

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Northern Regional Office**  
*Mobile Source Operations Section*

13901 Crown Court, Woodbridge, VA 22193-1453  
(703) 583-3900 or Toll-Free in Virginia 1-800-275-3844

**Fleet Facility Compliance Report for Vehicle Emissions Inspection and Maintenance Program**  
(See Instructions on Reverse)

**Fleet Owner/Operator Information:**

**Main Fleet or Business Location:**

Facility or Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Virginia Fleet Emissions Inspection Station ID# (if applicable): \_\_\_\_\_

**Location of Fleet (if different from above):**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Fleet and Compliance Information:**

1. **Total Number of Fleet Vehicles Owned/Operated in the Northern Virginia Program Area:** \_\_\_\_\_  
(“Affected motor vehicles.”<sup>1</sup> Attach itemized listing of the vehicle identification number, or “VIN,” for all of the above vehicles, except for sensitive mission vehicles.)
2. **Number of Vehicles in #1 that are in compliance with emissions inspection program requirements:** \_\_\_\_\_  
(Optional: Attach itemized listing of the VIN for all vehicles in compliance, except for sensitive mission vehicles.)
3. **Number of Vehicles in #1 that are NOT in compliance with emissions inspection program requirements:** \_\_\_\_\_  
(Itemize below, or on an attachment, the facility’s efforts and/or plans to bring these vehicles into compliance.)

**“I hereby certify that all information provided is true and correct to the best of my knowledge”**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## INSTRUCTIONS:

### Fleet Owner/Operator Information:

Complete the requested information for the main fleet or business location. If the garaged location of the motor vehicle fleet owned or operated in the Northern Virginia Program Area (see below) is different from the main fleet or business location, complete the requested information for the location of the fleet.

### Fleet and Compliance Information:

1. Provide the total number of “affected motor vehicles”<sup>1</sup> owned or operated in the Northern Virginia program area (Counties of Arlington, Fairfax, Loudoun, Prince William and Stafford, and the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park). Attach a separate listing of the vehicle identification number (VIN) for all *except* sensitive mission vehicles. The listing should separately itemize vehicles registered in Virginia from those not registered but operated in the Northern Virginia program area.
2. Provide the number of affected motor vehicles included in #1 above that are in compliance with vehicle emissions inspection program regulations.<sup>2</sup> Facilities may also provide a separate list of the VIN of all vehicles that are in compliance (except sensitive mission vehicles), but this is not required. If the method of compliance is other than a Virginia emissions inspection, please describe that method of compliance for each such vehicle.
3. Provide the number of affected motor vehicles in #1 above that are not in compliance with the emissions inspection program requirements, and attach a listing of the VIN of each such vehicle (*except* sensitive mission vehicles). Also, indicate the facility’s efforts and/or plans, including proposed schedule, to bring each such vehicle(s) into compliance.

### Reporting Requirements:

Complete this form and return with all attachments by March 31 of each year for the immediately preceding calendar year, or no later than 30 days from the date of notification of the reporting requirement. Mail the report and all attachments to:

Virginia Department of Environmental Quality  
Northern Regional Office, Mobile Source Operations Section  
13901 Crown Court, Woodbridge, VA 22193-1453

If you have any questions or need additional information, please contact the Mobile Source Operations Section at (703) 583-3900 or toll-free in Virginia at 1-800-275-3844.

Note: Virginia vehicle emissions inspection records are available on the Air Check Virginia website, [www.deq.virginia.gov/programs/aircheckvirginia.aspx](http://www.deq.virginia.gov/programs/aircheckvirginia.aspx) - Click on the “Vehicle Inspection History Reprint” tab.

<sup>1</sup> “Affected Motor Vehicle” (Ref. 9 VAC 5-91-20) means any motor vehicle or replica vehicle which: 1. Was manufactured or designated by the manufacturer as a model year less than 25 calendar years prior to January 1 of the present calendar year (current calendar year minus 24), except those identified by remote sensing as specified in 5, below); 2. Is designed for the transportation of persons or property; 3. Is powered by an internal combustion engine; 4. For the Northern Virginia Emissions Inspection Program, has an actual gross vehicle weight rating (GVWR) of 10,000 pounds or less; and 5. For vehicles subject to remote sensing (Ref. 9 VAC 5-91-180), model year 1968 or newer. Note: In accordance with 9 VAC 5-91-420.G.3, 1997 and newer light duty diesel powered motor vehicles (gross vehicle weight rating of 8,500 pounds or less) are “affected motor vehicles” subject to the emissions inspection program. The term “affected motor vehicle” does not mean any: 1. Vehicle powered by a clean special fuel as defined in Section §46.2-749.3 of the Code of Virginia, provided the federal Clean Air Act permits such exemptions; 2. Motorcycle or auticycle, unless such auticycle has been emissions certified with an on-board diagnostic system by the U.S. Environmental Protection Agency; 3. Vehicle that at the time of its manufacture, was not designed to meet emissions standards set or approved by the federal government; 4. Any antique motor vehicle as defined in §46.2-100 of the Code of Virginia and licensed pursuant to Section §46.2-730 of the Code of Virginia; 5. Fire fighting equipment, rescue vehicle, or ambulance; 6. Vehicle for which no testing standards have been adopted by the board; or 7. Tactical military vehicle (Ref. 9 VAC 5-91-20); 8. Qualified hybrid motor vehicle if such vehicle obtains a rating from the U.S. Environmental Protection Agency of at least 50 miles per gallon, or 48 miles per gallon for model years 2008 or 2009, during city fuel economy tests unless identified by the remote sensing requirements of 9VAC5-91-180 as violating the on-road high emitter emissions standards for on-road testing; 9. Vehicle manufactured for the current model year or any of the three immediately preceding model years unless identified by the remote sensing requirements of 9 VAC 5-91-180 as violating the emissions standards for on-road testing. **Note:** This report is required only for fleets of twenty (20) or more affected motor vehicles (9 VAC 5-91-20). However, we ask that you inform us of the number of affected motor vehicles in your fleet if there are less than twenty.

<sup>2</sup> Affected Motor Vehicles are considered to be in compliance if the vehicle has passed an emissions inspection or qualified for an emissions inspection waiver within the most recent 24 months. Vehicles not yet (or no longer) subject to the vehicle emissions inspection program are not “affected motor vehicles” by definition.