate at least ten percent of their miles in the 13-County Atlanta area (Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale). Please put the vehicles weighing 8,500 lbs GVWR or less on the “light duty” ledger and vehicles weighing 8,501 lbs GVWR or more on the “heavy duty” ledger. When you first look at the ledger, you’ll notice that there are superscript numbers next to the column headings. Please read the instructions about each column BEFORE you try to fill them out. This document explains those columns as follows:

1 - Fuel Type(s) – Enter the type of fuel that your vehicle operates on. Please use the following abbreviation codes:

| <u>Code</u> | <u>Fuel Type</u> |
|-------------|------------------------------|
| G | Gasoline |
| D | Diesel |
| CNG | Compressed natural gas |
| LPG | Liquid propane gas (Propane) |
| E | Electricity |
| E85 | Ethanol |
| H | Hydrogen |
| Bio | Biodiesel |
| HE | Hybrid Electric |

If the vehicle operates on more than one fuel, enter the codes for both the fuels with a “/” in between them. For example, I drive a vehicle that can either run on gasoline or compressed natural gas, so I would put “G/CNG” for that vehicle.

2 – GVWR – This stands for “Gross Vehicle Weight Rating” and means the maximum a vehicle can weigh with all options and with a full payload of passengers or cargo. Many times, you can find this weight in your purchase records. If you lost your records, go to the vehicle, open the driver door, and look at the sticker on the side of the door. It’ll say “GVWR: _____ lbs.”

3 – Exempt Category – All vehicles that operate at least 10 percent of their miles in the 13-county Atlanta area **MUST** be listed, but some of them can be listed as exempt from being counted toward compliance. If a vehicle falls into one of the following exempt categories, enter the proper exempt code in that column:

| <u>Code</u> | <u>Exemption</u> |
|-------------|--|
| L | <i>Law enforcement</i> – These vehicles are primarily used for law enforcement activities that involve pursuit. Vehicles used primarily for administrative purposes or to transport prisoners are not exempt. |
| E | <i>Emergency</i> – These vehicles are legally authorized by governmental authority to exceed the speed limit to transport people and equipment to and from situations in which speed is required to save lives or property, such as a rescue vehicle, fire truck, or ambulance. |
| G | <i>Greater</i> – The GVWR of the vehicle is more than 26,000 lbs. If you take this exemption, you should make sure you listed the GVWR properly in the GVWR column. |
| H | <i>Home</i> – These vehicles are garaged at home and NOT centrally fueled at one fueling station. Please be aware that EPD is considering removing this exemption. |
| O | <i>Less than 50%</i> - These vehicles operate less than half of their time over the course of a year INSIDE of the 13-County Atlanta area (Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale counties). |
| R | <i>Rental</i> - These vehicles are rented or leased OUT TO THE PUBLIC and are not operated by the fleet. If you are leasing or renting vehicles INTO YOUR FLEET , you cannot exempt those vehicles. |
| N | <i>Non-Road</i> – These vehicles are powered by non-road engines, are not licensed for the street or highway, or are used solely for competition. |
| T | <i>Test</i> – These vehicles are primarily used by manufacturers for test purposes. |

Additionally, if the exempt category changes from this report to your next, please enter the previous exemption code, followed by a “\”, and then followed by the new exemption code. For example, a vehicle changing from the *Rental* status to the *Home* status would be entered as “R\H”. A vehicle changing from a non-exempt status to the *Home* exempt status would be entered as “\H”.

4 – Emissions Level – All vehicles expel a certain level of emissions pollution. Some expel lower emissions levels than others. Vehicles are certified to EPA emissions standards, and vehicles that meet EPA’s low standards are called low emission vehicles (LEVs). Vehicles that do not emit pollutants are called zero emission vehicles (ZEVs). Vehicles that emit less than an LEV but more than a ZEV are called ultra low emission vehicles (ULEVs).

ONLY fill in this column IF your vehicle has been certified to LEV, ULEV, or ZEV standards. Manufacturers began certifying gas and diesel powered vehicles to meet LEV standards during the 1999 model year. Therefore, please DO NOT strain yourself searching for LEVs that are 1998 model year vehicles or older UNLESS they run on alternative fuels.

You can find out what emission standards your vehicle meets on the labels on the vehicle itself. Some of the 2001 model year vehicles have clear stickers on the windows that say “LEV” or “ULEV.” You can also pop your hood and look on the white emissions label (which normally says **CATALYST** in big bold letters somewhere on the sticker) and look at the paragraph that starts off, “This vehicle conforms to U.S EPA regulations applicable to . . .” If the vehicle is an LEV, then somewhere in that paragraph, it will say “federal . . . low emission vehicle standards” or “LEV”. If there is no emissions label, then you have to read the plate on the engine that contains the emissions information.

When you have determined which emissions standards your vehicle meets, please fill out this column using the following codes for emissions levels:

| <u>Code</u> | <u>Emissions Level</u> |
|-------------|----------------------------|
| LEV | Low Emission Vehicle |
| ULEV | Ultra Low Emission Vehicle |
| ZEV | Zero Emission Vehicle |

If your vehicle does not meet any of these standards, then you should leave this column blank. Only those vehicles that meet these emissions standards will help you meet the purchase requirements of the CFFP, so it is critical that you are specifying low emission vehicles whenever they are available.

5 – Engine Family Number – Only enter this for vehicles that meet LEV, ULEV, or ZEV emissions standards. This “engine family” code contains letters and numbers, often contains a decimal point, and is 11 characters long. This code can be found on the

emissions label very close to where it says the vehicle emissions standards, and very close to where it says the engine displacement. If not on the emissions label, this code can be found on the engine plate. Some examples of engine family numbers are “XNVXH07.3ACA”, “YFMXA05.4JGP”, and “1GMXV03.8045”. Many folks have a tough time locating this number the first time. If you need help, please call EPD.

6 – Date Vehicle Entered Fleet – The important thing in this column is the first date that you actually received the vehicle into your fleet. Some people will purchase a vehicle on a certain date, but will receive it into the fleet at a later time. The date that they received it would be the “Date Vehicle Entered Fleet.” If the vehicle entered the fleet BEFORE 1997, it is okay to just enter the YEAR that the vehicle entered your fleet. For all other vehicles, please enter the MONTH and YEAR the vehicle entered using the “MM/YY” format.

7 – Date Vehicle Exited Fleet – If the vehicle exited the fleet BEFORE 1997, it is okay to just enter the YEAR that the vehicle exited your fleet. For all other vehicles, please enter the MONTH and YEAR the vehicle exited using the “MM/YY” format.

8 – Average Annual Miles – Please estimate how many miles your vehicle is driven (or expected to be driven) on average during the year. A ballpark guess is fine if you do not have actual data. This helps EPD in determining the emissions benefits of your fleet due to lower emitting vehicles. If you are not tracking your vehicle mileage, it may be helpful to take an odometer reading when the vehicle initially enters your fleet, and then take a reading each year.

9 - % Annual Miles on Alternative Fuel – ONLY fill this column out IF the vehicle is a dual fuel vehicle. Your vehicle must be driven at least 90% of it’s miles on the alternative fuel to get the emissions credits associated with the alternative fuel.

We will review your ledger in the context of the CFFP rule. The rule says that if your fleet had 10 or more vehicles that were not exempt during one model year, your fleet had to make a certain percentage of its purchases LEVs during the next model year. The following LEV purchase percentages apply for each model year:

| <u>Model Year</u> | <u>Light Duty Purchase %</u> | <u>Heavy Duty Purchase %</u> |
|-------------------|------------------------------|------------------------------|
| 1999 | 30 | 50 |
| 2000 | 50 | 50 |
| 2001+ | 70 | 50 |

Submitting the Completed Ledger Electronically to EPD

EPD prefers you to submit your completed ledger electronically. You can do so by e-mailing it to GA_CFFP@dnr.state.ga.us. Please type “Annual Report” in the subject line of the e-mail.

Submitting a Hard Copy of the Cover Page

EPD requires you to mail in a signed hard copy of the Annual Report Cover Page. For your convenience in completing this page, the electronic file that contains the ledger template also contains the Annual Report Cover template and the Additional Operating Locations template (both are required to be completed). To submit the hard copy of the cover page, please mail it or hand-deliver it to the following address:

Clean Fueled Fleets Program
Environmental Protection Division / Air Protection Branch
Suite 136
4244 International Parkway
Atlanta, GA 30354

Subsequent Submissions to EPD

You should complete one entire vehicle inventory the first time you submit the ledger to EPD. However, for subsequent annual submissions you have the option of either:

1. Submitting an updated ledger; or
2. Submitting only the vehicles that entered or exited the fleet after your last submission.

EPD will work with you to make your reporting easier and more convenient, so please keep an open line of communication with EPD representatives.