Alternative Compliance Tutorial

Module 3

Maintaining Your Alternative Compliance Vehicle Inventory

There are five modules in this training package:

• Module 1: Alternative Compliance Overview
• Module 2: Submitting an Intent to Apply for a Waiver
• Module 3: Maintaining Your Alternative Compliance Vehicle Inventory
• Module 4: Assembling a Waiver Request
• Module 5: Completing an Annual Report

You are starting Module 3. When you are finished, please proceed to the next module for additional instructions on how to participate in the Alternative Compliance option.
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Module 3: Maintaining Your Alternative Compliance Vehicle Inventory

In this module, you will learn how to maintain your Alternative Compliance vehicle (ACV) inventory. This section answers the following questions:

- What is an ACV?
- What is an ACV inventory?
- How do I maintain my ACV inventory?
- How do I access my ACV inventory?
- What comes next?

What is an ACV?

The following vehicles are considered ACVs and comprise your ACV inventory:

- Alternative fuel vehicles (AFVs) acquired in previous model years under Standard Compliance
  - Includes those in service for any part of the waiver model year
  - Excludes those acquired in excess of AFV requirements (and earned banked credits)

- Light-duty vehicles (LDVs)—conventional or AFV—planned to be acquired in the upcoming waiver model year instead of the AFV requirements that would have been met under Standard Compliance

- LDVs (conventional or AFV) acquired in previous waiver model years instead of the AFV requirements that otherwise would have been met under Standard Compliance
  - Includes those in service for any part of the waiver model year

These vehicles must be included in calculating your petroleum reduction requirement.
What is an ACV inventory?

The ACV inventory is the foundation of the Alternative Compliance option. It is the total of all ACVs that will be in your fleet during the waiver model year.

Fleets participating in Alternative Compliance must maintain their ACV inventories during their waiver model years. This is done after fleets receive U.S. Department of Energy (DOE) approval on their intent to apply for a waiver.

Only fleets that received DOE approval on their intent to apply for a waiver have an ACV inventory. It is created by DOE after it approves a fleet’s intent to apply for a waiver for the first year the fleet participates in Alternative Compliance. The fleet’s ACV inventory remains in place and must be maintained for each subsequent year the fleet participates in Alternative Compliance.

How do I maintain my ACV inventory?

First Year

- Retire ACVs no longer in service or acquired in excess of requirements (e.g., earned a banked credit)
- Add ACVs expected to be acquired between the time you submit your waiver request and the end of the upcoming waiver model year
  - Since these are projections, you may need to update this information later (e.g., you may not know the VIN of a new vehicle at the time you enter it)

Subsequent Years

- Retire ACVs no longer in service or acquired in excess of requirements if you had returned to Standard Compliance
- Add LDVs acquired under either Alternative Compliance or Standard Compliance in the years since submitting your first Alternative Compliance intent to apply for a waiver
- Add ACVs you expect to acquire between the time you submit your waiver request and the end of the upcoming waiver model year
  - Again, since these are projections, you may need to update this information later
How do I access my ACV inventory?

You can access your ACV inventory online at www.eere.energy.gov/vehiclesandfuels/epact/state/acp_tool/view_acv.cgi.

Following is a series of slides demonstrating how to maintain your ACV inventory. Each slide has one or more pop-up text boxes. In the full-screen mode, the text boxes will appear automatically, and you will be prompted when it’s time to proceed to the next page. In the window mode, you will need to click to make each text box appear and proceed to the next page.
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The ACV inventory lists:

- AFVs acquired in previous model years under Standard Compliance
- Conventional or alternative fuel LDVs planned to be acquired in the upcoming waiver model year instead of the AFV requirements that would otherwise be met under Standard Compliance
- Conventional or alternative fuel LDVs acquired in previous waiver model years in lieu of AFVs required under Standard Compliance

The first time you log in to the ACV inventory, all your vehicles from Standard Compliance will be loaded into your inventory. You must update your inventory with retirements and additions.

The ACV inventory total is shown at the top of the page. This value will be updated as vehicles are retired and added. This total will be used to help determine your petroleum reduction requirement.

<table>
<thead>
<tr>
<th>Model Year</th>
<th>Make</th>
<th>Model</th>
<th>Model Code</th>
<th>Pet. Reduction</th>
<th>Retired</th>
<th>Added</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>Ford</td>
<td>Focus</td>
<td>ST20</td>
<td>1.1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2009</td>
<td>Chevrolet</td>
<td>Cobalt</td>
<td>ST21</td>
<td>0.7</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>2010</td>
<td>Toyota</td>
<td>Camry</td>
<td>ST22</td>
<td>0.5</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2011</td>
<td>Honda</td>
<td>Civic</td>
<td>ST23</td>
<td>0.3</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

To add an ACV to the list, click Add New Record. To retire a vehicle, click on the retire button.
The first task is to retire vehicles. Under Alternative Compliance, you must retire vehicles if their acquisition resulted in banked credits under Standard Compliance or they are no longer part of your fleet.

To retire vehicles, refer to the banked credit report you receive from DOE. Here we see that your fleet earned three banked credits from vehicles acquired in 2001 and 2002. These three vehicles must be retired corresponding with the model years for which they earned banked credits.
To retire the vehicle that earned a banked credit in 2001, select one 2001 vehicle from your inventory, and click its ID number. You will be taken to a screen that allows you to edit this ACV record.

This screen shows all the current information for the chosen vehicle.

To retire this vehicle, key in the model year it will be retired. Its retirement model year must be 2001—the same model year it was added to your fleet.

Next, you must select the reason retired from the drop-down menu. In this case, choose “Banked Credit,” and click “UPDATE.”
The ACV inventory total has decreased by one to equal 8.

Use this same procedure to retire the remaining two vehicles in banked credits. In this example, we’ll retire the two Chevy Suburbans.

After all three banked credit vehicles have been retired, the ACV inventory total now stands at 6.

The next step is to retire any vehicles that are no longer in your fleet. In this example, we will retire two 1999 Ford E250s.

The procedure for retiring vehicles no longer in your fleet is similar to that for banked credits.
After all three banked credit vehicles have been retired, the ACV inventory total now stands at 6.

The next step is to retire any vehicles that are no longer in your fleet. In this example we will retire two 1999 Ford E250s.

The procedure for retiring vehicles no longer in your fleet is similar to that for banked credits.

In this case, the E250 was removed from your fleet in model year 2005.

Choose “Removed from Fleet” as the reason it was retired.

Click “UPDATE” when you are done.
The ACV Inventory now stands at 5.

The E250 is now shown as "Removed" as the reason retired.

Use this same procedure to retire the other Ford E250.

The five vehicles were successfully retired and the ACV Inventory Total is reduced to 4.
To add an ACV to your inventory, click “Add New Record.”

On the “Add an ACV” screen, input the following vehicle info:
- Vehicle model year
- Model
- Make
- VIN (if you don’t know the VIN of a vehicle you plan to acquire, type “NEW” in this field, and input the VIN later)
- Fuel type
- Model year added to fleet

Click “ADD” to include this vehicle in your inventory.
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To edit item 14600, click its number in the ID column.

Item 14600, a 2007 GMC Yukon, has been added.

In this example, Yukon is being changed to Sierra, and the VIN is being corrected.

Click "UPDATE" to change the vehicle information in your inventory.

To edit or update the record, type the correct data into the boxes.
If you entered a vehicle by mistake, you can remove it the same way you would to retire a vehicle. Click the vehicle ID number and choose "Added in Error" under "Reason Retired." Click "UPDATE" when you are done.

Item 14600 has been changed to "Sierra," and the VIN was corrected.

End of demonstration.

Click "Close Window" to exit the ACV inventory.

What comes next?

After you finish maintaining your ACV inventory, you can develop your petroleum reduction requirement and your plan to achieve it.

For more information on calculating your requirement and developing your plan, see Module 4: Assembling a Waiver Request.
Congratulations!

You have completed Module 3: Maintaining Your Alternative Compliance Vehicle Inventory.

Please proceed to: Module 4: Assembling a Waiver Request.