



2021 Instructions for Reporting Government Fleet Vehicle Emissions Inspections Instructions

Note: Please complete all of the required vehicle inspections prior to sending the report to Ohio EPA. If you do not have any vehicles subject to the 2021 government fleet testing cycle, **you must send a letter or email to Ohio EPA confirming this (see addresses below).**

- 1.) Determine which vehicles need to be tested and which are exempt. Add to the bottom of the reporting form any vehicles in your possession that are not listed.
- 2.) Test all non-exempt vehicles and type the certificate ID from the Vehicle Inspection Report for each tested vehicle. Certificate ID #s **MUST be typed for each eligible vehicle listed on your reporting form.**
- 3.) For vehicles in your fleet that are exempt from the E-Check program, please use the Government Fleet Exemption Codes (see reverse) to identify those vehicles. The exemption codes should be typed in the **Certificate ID** field on the reporting form.
- 4.) **Proof should be submitted to the Ohio EPA for vehicles listed as "Out-of-Fleet."** Proof may be in the form of a bill of sale, a salvage title, or a copy of the letter to Ohio BMV notifying them that the vehicle specified is no longer on the road and the plate has been destroyed or just send in your report listing the OOF vehicles. Then Ohio EPA will help you take these vehicles off of the BMV records by sending something back to you. For complete instructions on Ohio BMV requirements, please contact the Ohio BMV Gratis Division at (614) 752-7518. Their fax number is (614) 995-4739. Ohio EPA's fax number is (614) 644-2019.

If you have 26 or more vehicles, you **MUST** report your emissions testing information electronically using the excel spreadsheet that we provide, which can be found at <http://wwwapp.epa.ohio.gov/dapc/fleet/>. This excel spreadsheet contains a list of vehicles in your fleet, which you can update accordingly and return electronically to gov.fleet@epa.ohio.gov. Government "fleets" of 25 or fewer vehicles may choose to report their results electronically. Government "fleets" of 25 vehicles or fewer may also download and complete the 2021 spreadsheet. If needed, a blank reporting form can be downloaded from our website at this address: <http://epa.ohio.gov/dapc/echeck/govfleets.aspx>. If you do not have access to the Internet or have problems finding or downloading your spreadsheet, please call Ohio EPA, E-Check, at (614) 644-3059.

If not reporting electronically, please mail all information to Ohio EPA, E-Check, P.O. Box 1049, Columbus, OH 43216-1049. If you received an electronic copy of the form by e-mail, please send a copy of the completed form via e-mail to: gov.fleet@epa.ohio.gov. **Do not change the name of or reformat** the electronic file.

PLEASE FOLLOW THIS CHECKLIST TO AVOID RETURNED FORMS

- ☐ **Agencies having more than 25 vehicles to be tested must report electronically.**
- ☐ Non-electronic reporting forms **MUST BE TYPED.**
- ☐ Inspection certificate ID numbers are 13 digits long **beginning** with the letter C, W, or E. The inspection certificate ID number is printed on the detachable inspection certificate located on the bottom of the Vehicle Inspection Report (VIR).
- ☐ **Both odd and even model year** government operated vehicles are subject to test in 2021.
- ☐ Diesel vehicles, flex fueled E85, and hybrid vehicles are **NOT** exempt from testing.
- ☐ Law enforcement, fire, and EMS vehicles, including coverts, are **NOT** exempt from testing.
- ☐ **DO NOT MAIL** compliance certificates or the actual VIRs. Keep these for your records.

2021 GOVERNMENT FLEET EXEMPTION CODES

PLEASE DO NOT USE ANY PUNCTUATION (I.E., PERIODS & COMMAS) AND TYPE IN ALL CAPS (do not make up your own codes please)

CODE	DESCRIPTION
AFV	Alternative Fueled Vehicle (does not include diesel, hybrids or flex fueled E85)
GCART	Golf Cart
NEWV	Less than 4 Years Old (model years 2021, 2020, 2019, 2018)
MODU	Modular Units for Classrooms
MCYCLE	Motorcycle
NONROAD	Off-road vehicle (tractor, mower, 3-wheeler, etc)
OOF	Out of Fleet*
OGVW	Over 10,000 lbs. Gross Vehicle Weight Rating**
TOOLD	Over 25 years old per model year (1995 or older)
TRALR	Trailer

*** Proof must be provided if vehicles are no longer in the fleet. The best proof by far is a copy of a letter or memo that was sent to the BMV Gratis Division stating that the vehicle is no longer in your fleet. Ohio EPA will send you one of these after you send in your report**

**** GVWR is given on the manufacturer's label located on the driver's side door jamb or door.**

2021 GOVERNMENT FLEET EXAMPLE FORM



2021 Government Fleet Reporting Form for Ohio E-Check Contact

Person; Please complete this form and email it as an attachment to: govfleet@epa.ohio.gov Place exemption codes in the same column as the certificate ID Number.

Agency Name: City of Breathewell					
Address: 500 E Main St					
City: Breathewell		State: Ohio		Zip: 44444	
County: Cuyahoga		Phone No: 216-867-5309		Fax No: 216-555-0000	
Contact Person:			E-mail:		

PLATE	VIN	YEAR	MAKE	CERTIFICATE ID	DIVISION (optional)
AAA 0000	1FAP21D4WY1X1243	2000	FORD	C0102017QAE0	POLICE
BBB 0000	1GBHJ4EWX2E167549	2002	DODG	C0102017WQA0	FIRE
CCC 0000	1GBJK8FX1KE054325	1989	DODG	TOOLD	WATER DEPT