

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

OPERATIONAL ORDER	NUMBER 2	EFFECTIVE DATE: January 19, 1993 Revised: December 19, 2000
SUBJECT FIELD ACTIVITY PROCEDURES	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

I. INTRODUCTION: Vehicle Emissions Compliance Officers (VECO) are charged with the responsibility of inspecting licensed Vehicle Emissions Inspection Stations (EIS) and Certified Emissions Repair Facilities (CRF). The purpose of these inspections is to document and initiate steps to correct deficiencies observed during the course of the visit. These deficiencies may include problems with analyzer equipment, procedures, and/or licenses/permits/certifications. The purpose of this order is to establish guidelines for the inspection of Vehicle Emissions Inspection Stations and Certified Repair Facilities and the licensed/certified and non-licensed/certified personnel employed within. A Field Inspection applies to four (4) different permits/licenses/certifications, and inspection procedures are conducted according to a differing set of criteria for each:

- Vehicle Emissions Inspection Stations (EIS)
- Certified Emissions Repair Facility (CRF)
- Licensed Vehicle Emissions Inspector (LEI)
- Certified Emissions Repair Technician (CRT)

II. REQUIRED EQUIPMENT & SUPPLIES: Prior to performing field activities, VECOs shall ensure that they are properly equipped and have sufficient supplies to perform all assigned tasks.

A. VECOs shall have the following items on their person:

1. Driver's License
2. DEQ Identification
3. Calculator
4. Business Cards
5. Pager and Telephone Credit Card
6. Pen & Pencil

B. VECOs shall ensure that their assigned state vehicle is equipped with the following:

1. Departmental calibration gas and necessary attachments
2. Lap-top computer, printer and power inverter
3. Blank data disks
4. Vehicle Emissions Inspection Manual
5. Cellular Phone (if equipped)
6. Binoculars
7. Blue and "Voyager" state gas credit cards
8. Jumper cables and fire extinguisher (if equipped)

- 9. Flares
- 10. Gloves
- 11. Sufficient copies of the following forms:

- a) Analyzer Training Forms (Attachment 1)
- b) Application for Official Emissions Inspection Stations, MSOS 101 (Attachment 2)
- c) Application for Official Virginia Certified Emissions Repair Facility, MSOS 201 (Attachment 3)
- d) Application for Fleet Station Utilizing a Mobile Inspection Station, MSOS 301 (Attachment 4)
- e) Application for a Mobile Emissions Inspection Station, MSOS 401 (Attachment 5)
- f) Certified Repair Facility Pre-certification Worksheet, MSOS 501 (Attachment 6)
- g) Emissions Inspection Station Pre-certification Worksheet, MSOS 601 (Attachment 7)
- h) Application for Certified Emissions Repair Technician, MSOS 701 (Attachment 8)
- i) ASE Transcript Request Form (Attachment 9)
- j) Manual Field Inspection Report forms (Attachment 10 & 11)
- k) Manual NOV forms (Attachment 12)
- l) Motor Vehicle Trip Log forms (Attachment 13)
- m) MSOS Monthly Fuel/Maintenance/Equipment Report form (Attachment 14)
- n) Emissions Inspector License Extension Request form, MSOS 1101 (Attachment 15)
- o) Label sheets for printing of temporary licenses/certifications

III. STATION INSPECTION PROCEDURES: Inspections are conducted to ensure compliance with the Regulation for the Control of Motor Vehicle Emissions in the Northern Virginia Area (9 VAC 5 Chapter 91). Inspections shall be performed on each permitted emissions inspection station at least twice per year. Stations will be inspected for compliance with personnel, equipment, and facility requirements as directed by the Virginia Vehicle Emissions Inspection Manual.

- A. Field Inspection Report – Emissions Inspection Station: The inspecting VECO will inspect each emissions inspection station for compliance with the regulations and, in particular, the criteria listed on the Field Inspection Report (FIR). This section describes the criteria for the inspection as laid out by the FIR.
 - 1. Date: This section of the report automatically defaults to the system date. This field does not require an entry from the inspection VECO.
 - 2. Inspection Type: There are two types of inspections: “Regular” and “Other.” The “Regular” type inspection is for the “twice-a-year” overt inspection for proper licenses, equipment, references, analyzer check, etc. The “Other” type inspection is for visits not associated with “Regular” inspection duties. A likely “Other” visit might consist of a station visit to gather information during the conduct of an investigation of a complaint (IOC), investigation of a violation (IOV) or a special inspection. (Note: the “Covert” type on the field inspection report is not used.)
 - 3. VECO: This field identifies the VECO conducting the field inspection. The VECO’s initials are selected from a list of values or may be typed in manually when completing an FIR.

4. Station: The VECO enters the (4) digit emissions inspection station number, or types the first few letters of the station name in this field to bring up a list of values from which to select the appropriate facility.
5. Field Inspection Report Entries: The following fields are inspection items to be completed in accordance to the regulations and guidance provided below. Each item shall be assigned an “S” for “Satisfactory,” a “U” for “Unsatisfactory” or an “N” for “Not Applicable.”
 - a) “Permit Properly Displayed” – Is the permit prominently displayed in an area that allows examination by the public? Is the permit current or has it expired? [NOTE: VECO’s are expected to keep up-to-date with their facilities, and to ensure timely renewals of permits.]
 - b) “Poster Properly Displayed” – Is the exterior poster mounted in a manner that renders it visible from the outside of the facility? Is it readable and properly mounted? (Note: sign posting may be subject to local ordinance.)
 - c) “Record Keeping/Document Security” – Are waiver report forms, emissions repair data forms and associated repair receipts/service orders retained after the issuance of waivers? Have voided Vehicle Inspection Reports been stored in a secure manner? Are Rejection From Testing Forms available?
 - d) “Required Equipment/References” – Does the station have the following equipment available and in proper operating condition, if applicable?
 - i. Certified emissions analyzer system
 - ii. Approved calibration gases
 - iii. Hand tools to perform inspections
 - iv. Ventilation system for exhaust removal
 - v. Suitable non-reactive exhaust hoses (if necessary depending on system used)
 - vi. Current emissions control application guide (electronic is acceptable)
 - vii. Analyzer maintenance manual
 - viii. Certified thermometer
 - ix. Cooling fan system
 - x. Telephone
 - xi. Dedicated phone line for analyzer
 - xii. Approved paper for laser printer (8.5x11 inch 20 lb. bond paper)
 - e) “Emissions Inspection Manual” – Is the manual available to the emissions inspection personnel? Is it in serviceable condition and up-to-date including bulletins, analyzer E-mails, etc.?
 - f) “Inspector Licenses” – Do the emissions inspectors have their licenses? Are any of the licensed emissions inspectors nearing the expiration of their inspection license? Are their operator’s licenses valid?

- g) “Calibration Gases” – Are the analyzer calibration gases of the proper concentrations and blend number? Are the Bureau of Automotive Repair (BAR) labels affixed to the calibration gases? Has the gas certification expired (i.e., the expiration date on the BAR label)?
- h) “Analyzer System” – Is the analyzer equipped and operating in accordance with 9 VAC 5-91-640 through 9 VAC 5-91-730 of the Emissions Inspection Manual? Is it the proper certified model? Is the correct software version installed? Is the station profile information correct (serial number, model, etc.)?
- i) “DEQ Span Gas Check” – If a gas calibration audit was performed, did the analyzer display the accepted tolerances for values of gases introduced? Is the analyzer positioned out of direct sunlight? Is the ambient air thermometer positioned where it can monitor temperature in the vicinity of the analyzer platform?
- j) “Dynamometer” – Is the dynamometer being operated in a manner consistent with manufacturer recommendations? Does the wheel lift operate correctly? Are “in-ground” dynamometer issues such as pit ventilation and adequate water drainage addressed? Is it a certified model? Do the model and serial numbers of the installed unit match what appears on the station profile?
- k) “Inspection Area/Station Operation” – Does the inspection bay permit proper operation of analyzer and dynamometer equipment? Is there any other hydrocarbon emitting equipment in the inspection bay such as acetylene tanks, parts washers or used oil drums in close proximity to the analyzer? Are emissions inspection hours posted in accordance with regulations? Does the inspection bay arrangement permit the inspector to have access to equipment such as wheel chocks, tie-down restraints, or other devices recommended for use by the analyzer dynamometer manufacturer? Does the arrangement of equipment permit proper placement of cooling fan for vehicles being inspected? Are there adequate provisions for exhaust gas removal?
- l) “Inspection Procedures” – Were all aspects of the emissions inspection process performed in accordance with 9 VAC 5-91-410 through 9 VAC 5-91-490 of the Enhanced Vehicle Emissions Inspection Manual? (NOTE: Although the inspecting VECO might not have the opportunity to observe an emissions inspection performed by licensed station personnel during the overt audit, an examination of inspection data, record retention and other observable indicators of emissions inspection performance can justify a determination of “S” or “U” for “Inspection Procedures.” In addition, VECOs should examine inspection records recorded to the vehicle inspection database using established and ad-hoc discoverer queries as well as web-based audit “trigger” programs.
- m) “Inspection Observed” – If the VECO was not able to observe an emissions inspection performed by the facility’s licensed inspection personnel, an entry of “N” is made. If an inspection was observed by the VECO, an entry of “S” or “U” is made depending on the performance of the inspection observed. An additional copy of the VIR for every VECO-observed inspection shall be printed for submission to the Mobile Source Program Manager (PM) to fulfill EPA reporting requirements.

- i. An entry of “U” for “Inspection Observed” shall be accompanied by an entry of “U” for inspection procedure.
 - ii. VECOs shall endeavor to observe vehicle emissions inspection procedures when at all possible during the conduct of station inspections. If the facility employs more than one licensed emissions inspector, efforts shall be made to observe each inspector perform an inspection at least once per year. When inspections are observed, a notation shall be made in the “Remarks” section of the FIR that will indicate the name and identification number of the inspector(s) observed, along with any pertinent information related to the observation(s). Such items as incorrect or non-approved procedures observed, failure to conduct a portion(s) of the inspection in accordance with regulations and/or approved procedures(s), and any advice, suggestions or other compliance assistance offered or enforcement actions taken shall be noted.
 - iii. On a periodic basis, observed inspections will be coded in the vehicle inspection database, and copies of the VIRs will be forwarded to the Environmental Engineering Consultant for compilation and statistical analysis.
 - n) “Other” – This field is for activities and criteria not covered by the categories above. This field might be entered as “S” or “U” depending on the situation. An “other” visit to an inspection facility might be part of an official complaint against an emissions inspection station.
6. **Remarks:** This field is for explanations of unsatisfactory results noted during the course of the inspection, or for other pertinent remarks reference the visit. Whenever a “U” appears in any of the fields above, an explanation of the finding must be entered in this section. VECOs are to ensure that the information recorded in the “Remarks” section of the field report is accurate. Remarks shall also describe an observed inspection(s) in accordance with Section 5.m. above.
7. **Signee:** The signee of the field report is derived from the “contact” database. The VECO can retrieve the contact person who will be receiving the FIR by entering the ID number of the contact person or by depressing the F9 key and searching by the last name. (NOTE: the signee must have a profile in the “contact” database, if no such profile exists, one must be created by the inspecting VECO prior to entering into the automated FIR program. VECOs are cautioned to perform a careful search of the contact database prior to creating a contact in order to avoid duplicate contact profiles.)
- B. Field Inspection Report without Notice of Violation** – If the field inspection did not result in a Notice of Violation (NOV) for the facility or inspector(s), the VECO will save the record by clicking on the “Disk” icon on the computer screen tool bar or by depressing the F10 key. The VECO can then click on “Print Field Report.” Once the field report has printed and the VECO has signed the report, he/she shall serve the signee with the completed field inspection report for signature.
- C. Informal Actions and Notices of Violation** – If the field inspection did result in an NOV for the facility or inspector(s), or an informal action is taken and/or resolved, the inspecting VECO saves the FIR as described above and clicks on “next page.”

1. **Informal Action**: The first field documents the resolution of any informal actions addressed during the course of the inspection or visit. The VECO has two options for status of the informal action documented during that inspection/visit, and one additional option for informal actions resolved at a later date:
 - a) “Not Resolved” – This entry involves a discrepancy or issue that could not be resolved during the inspection/visit. For example: The inspection facility needs to update their copy of the emissions control systems application guide. A new guide will probably not be obtained while the VECO is present, but is ordered and expected to arrive within the week. The VECO would select “Not Resolved,” a brief description of the Informal Action in the “note” field will be made, and the report will be saved. The VECO will ensure that this issue is addressed in a timely manner, preferably within ninety (90) days.
 - b) “Resolved on Site” – This entry is used for discrepancies resolved or corrected during the course of the VECO’s inspection/visit. For example: The inspecting VECO determines that the analyzer is sitting in direct sunlight, and the analyzer is moved out of sunlight accordingly. This is an example of an informal action that was “Resolved on Site.” Select from the List of Values “Resolved on Site” and check the “Resolved” box. The date field will be automatically populated. Save the report.
 - c) Informal Action Previously Taken but Not Resolved, - and is NOW Resolved: The VECO will open the FIR record in which the original “Not Resolved” informal action was created and edit that report; a new FIR is not produced to resolve a prior informal action. Do NOT make any selection from the List of Values. Instead, just check the “Resolved” box. The date field will be automatically populated. Save the report. [NOTE: The category entitled “Previous, Now Resolved” is NOT to be used. An informal action is either “Resolved on Site” or “Not Resolved.” An action that was “Not Resolved” is eventually resolved only by opening the original report containing the informal action, then clicking the “Resolved” box, and saving that original report with the change.]
 - d) An explanation for all informal actions shall also be made in the “Remarks” section of the FIR. [Note: For prior actions now being resolved, the “Remarks” field cannot be updated – only the “Resolved” box may be updated. For this reason and at the VECO’s discretion, a current FIR may be issued to document the resolution of a prior action, but in no case shall that current FIR be coded with any informal action related to the prior action.]
2. **Notice of Violation (NOV)**: This section of the automated FIR has two sections for NOV’s. The first section is for alleged violations by the permit holder of the licensed emissions inspection station (EIS). The other is for alleged violations by the individually licensed emissions inspector(s) (LEI). Alleged non-compliance with established regulations and procedures could result in the issuance of an NOV to an LEI, an EIS, or both. The party served with an NOV may choose to accept the alleged violations as cited (or deny the allegations but nevertheless wish to settle the matter) by checking the appropriate box and then entering into negotiations with the supervising VECO for terms of probation, a letter of reprimand, a period of suspension, an equivalent civil charge, a combination of these or a revocation of the license or permit. The party served may also

choose to deny the allegation and request an administrative proceeding to decide the matter. Violations are to be processed according to their classification as “Minor” or “Major.” Once the cited party has checked the appropriate box of the NOV, the supervising VECO provides that party with a copy of the signed NOV and processes the original through MSOS. [NOTE: For guidance on the processing of NOVs and Enforcement Procedures, refer to Operational Order #13.]

- D. VECOs shall ensure that completed FIRs are routed to the appropriate personnel at the facility inspected and, when required, return signed copies of completed FIRs and NOVs to MSOS for processing as required.

IV. **CERTIFIED EMISSIONS REPAIR FACILITY INSPECTION PROCEDURES:**

Inspections are conducted to ensure compliance with the Regulation for the Control of Motor Vehicle Emissions in the Northern Virginia Area (9VAC 5 Chapter 91). Each Certified Emissions Repair Facility (CRF) shall be inspected at least once every calendar year. Facilities will be inspected for compliance with personnel, equipment and facility requirements as directed by the Virginia Vehicle Emissions Inspection Manual and the criteria as listed below.

- A. **Field Inspection Report – Certified Emissions Repair Facility:** The inspecting VECO will inspect each CRF for compliance with the regulations and, in particular, the criteria listed on the FIR. This section describes the criteria for the inspection as laid out by the FIR.
1. **Date:** this section of the report automatically defaults to the system date. This field does not require an entry from the inspecting VECO.
 2. **Inspection Type:** There are two types of inspection: “Regular” and “Other.” The “Regular” type inspection is for the annual inspection for proper licenses, equipment, references, analyzer calibration check, etc. The “Other” type inspection is for visits not associated with “Regular” inspection duties. A likely “Other” visit might consist of a station visit to gather information during the conduct of an IOC or an IOV. (Note: the “Covert” type on the field inspection report is not used.)
 3. **VECO:** This is automatically defaulted to the VECO’s initials as the field inspection report is started. There is no need for VECO input in this field.
 4. **Station:** The VECO enters the (4) digit certified repair facility number of the facility currently under inspection, or types the first few letters of the station name in this field to bring up a list of values from which to select the appropriate facility.
 5. **Field Inspection Report Entries:** The following fields are inspection items to be completed in accordance with the regulations and guidance provided below. Each item shall receive an “S” for “Satisfactory,” a “U” for “Unsatisfactory,” or an “N” for “Not Applicable.”
 - a) “Certification Properly Displayed” – Is the certificate prominently displayed in an area that permits examination by the public? Is the certificate current or has it expired? [NOTE: VECO’s are expected to keep up-to-date with their facilities, and to ensure timely renewals of certifications.]

- b) “Poster Properly Displayed” – Is the exterior identification poster mounted so that it is visible from the outside of the facility? Is it readable and properly mounted? (Note: sign posting may be subject to local ordinance.)
- c) “Required Sign Posting” – Are labor rates posted in view of the public? Are the emissions repair business hours posted in view of the public? Are applicable waiver cost requirements posted in a location in view of the public?
- d) “Supply of Repair Data Forms” – Does the station have an adequate supply of Emissions Repair Data Forms? Are they readable? Have they been photocopied to the point where they are illegible?
- e) “CRT Certification” – Are all CRT certifications assigned to this Certified Repair Facility current? Have they expired?
- f) “CRT Performance” – Are all repairs being correctly recorded on the Emissions Repair Data Forms? Are the repairs appropriate with regard to the waiver process? Are the correct deductions taken for “shop fees,” “environmental fees,” and/or sales tax?
- g) “Required Equipment/References” – Does the station have the following equipment available?
 - i. Four-Gas (at minimum) emissions analyzer
 - ii. Oscilloscope
 - iii. Analyzer capable of showing ignition patterns and cylinder contribution
 - iv. Ammeter, DC
 - v. Ohmmeter
 - vi. Voltmeter, AC/DC
 - vii. Tachometer
 - viii. Fuel injection fuel pressure gauge
 - ix. Cam-angle dwell meter
 - x. Ignition timing light with advance
 - xi. Compression gauge
 - xii. Cylinder leak-down tester
 - xiii. Engine coolant temperature gauge
 - xiv. Vacuum pump with gauge
 - xv. Scan tools to extract trouble codes
 - xvi. OBD II capable scan tool for OBD II diagnosis & repairs (when required)
 - xvii. Reference material to include all makes/models serviced?
- h) “Inspection Manual” – Is the manual available to the certified repair facility personnel? Is it in serviceable condition and up-to-date including bulletins, etc.?
- i) “Analyzer System” – Is the four-gas analyzer in serviceable condition? Are maintenance items such as filters and environment being maintained as recommended by the analyzer manufacturer? Does the station maintain appropriate calibration gas with appropriate labeling and not expired? Is the analyzer’s oxygen sensor in operating condition?

- j) “DEQ Span Gas Check” – During the course of a gas calibration audit: Did the analyzer display the accepted tolerances for values of gasses introduced (+/- 20%)? Are there any apparent leaks in the exhaust sample system? (Can vacuum be obtained by covering the ports on the tip of the exhaust probe?) Exhaust analyzer calibration readings are to be entered into the field inspection report for the certified repair facility.
- k) “Other” – this field is for activities and criteria not covered by the categories above. This field might be entered as “S” or “U” depending on the situation. An “other” visit to a repair facility might be part of an official complaint against an emissions inspection station and/or a certified emissions repair facility.
- l) Remarks: This field is for explanations of unsatisfactory remarks noted during the course of the inspection, or for other pertinent remarks reference the visit. Whenever a “U” appears in any of the fields above, an explanation of the finding shall be entered in this section. VECOs are to ensure that the information recorded in the “Remarks” section of the field report is accurate.
- m) Signee: the signee of the field report is derived from the “contact” database. The VECO can retrieve the contact person who will be receiving the FIR by entering the ID number of the contact person, or depressing the F9 key and searching by the last name. (NOTE: the signee must have a profile in the “contact” database, if no such profile exists, one must be created by the inspecting VECO prior to entering into the automated FIR program.)

B. Field Inspection Report without Notice of Violation – (Please refer to Section III.B. above)

C. Informal Actions and Notices of Violation – (Please refer to Section III.C. above)

D. VECOs shall ensure that completed FIRs are routed to the appropriate personnel at the facility inspected and, when required, return signed copies of completed FIRs and NOVs to MSOS for processing as required.

V. MANUAL FIELD REPORT PROCEDURES: In cases where the automated FIR procedure is not operational, MSOS maintains manual forms for the purpose of conducting field inspections at Emissions Inspection Stations and Certified Emissions Repair Facilities. Complete the report using the same procedure as the automated FIR, except that the entries will be hand-written. If an NOV is being issued, complete two manual FIRs and two manual NOVs. **NOTE: It is imperative that the VECO ensure that both copies of the reports and NOVs are identical, with the exact same information and wording on each copy.**

VI. MANUAL ACTIVITY REPORT PROCEDURES:

A. VECOs shall complete a Manual Activity Report on a daily basis for every normal business day. Additional information, such as state vehicle mileage, may be included at the VECO’s discretion in order to facilitate other required reporting, but at minimum this report shall include the following information:

1. VECO's Name
2. Date
3. Arrival or beginning time
4. Location
5. Purpose
6. Departure or ending time
7. Officer's Signature

B. The first and last entries for "purpose" each day will normally be "login" and "logout," respectively, with a notation as to the location (i.e., "office," "home office" or the field location where the VECO's day began or ended). If the "location" is a permitted or certified facility, the facility name and identification number shall be recorded; if not, a description of the location shall be recorded. VECOs shall also include lunch in the daily activity report.

C. VECOs shall use the following codes as the "purpose" of activities. Note that an FIR is required for any EIS, CRF or GA activity. Additional information shall also be recorded by the VECO as may be necessary to clarify the purpose of the activity (e.g., for an inspector certification, the inspector's name and, if assigned, identification number).

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|-----------|---|
| 1. EIS | Emissions Inspection Station Audit (FIR Required) |
| 2. CRF | Certified Emissions Repair Facility Audit (FIR Required) |
| 3. GA | Analyzer Gas Audit (FIR Required) |
| 4. IO | Inspection Observed |
| 5. AP | Analyzer Problem |
| 6. IOV | Investigation of Violation |
| 7. IOC | Investigation of Complaint |
| 8. IC | Inspector Certification |
| 9. PW | Pre-Certification Worksheet (Indicate whether for EIS, CRF or both) |
| 10. SC | Station/Facility Certification |
| 11. RL | Re-License/Permit/Certify an Inspector/Station/Technician/Repair Facility |
| 12. CVTS | Covert Inspections |
| 13. RO | Remote Observation |
| 14. DO | Duty Officer |
| 15. GCA | Government Compliance Assistance |
| 16. RI | Referee Inspection |
| 17. REP | Reports (include a description) |
| 18. FV | Facility Visit for any visit other than as listed above (include a description) |
| 19. OTHER | Any activity not otherwise identified above (include a description). |

Notes:

1. The "REP" activity includes work on reports of any kind (i.e., investigative reports, memorandums, etc.), as well as all queries and/or "trigger" reports produced in order to facilitate station/facility audits. The entry should include the facility ID.
2. The "EIS" and "CRF" activities shall include ONLY the actual, scheduled audits of such facilities, and an FIR must be associated with each such entry; a "GA" shall require an FIR whether for initial visit or a follow-up visit, and an FIR must be associated with each such entry.
3. FIRs are optional for all other categories depending on the nature of the activity.

- D. Daily Activity Reports shall be forwarded to the Mobile Source Technical Officer (MSTO) on the first day of each workweek, except that reports shall be forwarded no later than the second work day following the end of any month.

VII. OTHER PROCEDURES: In addition to regular Station Inspections and Special Inspections, other station visits may be necessary:

- A. Investigation of Complaint or Violation: These investigations are performed to ascertain the validity of a complaint or an alleged violation(s). The procedures for performing an Investigation of Complaint are outlined in Operational Order #4. When conducting investigations, keep the following points (stated in Operation Order #1) in mind:

1. Always listen to all sides of an issue.
2. Do not assume anything.
3. Do not prejudge any situation, no matter how obvious it may appear.
4. Gather all facts and investigate thoroughly before making a decision.

Note: FIRs are optional during station visits to gather information regarding investigations of complaints or alleged violations. VECOs are encouraged to maintain a notebook to record information from investigations. If the investigation reveals that a violation has occurred, and the officer's investigative report and recommendations for action have been approved, the FIR will be utilized to issue an NOV. (Refer to Operational Order #4 regarding investigation of complaints, and the schedule of penalties in Operational Order #13 to determine the appropriate action.)

- B. Inspector Certification: When certifying an applicant who has successfully completed the emissions inspector course, the VECO must complete the certification section of the Vehicle Emissions Inspector License Application (MSOS 1001). In conjunction with evaluating the applicant's knowledge of program regulations, the VECO must observe the applicant demonstrate the ability and knowledge to conduct a proper vehicle emissions inspection. These skills include assessing the applicant's proficiency in reading underhood emissions decals and emissions control systems application guides, properly determining and then visually inspecting manufacturer equipped emissions control systems. Applicants should demonstrate the following skills using various vehicles selected by the VECO administering the field certification procedures.

1. GVWR Rating Label: Applicants should demonstrate proficiency in finding the manufacturer's rating label for GVWR on a given vehicle submitted for an emissions inspection. Applicants should also know how to inspect vehicles that do not have an affixed GVWR rating either by decoding engine and/or VIN numbers or by using default settings (3500 lbs.) for passenger vehicles determined to be under 6001 lbs. GVWR.
2. Underhood Emissions Decal: Applicants should be capable of finding and reading the Underhood Emissions Decal. Applicants should be able to find and explain the following information that appears on the Underhood Emissions Decal:
 - a) Engine Size
 - b) Model Year

- c) Federal, California, High-Altitude, or Combination Certification Statements.
 - d) Emissions Control Systems Abbreviations.
 - e) Vacuum Routing Diagram
3. Emissions Control Systems Application Guide: Applicants should be capable of using the guide as a secondary reference in instances where the underhood emissions decal is missing, unreadable, or not applicable to the engine installed in the vehicle. Applicants should also understand the division between weight classes and be able to use the guide's "footnotes" to determine proper emissions control equipment requirements for a given vehicle.
 4. Physically Locating Emissions Control Components: Applicants should be able to identify and explain the function of each of the following components/systems and explain the visual inspection criteria for each:
 - a) Positive Crankcase Ventilation System
 - b) Catalyst System
 - c) Air Injection System
 - d) Thermostatic Air Cleaner System
 - e) Exhaust Gas Recirculation System
 - f) Evaporative System
 - g) On-Board Diagnostic System/Connector
 5. Program Coverage: Applicants should understand the criteria for selecting an appropriate test for a given vehicle subject to the emissions inspection. Because of the potential for vehicle damage, applicants shall also understand and be able to implement ASM dynamometer exclusions such as:
 - a) Vehicles that employ "full-time 4-wheel" or "all-wheel" drive that cannot be disengaged and operated under 2-wheel drive **shall not be inspected on the dynamometer**. The applicant is to be assessed for the ability to thoroughly examine each vehicle subject to the ASM dynamometer inspection, to ensure that the vehicle is not equipped with "full-time 4-wheel" or "all-wheel" drive. The applicant should make this determination by examination of the vehicle shifter console and dashboard indicators to determine if such vehicles can be disengaged to run in 2-wheel drive.
 - b) For vehicles with "traction control" devices that automatically apply braking or reduce engine speed when wheel speed sensors indicate wheel(s) traveling at differing speeds, the traction control system should be turned off prior to testing on the dynamometer. If it is determined that the vehicle drive train would be damaged because of non-disengageable traction control if tested on a dynamometer, the vehicle shall be tested using the 2 speed idle (TSI) test instead of ASM dynamometer testing.
 6. Applicants should know that the latest twenty-five model years of Northern Virginia vehicle population are subject to the emissions inspection program.
 7. Applicants should know that in cases of engine switches, the standards for the year of chassis are used because engine model years are rarely conclusively identified. However, in those rare cases where a conclusively identified newer engine is installed in an older

vehicle, the standards for the newer engine may apply. In these rare cases, the emissions inspection station shall contact MSOS for further assistance during the inspection of the modified vehicle. Applicants should also be aware that “kit cars” are inspected according to standards applicable to model year of the engine (See Operational Order #10.).

8. Applicants should be aware that they are to call MSOS in cases of questions, concerns, or disputes regarding the emissions inspection process, including and especially for cases where a vehicle does not appear to the inspector to be configured to meet typical federal (United States) emissions standards.

9. Inspection Test Fee - Applicants should know:

- a) The maximum emissions inspection fee by law is \$20.00
- b) The citizen is entitled to one free retest within fourteen (14) days of an initial emissions inspection failure at the original inspecting facility.
- c) If the original inspecting facility is unable to provide a free retest to any citizen that is entitled to one at that facility, the \$20.00 emissions inspection fee shall be refunded so that the citizen’s net cost will not be greater than the original inspection fee; in other words, since the citizen will have to pay for the retest elsewhere, there should be no additional actual cost to the citizen.

10. Analyzer Maintenance and Quality Control – Applicants should know procedures for:

- a) Analyzer system calibration required every 72 hours
- b) Analyzer gas calibration
- c) Utilizing zero gas or zero air generators
- d) Utilizing high span gas
- e) Performing an analyzer sample system leak check
- f) Performing dynamometer coast-down checks
- g) Monitoring ambient inspection bay temperatures to ensure that they stay between 41 to 110 degrees F. for proper analyzer operation
- h) Ensuring that the analyzer platform is not operated in direct sunlight
- i) Analyzer printer maintenance
- j) Analyzer printer paper requirements: (white 8.5x11 inch 20-lbs. bond).

11. Pre-Inspection Safety Check – Applicants should know:

- a) This is a free (no charge) procedure.
- b) The intent is to identify vehicles that should not be tested because of deficiencies noted in the following areas:
 - i. Tires: (ASM dynamometer test only)
 - ii. Visible smoke
 - iii. Fluid leaks
 - iv. Mechanical integrity
 - v. Exhaust system leaks
 - vi. Missing fuel filler cap
- c) Rejection From Testing Form – proper completion, emissions inspector signature, and presentation to the citizen.

12. Inspection Procedures:

- a) Two Speed Idle (TSI) Testing:
 - i. Pre-inspection safety check (excluding tire condition)
 - ii. Exhaust ventilation system/hose use
 - iii. Data entry and use of the bar code scanner
 - iv. Repair Information:
 - 1. Date of Repair
 - 2. Certified Emissions Repair Facility ID Number
 - 3. Certified Emissions Repair Technician ID Number
 - 4. Repair codes: (S)erviced or (R)ecommended
 - 5. Dollar amount of emissions related repairs (emissions related repairs performed no earlier than sixty (60) days prior to the initial emissions inspection failure may be considered), to exclude the costs of non-emissions related items such as “shop” or “environmental” fees.
 - v. Vehicle pre-conditioning
 - vi. Turning off all accessories
 - vii. Visual inspection of required emissions control systems
 - viii. Gas cap pressure test – ensure that applicants can locate and properly utilize the gas cap adapter application guide, understand that the vehicle must be turned off for the gas cap pressure test, and ensure knowledge of the three gas cap pressure test questions:
 - 1. Is the gas cap accessible? (if “no,” the test then aborts or fails depending on analyzer)
 - 2. Is the gas cap removable? (if “no,” the test then aborts or fails depending on analyzer)
 - 3. Does the gas cap fit a standard adapter? (If “no”, the gas cap pressure test is then bypassed).
 - ix. Tachometer pick-up selection and placement
 - x. Sample probe placement/insertion as well as specific procedures for determining and properly inspecting dual exhaust equipped vehicles
 - xi. Curb idle and 2500 RPM sampling cycle
 - xii. Visible smoke inspection
 - xiii. Document printing & citizen advisement
 - xiv. Vehicle Inspection Report (VIR) error correction; VIR voiding procedures
 - xv. Record retention: Applicants should be aware that in the event of the issuance of a waiver, a copy of the waiver report must be retained at the emissions inspection station, along with a copy or original of the Emissions Repair Data Form and the emissions related repair receipt/work order/service order for a period twelve months or until transferred to (or reviewed by) the department.
- b) Acceleration Simulation Mode (ASM) Testing (in addition to the above items reference TSI testing procedures):
 - i. Pre-inspection safety check (including tire condition)
 - ii. Mounting vehicle on dynamometer
 - iii. Use of vehicle restraints on dynamometer
 - iv. Exhaust ventilation system/hose use
 - v. 15 and 25 mph driving cycle

- C.** If the applicant has demonstrated the required proficiency to be licensed as an emissions inspector, the supervising VECO will create an electronic profile of the applicant's personal information on the database. This profile shall, whenever possible, be created only while the VECO's computer is directly connected to the emissions inspection database, and not "off line." Once this profile is created and is linked to the inspection station at which the applicant is employed, the record is saved and the supervising VECO prints a temporary license for the applicant. The newly certified emissions inspector's application is completed by the supervising VECO and forwarded to the MSOS Program Support Technician (PST) for filing and issuance by mail of a permanent inspector license card. If the applicant has failed to demonstrate the required proficiency for conducting proper emissions inspections and all related procedures, the supervising VECO will point out the areas of deficiency to the applicant, and the applicant will not be certified. A return visit to repeat the field certification procedure shall be scheduled when the applicant has had sufficient time to address and overcome such deficiencies.
- D.** **Renewal of Inspector License Procedures:** The MSOS PST will receive applications of those individuals meeting the requirements for re-licensing (Inspector License renewal). The PST will then route a memorandum containing the names and identification numbers of individuals whose applications for renewal have been received by this office. These applications will be held in abeyance for five (5) business days to allow VECOs to review the list of names and coordinate with the PST if there is any reason why any such individual should not be renewed as an Emissions Inspector. If the PST does not hear from any VECO within the allotted five days, the applications will be entered into the database and filed accordingly, and licenses will be printed and mailed.
- E.** **Certified Repair Technician (CRT) Certification Procedures:** The MSOS PST will receive applications of those individuals meeting the requirements for certification as CRTs. The PST will enter these applications into the database regardless whether they are new or renewal. A memorandum will be routed to the VECOs notifying them of this information. Certifications will be automatically printed and mailed, and the applications will be filed accordingly. (See Operational Order #3 for CRT qualification and other requirements.)
- F.** **Extension Procedures for Emissions Inspector Licenses & Repair Technician Certifications:** (See Operational Order #3 for additional licensing/certification and other requirements.)
1. In accordance with 9 VAC 5-91-380.E., an inspector's license may be extended for not more than ninety (90) days. There must be justification "which the department deems adequate," and the request must be in writing. There may be situations where an extension is not justified, but as a general rule most will be approved. (One possible example of an unjustified extension would be the expiration of an inspector's driver's license, as this license is required in order to conduct emissions inspections. Most requests will probably be due to an inspector's inability to complete the required course of instruction before the license expires, and the extension may be granted whether or not the cause of this is the inspector's own procrastination.) Any written request will be evaluated and acted upon as long as there is sufficient information to do so; however, use of MSOS Form 1101 should be encouraged in order to maintain consistency and streamline the process.

VECO's will ensure that enough information is provided on the request, obtaining additional information when necessary. Request for extension shall be acted upon in a timely manner. Upon approval, the VECO will initial and date the form, update the inspector's profile with the original expiration date and the new (extended) expiration date, and forward the request form to the PST to be filed in the inspector's folder.

More than one extension may be granted to an inspector, but in no case shall any extension or combination of extensions exceed ninety (90) days from the date of the original expiration.

The regulation also stipulates that the department may require a demonstration of the applicant's ability to perform an emissions inspection. Thus, a "field certification" may be required at the VECO's discretion prior to approval of the extension. In accordance with normal renewal procedure, a field certification may also be required prior to license renewal.

2. In accordance with 9 VAC 5-91-560.E., a CRT's certification may be extended for not more than 180 days if it is shown that the availability of training or equipment prevents recertification prior to expiration. All such requests shall be acted upon in a timely manner.

A written request is not required for such extension, but VECOs shall prepare and file a notation in the technician's folder regarding any such extension.

Upon extension of a CRT's certification, the VECO will update the CRT's profile with the original expiration date and the new (extended) expiration date.

LIST OF ATTACHMENTS

- 1) MSOS 901, Analyzer Training Form
- 2) MSOS 101, Application for Official Emissions Inspection Station
- 3) MSOS 201, Application for Official Certified Emissions Repair Facility
- 4) MSOS 301, Application for Fleet Station Using a Mobile Inspection Station
- 5) MSOS 401, Application for a Mobile Emissions Inspection Station
- 6) MSOS 501, Certified Emissions Repair Facility Pre-Certification Worksheet
- 7) MSOS 601, Emissions Inspection Station Pre-Certification Worksheet
- 8) MSOS 701, Application for Certified Emissions Repair Technician
- 9) ASE Transcript Request Form (ASE form)
- 10) Manual Emissions Inspection Station Field Inspection Report
- 11) Manual Certified Emissions Repair Facility Field Inspection Report
- 12) Manual Notice of Violation
- 13) DEQ Motor Vehicle Trip Log
- 14) MSOS Monthly Fuel/Maintenance/Equipment Report
- 15) MSOS 1101, Emissions Inspector License Extension Request



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

James S. Gilmore, III
Governor

Northern Virginia Regional Office
13901 Crown Court
Woodbridge, VA 22193-1453
(703) 583-3800 fax (703) 583-3801
<http://www.deq.state.va.us>

Dennis H. Treacy
Director

John Paul Woodley, Jr.
Secretary of Natural Resources

Gregory L. Clayton
Regional Director

TO: EMISSIONS INSPECTION STATIONS

SUBJECT: ENHANCED EMISSIONS ANALYZER TRAINING

Were your inspectors trained by the analyzer vendor on the use, maintenance, and operation of the complete analyzer system, including step by step procedures for performing a vehicle two speed idle mode inspection as well as an ASM-2 inspection?

YES []

NO []

If **NO**, please contact the analyzer vendor to obtain the proper training and contact us when it is completed.

If **YES**, please fill in the following:

Date of training: _____ Hours of training: _____

Owner/Manager: _____
(Please Print Full Name)

Signature: _____ Date: _____

Station Name: _____

MSOS 901 (05/19/00)

DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office

Mobile Source Operations Section

13901 Crown Court

Woodbridge, Virginia 22193

APPLICATION FOR OFFICIAL EMISSIONS INSPECTION STATION (EIS)

(PLEASE TYPE OR PRINT)

Application for (Check One): New Permit Permit Renewal Reinstatement

Station or Trade Name: _____

Location: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Facility (Check One): Repair Shop Service Station Fleet Station
Fleet Station - Government Dealer - New Cars Dealer - Used Cars OTHER

Type of Ownership (Check One): Corporation Partnership Individual Government

Organization or Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Do you presently employ a Virginia licensed emissions inspector? YES NO

Inspector's Name: _____ Identification #: _____

Inspector's Name: _____ Identification #: _____

In accordance with the rules and regulations of the Department of Environmental Quality, the emissions inspection shall be performed only by those individuals who are licensed as inspectors and approved for emissions testing by the Department.

DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
Mobile Source Operations Section
13901 Crown Court
Woodbridge, Virginia 22193

**APPLICATION FOR OFFICIAL VIRGINIA
CERTIFIED EMISSIONS REPAIR FACILITY**

(CRF)

(PLEASE TYPE OR PRINT)

Application for (Check One): New Certification Certification Renewal Reinstatement

Facility or Trade Name: _____

Location: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Facility (Check One): Repair Shop Service Station Fleet Station
Fleet Station - Government Dealer - New Cars Dealer - Used Cars OTHER

List make(s) of vehicle(s) only if the facility repairs specific make(s): _____

Type of Ownership (Check One): Corporation Partnership Individual Government

Ownership Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Emissions Inspection Station number if applicable: _____

Do you presently employ a Virginia certified emissions repair technician? YES NO

Technician's Name: _____ Identification #: _____

Technician's Name: _____ Identification #: _____

Technician's Name: _____ Identification #: _____

DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office

Mobile Source Operations Section

13901 Crown Court

Woodbridge, Virginia 22193

(FLT)

APPLICATION FOR FLEET STATION UTILIZING A MOBILE INSPECTION STATION

(PLEASE TYPE OR PRINT)

Application for (Check One): New Permit Permit Renewal Reinstatement

Station or Trade Name: _____

Location: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Facility (Check One): Fleet Station Fleet Station - Government

Type of Ownership (Check One): Corporation Partnership Individual Government

Organization or Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Mobile Station name: _____

**PLEASE ATTACH A LIST OF VEHICLES TO BE INSPECTED
IDENTIFIED BY VEHICLE ID #**

NOTE: Fleet stations shall notify the department of the planned dates, times and location of intended inspections not later than two weeks prior to testing.

DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office

Mobile Source Operations Section

13901 Crown Court

Woodbridge, Virginia 22193

APPLICATION FOR A MOBILE EMISSIONS INSPECTION STATION

(MIS)

(PLEASE TYPE OR PRINT)

Application for (Check One): New Permit Permit Renewal Reinstatement

Station Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Ownership (Check One): Corporation Partnership Individual Government

Organization or Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Do you presently employ a Virginia licensed emissions inspector? YES NO

Inspector's Name: _____ Identification #: _____

Inspector's Name: _____ Identification #: _____

Fleet to be inspected: _____

Address: _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

CRF

CERTIFIED REPAIR FACILITY PRE-CERTIFICATION WORKSHEET

Facility Name: _____ Facility No.: _____

Address: _____ Date: _____

S

U

A. Certified Repair Technician(s) _____

B. Required Equipment & Materials: _____

1. Four gas minimum emissions analyzer _____
2. Oscilloscope _____
3. Analyzer capable of showing ignition patterns and cylinder contribution _____
4. Ammeter, DC _____
5. Ohmmeter _____
6. Voltmeter, AC/DC _____
7. Tachometer _____
8. Fuel injection fuel pressure gauge _____
9. Cam-angle dwell meter _____
10. Ignition timing light with advance _____
11. Compression gauge _____
12. Cylinder leak down tester _____
13. Engine coolant temperature gauge _____
14. Vacuum pump with gauge _____
15. Scan tools to extract trouble codes _____
16. Reference material to include all makes/models serviced _____

C. Analyzer Make: _____ Model No.: _____

Serial No.: _____

Remarks: _____

Recommendation:

by V.E.C. Officer: _____ Approval _____ Disapproval _____

Reviewed By: _____ Approval _____ Disapproval _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**



EMISSIONS INSPECTION STATION PRE-CERTIFICATION WORKSHEET

Station Name: _____ **Station No.:** _____

Address: _____ **Date:** _____

	S	U
A. Adequate Facilities	<input type="checkbox"/>	<input type="checkbox"/>
B. Licensed Emissions Inspector(s)	<input type="checkbox"/>	<input type="checkbox"/>
C. Required Equipment & Materials	<input type="checkbox"/>	<input type="checkbox"/>
1. Certified analyzer system	<input type="checkbox"/>	<input type="checkbox"/>
2. Approved Calibration Gas	<input type="checkbox"/>	<input type="checkbox"/>
3. Hand tools to perform inspections	<input type="checkbox"/>	<input type="checkbox"/>
4. Suitable non-reactive exhaust hoses	<input type="checkbox"/>	<input type="checkbox"/>
5. Current application guide	<input type="checkbox"/>	<input type="checkbox"/>
6. Analyzer maintenance manual	<input type="checkbox"/>	<input type="checkbox"/>
7. Certified thermometer	<input type="checkbox"/>	<input type="checkbox"/>
8. Ventilation system	<input type="checkbox"/>	<input type="checkbox"/>
9. Cooling fan system	<input type="checkbox"/>	<input type="checkbox"/>
10. Emissions inspection regulations	<input type="checkbox"/>	<input type="checkbox"/>
11. Telephone	<input type="checkbox"/>	<input type="checkbox"/>
12. Dedicated phone line for analyzer	<input type="checkbox"/>	<input type="checkbox"/>
13. Approved paper for printer	<input type="checkbox"/>	<input type="checkbox"/>

Analyzer Make: _____ **Model No.:** _____ **Version No.:** _____

Serial No.: _____ **Phone :** () _____ **No. of Lanes:** _____

Dynamometer Make: _____ **Model No.:** _____

Serial No: _____ **Dyne Orientation:** _____

Remarks:

RECOMMENDATION

by V.E.C. Officer: _____	Approval	Disapproval
	<input type="checkbox"/>	<input type="checkbox"/>
Final Action: _____	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

CRF

CERTIFIED EMISSIONS REPAIR FACILITY PRE-CERTIFICATION WORKSHEET

Facility Name: _____ **Facility No.:** _____

Address: _____ **Date:** _____

- | | S | U |
|--|--------------------------|--------------------------|
| A. Certified Repair Technician(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Required Equipment & Materials | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Four gas minimum emissions analyzer | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Oscilloscope | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Analyzer capable of showing ignition patterns and cylinder contribution | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Ammeter, DC | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ohmmeter | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Voltmeter, AC/DC | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Tachometer | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Fuel injection fuel pressure gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Cam-angle dwell meter | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Ignition timing light with advance | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Compression gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Cylinder leak down tester | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Engine coolant temperature gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Vacuum pump with gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Scan tools to extract trouble codes | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Reference material to include all makes/models serviced. | <input type="checkbox"/> | <input type="checkbox"/> |

Analyzer Make: _____ **Model No.:** _____

Serial No.: _____

Remarks:

RECOMMENDATION

by V.E.C. Officer: _____

Approve *Disapprove*

Final Action by: _____ **Date:** _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**



EMISSIONS INSPECTION STATION PRE-CERTIFICATION WORKSHEET

Station Name: _____ Station No.: _____

Address: _____ Date: _____

	S	U
A. Adequate Facilities	<input type="checkbox"/>	<input type="checkbox"/>
B. Licensed Emissions Inspector(s)	<input type="checkbox"/>	<input type="checkbox"/>
C. Required Equipment & Materials	<input type="checkbox"/>	<input type="checkbox"/>
1. Certified analyzer system	<input type="checkbox"/>	<input type="checkbox"/>
2. Approved Calibration Gas	<input type="checkbox"/>	<input type="checkbox"/>
3. Hand tools to perform inspections	<input type="checkbox"/>	<input type="checkbox"/>
4. Suitable non-reactive exhaust hoses	<input type="checkbox"/>	<input type="checkbox"/>
5. Current application guide	<input type="checkbox"/>	<input type="checkbox"/>
6. Analyzer maintenance manual	<input type="checkbox"/>	<input type="checkbox"/>
7. Certified thermometer	<input type="checkbox"/>	<input type="checkbox"/>
8. Ventilation system	<input type="checkbox"/>	<input type="checkbox"/>
9. Cooling fan system	<input type="checkbox"/>	<input type="checkbox"/>
10. Emissions inspection regulations	<input type="checkbox"/>	<input type="checkbox"/>
11. Telephone	<input type="checkbox"/>	<input type="checkbox"/>
12. Dedicated phone line for analyzer	<input type="checkbox"/>	<input type="checkbox"/>
13. Approved paper for printer	<input type="checkbox"/>	<input type="checkbox"/>

Analyzer Make: _____ Model No.: _____ Version No.: _____

Serial No.: _____ Phone : () _____ No. of Lanes: _____

Dynamometer Make: _____ Model No.: _____

Serial No.: _____ Dyne Orientation: IG

Remarks:

RECOMMENDATION

by V.E.C. Officer: _____

Approve *Disapprove*

Final Action by: _____ Date: _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

CERTIFIED EMISSIONS REPAIR TECHNICIAN APPLICATION

(Please Print or Type)

Check one: New _____ Renewal _____ Reinstatement _____

Name: _____ SSN: _____
(Last) (First) (MI)

Address: _____
(Street) (City/State) (Zip)

Date of Birth: _____ Hm. Phone: _____ Wk. Phone: _____

Operator's License No.: _____ State: _____ Exp. Date: _____

Height: _____ Weight: _____ Color Eyes: _____ Color Hair: _____

Repair Facility Name: _____ CRF#: _____

Facility Address: _____
(Street) (City/State) (Zip)

Are you currently ASE L-1 certified? NO () YES (), expiration of date of certification: _____
If you are applying for certification on the ASE option, please arrange for ASE transcripts to be sent to DEQ/MSOS. DEQ cannot process your application until your ASE transcripts have been received.

Have you ever been certified as a Virginia Certified Emissions Repair Technician? Yes () No ()
If yes, expiration date of certification: _____ CRT#: _____

*I certify that the information provided above is true and complete to the best of my knowledge.
Submission of false information may result in certification revocation.*

Signature: _____ Date: _____

**DO NOT WRITE BELOW THIS LINE — FOR DEPARTMENT USE ONLY
THIS SECTION TO BE COMPLETED BY NVCC & DEPARTMENT PERSONNEL**

Completion Date: _____ Grade: _____ School Attended: _____

Campus: _____ Course Title: _____ Course No.: _____

Instructor's Name: _____ Signature: _____

VECOs — COMPLETE THIS SECTION FOR TECHNICIAN CERTIFICATION

Date of Data Entry: _____ Exp. Date: _____ VECO's Initials: _____

If ASE Certified, Exp. Date: _____ (Attach Transcripts)

Date Certification Mailed: _____ Initials: _____



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

**TRANSCRIPT REQUEST FORM FOR
THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY**

To obtain a verified listing of the ASE certifications that you currently hold, fill out the form below. One copy will be sent to you, and one copy will be sent to the DEQ Mobile Source Operations Section, 13901 Crown Court, Woodbridge, Virginia 22193.

(Technician's Name)

(ASE I.D. Number)

(Street Address)

(City) (State) (Zip Code)

(Technician's Signature)

Mail this completed request form with a check or money order for \$5.00 to:

*ASE Transcript Service
National Institute for
AUTOMOTIVE SERVICE EXCELLENCE
13505 Dulles Technology Drive
Herndon, Virginia 20171-3421*

Should you have any questions regarding this request, please contact Jan Cohill with ASE at (703) 713-3800 ext. 238, or call the Virginia Department of Environmental Quality at (703) 583-3900. To receive ASE test registration booklets or preparation guides, call ASE Customer Service at (703) 713-3800.

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality
Mobile Source Operations Section
Field Inspection Report
Emissions Inspection Station (EIS)

Station Number: ___
Station Name: ___
Street Address: ___
City: _____ State: VA Zip: _____
Regular Inspection: _____ Other Inspection: _____ Date: _____

Inspections Results To:

INSPECTION CHECKLIST

S = SATISFACTORY

U = UNSATISFACTORY

N = NOT APPLICABLE

- | | |
|-------------------------------------|---------------------------------------|
| 1. Permit Properly Displayed | 8. Analyzer System |
| 2. Poster Properly Displayed | 9. DEQ Span Gas Check |
| 3. Record Keeping/Document Security | 10. Dynamometer |
| 4. Required Equipment/References | 11. Inspection Area/Station Operation |
| 5. Emissions Inspection Manual | 12. Inspection Procedures |
| 6. Inspector License(s) | 13. Inspections Observed |
| 7. Calibration Gases | 14. Other (Explain Below) |

REMARKS

NOV Issued To: _____ Station: _____ Inspector: _____

V.E.C. Officer: _____

V.E.C. Officer Signature: _____ Date: _____

Received By: _____ Time: _____

COMMONWEALTH OF VIRGINIA
 Department of Environmental Quality
 Mobile Source Operations Section
 Field Inspection Report
 Certified Repair Facility (CRF)

Facility Number:
 Facility Name:
 Street Address:
 City: State: Zip:
 Regular Inspection: Other Inspection: Date:

Inspections Results To:

INSPECTION CHECKLIST

S = SATISFACTORY U = UNSATISFACTORY N = NOT APPLICABLE

- | | |
|---|--|
| 1. Certification Properly Displayed
2. Poster Properly Displayed
3. Security of Repair Forms
4. Record Keeping
5. CRT Certification
6. CRT Performance | 7. Required Equipment/References
8. Calibration Gas
9. Analyzer
10. DEQ Span Gas Check
11. Other (Explain Below) |
|---|--|

DEQ Span Gas	Ideal Results (+/- 3% Each)	Actual Results (1)	Actual Results (2)	Actual Results (3)
HC : ppm PEF:	HC : ppm	HC :	HC :	HC :
CO : %	CO : %	CO :	CO :	CO :
CO2 : %	CO2 : %	CO2 :	CO2 :	CO2 :
	O2 : %	O2 :	O2 :	O2 :

REMARKS

NOV Issued To:

.E.C. Officer:

V.E.C. Officer Signature: _____ Date:

Received By: _____ Time:

COMMONWEALTH OF VIRGINIA
Department of Environmental Quality
Northern Virginia Regional Office
Mobile Source Operations Section

NOTICE OF VIOLATION

Inspector / Technician

Inspection Station /Repair Facility

ID Number:

Station Name:

Inspector:

Technician:

Street Address:

City:

State:

Zip:

Date:

ALLEGED VIOLATION (S) CITED

Part:

Paragraph:

Class:

Counts:

Nov No.:

TO: STATION OWNER / MANAGER / INSPECTOR / TECHNICIAN

DEQ has reason to believe that you may be in violation of the Regulation for The Control of Motor Vehicle Emissions (9 VAC 5-91) as specified above and indicated on the Field Inspection Report as dated herein. Please indicate your response to this notice by checking the appropriate block and signing your name. The entry after VIOLATION NO. indicates the number of actual violations within the last twenty-four months for this class, but does not include any of the alleged violations.

LETTER OF REPRIMAND / SUSPENSION / REVOCATION AND/OR PROBATIONARY PERIOD MAY RESULT

- I understand and admit the alleged violation(s) as cited.
I wish to negotiate a suspension period or civil charge, letter of reprimand and/or terms/conditions of probation.
- I understand the above allegations, but do not admit them, I nonetheless wish to negotiate a suspension period or civil charge, letter of reprimand and/or terms/conditions of probation.
- I do not admit the alleged violation(s) as cited and request an administrative proceeding.

Signature: _____ Title: _____

Date: _____

Print Name: _____

V.E.C. Officer:

The above alleged violation(s) are subject to enforcement pursuant to the Regulation for the Control of Motor Vehicle Emissions (9 VAC 5-91). All negotiated penalties and terms of probation are subject to approval; final terms will be included in a consent order. This Notice of Violation is not an agency proceeding or determination which may be considered a case decision under the Virginia Administrative Process Act, Va. Code § 9-6.14:1 et seq. You are not required to take any action pursuant to this Notice, but may do so voluntarily.

**DEPARTMENT OF ENVIRONMENTAL QUALITY
MOBILE SOURCE OPERATIONS SECTION**

Monthly Fuel/Maintenance/Equipment Report

Name: _____ Pool No.: _____ Tag No.: _____
 Month: _____ Year: _____ Beginning Mileage: _____ Ending Mileage: _____

REFUELING INFORMATION					
<small>NOTE: The following items should be checked at all refueling stops: Engine Oil, Transmission Fluid, Coolant, Other Fluids, Battery & Cables, Radiator & Heater Hoses, Interior & Exterior.</small>					
Date	Mileage	Gallons	Cost	Location	Card Number
Services Performed at Refueling (i.e. - Adding Oil, Transmissions Fluid, etc.). Please list product, quantity and date.					

EQUIPMENT CHECKLIST				
Equipment	OK	N/A	Other	Comment
1. Departmental Span Gas & Attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. NO Meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Power Inverter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Cell Phone Cradle and modem adapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Vehicle Emissions Inspection Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Road Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Required Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. State Fuel Issuance Cards (Blue & White)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Flares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Jumper Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ATTACH ANY RECEIPTS OF SERVICE OR REPAIR PERFORMED OR AUTHORIZED BY VDOT

Operator's Signature: _____ Date: _____
 Reviewed By: _____ Date: _____

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

INSPECTOR LICENSE EXTENSION REQUEST
[Please Print]

Name: _____ ID#: _____

Street: _____ Lic. Exp. Date: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Employed by: _____ Station ID#: _____

Use the space below to describe why re-licensing requirement(s) cannot be met prior to your original license expiration date. If you have registered for an inspector class, include information on class registration (campus, section number and starting date).

NOTE: If approved, your emissions inspector license will be extended for a maximum of ninety (90) days from the date of original expiration; no extensions beyond ninety (90) days are permitted for any reason. Upon expiration of your license, original or extended, you must cease performing emissions inspections until such time as your license has been renewed. Field certification may be required prior to extension approval and/or for license renewal.

Inspector's Signature Date

[Do Not Write Below This Line]

VECO Initials Date Original Exp. Date New Exp. Date