

# The Fleet Ledger

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## Ledger Guidance

The purpose of this guidance is to help you complete your Georgia Clean Fueled Fleets Program (CFFP) Fleet Ledger. The ledger serves as a means to register your fleet in the CFFP. If your fleet is determined to be a covered fleet, you will be required to submit annual reports for each model year. The CFFP Fleet Ledger is now being used for reporting purchase activity to EPD as part of the annual reporting process. This ledger is easy to use if you keep your fleet information up-to-date. List all vehicles in the fleet that are operated at any time in the 13-county Atlanta non-attainment area.

## Electronic Copies of the Ledger

EPD encourages you to track your vehicle records electronically so that you can e-mail the spreadsheet to them.

### On the Web

To receive the ledger electronically, either download it from the web site at [www.ganet.org/dnr/environ](http://www.ganet.org/dnr/environ). Click on “Technical Guidance” link on the left and scroll down to the “Clean Fueled Fleets” link. Then, click on the link “Federal Fleet”.

### E-mail

You can e-mail a request to [GA\\_CFFP@dnr.state.ga.us](mailto:GA_CFFP@dnr.state.ga.us). Be sure to type “File Request” in the subject line of the e-mail, and include the following information in the body of the message:

- Name
- Company Name
- Telephone Number
- What file(s) you are requesting
- The e-mail address where you want the files to be sent
- The spreadsheet software that you are using

## Submitting Electronic Copies of the Ledger

EPD would like you to submit your ledger electronically. You can do so by e-mailing your completed ledger to [GA\\_CFFP@dnr.state.ga.us](mailto:GA_CFFP@dnr.state.ga.us). Please type “Federal Fleet Registration” in the subject line of the e-mail.

## Advantages to Submitting Electronic Copies of the Ledger

- You only need to record data for each vehicle one time. If you choose to do this electronically, you also have the option of editing data easily.
- If you submit your annual reports electronically, EPD can process them more quickly.
- When the ledger is used for submitting an annual report and there is data missing from it, EPD can highlight the missing records and fax, mail, or e-mail it back to you for completion.

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## Explaining the Ledger

You will notice that there are superscript numbers next to certain column headings. Read the column before you try to fill them out. This document explains those columns as follows:

**1 through 4 - Vehicle Identification Number, Manufacturer, Model, and Model Year** - Enter the Vehicle Identification Number, the Manufacturer of the vehicle, the vehicle model and the Model Year in which the vehicle was manufactured in these columns.

**5 - Fuel Type(s)** - Enter the type of fuel on which your vehicle operates. 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
E	Electricity
ETH	Ethanol
MTH	Methanol
H	Hydrogen

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

**6 - 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. Otherwise, go to the vehicle, open the driver-side door, and look on the sticker on the side of the door. It will say “GVWR: \_\_\_\_\_ lbs.”

**7 - Exempt Category** - All vehicles that operate in Georgia 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 <u>not</u> 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 <u>inside</u> of the 13-county Atlanta non-attainment area (Cheokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale counties).
R	<i>Rental</i> - These vehicles are rented or leased <u>out to the public</u> and are not operated by the fleet. If you are leasing or renting vehicles <u>into your fleet</u> , you cannot exempt those vehicles.

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## Code    Exemption

N        *Non-Road* - These vehicles are powered by non-road engines, are not licensed for the street or highway, or are used solely for competition.

T        *Test* - These vehicles are primarily used by manufacturers for test purposes.

Please do not abuse any of these exemptions, meaning that when you have the opportunity to acquire low emission vehicles in any of these exempt categories, please do so.

## **8 - Emissions Level**

All vehicles expel a certain level of emissions pollution. Some expel lower emissions level than others. Vehicles are certified to EPA emissions standards, and vehicles that meet EPA's 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 complete this column if your vehicle conforms to LEV, ULEV, or ZEV standards. Manufacturers began producing gas and diesel powered vehicles that meet LEV standards during the 1999 model year. Therefore, the only LEV-certified vehicles before the 1999 Model Year were alternative fuel vehicles.

You can find the emission standard of your vehicle by using labels on the vehicle. Look under the hood of the vehicle for a white emissions label (which normally reads "CATALYST" in big, bold letters) and look for the paragraph on that label which begins, "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:

## Code    Exemptions

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.

**9 - 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. A sample of an emissions label is below. 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". If you need help locating this number, please call EPD at 404-363-7028 and ask to speak with CFFP staff.



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**10 - Date Vehicle Entered Fleet** - The date on which you actually started operating the vehicle in your fleet. Some vehicles may have been purchased on a certain date, but received into the fleet at a later time. In this case, the date that the vehicle was received would be the “Date Vehicle Entered Fleet.” Please use the “MM/DD/YY” format for this column. Also, if the vehicle entered the fleet before January 1, 1998, you can just enter the year that the vehicle came into your fleet. For all vehicles that entered the fleet after December 31, 1997, we need at a minimum the month and year the vehicle entered.

**11 - Date Vehicle Exited Fleet** - The date on which the vehicle was no longer owned by your fleet. Please use the “MM/DD/YY” format for this column.

**12 - Average Annual Miles** - Please estimate how many miles your vehicle is driven (or expected to be driven) on average during the year. If actual data is unavailable, please provide the best estimate possible. This helps EPD in determining the emissions benefits of your fleet due to lower emitting vehicles. For fleets that do not track vehicle mileage, it may be helpful to take an odometer reading when the vehicle initially enters the fleet, and then take a reading each year.

**13 - % Annual Miles on Annual Fuel** - Only fill this column 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.

## Reviewing the Ledger

EPD will review the Ledger in the context of the CFFP rule. The rule says that if a fleet had 10 or more vehicles that were not exempt during one model year, that 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%

## Ledger Forms

- Reporting Fleet Contact Information
- Additional Operating Locations
- Light Duty Vehicle, Light Duty Truck Ledger (*Vehicles with GVWR 0 - 8,500 lbs.*)
- Heavy Duty Vehicle Ledger (*Vehicles with GVWR >8,501 lbs.*)