



South Coast Air Quality Management District Remote Inspection Instructions & Checklists

This document provides the instructions and checklists that must be completed to satisfy the remote inspection requirements for South Coast AQMD's incentive funding programs, including but not limited to: Carl Moyer, VIP, Community Air Protection, Proposition 1B – Goods Movement Programs. These instructions and checklists will identify the required photos that you will need to take to complete each inspection (e.g., Pre, Pre-Dismantle, Post, or Destruction, as applicable). You will need to submit the required digital photographs via email to the South Coast AQMD Inspector and receive approval of these photographs prior to scheduling the “live” streaming video appointment. To satisfy the remote inspection requirements of the South Coast AQMD incentive funding program, you will need to submit all required photos (in digital format) and receive approval of these photos by the South Coast AQMD Inspector, and then complete a “live” streaming video witnessed by the South Coast AQMD Inspector to verify the equipment is operational and accurately represented by the photographs.

To begin the process, the South Coast AQMD Inspector will send you the specific inspection forms which need to be filled out and returned to the South Coast AQMD Inspector with the required photos. Please note that the inspection forms and photos must be completed and emailed to the inspector **at least one week before your scheduled live video inspection appointment**. This will give the inspector time to review the photos and forms to ensure that all the required elements have been submitted as outlined by the program guidelines.

If you plan to send pictures for multiple vehicles/engines, you should either:

- 1) Send a separate e-mail for each vehicle/equipment with all the required photos and inspection forms attached and enter the vehicle/equipment/engine identifiable unit number, VIN, ESN in the Subject Line of the email, OR
- 2) Send one email and note the Project Number/Contract Number in the Subject Line and clearly label each photo file and inspection form so that the inspector can easily distinguish which photos correspond to which equipment

Please Note: All digital photos must be clear, legible, in color, and in their original format as taken (JPEG format preferred), and properly labeled with the VIN, ESN or other unique identifier. Photos submitted that are illegible, blurry, or lack the required details as outlined in the checklist will not be accepted and will delay the inspection process.

The primary purpose of the live streaming video inspection is to verify that the vehicle/engine is operational as required by the program guidelines and accurately represented by the photographs. The live video streaming will be done through the ZOOM application which is free and compatible with all operating systems (www.zoom.com). Applicants will need to download this application on their phone or tablet so that they can perform the live video streaming as required. The South Coast AQMD Inspector will email you a Zoom Meeting Invite to connect to for the live video inspection appointment. During the live video inspection, you will need to provide identifiable evidence demonstrating that the vehicle/engine being shown is in fact the project vehicle or engine. Examples of identifiable markings that will need to be shown to the air district inspector for each category include the following:

- Off-Road: DOORS ID number/Engine Serial Number
- On-Road: VIN/License Plate/Engine Serial Number
- Agricultural/Locomotive: Engine Serial Number
- Marine Vessels: Vessel Name

During the live streaming video, the vehicle/equipment/engine must be able to turn on and operate for at least 15 seconds without shutting down or malfunctioning. The South Coast AQMD Inspector will document the verified operability of the vehicle/equipment/engine and note it accordingly on the inspection form.

Please refer to the pages below which have program and category specific checklists for each of the incentive programs that have specific inspection requirements per the program guidelines. If you have any questions about the inspection, please contact your assigned inspector who initiated the inspection appointment.



Carl Moyer Program On-Road Category Checklist

(All photographs must be clear, and all VIN and engine serial numbers must be legible)

1. PRE-INSPECTION/PRE-DISMANTLE INSPECTION (OLD ENGINE/VEHICLE)

Photographs of the old vehicle must include the following views:

- (A) Right Side - hood down
- (B) Front - hood down
- (C) Left Side - hood down
- (D) Rear
- (E) VIN Tag (inside vehicle or on frame rail)
- (F) GVWR (usually on the door or VIN tag)
- (G) Odometer Reading
- (H) Engine serial number and engine information, if available (make, model year, engine family) - either tag or stamp on block
- (I) License plate
- (J) Left and right side of engine

2. POST-INSPECTION (REPLACEMENT ENGINE/VEHICLE)

Photographs of the replacement engine or vehicle must include the following views:

- (A) At least one side of the vehicle
- (B) VIN Tag - inside vehicle or on frame rail
- (C) Engine serial number and engine information – tag (or primary motive power components)
- (D) License plate
- (E) Odometer reading
- (F) Left and right side of engine
- (G) Modifications (if any)

3. DISMANTLE INSPECTION (DESTRUCTION OF OLD ENGINE/VEHICLE)

Dismantlers must destroy and render useless the existing vehicle and/or engine. At a minimum, the destruction must include the following:

- (A) Both frame rails must be completely severed between the front and rear axles.
- (B) A hole must be put in the engine block with a diameter of at least three inches at the narrowest point. The hole must be irregularly shaped (i.e. no symmetrical squares or circles). A section of the oil pan flange must be removed as part of the hole or have a line cut through it that connects to the hole.
- (C) If the vehicle is to be scrapped, the dismantler must completely sever the frame rails of the old vehicle to ensure that the vehicle will not be used again.
- (D) Dismantler must take photographs of the destroyed engine and severed frame rails. The following picture views must be taken and provided to the South Coast AQMD Inspector:
 - (1) Front, right, and left side of vehicle with hood down including license plate if available (vehicle scrap)
 - (2) VIN tag (vehicle scrap)
 - (3) Engine serial number either stamped on the block or on the tag (engine or vehicle scrap).
 - (4) Left and right side of destroyed engine block either in-frame or out of frame (engine or vehicle scrap)
 - (5) Hole in engine block (engine or vehicle scrap)
 - (6) Completely severed frame rails (vehicle scrap)
 - (7) Odometer Reading (vehicle scrap)



Carl Moyer Program Off-Road Category Checklist

(This checklist applies to all off-road categories including construction, agriculture, marine, and locomotives. Any additional category specific requirements are noted accordingly. All required photographs must be clear & legible)

1. Pre-Inspection Requirements

Pre-inspection must verify the operational condition of the existing equipment. The pre-inspection must verify, at a minimum, the following items:

- (A) Tires in usable condition (able to hold air, sufficient tread or tracks, etc.)
- (B) Steering wheel operational
- (C) Equipment able to start up and move backwards and forwards
- (D) Buckets, blades, rollers, etc. are working
- (E) Undercarriage structurally sound
- (F) Fuel tank in usable condition
- (G) No parts stripped
- (H) Equipment not vandalized
- (I) Clear photographs of the existing equipment must include the following views listed below:
 - (1) Right side – hood down
 - (2) Front - hood down
 - (3) Left side - hood down
 - (4) Equipment serial number
 - (5) Engine serial number - either tag or stamp on block
 - (6) Diesel Off-Road Online Reporting System (DOORS) Equipment Identification Number (EIN), if applicable
 - (7) Rear

2. Post-Inspection Requirements

The post-inspection must include clear photographs of the following views:

- (A) Pictures(s) of full equipment
- (B) Equipment serial number
- (C) Engine serial number and engine information
- (D) Retrofit (if available)
- (E) Hour meter reading

3. Engine Destruction Requirements

At a minimum, the destruction of an engine must include:

- (A) A hole in the engine block with a diameter of at least three inches at the narrowest point. The hole must be irregularly shaped (i.e. no symmetrical squares or circles) and
- (B) A section of the oil pan flange must be removed as part of the hole or have a line cut through it that connects the hole.

4. Equipment Destruction Methods

The destruction method of the equipment will vary depending on the structure of the equipment:

- (A) with permanent frame rails running the length of the equipment: complete cuts of both frame rails between the front and rear axles.
- (B) Equipment with removable/bolt-on frame rails: structural damage, with cuts or otherwise, that renders the main body of the equipment inoperable and unrepairable.
- (C) Equipment without frame rails: structural damage, with cuts or otherwise, that renders the main body of the equipment inoperable and unrepairable.
- (D) Articulated equipment: damage, cuts or otherwise, to the articulation joints of front and rear halves of the equipment so that neither half can be joined.

5. Destruction/Salvage Inspection Requirements

Salvage inspection must include clear photographs of the following views:

- (A) DOORS EIN (if applicable)
- (B) Equipment serial number
- (C) Engine serial number either stamped on the block or on the tag
- (D) Destroyed engine block as described in Section 3 (above).
- (E) Cut structural components as described in Section 4 (above)
- (F) Other views dependent on the method of equipment destruction

6. Locomotives Destruction Requirements

At a minimum the destruction of a locomotive engine must include a hole in the engine block with a diameter of at least eighteen inches at the narrowest point. The hole must be irregularly shaped (i.e. no symmetrical squares or circles).



Proposition 1B Program Truck Replacement Category Checklist

1. PRE-INSPECTION (OLD ENGINE/VEHICLE)

Photographs of the old vehicle/engine must include the following views:

- (A) Full view of the entire truck
- (B) VIN Tag - inside vehicle or on frame rail
- (C) License Plate
- (D) GVWR (usually on the door or VIN tag)
- (E) Odometer Reading
- (F) Engine serial number and engine information, if available (make, model year, engine family) - either tag or stamp on block
- (G) Retrofit Device (if installed)

2. POST-INSPECTION (REPLACEMENT ENGINE/VEHICLE)

Photographs of the replacement truck/engine must include the following views:

- (A) Full view of the entire truck
- (B) VIN Tag - inside vehicle or on frame rail
- (C) License Plate
- (D) GVWR (usually on the door or VIN tag)
- (E) Odometer Reading
- (F) Engine serial number and engine information, if available (make, model year, engine family) - either tag or stamp on block

***Please note that for truck replacement projects under the Prop 1B Program, the South Coast AQMD Approved Dismantlers perform the destruction of the old truck and submit the paperwork directly to the district.**



On-Road Heavy-Duty Voucher Incentive Program (VIP)

Based on the VIP Guidelines, the South Coast AQMD Approved VIP Dealers are responsible for performing the Pre, Pre-Dismantle, and Post-Inspections under this program. The Post-Dismantle Inspection will need to be conducted by the South Coast AQMD Approved Dismantlers and the documentation and photos will be provided to the South Coast AQMD Inspector along with the required supporting documentation. The table below summarizes all the required photos.

Required Photographs

Digital photos should be clear images with a minimum of 640x480 capture resolution. The air pollution control or air quality management district (air district) will specify the digital media required to save the pictures on.

(Check the boxes/circles of pictures taken)

Pre-inspection of existing vehicle <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle from left side <input type="checkbox"/> Vehicle from right side <input type="checkbox"/> Vehicle from front (license plate, if available) <input type="checkbox"/> Vehicle from back <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer reading <input type="checkbox"/> Engine tag (if available)* <ul style="list-style-type: none"> o Engine make o Engine model o Engine serial number (ESN) o Engine family number <input type="checkbox"/> DOT / CHP Numbers <input type="checkbox"/> Retrofit device (if installed) <input type="checkbox"/> Retrofit device tag (if installed) 	Post inspection of replacement vehicle <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle from left side or right side <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Engine tag <ul style="list-style-type: none"> o Engine make o Engine model o Engine serial number (ESN) o Engine family number
Pre-Dismantler inspection of existing vehicle <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle from left side or right side <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Gross Vehicle Weight Rating (GVWR) <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Engine serial number (ESN) 	Dismantler inspection of existing vehicle <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle from front (license plate, if available) <input type="checkbox"/> Vehicle Identification Number (VIN) <input type="checkbox"/> Engine serial number (ESN) <input type="checkbox"/> Cut in frame rails <input type="checkbox"/> Hole in engine block (at least three inches wide)

**If engine tag is missing, additional manufacturers documentation verifying engine make, model and family number associated with the photographed ESN stamped on the engine block must be submitted.*