

Volkswagen Mitigation Program Remote Inspection Instructions & Checklists

This document provides instructions to satisfy the remote inspection requirements for the Volkswagen Environmental Mitigation Program (VW Mitigation Program). Additionally, checklists detail destruction criteria and list required photographic submittals. Remote inspections include Pre, Post, or Destruction, as applicable. The Program Administrators for the VW Mitigation Program include Bay Area Air Quality Management District (BAAQMD), San Joaquin Valley Air Pollution Control District (SJVAPCD), and South Coast Air Quality Management District (South Coast AQMD).

Remote Inspection Process Overview:

1. SJVAPCD personnel will be assigned to the project/contract and initiate the remote inspection appointment process. SJVAPCD personnel will provide the applicant or authorized representative of the applicant with the required information to complete the inspection, including this document and all required inspection checklists, inspection forms, and a Self-Certification Affidavit form.
2. The applicant or authorized representative of the applicant must return the completed inspection forms, required photographs (as listed in the inspection checklists), and the Self-Certification Affidavit via email to the assigned SJVAPCD personnel.
3. The assigned SJVAPCD personnel will review, verify and approve the documentation/photographs submitted by the applicant or authorized representative of the applicant.
4. Once the submitted documentation/photographs have been approved, the assigned SJVAPCD personnel will contact the applicant or authorized representative of the applicant and schedule a live streaming video appointment.
5. Finally, the applicant or authorized representative of the applicant will need to complete the live streaming video witnessed by the assigned SJVAPCD personnel, verifying that the vehicle/equipment/engine is operational or destroyed, and is accurately represented by the photographs submitted.

Photograph Requirements:

- All photographs must be digital, clear, legible, in color, and in their original format as taken (JPEG format preferred).
- Each individual photograph should not exceed 2MB in size.
- Every digital photograph must be properly labeled (e.g. full front view, full engine view, etc.) and include the vehicle identification number (VIN), engine serial number (ESN), or other unique identifier as applicable.
- Photographs submitted that are illegible, blurry, or lack the required details as outlined in the checklists will not be accepted and will delay the remote inspection process.

For multiple vehicles/equipment/engines, you should either:

- Send a separate email for each individual vehicle/equipment/engine with all the

required photographs and inspection forms attached, and include the vehicle/equipment/engine identifiable unit number, VIN, and ESN in the Subject Line of the email, OR

- Send one email and note the Project Number/Contract Number in the Subject Line and clearly label each photo file and inspection form so that the assigned SJVAPCD personnel can easily distinguish which photographs correspond to which units.

Live Streaming Video Overview:

The primary purpose of the live streaming video is to verify that the vehicle/equipment/engine is operational or destroyed as required by the program and is accurately represented by the submitted photographs. Once the project is ready to move forward with the live streaming video appointment, the assigned SJVAPCD personnel will provide instructions on the virtual meeting platform (e.g. Zoom, Microsoft Teams, Skype, etc.). You will need to download the virtual meeting platform on your phone or tablet to perform the inspection. The assigned SJVAPCD personnel will send you a message or email with a scheduled date and time to connect to the live streaming video inspection appointment.

Live Streaming Video Requirements:

- During the live streaming video inspection, you will need to provide identifiable evidence demonstrating that the vehicle/equipment/engine being shown is in fact the project vehicle/equipment/engine. Examples of identifiable markings that will need to be shown to the assigned SJVAPCD personnel for each category include:
 - On-Road: VIN/License Plate/Engine Serial Number
- For pre-inspections, the vehicle/equipment/engine must be able to turn on and operate (forward and in reverse) for at least 15 seconds without shutting down or malfunctioning to verify operability.

Please refer to the pages below for category specific checklists. If you have any questions about the inspection, please contact your assigned SJVAPCD personnel who initiated the inspection appointment.

Volkswagen Environmental Mitigation Program On-Road Category Checklist

Pre-Inspection (Old Engine/Vehicle)

Photographs of the old engine/vehicle must include, at a minimum, the following views:

- (A) Full front view of the entire vehicle
- (B) Full side profile view of the entire vehicle
- (C) VIN Tag - inside vehicle or on frame rail (showing GVWR)
- (D) License Plate
- (E) Odometer Reading
- (F) Full view of the entire engine
- (G) Engine label with serial number and engine information (make, model year, engine family name)
- (H) Retrofit Device label – if installed
- (I) Verified Diesel Emission Control strategies label (VDEC) – if installed

Destruction of Old Vehicle/Engine

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

- (A) Frame rails must be completely severed to ensure that the vehicle will not be operable again. (replacements only)
- (B) A hole must be put in the engine block with a diameter of at least three (3) inches at the narrowest point. The hole must be irregularly shaped (i.e. no symmetrical squares or circles). A section of the oil pan flange must be removed as part of the hole or have a line cut through it that connects to the hole.
- (C) Dismantler must take photographs of the destroyed engine and severed frame rails, if applicable. The following photo views must be taken and provided to the assigned SJVAPCD personnel. Photographs must include the following views:
 - a) Front of the vehicle with hood down including the license plate
 - b) Right side of the vehicle with hood down
 - c) Left side of vehicle with hood down
 - d) VIN Tag (showing GVWR)
 - e) Full view of engine with hole in engine block
 - f) Left side of destroyed engine block (in-frame or out of frame)
 - g) Right side of destroyed engine block (in-frame or out of frame)
 - h) Engine serial number
 - i) Completely severed frame rails (replacements only)
 - j) Odometer Reading
 - k) Dismantler must submit REG 42 form (with DMV stamp of approval) for the dismantled vehicle.

Note: Only approved dismantlers may perform the destruction of the old vehicle and submit the paperwork directly to the assigned SJVAPCD personnel.