Fleet Reporting Platform Guidebook for Fleet Managers

Chapter 173-423 WAC
Clean Vehicles Program

Air Quality Program

Washington State Department of Ecology

Olympia, Washington

Revised August 2023, Publication 23-02-068

DEPARTMENT OF
ECOLOGY
State of Washington

Publication Information

Contact Information

ADA Accessibility

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[1] http://www.ecology.wa.gov/contact

Department of Ecology's Regional Offices

Map of Counties Served

Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400

Region	Counties served	Mailing Address	Phone
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Headquarters	Across Washington	PO Box 46700 Olympia, WA 98504	360-407-6000

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Introduction

This guidebook explains to fleet managers, brokers, business owners, and others the process for completing the fleet reporting requirement adopted by the Washington State Department of Ecology (Ecology) in December 2022. The Fleet Reporting Platform is offered online through the Air Quality Portal on Secure Access Washington (SAW), the central login for online applications administered by Washington state agencies.

The following pages outline the steps for accessing the platform and answering the survey questions therein. For further information or issues not covered by this guidebook, please contact Ecology staff at FleetReporting@ecy.wa.gov.

Purpose of Reporting Requirement

Ecology adopted fleet reporting requirements in WAC 173-423-083 in December 2022. The purpose of the reporting requirement is to gather information on medium- and heavy-duty (MHD) vehicles and vehicle operations throughout the state. As the transportation sector continues to electrify and transition to less-polluting vehicles, the collected information will be useful in designing and targeting incentive programs to assist fleet owners and operators in electrifying their fleets and transitioning to low-pollution technologies.

Who Must Report

You must complete the fleet reporting requirement if you, or a business entity or government agency that you represent, meet any of the following criteria:

- You and/or the entity you represent owned and operated a facility in Washington and owned <u>or</u> operated *five or more medium and heavy-duty vehicles* within the state in 2022.

- You are a freight broker, dispatcher, or other entity that dispatched *five or more medium- and heavy-duty vehicles* into or throughout Washington in 2022, irrespective of whether you own these vehicles, and are based in Washington.

Your business had gross annual revenues above $50 million (including revenues from all subsidiaries, subdivisions, or branches) and operated *one or more medium- or heavy-duty vehicles* in Washington in 2022 (e.g., if you operated at least one MHD vehicle in Washington in 2022, you are only required to report if your business' revenues are above $50M). You are not required to report if:

- You operated or dispatched *four or less medium- and heavy-duty vehicles* in Washington in 2022 <u>and</u> your business or entity had gross annual revenues below $50 million in the 2022 tax year.
- The vehicles in your fleet are awaiting sale (such as vehicles at an auto dealership).

- The vehicles in your fleet are exempt from the Clean Vehicles Program under [WAC 173-423-060](#), such as military, police, or fire vehicles.
- The vehicles are authorized emergency vehicles.

If your fleet also includes light-duty and passenger vehicles (defined as vehicles weighing 8,500 pounds or less), please only report for the MHD vehicles in your fleet.

Ecology's fleet reporting platform will close September 30, 2023. Staff are available to answer questions and explain reporting requirements. Ecology staff may follow-up with questions during and after the reporting period to ensure data accuracy.

Accessing the Fleet Reporting Platform

Ecology's fleet reporting platform is accessed through the [Secure Access Washington](#) (SAW) portal. **Current SAW users** can access the fleet reporting platform (FRP) through the Air Quality Portal on the main SAW page, while **new users** must sign up for a SAW account to access the FRP.

Written instructions for accessing SAW and the FRP are provided below. In addition, a short [tutorial video](#) is available for new SAW users that explains how to sign up for and use the portal.

Creating a Secure Access Washington (SAW) account

1. Go to SAW https://SecureAccess.WA.GOV

Single click the green SIGN-UP button and follow the prompts to register. Enter your legal name, email address, create a username and password.

Check the I'm not a robot check box, then hit SUBMIT button after you successfully complete any number of CAPTCHA tests it throws at you.
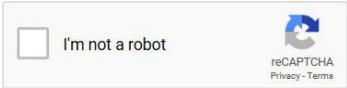
2. Activate your new SAW account via the link in your confirmation email. Check your email.

CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.
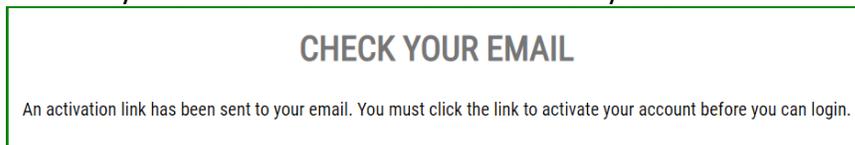
3. Login to SAW

Add the Portal to your SAW Account

4. Click the ADD A NEW SERVICE button

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.
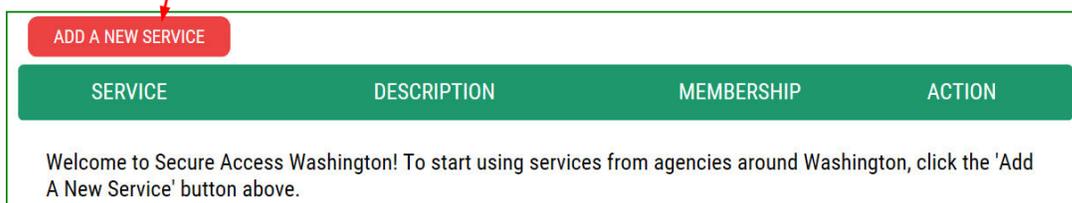
5. Click the "I would like to browse list of services by name" box

ADD A NEW SERVICE

I have been given a code by an agency.	I would like to browse a list of services by name. A-Z	I would like to browse a list of services by agency.
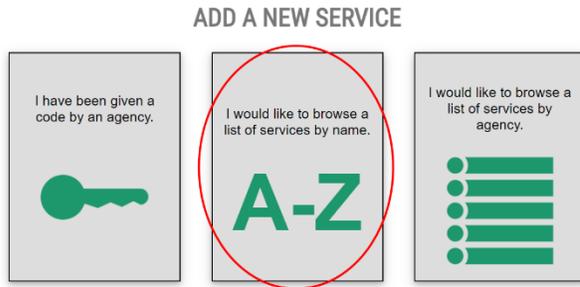
6. Scroll down to the third item – Air Quality Application Portal – and click the **APPLY** button

AIR QUALITY APPLICATION PORTAL   APPLY

Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.
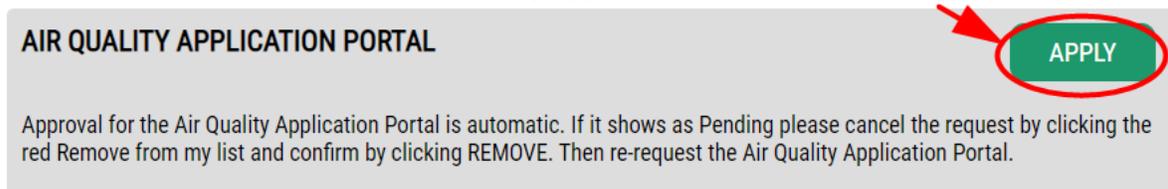
7. On Registration Complete message click **OK**

8. Click **Access Now** to launch the portal. If the link shows as "Pending", please cancel the request and then re-request the Air Quality Application Portal.

Air Quality Application Portal provided by Department of Ecology   Access Now

Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.

Contact aqportal help desk   Remove from my list
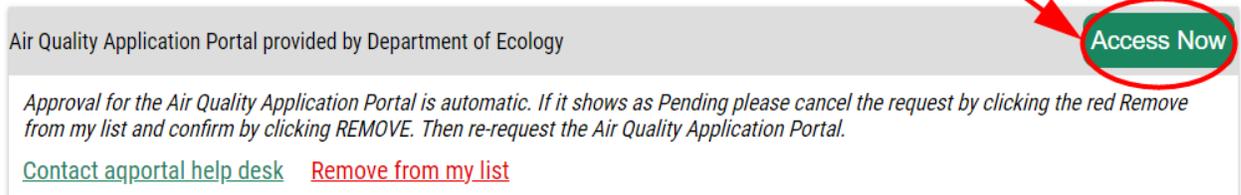
9. Click the **Continue** CONTINUE button on the Now Accessing page.

Register in the Air Quality Application Portal

10. Enter, at a minimum, your first and last name, phone number, and email address.

Enter your information.

Prefix	* First Name	Middle Name	* Last Name	Suffix

* Phone	Phone Extension	* Email

Is your address international?

○ Yes ○ No

Submit

The **Submit** button will activate after the address is entered.

11. Select the appropriate button for the location of your address.

If your ***business address*** is outside of the United States of America, click "Yes."

    a. Outside US Address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields.

For US addresses click "No."

    b. US Address: Enter address number and street, or PO Box, in Address Line 1. Address Line 2 is for further information such as suite or apartment number. Select the state, this will activate the county. Select the county, this will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

Is your address international?

○ Yes   ◉ No

Address

* Address Line 1	Address Line 2	* Zip Code
123 Street Name	Suite 202	10566

* State	* County	* City
Washington (WA) ▾	King ▾	Seattle ▾

Submit

When the address is complete, click the **Submit** button.

Select The Fleet Reporting Platform

The next step of Portal registration shows all the applications available in the Air Quality Application Portal. You can access multiple Ecology Air Quality applications with one SAW and Portal account.

12. Click the **"Add"** button under Actions for the Fleet Reporting Platform (FRP).

    a. **Fleet Reporting Platform (FRP):** – USERS: *PUBLIC* – Medium and Heavy-Duty fleet vehicle reporting 2023 survey

13. Launch the application from your Portal Home page.

Using the Fleet Reporting Platform

After accessing the platform, you will see a menu with 5 modules, each representing a different step of the reporting process.

To begin, select the *View Your Information* module and confirm that your contact information is correct. Once completed, you can move on to complete the remaining modules. They must be completed in the following order:

1. *View Your Information*
2. *Enter Organization Information*
3. *Enter Vehicle Types*
4. *Enter Vehicle Home Bases*
5. *Start Reporting*

The first four modules cover entering contact and business information as well as preliminary vehicle data. The most comprehensive fleet reporting will be covered in the fifth module- *Start Reporting*. The first four modules should be entirely complete before you begin the fifth module. Full written instructions for how to complete each module is provided on the following pages; it is highly recommended that you read through this document first to identify what information is needed.

IMPORTANT: We strongly recommend that you frequently save while completing the FRP, especially if you may need to step away from your computer for an extended period. Your SAW user account will time out with prolonged activity.

Fleet Reporting Platform - General Reporting Requirements

To help improve the reporting process, we have provided some general guidelines for reporting data about your fleet's operations:

- Annual data is preferred, but vehicle data may be reported for any time period between January 1, 2022, and December 31, 2022.
  - If annual data is not provided, you must be able to provide sufficient explanation should Ecology request it. For example, if your fleet operates seasonally, annual data may not be an accurate representation of your fleet operations.
- Subsidiaries, parent companies, or joint ventures may independently report vehicle information for their respective fleets. Alternatively, the corporate parent or joint venture business may report on behalf of its subsidiaries, provided information for all covered vehicles is included.
- Entities that have brokerage or motor carrier authority must submit a report, even if they do not own any vehicles.
- Vehicles under common ownership or control may be reported separately by each fleet owner.

- Off-road vehicles do not need to be reported unless they are licensed for occasional on-road use (such as yard trucks that travel between yards via public roads).
- Information about backup and non-operational vehicles does not need to be included.

Fleet Reporting Program: Main Screen Flowchart

Enter Organization Information	⚠ Ready to Start
Tell us if you're a government agency or a private business, your organization location, and related information.	
GO	

Enter Vehicle Types	⚠ Ready to Start
This is where you will create groups in which to classify your vehicles. They will be grouped by body type, weight class, and fuel type.	
GO	

Enter Vehicle Home Bases	⚠ Ready to Start
This is where you will provide information on where your fleets are stored, including address of home base, fueling stations, and related information.	
GO	

After confirming your info in the blue tab is correct, start here with the "Enter Organization Information" module.

View Your Information	✓ Complete!
This is your information as the reporter for an organization. This includes your name, phone number, and related information	
VIEW	

Start Reporting	⚠ Ready to Start
This is where the bulk of your information will be collected. You must complete your organization info, vehicle types, and vehicle home bases before beginning this section.	
GO	

This flowchart illustrates the order of operations as you move through the platform. The order of completion is as follows: begin by verifying your contact info in the View Your Information module, then begin entering information in the Enter Organization Information module, then move to the Enter Vehicle Types module, then the Enter Vehicle Home Bases module, and end with the Start Reporting module.

End with the "Start Reporting" module, and only begin this module after completing the previous sections.

Module 1: View Your Information
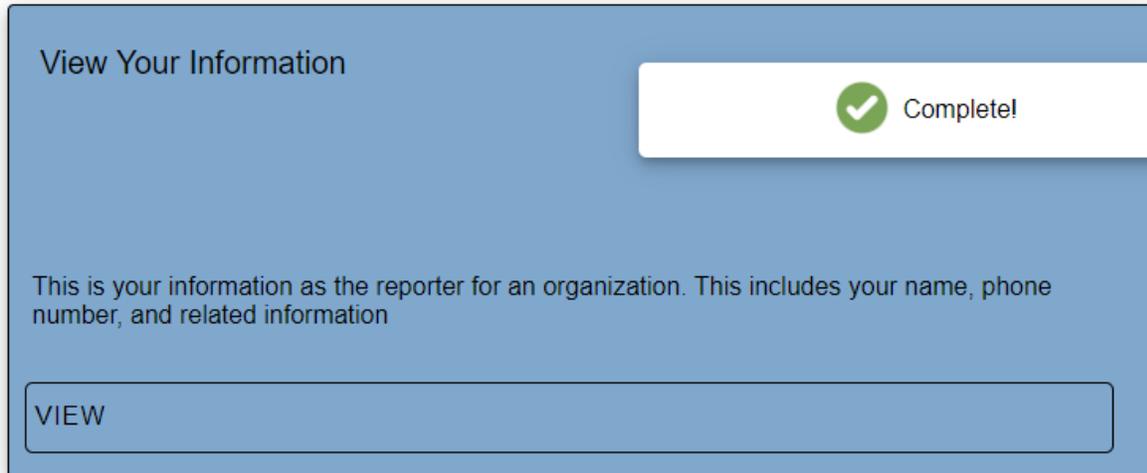
This module contains your basic contact details and will be automatically populated with your SAW portal account information. Please open the module to confirm this information is correct and edit any fields as needed.

Ecology staff will only use this information to contact you if there are any questions about the information you submitted. You can change or update this information at any time by selecting the "View Your Information" module at the main menu.

Once you have verified this information is correct, you are ready to move on to Module 2: Enter Organization Information.

Module 2: Enter Organization Information
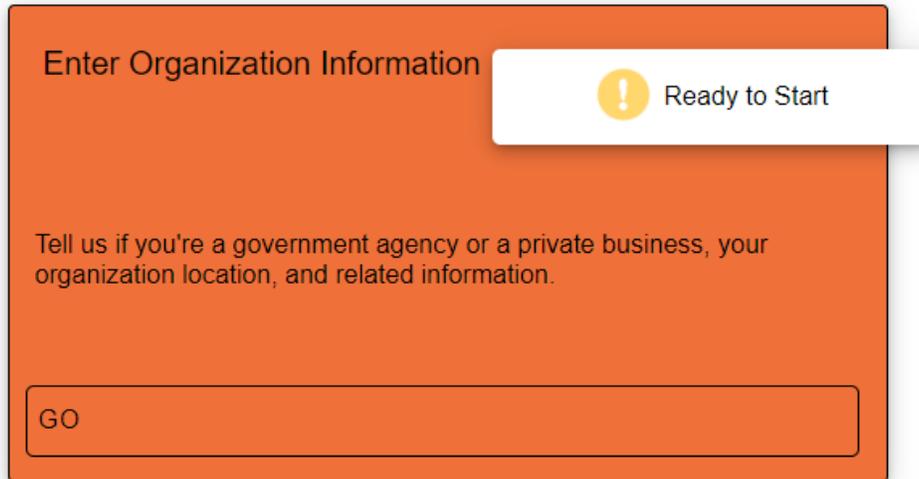
Complete this module by providing information about your organization such as organization type, government agency level, alternate corporate names, contractor and subhauler information, and similar data. This section has six steps.

Step 1: Confirm if you are reporting for a private business or a government agency. If you are reporting for a nonprofit, charitable, religious, or other non-governmental organization, select "private business".

IMPORTANT: Please pay careful attention to the option you select. Your selection on this page affects other questions in the module. You can revise your answer later, but the platform may delete your previous responses and require you to answer additional questions.

Step 2: Fill out the organization's address and corporate information, including federal tax identification number, alternate names, and corporate parent name (if applicable).

Step 3: Confirm the organization's contact information and North American Industry Classification System (NAICS) code. The module will then ask whether you are reporting fleet data for the entire year of 2022 or for a specific period during 2022.

We strongly prefer and recommend reporting for all of 2022 unless:

- Your business/agency activities changed or did not operate for the full calendar year; and/or
- Annual data would not be representative of the fleet's actual operations.

If you are reporting non-annual data, please fill in the specific date range that you are reporting for. Please note, if you make this selection Ecology may have follow-up communications including questions regarding your selection.

Step 4: Enter your organization's Motor Carrier number, USDOT number, and International Registration Number (if applicable). You will also be prompted to answer if your organization has general and/or transportation-specific sustainability and emissions reductions goals.

Sustainability and emissions reductions goals encompasses strategies such as installing alternative fuel infrastructure or electric vehicle chargers, plans to use alternative fuels to meet transportation and workload needs, increasing the number of vehicles not fueled by gasoline or diesel, and similar activities. If the reporting department/subsidiary has no written sustainability or transportation emissions reduction plan, but the head company or agency has one that covers the entire organization, select "Yes".

If your organization has broker authority, please provide your broker authority ID.

Step 5: This section covers entering work performed for your organization by contractors and subhaulers.

- **Contractor Information**
  - For this question, please provide the number of entities with whom you had a contract to deliver items or perform work in Washington in 2022. Only contractors that use vehicles above 8,500 lbs. GVWR need to be included.
  - The question applies to agreements where your company hires another person or company and their vehicle displays your entity's brand or logo to pick-up and deliver items on your behalf, or to perform work for your clients or customers. It also applies to the hiring of independent owner-operators to perform work on your behalf. This question does *not* apply to other types of contracts where the companies are operating under their own brands and/or are not affiliated with your entity.

- **Subhauler Information**
  - Please confirm the number of subhaulers you contracted with in Washington to transport freight, goods, packages, etc. A subhauler is a for-hire motor carrier who is contracted to provide transportation services on behalf of another motor carrier or broker. For each subhauler you add, you must report the number of vehicles operated by the subhauler on your behalf and/or under your motor carrier authority. You can add or remove additional subhaulers by clicking blue and red buttons in the module, respectively.
  - The questions do not apply to entities that are not for-hire motor carriers or contracts where you do not determine how the delivery is made.

Step 6: Once completed, review your information to make sure it is correct, then click the green "Save and Finish" button to complete this module.

Once complete, you are ready to move on to Module 3: Enter Vehicle Types.

Module 3: Enter Vehicle Types
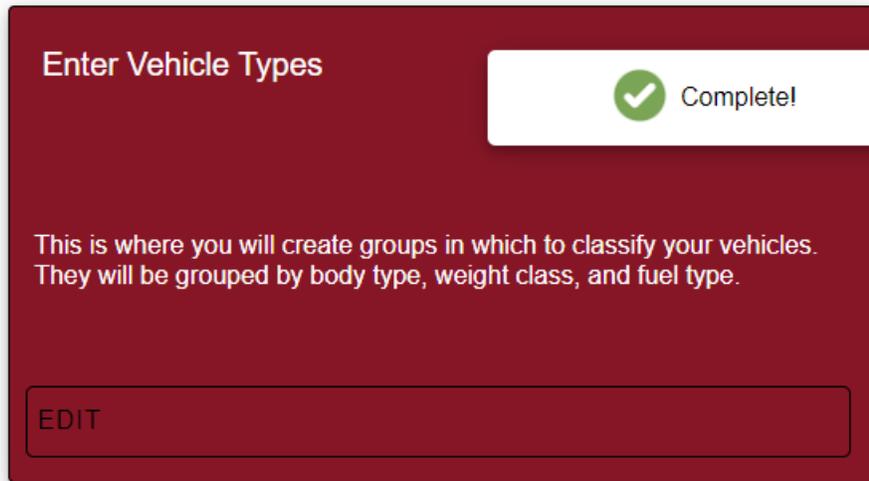
In this section you will create vehicle types, groups of vehicles in your fleet that share these characteristics:

- Body type
- Weight class
- Fuel type

If there are vehicles in your fleet with different usage patterns (but the same body type, weight class, and fuel type) then you will need to create separate vehicle types for those vehicles. More detailed information about fleet vehicles and usage patterns will be added later in the "Start Reporting" module; please reference Module 5 in this guidance document to learn what data constitutes usage patterns.

IMPORTANT: Save early and often to ensure no data is lost. One way data is lost is due to inactivity, so if you expect to take a break make sure to save.

An Excel worksheet is also available on Ecology's website to assist with preliminary data collection and organizing vehicle types. Unlike previous fleet reporting, we ask for data to be reported by vehicle type instead of by home base. While using this spreadsheet is optional, it is recommended for fleets with many vehicle types or varying operating characteristics.

All on-road vehicles with a GVWR greater than 8,500 lbs. need to be reported regardless of the vehicle's fuel type or use. A vehicle's GVWR can usually be found by checking the label on the driver's side door or by using the National Highway Traffic Safety Administration's VIN decoder.

Creating vehicle types will allow you to collectively report further vehicle data and operating characteristics later in the "Start Reporting" module. Each vehicle type must have the same body type, weight class, and fuel type. However, it can have any number of vehicles associated with that type – all depending on your fleet composition.

For example, a freight hauler may have:

- 50 diesel tractors that are all in the Class 7-8 category
- 1 diesel-powered truck with a service body in the 4-6 category
- 1 gas-powered truck with a service body in the Class 4-6 category

In this example, all 50 diesel tractors would be grouped together, but the service trucks are reported in separate vehicle types because of the different fuel type. This creates a total of three vehicle types.

IMPORTANT: It is very important to create separate groups based on usage for simplifying the reporting process later. Spending time now to ensure you have the correct number of vehicle types reported will save you time when reporting usage patterns later. For an example of the requested vehicle's usage pattern data please look to the section below titled "Module 5: Start Reporting".

Step 1 - Vehicle Group Name: Assign a name to vehicle groups that have the same body type, weight class, and fuel type. This name for your reference only and will be used when completing specific information about vehicles later. It will not be submitted as official data; we recommend choosing an easy-to-remember name that fits the vehicles in this body/fuel type category.

Step 2 - Body Type: Select the appropriate body type for the vehicle(s) you are reporting.

Step 3 - Weight Class: There are three weight class options to select from:

Class 2b-3 (GVWR 8,501 lbs. - 14,000 lbs.): Includes full-size pickup trucks, smaller utility trucks, cargo vans, and passenger vans that are larger than a Ford F150.

Class 4-6 (GVWR 14,001 lbs. - 26,000 lbs.): Includes mid-size shuttle buses, box trucks, stake trucks, and other trucks such as the E450 or F450 series models. These trucks can be operated by drivers without a commercial license.

Class 7-8 (GVWR > 26,001 lbs.): Includes large buses, tractors, dump trucks, refuse trucks, and other large vehicles. Generally, these vehicles must be driven by drivers with a Commercial

Driver License (CDL).

Weight Class	Class 2b	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
Example Vehicles							
GVWR	8,500 – 10,000 lb 3,856 – 4,536 kg	10,001 – 14,000 lb 4,536 – 6,350 kg	14,001 – 16,000 lb 6,351 – 7,257 kg	16,001 – 19,500 lb 7,258 – 8,845 kg	19,501 – 26,000 lb 8,846 – 11,793 kg	26,001 – 33,000 lb 11,794 – 14,969 kg	> 33,000 lb > 14,969 kg

Figure 1. Visual representation of typical vehicle types grouped by weight class.

Step 4 - Fuel Type: Provide the fuel type the vehicle uses, such as diesel, gasoline, ethanol, electric, hydrogen, etc. If the fuel is not listed on the dropdown, select "other" and fill in the fuel type.

Step 5 – Add or Remove Vehicle Types: Create vehicle groups by completing each of the four columns per the example below. Once finished creating a group, click the blue "add another vehicle type" button to add additional groups. You can remove vehicle groups at any point by clicking the red "remove" button on the right.

Vehicle Information
Classify your vehicle groups

Vehicle Group Name*	Body Type*	Weight Class*	Fuel Type*	
Small delivery truck	Van Step	Class 2b-3 [8,501-14,000lbs]	Gas	Remove
Large delivery truck	Box Dry Van	Class 4-6 [14,001-26,000lbs]	Diesel	Remove
Freight trucks	Tractor Day Cab	Class 7-8 [over 26,000lbs]	Diesel	Remove

Add another Vehicle Type

Back   Save and Finish

Step 6: Once you have completed creating all of your vehicle types that accurately represent your fleet, click the green "Save and Finish" button to complete this section. You can return to

edit later if you need to add or remove vehicle types, but it will impact data entered later in the process. Remember, taking your time to be accurate now before continuing to the next module will save you time overall.

Once complete, you are ready to move on to Module 4: Enter Vehicle Home Bases.

Module 4: Enter Vehicle Home Bases
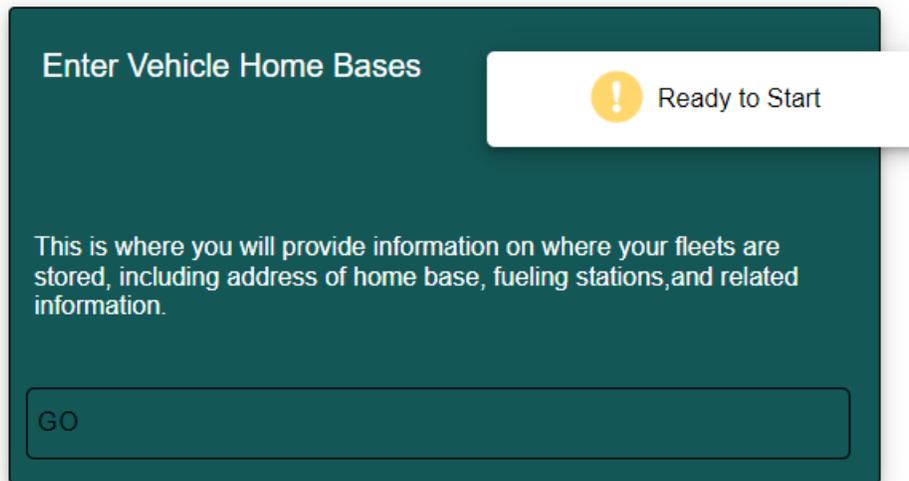
Enter Vehicle Home Bases

⚠️ Ready to Start

This is where you will provide information on where your fleets are stored, including address of home base, fueling stations, and related information.

GO

IMPORTANT: Save early and often to ensure no data is lost. One way data is lost is due to inactivity, so if you expect to take a break make sure to save.

This module asks you to add vehicle home bases for your fleet. The "home base" is the business location the vehicle is parked when not in use. In the final module, "Module 5: Start Reporting," you will assign fleet vehicles to the home bases you create in this section. **Please save your information in this module *after* adding an individual home base, as a home base's information must be complete before the FRP's save function will work.**

Vehicles that are kept at a personal residence, public area, or locations operated by a different business entity should use the location where the vehicle is commonly dispatched from or where the vehicle is repaired and maintained. For example, a vehicle that is usually parked at a terminal overnight should be assigned the terminal's street address as its home base. Vehicles that are driven home by the driver, are routinely parked at, or dispatched from multiple locations, or operate remotely should be assigned the street address where the vehicle is repaired or maintained. This can be a maintenance shop, office building, or other location with a physical address. **The "home base" should not be reported as a residential address.**

Vehicles that accrue most of their annual miles in Washington but are not assigned to a particular location in Washington, must be reported as either part of the entity's headquarters or the location where the vehicles' operation is managed. **If there are vehicles in your fleet that meet these criteria, make sure you create the appropriate home bases now before starting "Module 5: Start Reporting."**

If you are a broker that dispatches vehicles, please list your own office as the home base location unless you also operate a truck yard where the fleet vehicles are parked.

IMPORTANT: Before you continue to module 5, review that you have entered all your vehicle types and home bases correctly. If you need to make changes after you move to the next

module, it will require deleting certain sections and starting over. Doing this correctly now will save time. Please reference the section "Module 5: Start Reporting" below for more guidance.

Step 1 – Home Base Name: Add as many vehicle home base names as needed and click the yellow "complete information" button to fill out specific information about the base. These do not need to follow any specific naming convention but should describe the basic characteristics of the location and be memorable to you.

Step 2 - Home base location: Provide the home base's street address and facility type. Facility types are defined as follows:

- **Administrative/Office Buildings** are used primarily for administrative tasks such as financial planning, record keeping & billing, personnel management, and logistics.
- **Distribution Centers/Warehouses** are used to store freight or goods for subsequent shipment.
- **Hotel/Motel/Resorts** are commercial establishments offering lodging and hospitality.
- **Manufacturer/Factory/Plants** are locations used for assembling and producing parts and products.
- **Medical/Hospital/Care Facility** are locations where medical care takes place.
- **Multi-Building Campus/Base** means a property typically operated by a single entity with multiple buildings that does not fall into the other categories listed here (such as a university campus).
- **Restaurants** are locations where the primary function is to prepare meals for customers, either to-go or at the restaurant.

- **Service Center** means a facility that supports a business operation that generates revenue by providing a specific service or product, or a group of services or products to a customer.
- **Store** means a retail business location.
- **Truck/Equipment Yard** means an establishment that primarily stores or dispatches trucks and equipment such as a garage or parking lot.
- **Other** means any facility type that is not listed above.

Step 3 – Responsible Official: If you are responsible for managing fleet operations at this home base, click the appropriate option and move on to Step 4. However, if the person responsible for managing fleet vehicles at the home base is different than you, provide that individual's name and email address in the "responsible official" tab. Ecology may follow-up with this individual if there are any questions about this data.

Step 4 – Home Base Characteristics: Confirm ownership status of the home base facility, whether fueling/recharging is offered on-site, and if vehicles used to pull trailers are parked there. If there is onsite fueling and recharging, you will need to check the correct box indicating if any of the refueling infrastructure was installed before or after 2010..

Once finished, review the information provided for accuracy and click the "Finish this Home Base" button.

Step 5: Repeat this process for each home base. Refer to the information at the top of this section to *confirm you have entered all the home bases for your fleet.* Making certain this section is accurate before moving on will save you time and simplify the remaining steps. Once all home bases have been added, click the green "Save and Finish" button to complete this section.

You are ready to move on to Module 5: Start Reporting.

Module 5: Start Reporting

Start Reporting

⚠️ Ready to Start

This is where the bulk of your information will be collected. You must complete your organization info, vehicle types, and vehicle home bases before beginning this section.

GO
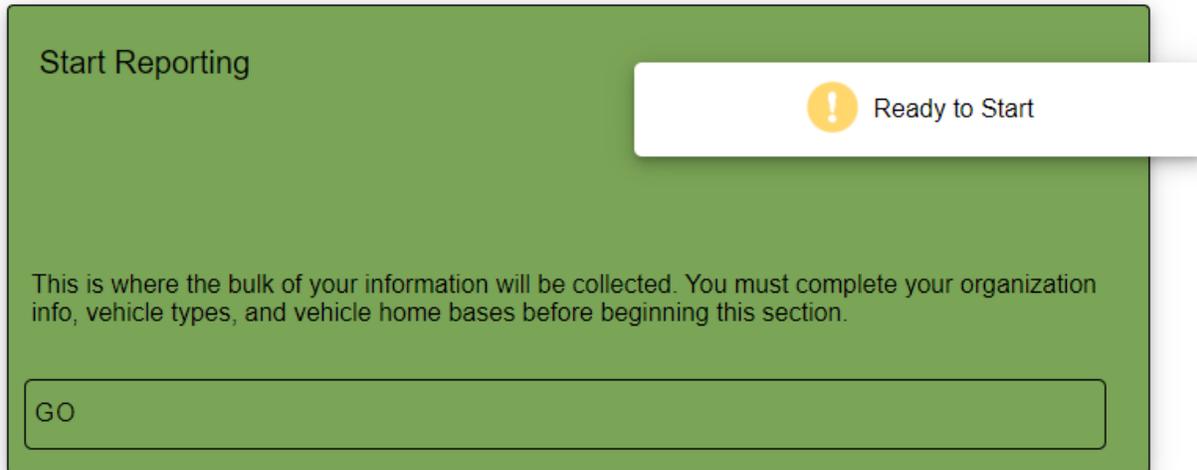
VERY IMPORTANT

Do not begin this module until you have completed the first four modules and have verified all information is complete and accurate. Once you start module 5, the other four modules are locked and you cannot easily go back and edit your information.

If you begin module 5 and realize you need to add another vehicle group or home base (e.g. your entity's headquarters for vehicles without a home base, otherwise identical vehicle types that have different operating characteristics, etc.) you can go back and edit the earlier modules, but you will lose any information you have already entered in Module 5.

It is strongly recommended that you save as often as possible when completing this section. Please enter engine model years one at a time, as an engine year must be complete before the FRP's save function will work.

Once you have filled out your vehicle groups and home bases, you are ready to finalize your reporting process. This module includes detailed information about your fleet vehicles, their operating characteristics, and usage patterns.

The expectation is to use existing data - such as maintenance, mileage, and dispatch records – to answer most of the questions in this section. However, you also have the option to collect data during a specific work period and use that data for your responses.

Several questions ask for detailed information about miles travelled and standard fleet vehicle operations. For these questions, provide an answer based on the vehicle's most common usage pattern. For example, for a vehicle that usually travels less than 50 miles per workday but travels 200 miles for a specific job once per month, respond 50 miles as the vehicle's average daily mileage.

Brokers should only consider miles driven under contract in their responses. Some questions about vehicle home bases and refueling may also not apply to brokers.

Completing Vehicle Types

Upon entering this module, you will see your list of vehicle types with a yellow "Complete this Category" button to the right of each vehicle type listed.
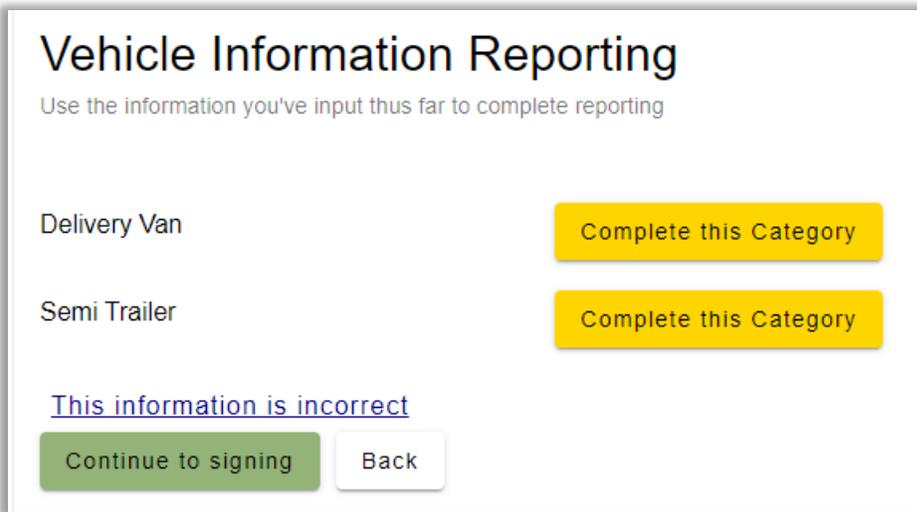
To begin reporting for the individual vehicle category, click "complete this category".

The linked text reading "Click here if this information is incorrect" provides instructions to correct vehicle type and/or vehicle home base information. It will not do anything but provide instructions.

Do not click the green "Continue to signing" button **until you have completed reporting for all vehicle types in your fleet.**

Reporting Steps

After clicking the "Complete this Category" button, you will be prompted to fill out the following information:

Step 1 - Number of Vehicles: Report the total number of fleet vehicles in this vehicle group. Vehicles in this section can have different engine model years.

Step 2 - Engine Model Year: Report the engine model year(s) of the fleet vehicles in this group; **you may average engine model years to simplify reporting**. You can average your vehicles into two engine model year groups – all vehicles before 2010 (2009 and earlier) and all vehicles 2010 and later. For example, if you have three vehicles with engines from before 2010 (2007,

2008, and 2009), you may report model year 2008 and provide information for all three vehicles. Similarly, three vehicles aged 2010, 2011, and 2012 could be reported as one group under model year 2011. This is to reduce redundancy in reporting information for fleets with many different model year engines that otherwise operate similarly.

If you are unaware of the specific engine model year, please use the vehicle model year as your response. Note that the number of vehicles entered on this screen must sum to the number entered in Step 1.

You can add additional engine model years for this vehicle group by clicking the blue "add an engine model year" **Add an Engine Model Year** button.

Once finished, click the yellow "complete this engine model year" **Complete this Engine Model Year** button.

Step 3 - Vehicle Model Year: Enter the vehicle model year here. In many cases, this will be the same as the engine model year. If you have multiple vehicle model years for a specific group of vehicles that share engine model years, you may click the blue "Add another Vehicle Model Year" **Add another Vehicle Model Year** button to add additional model years. Note the number of vehicles entered here must total to the number entered for the specific engine model year in Step 2.

Once finished, click the yellow "complete this vehicle model year" button.

Step 4 - Vehicle Location: Using one of the vehicle home base locations provided earlier, select the vehicle location (the place where the vehicle is parked or dispatched from). If the vehicle is located at or dispatched from multiple locations, select the home base option that the vehicle most commonly uses.

If the vehicle does not have a dedicated parking base, select the home base where the vehicle's operations are managed or your headquarters from the home base dropdown.

If the vehicles in this vehicle type come from multiple home bases, click the blue "Add another Home Base" **Add another Home Base** button and enter how many vehicles are located at each home base.

Step 5 - Vehicle Ownership: Select whether your organization owns, leases, or brokers these vehicles, or whether some combination of the other selections applies. If vehicles are jointly owned or leased with a separate entity, select the appropriate "own" or "lease" option.

Step 6 - Parking Information: Specify if vehicles typically park or idle for longer than two hours per day at a location other than at a standard work site or the home base listed earlier. For example, vehicles parked in a neighborhood to deliver workers or tools to a specific home repair or maintenance job would be *excluded* from this response, as well as vehicles that a worker parks overnight at their home. However, vehicles parked for other reasons (resting between work stops, parking overnight due to lack of space at the home base, etc.) would be included. If "yes", enter the location(s) where the vehicles may park or idle in the "location" text box.

If the address is unknown, please fill in as much information as possible in the form to approximate the alternate location. Examples include providing an address, cross-streets, and type of location (side of road on Main St., gas station).

Step 7 - Annual Mileage and Daily Trips: This section provides an illustration of daily range and refueling needs for fleet vehicles. Using mileage and dispatch records or other data, provide the approximate annual and daily mileage driven for the vehicle category specified. If vehicles have variable or seasonal usage patterns, provide an estimated daily range based on its most common operational use. For example, if a vehicle is used only four months of the year, take the annual mileage and divide it by the total number of workdays.

For the average number of daily trips, provide the number of times a vehicle leaves and returns to its primary home base in a typical workday – so leaving and returning would count together as one trip.

IMPORTANT: Please do not include back-up/non-operational vehicles when answering questions about average trips and mileage.

Step 8 – Ownership, Weight Limit, and Refueling: These questions cover a few miscellaneous aspects of vehicle ownership and operation.

- **Average ownership/operation:** Provide an estimate of how long your organization typically owns/operates vehicles in this category before replacing them in the fleet. If this is a new vehicle category for your organization, provide a best estimate of how long you expect to own these vehicles.
- **Weight Limit:** This question asks whether vehicles in this group are commonly operated at the legal weight limit to operate on the road or are loaded to their maximum axle weight or total capacity of the vehicle. If yes, estimate to the best of your ability the percentage of vehicles in this group that typically operate at this capacity.
- **Vehicle Refueling:** To the best of your ability, provide approximate percentages of time vehicles in this category spend being refueled or recharged both at home or away from home. Note that these percentages must sum to 100%. For example, if a vehicle typically refuels half at its home base and half away from the home base, both percentages are 50%.

Step 9 – Estimated Usage: This section covers more detailed information about vehicle usage and the extent to which fleets operate within Washington State or other states.

- **Home base parking:** To the best of your ability, provide the approximate percentage of vehicles in this category that regularly park at the home base for 8 or more hours per day. Your answer should be informed by business hours and dispatch data. For example, a utility fleet that is usually parked at the home base from early evening until morning would be counted. A long-haul trucking fleet that routinely travels long distances and does not return to the home base nightly would not be counted.
- **Miles driven in/outside Washington:** Provide approximate percentages of how often these vehicles are driven in Washington versus out-of-state, to the best of your ability. These percentages must sum to 100%.
- **Retrofits/Repowers:** Provide the total percentage (if applicable) of vehicles in this category that have had their engine retrofitted or repowered to accommodate newer, cleaner, or more energy efficient technology.
- **Predictable Usage Pattern:** Please indicate daily vehicle range patterns. Answers should be based on distance travelled, not where the vehicles travel.
    - For example, a delivery van that serves a specific area would have a predictable usage pattern even if its route varies each workday.
    - In contrast, a construction truck that travels to a nearby job site on some workdays and a distant location on other workdays would not have a predictable usage pattern because the distance travelled varies significantly day-to-day.
    - The response to this question can be informed by dispatch and mileage records; when in doubt, use your best judgement based on your knowledge of the fleet.
- **50 Miles of Home Base:** Answer if the vehicles in the group operate within a 50-mile radius of the home base location in at least 9 out of 10 workdays. Use dispatch records, job site locations, or other information to inform your response.
    - Brokers are expected to respond to this question and use information they have in their dispatch records about where the pick-up and drop-off points are.
- **Emergency Operations:** This question refers specifically to assisting government fleets (such as public utility trucks) in preventing or responding to infrastructure damage because of a natural disaster or public safety emergency. You can use records from the last 3 years to identify the percentage of vehicles in each group that were dispatched on the behalf of a local, state, or federal agency for this purpose.
- **Outside Registry:** Use internal records to determine what percentage of vehicles in this category are registered outside Washington.
- **GPS Tracking:** Provide the percentage of vehicles in the group that are equipped with GPS, telematics, or an alternate electronic form of tracking daily mileage that is provided to the fleet manager. This question does not apply to odometers.
   - Brokers are expected to respond to this question based on dispatch records.

- **All-Wheel Drive:** Provide the percentage of vehicles equipped with a drivetrain that propels all wheels on the vehicle. For example, a two-axle truck with four-wheel drive would be included.
- **Back-Up/Non-Operational Vehicles:** Provide the number of vehicles in the group that were either not operated during the reporting period or used as backup vehicles. **"**Backup vehicles" are vehicles used intermittently to maintain service during periods of routine or unplanned maintenance, unexpected vehicle breakdowns, or accidents. These vehicles are not typically used in everyday or seasonal operations.
- **Trailers (if applicable):** Specify whether the vehicles in this group pull trailers as part of their typical workload. If they do, provide the trailer type and the total number of the trailer type this vehicle category pulls. Add as many trailer types as necessary.
  - Select all that apply: Van-dry, Van-reefer, Tanker, Flatbed, Shipping container, Low bed, Curtain side, Other.
  - If "Other" is selected, enter the name of that trailer type into the text box.
  - Provide the percentage of vehicles towing trailers for more than 100 miles per day only applies to vehicles that tow trailers in the first place. For example, if there are 10 vehicles in the group, five pull trailers, and three of those vehicles typically tow for more than 100 miles per day, the answer should be 60%, not 30%.

Step 10: Once you have completed this vehicle group, you can go to the next vehicle group (if applicable) and complete the same questions.

Add, Edit, or Remove Vehicle Types/Home Bases

If you reached this point and realized the information you submitted about vehicle types or home bases (under modules 3 and 4) is not fully complete or accurate, don't fret! You can add, edit, or remove vehicle types and home bases at any point during the Start Reporting module. But remember, if you already started "Module 5: Start Reporting," any data in that section will be deleted. Make sure you keep all your information on hand.

To make changes, click the "Home" button in the upper right-hand corner of the screen.

Next, click "edit" on the module you wish to make changes to (Enter Vehicle Types or Enter Vehicle Home Bases).

Add, delete, or edit a group or home base pursuant to the instructions in this guidance document for whichever module you are editing, then click the "Home" button again to

navigate back to the main page. The new information should then appear in the "Start Reporting" module for you to utilize.

Submitting Your Response

Once you complete all vehicle groups and have reviewed your information for accuracy, click the green "Continue to Signing" button. Read and acknowledge the completeness statement, then click the "Sign" button to formally submit your fleet report.

IMPORTANT: **Please thoroughly review your submission for accuracy before clicking the "Sign" button. Clicking the button will formally submit your information to Ecology, and you will not be able to make any further edits in the portal. If corrections are necessary, you must contact Ecology staff at** fleetreporting@ecy.wa.gov **.**

After signing, you will receive an email confirmation that you have completed reporting and satisfied your requirements under WAC 173-423-083 and your answers will be locked.

Correcting Misreported Information After Completion and Signing

After you have completed and signed your reporting, you will still be able to access the Fleet Reporting Platform to view your information but will not be able to make changes. If any information needs correction, please send an email to FleetReporting@ecy.wa.gov identifying what information needs to be corrected. We will review the information and can unlock the platform for you to make changes using the process outlined in this guidance document to resubmit data. Once signed and submitted, we will verify any changes afterward before accepting the new submission.