

COUNTY OF LOS ANGELES

EMPLOYEE COMMUTE REDUCTION PROGRAM
(Rideshare)

Employee Transportation
Coordinator's Manual

April 2012





This program manual was created by:

**Los Angeles County Chief Executive Office
Office of Workplace Programs**

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Los Angeles County Rideshare Program Manual



SECTION 1: PROGRAM OVERVIEW

Program Mission Statement

Consistent with the Federal Clean Air Act, the mission of the County's Employee Commute Reduction (ECRP) Program, also known as Rideshare, is to promote County employee participation in trip reduction and rideshare programs. The ECRP Program is intended to reduce traffic congestion and air emissions from vehicles used for commuting between home and the worksite and to increase the Average Vehicle Ridership (AVR) at County worksites regulated by the South Coast Air Quality Management District (SCAQMD). The goal is to educate and encourage employees to participate in alternative commute modes in order to reduce the number of "drive alone" trips to the worksite. This is accomplished through marketing, educating, and providing incentives to employees to increase interest in using alternative modes of transportation commuting to and from work. Employee Transportation Coordinators (ETCs) are essential to program success (ETCs market Rideshare options to employees by promoting the benefits of Ridesharing, such as saving money, time and protecting the environment).

Program Vision Statement

By 2016, we anticipate that the Los Angeles County Rideshare Program will be the nationwide model in which other organizations will base their Rideshare programs and adopt the County's method in surveying the employees, developing new strategies to further increase alternative modes of commuting to work and increasing AVRs at regulated sites.

Program Goals and Benefits

The goals of the County's Rideshare Program are to:

1. Reduce traffic congestion and mobile emissions
2. Achieve the AVR target at all County regulated sites
3. Comply with County Ordinance Chapter 5.90 Vehicle Trip Reduction Requirements
4. Adhere to the SCAQMD Rule 2202 Guidelines (See Section 2)

By promoting and marketing the various Rideshare services, County management and the communities benefit from increased employee productivity, better air quality and improved AVRs. Employees can personally benefit by saving time and money, and reducing commuting stress from traffic. The community benefits from the County's efforts by reducing mobile emissions from the reduction of cars on the road in Los Angeles County. By implementing the ECRP at County regulated sites, we contribute to the overall quality of clean air.

Role of Chief Executive Office (CEO) and Countywide Employee Transportation Coordinator (CETC)

- Management of the County ECRP Program
- Implement countywide air quality rideshare policies and goals
- Liaison between County and SCAQMD
- Monitor the implementation of Rule 2202 ECRP Plans
- Ensure regulated sites comply with Rule 2202
- Implement and direct countywide AVR surveys
- Conduct annual ETC training workshops
- Support the marketing efforts of ETCs at regulated sites
- Track County AVR results
- Facilitate networking among ETCs
- Conduct internal inspections of regulated sites to ensure they comply with ECRP Plan and SCAQMD's Rule 2202

Role of County Departments

- Maintain compliance with Rule 2202
- Ensure the best qualified employees become ETCs
- Encourage employees to Rideshare
- Implement ECRP Plans at regulated sites
- Ensure accurate employee counts for the AVR survey
- Ensure AVR surveys are done in accordance with Rule 2202 guidelines
- Provide administrative support to ETCs

Role of Employee Transportation Coordinator (ETC)

- Maintain compliance with Rule 2202
- Promote, educate and motivate employees to Rideshare
- Prepare and implement Rule 2202 ECRP Plan (Regulated Sites only)
- Promote rideshare strategies to work site employees
- Conduct the site survey process
- Ensure accurate employee counts prior to the AVR survey
- Achieve AVR target
- Continue educating staff on the benefits of ridesharing
- Implement and document all ECRP strategies
- Maintain ECRP Binders for three years
- Attend all ETC trainings conducted by the CEO
- Maintain Master Rideshare Calendar
- Keep CEO informed of any compliance issues or changes of ETCs

SECTION 2: PROGRAM AUTHORITY

County Code Chapter 5.90 Vehicle Trip Reduction--Ridesharing

County Code Chapter 5.90 requires department heads which supervise County employees at any County worksite of one hundred or more employees to promote County employee participation in trip reduction and ridesharing programs. The goal of this ordinance is to reduce traffic congestion and air emissions from vehicles used for commuting to and from the worksite.

Definitions are provided in the County Personnel Administration Handbook of the Los Angeles County Code in Chapter 5.90. (See Attachment I)

Each site administrator must review annually the ECRP Plan which must consist of AVR data and ECRP Program incentives. The CEO may periodically perform ECRP Plan implementation audits to ensure compliance with the SCAQMD Rule 2202.

South Coast Air Quality Management District Rule 2202

SCAQMD Rule 2202 provides employers with a menu of options designed to meet ambient air quality standards mandated by the Federal Clean Air Act. As an emission control strategy, it is intended to reduce vehicle miles traveled and increase the average vehicle ridership (AVR) of work related trips.

Guidelines for the ECRP and Rule 2202 are consistent with the Health and Safety Code Section 40717 which establishes compliance requirements for California transportation performance standards.

Rule 2202 establishes triennial and annual air quality plan standards for employers which target the reduction of emissions related to employee home to work commutes and promote rideshare strategies which meet AVR goals for regulated worksites with over 250 employees.

Rule 2202 guidelines are provided by the SCAQMD, in addition to training and consulting services. Rule 2202 is a legal mandate and all worksites in the County with 250 or more employees are required to comply with all provisions of the regulation.

SECTION 3: PROGRAM STRATEGIES

Rideshare Strategies

The County's Rideshare Program consists of three main categories of strategies that help reduce employee vehicle trips from home to work:

- Marketing Strategies
- Basic and Support Strategies
- Direct Strategies

At a minimum, five strategies per category must be implemented in order to receive ECRP Plan approval from the SCAQMD. This is also known as "5, 5 and 5". Regulated sites with low or declining AVR's may be required to implement more than five strategies in each category.

Marketing Strategies

These strategies are intended to market the Rideshare Program to employees:

- Attendance at a Marketing Class, at least Annually
- Direct Communication by CEO, at least Annually
- Employer Newsletter distributed at least Quarterly, or Rideshare Website with notices to employees at least Quarterly
- Employer Rideshare Events, at least Annually
- Flyer/Announcements/Memo/Letter to Employees, at least Quarterly
- New Hire Orientation, as needed
- Rideshare Bulletin Boards/Commuter Information Kiosks/Display Racks
- Rideshare Meetings/ Focus Group(s), at least Semi-Annually
- Other Marketing Strategies

The strategies above prepare the ETC to educate employees about the Rideshare Program at their worksite. Additional strategies can also be developed that may be specific to the worksite. For example, an ETC can decide to post Rideshare materials at the worksite cafeteria twice a month to raise employee's awareness of Rideshare options. More in depth explanation of the marketing strategies can be found in Appendix F - Rule 2202.

Marketing Class

A marketing class can be taken in order to satisfy the "Marketing – Attendance at a Marketing Class" strategy. It is the only ECRP strategy that must be completed before approval of the submitted plan is given for the following year.

Basic and Support Strategies

These strategies are marketed and implemented by the ETC at the worksite. The ETC can use these strategies to incentivize the employee's transition from solo driver to Ridesharer. It is important for the ETC to document all Rideshare services provided to employees at the worksite. The Basic and Support Strategies include:

- Commuter Choice Program
- Preferential Parking for Ridesharers
- Flex Time Schedules
- Rideshare Matching Services
- Guaranteed Ride Home
- Transit Information Center
- Personalized Commute Assistance

Direct Strategies

The Direct Strategies are the incentives given to employees to Rideshare. It is important for the ETC to document all Rideshare services provided to employees at the worksite. These Direct Strategies include:

- Auto Services
- Parking Charge and Subsidies
- Bicycle Program
- Points Program
- Carpool Program
- Prize Drawings
- Compressed Work Week
- Start-up Incentives
- Direct Financial Awards
- Telework
- Discounted or Free Meals
- Time Off with Pay
- Employee Clean Vehicle Purchases
- Transit Subsidy
- Gift Certificates
- Vanpool Program
- Off Peak Rideshare Program

Each of the above Direct Strategies can be implemented by the worksite ETC. However, the worksite or department is responsible for funding the incentives identified. The key to success is to select and implement Direct Strategies that are attainable and can be implemented.

Some of the Direct Strategies are defined below for ease of implementation. All other Direct Strategies can be found in Appendix F – Rule 2202.

- **Carpooling** – A vehicle occupied by two to six people traveling together between their residences and worksites or destinations for the majority (over 50 percent) of the total trip distance.
- **Vanpooling** - A vehicle occupied by seven to 12 people traveling together between their residences and their worksites or destinations for the majority (over 50 percent) of the total trip.

Definition of Carpoolers/Vanpoolers

Employees (can be with various employers), as well as non-employed passengers (i.e., students, children, etc.), are included within this definition as long as they are in the vehicle for the majority (over 50 percent) of the total trip distance.

Example: An employee travels 60 miles to worksite but at 35 miles the employee drops their child off at day care. Since 35 miles is over 50 percent of the total trip distance, this is a carpool.

Public Transit

This includes Metro Rail, Metrolink and buses as an alternative to driving to work by car.

Rideshare Partnerships

- **Regional Rideshare Cluster Groups** – A “Cluster” is a regional group of County departmental facilities within a five mile distance who can collaborate on rideshare strategies. Cluster groups can increase the availability of carpool and vanpool opportunities for employees. Worksite ETCs are encouraged to combine rideshare efforts with other County worksite ETCs.
- **City/County Partnerships** – ETCs should explore possible rideshare partnerships with City agencies targeting County employees living or working within City boundaries. Vanpool and carpool opportunities can be greatly increased by widening the Ridematch search.
- **Public/Private Partnerships** – Along with government partners, ETCs can seek out possible large private companies in the area that also might be interested in combining efforts.

Guaranteed Ride Home

In an effort to encourage more Ridesharers and ease concerns of being stranded due to work duties or other emergencies, the County has implemented a Guaranteed Ride Home Program. For emergencies only, the Guaranteed Ride Home Program ensures that Ridesharers have a guaranteed trip home from work. ETCs should market the Guaranteed Ride Home Program to employees at the worksite so they are aware of the available options to get home from work in

case of an emergency. See Section 5 Employee Rideshare Services and Attachment VI Guaranteed Ride Home Policy.

Telework

Telework, defined as working at a location other than the conventional office, is an integral part of the County's overall compliance with SCAQMD Rule 2202. Telework is a management option which is voluntary for both the supervisor and the employee. Telework employees must comply with all County Telework Policies, Standards and Procedures related to a safe and secure work environment and accessibility during "core" working hours.

Employee salaries and benefits will not be changed as a result of participation in the County Telework Program.

Employees must sign a Telework Agreement stating the employer and employee responsibilities. Because Telework is voluntary for both the supervisor and employee, the Telework Agreement can be cancelled at any time by the Teleworker or the employee's supervisor (Telemanager).

The provision of Telework equipment, such as a computer, calling card, cell phone, or pager is available only if approved by the department in advance of the Telework assignment.

ETC's at regulated sites are required to keep records on Teleworkers at the worksite, including the number of Teleworkers, how often they Telework per week, training status of Teleworkers and Telemanagers, and the type of assignments completed by Teleworkers.

Telework Training

A certified trainer hired by the Chief Executive Office conducts all Telework Trainings for new and potential Teleworkers and Telemanagers. All County teleworkers must be certified at a Telework Training prior to program participation. After receiving initial certification, Teleworkers and Telemanagers are required to complete a refresher training course every two years. Telework training is available and can be scheduled through the CEO Office of Workplace Programs.

SECTION 4: PROGRAM PROCEDURES

Except for establishing Rideshare Partnerships or working with transportation agencies to participate in a mandated Rideshare Event as part of a direct strategy in the ECRP Plan, ETC's should not answer any questions to an outside agency (other than SCAQMD). Any information requested by an outside agency must be referred to the CEO Office of Workplace Programs. If the SCAQMD contacts you, please answer only the questions that are asked, and contact the CETC immediately after the communication.

ETC Training

A mandatory eight hour SCAQMD certified training course must be successfully completed by all appointed ETCs responsible for implementation of SCAQMD Rule 2202 at a worksite with over 250 employees. This certificate is required before implementing any Rideshare Program at a regulated site and when submitting the annual ECRP Plan to the CEO. The required ETC training covers the following:

- Rule 2202 guidelines, criteria and implementation;
- How to prepare and implement an air quality program;
- Information on calculating work site AVR;
- How to market a Rideshare Program.

ETC trainings are scheduled through the SCAQMD at <http://www.aqmd.gov/trans/training.html>. Payment and class information is available at this website.

ETC Changes

During a plan year ETCs may change due to a site's resource needs and a new person is designated to take over Rideshare responsibilities. When there is a change in the ETC at the worksite, the following must be done immediately:

1. Contact the Countywide Employee Transportation Coordinator (CETC)
2. Process a memo signed by the highest ranking official at the site detailing the ETC change. Please note that reasons for the change do not have to be included in the memo.
3. The memo must indicate who has been replaced, who is replacing the previous ETC, the date this was effective and the date the new ETC will be attending the SCAQMD certified ETC training course
4. Place the words, "Noted and Approved" and a signature line with the name of the Workplace Programs Director under the signature line. (Please see Sample Memo regarding change in ETC – Attachment X)

The fees for the training of the new ETC are paid by the site or department. The check must be received by the SCAQMD prior to the date of training. If the check must be taken by the trainee, please alert the CETC so he can notify the SCAQMD. Please contact the SCAQMD if you are unable to attend a training and payment has already been made.

Annual Timeline Rule 2202 Plan Submissions

COUNTY TRIP REDUCTION PROGRAM ANNUAL ACTIVITY TIMELINE

TASK OR EVENT	TARGET DUE DATE
CEO memo on mandatory survey mailed to Department Heads.	July 1
Countywide AVR Survey Workshop for ETCs	Held June-July for each Department
<p>Survey Week Options (Suggest distributing survey forms on Thursday of Survey Week.)</p> <p>Note: <u>Survey will not be valid if Survey week includes a “Holiday” or if held during California Rideshare Week</u></p>	<p>Last week of July Week 1 - August Week 2 – August Week 3 – August Week 4 – August Week 5 – August</p>
<p>Collect, Correct and Review AVR Surveys Must have at minimum a 60% response rate! (A 90% response level avoids penalties)</p>	Must be completed within a two-week time frame
<p>Submit AVR Surveys to MTA (Reservation form should be faxed four weeks prior to conducting survey. Not submitting surveys by date indicated will result in processing delays.)</p>	End of Week 2 in August through end of September
<p>Return of Surveys from MTA (MTA will fax your AVR results within 12 business days of receipt of surveys.)</p>	Week 1 of September through Week 2 of October
Celebrate Southern California Rideshare Week	First Week In October
Complete Required Submission of Annual ECRP Plan	End of October
Post 30-Day Employee Notice	November 1
Departments submit <u>signed</u> Plans to CEO	November 1
CEO submit required Plans to SCAQMD	December 1
CEO conducts Final Status Review of ECRP Implementation	December 2 – 30

Department Head Memo from the Chief Executive Office

The CEO memo is sent annually to remind ETCs and all Los Angeles County employees that the Average Vehicle Ridership survey is mandatory. It also details some of the procedural and regulatory matters that pertain to the survey. Since all regulated sites will be submitting a good faith effort in the form of an Employee Commute Reduction Plan, the AVR survey is a part of that process. Metro Commute Services processes all surveys submitted electronically by ETCs at no charge. Otherwise, ETCs are required to compute the results of the surveys themselves.

Annual AVR Survey and Reports

All County work sites with over 100 employees are required by County ordinance to conduct an AVR survey. ETC's will receive a copy of the CEO memo to Department Heads directing worksites to conduct the survey (See Appendix for CEO Memo to Department Heads). Only work sites with over 250 employees are required to survey and submit an Annual Survey Analysis to the SCAQMD. **ETCs must ensure an accurate employee count from payroll or human resources prior to the survey.** The AVR survey process must adhere to the following:

- The survey must be taken over five consecutive workdays, Monday through Friday.
- Survey data is collected for employees arriving to the worksite between 6 a.m. and 10 a.m. during the survey week. These are called “in the window” employees or the “in the window count.”
- Employees cannot be given a “heads up” about the survey week.
- Surveys are invalid if only 59 percent of the eligible employees respond.
- For best results, ETC should submit just over a 90 percent survey response rate. Any response rate under 90 percent will incur a penalty for non-responses which negatively impacts the AVR calculation results.
- Survey forms must be reviewed for accuracy.
- Survey forms must be two-sided and head-to-head.
- Survey forms must be submitted to MTA for AVR calculation, based on an approved submission schedule.
- AVR survey forms and reports are returned to ETCs and stored in on-site files.
- AVR survey reports, for work sites with 250 employees or more, are received from MTA's Commute Services for use by ETC in completing the annual Employee Commute Reduction Plan due to South Coast Air Quality Management District on December 1.

Los Angeles County Documentation Requirements

All ECRP strategies must be documented. Evidence of implementation must be included in the ECRP Binder. A separate ECRP Binder for each Plan Year is strongly recommended for the storage and filing of all Rideshare documentation. Failure to document is cause for non-compliance of Rule 2202.

Be sure to include documentation for the ECRP strategies in the Plan Year only. More than one Binder can be used for any one year if necessary. A minimum of three years of Rideshare documentation is required under SCAQMD's Rule 2202. It is highly recommended that the ECRP Binder for each Plan Year be organized in the same order as the items in the Countywide Worksite Audit Form (Attachment V). This Audit Form is used by the SCAQMD to conduct audits at regulated sites and it is recommended that the ECRP Binders be organized based on the Audit Form.

The Binder Sections should be as shown below:

Title of Binder should be, "(Plan Year) Rideshare Information and Documentation"

- Section 1
 - a. Stamped-Approved copy ECRP Plan
 - i. Failure to have this in your rideshare documentation can be cause for an immediate Notice of Violation (see Notice of Violation below)
- Section 2
 - a. Marketing Strategies
 - i. Strategy 1
 - ii. Strategy 2
 - iii. Strategy 3
 - iv. Strategy 4
 - v. Strategy 5
 - b. Basic Support Strategies
 - i. Strategy 1
 - ii. Strategy 2
 - iii. Strategy 3
 - iv. Strategy 4
 - v. Strategy 5
 - c. Direct Strategies
 - i. Strategy 1
 - ii. Strategy 2
 - iii. Strategy 3
 - iv. Strategy 4
 - v. Strategy 5
- Section 3
 - vi. Email Correspondence
- Section 4
 - vii. Outside Agency newsletters and information
 - viii. Miscellaneous Rideshare information and documentation

Once the ECRP Binder is properly organized and complete, keeping up with the documentation is simple. All that is required is to fill in the appropriate strategy or section.

SCAQMD Rule 2202 Annual Report

An annual ECRP is submitted to the SCAQMD and is known as the Employee Commute Reduction Plan or Rideshare Plan. ETCs must implement all strategies in the ECRP Plan in order to stay in compliance with the SCAQMD Rule 2202. Unregulated sites (249 or less employees) are not required to file a Plan with the SCAQMD unless directed to do so. All regulated sites (250 or more employees) must file an annual ECRP Plan with the SCAQMD.

The ECRP Plan is a good faith effort and success is measured by whether or not a strategy has been implemented on a continuous basis. The ECRP Plan is developed by the ETC and is specific to the ETC's worksite or facility. The ETC completes the AVR survey and uses the AVR score to determine if the plan needs strengthening and where the efforts to increase the AVR should be focused. Worksites with low or declining AVRs must increase the number of Marketing, Basic Support and Direct Strategies until the AVR increases for three years.

SCAQMD Rule 2202 Filing Fees

The CEO Office of Workplace Programs funds routine annual filing fees for Annual ECRP Plans submitted to the CEO by the established deadline. All late ECRP Plan filing fees and any fees other than the routine annual fees paid by the CEO will be funded by the worksite or department. Costs paid by the worksite or department includes: ECRP offset fees, Air Quality Improvement Program (AQIP) fees, and direct strategy implementation costs or expenses.

SCAQMD Rule 2202 Records Maintenance

Worksite ETC's must keep for a period of three years from program approval detailed records of documents that verify the AVR calculation, including surveys and AVR reports.

Worksite ETC's must keep for three years from program approval records that verify **all** Strategies in the ECRP Plan have been marketed, implemented and made available to employees.

Worksite ETC's must submit a copy of the Triennial Plan or Annual Analysis Report and MTA AVR survey data report to the CEO Office of Workplace Programs (WPP). WPP will include these in Countywide central files maintained for SCAQMD Rule 2202.

Rideshare Events

The following is required of any Rideshare Event coordinated by a worksite ETC:

1. A log of all Rideshare Event participants signed by all employees attending the Rideshare Event and included in the ECRP Binder.
2. Pictures with a date stamp must be taken and included in the ECRP Binder.
3. If date stamp is not on pictures, at least one picture of an employee with the flyer advertising the event must be taken and the date of the event must be readable.
4. Worksite ETC's must also be in at least one of the pictures with employees attending the Rideshare Event.

Pizza Party

A three month process must be followed for the Pizza Party Strategy to be valid and accepted by the SCAQMD. Please use the following schedule for all mandated Pizza Party Strategies:

Month 1

1. The ETC must select a date for the event, ensure that a location is available, and document that the location has been reserved.
2. Advertise the Pizza Party event using a flyer or notice and file it in the Rideshare Binder. E-mail the flyer to employees and post it on the Rideshare Bulletin Board.
3. Plan for other items, such as refreshments.

Month 2

1. Have eligible employees who qualify for the Pizza Party sign the Commitment Form (Pledge) to Rideshare.

Month 3

1. Submit to the CEO a request for funding of the pizzas at least 2 weeks in advance of using the Pizza request form.
2. Collect signatures of employees who have fulfilled their pledge to Rideshare on the confirmation section of the Commitment Form. This can be done either before the day of the Pizza Party or at the door of the Pizza Party.
3. Hold Pizza Party luncheon. Take pictures and provide documentation for verification.

Prize Drawings

If your ECRP Plan requires direct financial incentives to employees in the form of gift baskets, prizes drawings, or gift cards, the ETC must maintain detailed, accurate records. Note the signature of the recipient, date, type of prize received, the amount or value of the prize received, and photographs of the winners and prizes. Documenting financial incentives is important.

Workplace Connection Newsletter

The Workplace Connection satisfies the Newsletter strategy in the Marketing Section of the ECRP plan. There must be a set in your current year Rideshare Binder. All previous year binders up to three years must have a complete set of Newsletters in them for that Plan Year. Distributed bi-monthly by the CEO, the Workplace Connection is dedicated to ridesharing, clean air issues and other workplace programs. Articles range from program and event updates on transportation agencies, articles from SCAQMD, ETC Spotlights and promotional events within the County. ETC's suggestions for possible articles are welcome and should be sent to the CEO's Office of Workplace Programs.

County Digest

The monthly publication of the County Digest has a "Rideshare Corner" which includes articles and information to promote Ridesharing in the County. This countywide newsletter also satisfies the Newsletter strategy in the Marketing Section of the ECRP Plan. Please keep a current set of County Digest publications in the current year Rideshare Binder.

For all other documentation issues, please contact your Countywide Employee Transportation Coordinator.

SCAQMD Rule 2202 Worksite Audit

Regulated worksites may be audited by SCAQMD staff at any time without notice. Therefore, it is important that the ECRP Binders and AVR survey information is organized and kept in a central location. Please contact your Countywide Employee Transportation Coordinator (CETC) immediately after an SCAQMD audit. SCAQMD audits focus on implementing strategies including, but not limited to, Marketing, Basic and Support, and Direct Strategies. The SCAQMD can audit up to three Plan Years so please keep all three ECRP Binders organized and up to date.

Other aspects of a site audit may include the employee count and the site's physical compliance with SCAQMD rules, including the presence of diesel equipment and fleet vehicle information. SCAQMD Rule 2202 ECRP Plan documents, AVR survey forms and all rideshare program files may be audited. ETCs are responsible for maintaining current and accurate Rideshare Program files, AVR survey files and marketing files.

Although AVR survey forms are considered confidential, the SCAQMD auditor may request to review these documents for verification that the survey was conducted properly. If an SCAQMD inspector requests to review the AVR surveys, provide the documents to the inspector and contact the CETC immediately.

Your CETC or County Transportation Program Manager may perform an informal audit of your site to ensure the site is in compliance with Rule 2202. This audit may be more detailed than an SCAQMD audit to ensure compliance to prevent the possibility of fines and sanctions. A sample CEO audit form is included in Attachment 5. Please use the sample audit form to organize your ECRP Binders and as a guide to prepare you for informal and formal inspections.

SCAQMD Notice to Comply/Notice of Violation

If your worksite is found non-compliant with Rule 2202, you will be issued a citation, noting a 30-day period for remedies to bring your worksite into compliance. If worksites do not correct and respond to the SCAQMD within the stated timeframe, a Notice of Violation will be issued by the SCAQMD. This Notice of Violation can result in monetary fines, mandatory implementation of identified rideshare strategies or financial incentives that will be paid by the worksite or department. Any fines, penalties or fees that are levied against the County for non-compliance of Rule 2202 will be paid for by the regulated site or department which received the Notice of Violation.

SECTION 5: EMPLOYEE RIDESHARE SERVICES

- **Guaranteed Ride Home** – A Basic Support Strategy in the ECRP plan, the Guaranteed Ride Home service provides an emergency ride home for employees who carpool, vanpool or take public transit on a day that they require transportation services. Use of the program is limited to emergency situations only. Emergency circumstances include illness, injury, unplanned overtime, personal or family crisis and situations when a carpool driver has to leave the worksite.

County policy supports regional air quality enhancement and traffic mitigation by encouraging employees to rideshare (carpool, vanpool and public transit) when commuting to and from work. In support of these goals, a guaranteed ride home program for employees who rideshare by using carpools, vanpools or public transit is encouraged. Please market this important guarantee to all Ridesharers and potential Ridesharers. If employees are aware of the Guaranteed Ride Home Program, they are more likely to consider Ridesharing.

As a commuting incentive supporting the SCAQMD's Rule 2202, five guaranteed ride home options are available to employees, based upon management priorities and commuting distance:

1. Co-worker Assistance
2. Public Transit
3. Taxi Service
4. Short-term Auto Rental
5. County Vehicle

If the trip is required as a result of personal or family emergency, the department cost of the trip may be paid out of petty cash and reimbursed through the CEO's Guaranteed Ride Home Fund. Proper authority is required to authorize payments. Receipts are essential.

- **Ride Matching Services** – Identifies potential rideshare matches for interested employees. By using an in-house data base, MTA's web site or by calling 1-800-Commute, ETC's can provide ridematching services through five sources which will help employees find potential rideshare partners who live in their neighborhood area:

1. **Annual Ride Guide** – Employees can request a personalized Ride Guide when completing the County's annual Rideshare Survey or submit a special request for one.
2. **Special Request Ride Guide** – Employees can also submit a special request to MTA and receive a Ride Guide anytime during the year.
3. **MTA Ridematch AVR/Zip Code Directory** – ETC's receive a work site directory listing employees by zip code and work schedules after the Annual Survey is completed.
4. **MTA's Website** – ETC's can direct employees to the MTA's website at www.mta.net to find possible regional ridematching options, including non-County ridesharers.

5. **1-800-Commute** - ETC's can direct employees to 1-800-COMMUTE to find possible regional ridematching partners, including non-County ridesharers.

- **Annual Ride Guide** – Provides an excellent informational tool for existing and potential ridesharers. The Ride Guide is a commute planner that informs employees on possible carpool and vanpool matches in your area, nearest park and ride lots, transit information, and personalized commuter information, which includes a carpool lane map, benefits and amenities at the work site, and statistical information on the individuals drive alone commute. Ride Guides are sent by MTA to ETC's for distribution as part of the post survey process.
- **Metro Rewards** – Provides a great incentive program for ridesharers and potential ridesharers. This program rewards employees who have been ridesharing for a minimum of eight times per month for the past three consecutive months by offering a restaurant gift certificate to a restaurant of the recipient's choice. Metro Rewards application excel spreadsheet and Process Description and Q & A for Commuters is in Attachment 7. Electronic copies can be obtained by contacting the CETC.

New Metro Rewards members will be entered into a one-time drawing, for the month they enroll, for a \$100 gift certificate from one of the participating companies. All Metro Rewards members will automatically be entered into ongoing quarterly drawings for \$100 gift certificates. Metro Rewards is funded by the MTA.

- **Independent Vanpool Referral Services** – ETC's should assist employees looking for a vanpool by referring them to independent vanpool drivers and representatives. ETC's should keep a list of existing vanpools at their work site.

ETC's can also refer employees to the following vanpool service companies:

VPSI Vanpools – www.vanpoolusa.com (818) 727-2050

Enterprise Vanpools – www.vanpool.com (714) 507-4419

- **CEO Workplace Programs Rideshare Web Page** – Located at <http://ceo.lacounty.gov/wpp/rideshare.htm>, has information on carpooling, vanpooling, public transit, light rail, Metrolink, Telework and more.

SECTION 6: MARKETING AND PROMOTION

• Calendar of Rideshare Promotional Themes by Month

<p>JANUARY</p> <p>“Carpool Month”</p> <p><i>New Year’s Day Make a Resolution to Aggressively Promote Ridesharing</i></p> <p><i>Develop Rideshare Action Plan for work site. Create Rideshare Binder for new Plan Year</i></p>	<p>FEBRUARY</p> <p>“Vanpool Month”</p> <p><i>Update Rideshare files with Stamped approved plan if received by this month.</i></p>	<p>MARCH</p> <p>“Walking Month”</p> <p><i>Teleworker Appreciation Week is First Full Week of the month</i></p> <p><i>Spring ETC Network Workshop Scheduled by the CEO, Office of Workplace Programs</i></p>
<p>APRIL</p> <p>“Metrolink Month”</p> <p><i>Remember to Change your Clock and Spring Forward for Daylight Savings Time - Then call a fellow ETC and set up a Networking Meeting</i></p> <p><i>Promote “Foot Power” to drive alone commuters and participate together in the March of Dimes annual Walk America event.</i></p>	<p>MAY</p> <p>“Bicycle Month”</p> <p><i>National Bike Month. California Bike to Work Week, usually scheduled prior to Memorial Day Weekend. Bike to Work Day is normally scheduled on Thursday of Bike to Work Week</i></p> <p><i>MTA’s Annual Diamond Awards</i></p>	<p>JUNE</p> <p>“Ride the Bus Month”</p> <p><i>Summer begins this month, what a great time to schedule a “Meet and Greet” zip code Ridematch meeting</i></p>
<p>JULY</p> <p>“Telework Month”</p> <p><i>ETC Annual Rule 2202/Survey Workshop scheduled by the CEO, Office of Workplace Programs</i></p>	<p>AUGUST</p> <p>“Park and Ride Month”</p> <p><i>EZ Pass Anniversary is on the 25 – the Pass makes it easier to ride public transit. Encourage employees to buy the EZ Pass and support the County’s Clean Air efforts Begin preparing for Rideshare Week in October</i></p>	<p>SEPTEMBER</p> <p>“Ride the Light Rail Month”</p> <p><i>Promote “Ride the Metrolink to L.A. County Fair”</i></p> <p><i>Reminder: Last week to Survey is the 3rd Week of September</i></p>
<p>OCTOBER</p> <p>“Rideshare Month”</p> <p><i>Rideshare Month – Rideshare Week is the first full week of the month. Host a Rideshare Fair. Remind employees that ridesharing is a great way to commute</i></p> <p><i>SCAQMD Clean Air Awards</i></p>	<p>NOVEMBER</p> <p>“Get a Ridematch Month”</p> <p><i>Rule 2202 Plans are due to the CEO during first week of November</i></p> <p><i>A month for giving thanks and a month to remind employees that Ridesharing reduces stress – especially during the holidays</i></p>	<p>DECEMBER</p> <p>“Drive Safely Month”</p> <p><i>Enjoy the holidays and send a “Thank You” E-Mail to Ridesharing Employees</i></p> <p><i>Send copies of survey report to CEO, Workplace Programs</i></p> <p><i>Promote Metrolink’s Holiday Express.</i></p>

- **Workplace Connections Newsletter** – The Work Place Connections Newsletter can be obtained at any time from <http://ceo.lacounty.gov/wpp/wc.htm>. This newsletter is an essential part of the Rideshare documentation and the current year’s worth of newsletters must be in the current ECRP Binder under its own section within the Marketing portion of the binder. Previous year’s newsletters must be in the corresponding binders as well.
- **Departmental Newsletter and Intranet** – Promote rideshare awareness using newsletters/intranet promoting ridematching services and other incentives that site offers, (i.e., preferred parking, child care services).
- **Rideshare Brochures** – Contains information on ridesharing and is good to include in new employee orientation packages. These brochures are provided by the CEO’s Office of Workplace Programs.
- **Rideshare Fairs** – Invite local transportation agencies to educate and sponsor incentives for employees who use alternative modes of transportation and provide transportation information to employees.
- **Rideshare Events and Special Offers** – Promote events and special offers as part of the ETC’s on-going service to employees. The ETC should use promotional flyers, e-mail blasts, bulletin boards, and internal newsletters to alert employees on events of interest, like:
 - Southern California Rideshare Week
 - Metrolink’s Holiday Express Trains
 - Bike to Work Day
 - Metrolink to the L.A. County Fair
 - MTA News (Free Rides on the Pasadena Gold Line)
 - And any other promotions from the various transportation agencies.

ETC’s should routinely check the transportation links listed on the CEO Rideshare webpage at <http://ceo.lacounty.gov/wpp/rideshare.htm> to find events and special offers.

L.A. County Rideshare ETC Network Directory

SCAQMD Rule 2202 requires that County department work sites with over 250 employees appoint an on-site Employee Transportation Coordinator. The role of the ETC is defined on page 1.

See Attachment XI for the ETC Network Directory.

To receive a current directory of ETCs, please contact the Countywide Employee Transportation Coordinator (CETC).

Communication Strategies

These are many ways an ETC can “get the word out” about Rideshare information, alerts for commuters on specific commute modes, and other general information regarding Ridesharing.

- **Intranet Websites** – Through the CEO’s website, employees can access the County’s Rideshare web page at <http://ceo.lacounty.gov/wpp/rideshare.htm> and find information and links covering all of their ridesharing needs.

ETCs are also encouraged to use their department’s web site to promote ridesharing. This is a valuable tool to keep employees updated on the department’s rideshare program.

- **L.A. County Rideshare Brochure** - Information on ridesharing can be found in this easy to use brochure. The brochure is a great tool for educating employees on ridesharing and should be included in new employee orientation packages. These brochures are provided by the CEO, Office of Workplace Programs and can be accessed on-line by visiting the CEO Rideshare Webpage.
- **Bulletin Boards** – Please keep your Rideshare Bulletin Boards up to date with Rideshare information. Information about all Direct Strategies in the ECRP Plan must be included on the Rideshare Bulletin Boards. Your contact information should be included on the Bulletin Board in case employees have questions about Rideshare options. The Guaranteed Ride Home Program should also be advertised on the Bulletin Boards to inform employees about options.
- **Newsletters** – Rideshare information is promoted in the County Digest and Workplace Connection distributed Countywide to all employees. ETC’s are also encouraged to actively promote ridesharing in their department newsletters, featuring ridesharing employees, on-site services and rideshare fairs.
- **Electronic Communication** – Along with internal newsletters, ETC’s should routinely use E-Communication as part of rideshare promotions. E-mails, Web blasts, and Electronic Message Boards are excellent tools to mass promote a rideshare message.

When employees are aware of rideshare options, they are more likely to try Ridesharing. Please use as many of the communication strategies as possible to spread the Rideshare message. Adding just 10 Ridesharers per year at the worksite can increase your AVR significantly.

SECTION 7: INFORMATION RESOURCES

- **WPP Rideshare Web Page**<http://ceo.lacounty.gov/wpp/rideshare.htm>
- **South Coast Air Quality Management District**.....www.aqmd.gov
- **Transportation Agencies**
 - Metropolitan Transportation Authority.....www.mta.net
 - Metrolinkwww.metrolinktrains.com
 - VPSI Vanpools www.vanpoolusa.com
 - Enterprise Vanpools www.vanpool.com

SECTION 8: POLICIES, REPORTS AND SAMPLE FORMS

- Trip Reduction Policy 5.90Attachment I

**Note: County Trip Reduction Policy 5.90 is currently being amended to delete obsolete information, including replacing SCAQMD Regulation XV with SCAQMD Rule 2202 and replacing CAO with CEO.

Chapter 5.90 VEHICLE TRIP REDUCTION--RIDESHARING

[5.90.010 General.](#)

[5.90.020 Definitions.](#)

[5.90.030 Increase in average vehicle ridership.](#)

[5.90.040 Procedural requirements for plan.](#)

[5.90.050 Exemption from SCAQMD Regulation XV.](#)

5.90.010 General.

This chapter sets forth the actions department heads which supervise county employees at any county worksite of one hundred or more employees must take to promote county employee participation in trip reduction and ridesharing programs. These programs are intended to reduce traffic congestion and air emissions from vehicles used for commuting between home and the worksite. This chapter also is intended to establish requirements at least as effective as Regulation XV of the South Coast Air Quality Management District in increasing AVR at county worksites. (Ord. 90-0042 § 1 (part), 1990.)

5.90.020 Definitions.

For the purpose of this chapter, the following definitions apply:

- A. "Alternate transportation" means the use of non-motor vehicle modes of transportation. Walking and bicycling are examples.
- B. "Average Vehicle Ridership (AVR)" means the figure derived by dividing the employee population at a given worksite that reports to work weekdays between 6:00 a.m. and 10:00 a.m. by the number of vehicles* driven by these employees commuting from home to the worksite during these hours. AVR may be calculated using weekly or biweekly averaging periods. The applicable employee population is multiplied by the number of weekdays in the selected averaging period, then divided by the total number of vehicles driven by these employees to the worksite during the same period.
- C. "Central City Area (CCA)" means the Los Angeles City area bounded as described below:
 1. By the Santa Monica Freeway (Route 10) from Union Avenue to Alameda Street;
 2. Alameda Street from the Santa Monica Freeway to Sunset Boulevard;
 3. Sunset Boulevard from Alameda Street to the Harbor Freeway (Route 110);
 4. The Harbor Freeway from Sunset Boulevard to the Hollywood Freeway (Route 101);
 5. The Hollywood Freeway to Temple Street;
 6. Temple Street from Belmont Avenue to Union Avenue; and
 7. Union Avenue from Temple Street to the Santa Monica Freeway.
- D. "CAO" means the Chief Administrative Officer of the county of Los Angeles.
- E. "Department head" means a person formally designated as an acting department head, the employee who has the highest classification in a department which has no regularly appointed department head or designated acting department head, as well as regularly appointed department heads.
- F. "Employee" means any person employed by the county.

G. "Ridesharing" means the cooperative effort of two or more people traveling together. Utilization of carpools, vanpools, buspools, taxipools, trains and public transit are all methods of ridesharing.

H. "Ridesharing and trip reduction incentives" mean inducements offered to individuals to encourage ridesharing and trip reduction. Examples of incentives are included in Section 5.90.030 (d).

I. "Source/receptor areas" means areas established by the South Coast Air Quality Management District based on air monitoring and geographical and meteorological factors. A source area is that area in which air contaminants are discharged. A receptor area is an area in which the contaminants accumulate and are measured. An area can be a source area, a receptor area, or both. The map in Exhibit 5.90.030 shows the source/receptor areas established by the district.

J. "Trained transportation coordinator" means a person who has completed a training program in transportation management approved by the South Coast Air Quality Management District's Trip Reduction Training Coordinator Advisory Committee or who can demonstrate experience equivalent to that covered in an approved transportation management program. The training program must include, but need not be limited to: review of available commuter matching resources and services, detailed explanation of the eligible activities listed in Section 5.90.030 (d), explanation of the relationship between transportation management and air quality, and guidance in developing a trip reduction plan. The CAO will provide a list of training programs developed by the Trip Reduction Training Coordinator Advisory Committee to each department head subject to the ordinance codified in this chapter.

K. "Worksite" means a building or grouping of buildings located within the county which are in actual physical contact or separated solely by a private or public roadway or other private or public right-of-way, which is owned or operated by the county, and which is the location of employment of one hundred or more employees. (Ord. 90-0042 § 1 (part), 1990.)

* Vehicles counted shall exclude bicycles, transit vehicles, buses serving multiple worksites and cars stopping en route to other worksites. District-approved low pollution vehicles shall also be excluded.

5.90.030 Increase in average vehicle ridership.

A. Within ninety days of the effective date of the ordinance codified in this chapter, the CAO shall prepare a trip reduction plan ("Plan") applicable to each department head who supervises employees at a worksite which shall meet the requirements of this chapter.

B. The Plan must specify the measures the department head will take to achieve the specified Average Vehicle Ridership (AVR) for employee vehicles subject to the ordinance. District AVR targets are:

1. 1.75 AVR in the Central City Area of Source Receptor Area 1;
2. 1.5 AVR in Source Receptor Areas 1 (excluding the Central City Area), 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, 19, 20, 21, 22, 23, 32, 33, 34 and 35;
3. 1.3 AVR in Source Receptor Areas 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 36, 37, 38, 39 and 40. (See Exhibit 5.90.030 for locations of specific source/receptor areas.)

C. The Plan shall be prepared by a trained transportation coordinator and shall include:

1. Designation of a trained transportation coordinator responsible for implementation of the plan.
2. An inventory of current measures used by the department head intended to achieve increases in Average Vehicle Ridership.
3. A verifiable estimate of the existing Average Vehicle Ridership at the worksite, as defined in

Section 5.90.020B. In the case of multiple worksites in close proximity although separated by more than one right-of-way, a single plan may be prepared for all worksites.

4. A list of specific incentives the department head will undertake which can reasonably be expected to lead to achievement of the target AVR level within twelve months of plan approval.

D. Increasing AVR may be achieved by, but is not limited to the following:

1. Direct financial incentives for ridesharing;
2. Establishment of carpool, buspool or vanpool programs;
3. Partial or full subsidization of parking for ridesharing employees;
4. Full or partial subsidization of carpools, vanpools, buspools, shuttles or use of public transit;
5. Provision of an allowance for employees to utilize company-owned fleet vehicles for ridesharing purposes;
6. Preferential parking for vehicles used for ridesharing;
7. Facility improvements which provide preferential access and/or egress for ridesharing employees;
8. Facility improvements to encourage use of bicycles;
9. Active use of a computerized rideshare matching service such as Commuter Computer or Orange County Transit District Commuter Ridesharing Matching Services, or an effective in-house rideshare matching service;
10. Compressed work weeks such as a 4/40 or 9/80 work schedule where employees work forty hours in fewer than five days in one week or eighty hours in fewer than ten days in two weeks;
11. Flexible work hours that facilitate employee ridesharing;
12. Telecommuting or work at home. (Ord. 90-0042 § 1 (part), 1990.)

Editor's Note: Because of the size and/or complexity of the graphic set out in this section, it has been removed from this electronic database. This graphic can be found in the printed code currently on file in the clerk's office or in any recent printed version of the code.

5.90.040 Procedural requirements for plan.

A. The CAO must update the Plan annually based upon each department head's annual review and report.

B. Each department head must, on an annual basis, review its implementation of the Plan. The review shall focus on ridesharing and trip-reduction incentives offered by the department head. The review shall consist of a report to the CAO that:

1. Estimates AVR levels attained;
2. Verifies that the Plan incentives have been offered;
3. Describes use of those incentives offered by the department head;
4. Evaluates why the Plan did or did not work, and explains why proposed revisions to the plan are likely to achieve the AVR target levels;
5. Lists additional incentives which can reasonably be expected to correct deficiencies; and
6. Explains why the additional incentives are likely to result in achieving AVR target levels.

C. The CAO may perform follow-up audits on a selective basis. The CAO shall notify the department heads of the submittal deadline for the review and update.

D. The review and updated plan shall be prepared twelve months from the date of the initial plan preparation. (Ord. 90-0042 § 1 (part), 1990.)

5.90.050 Exemption from SCAQMD Regulation XV.

A. The CAO shall, within ten days of the effective date of the ordinance codified in this chapter, make written application to the Executive Officer of the South Coast Air Quality Management District for exemption from the district's Regulation XV, on the basis that the requirements of this chapter are at least as effective as the district's Regulation XV in increasing average vehicle ridership at county worksites.

B. In order to maintain the county's exemption from the district's Regulation XV, the CAO shall submit an annual report to the Executive Officer of the district describing the trip reduction incentives being offered by the county and the annual AVR levels achieved at the county's worksites. (Ord. 90-0042 § 1 (part), 1990.)

**Note: County Trip Reduction Policy 5.90 is currently being amended to delete obsolete information, including replacing SCAQMD Regulation XV with SCAQMD Rule 2202 and replacing CAO with CEO.

- Memo to Department Heads from CEO Attachment II

Sample



WILLIAM T. FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kerroff Hall Hall of Administration
550 West Temple Street, Room 713, Los Angeles, California 90012
(213) 874-1101
Info@ceox.countyofla.gov

July 19, 2011

To: All Department Heads
From: William T. Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MCINNA
First District
MARK R. DEY-THOMAS
Second District
ZEV YANOSIAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

MANDATORY EMPLOYEE AVR SURVEY BEGINS WEEK OF JULY 25, 2011

The County's Vehicle Trip Reduction Ordinance, County Code Chapter 5.90, requires an annual survey of employees on how they commute to work during a designated week. Beginning the week of July 25, 2011, County departments will conduct the Average Vehicle Ridership (AVR) survey.

The AVR survey is an integral component of the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare. It is also a requirement of the South Coast Air Quality Management District's (SCAQMD's) Rule 2202, which governs our ECRP. Worksites with more than 100 County employees must conduct the AVR survey during one of the following weeks--July 25, August 1, August 8, August 15, August 22, or August 30, 2011 (See Target Due Dates in Attachment).

We will use Metro's online program to calculate the survey results, which will determine each site's AVR. GEO Office of Workplace Programs staff and Metro transportation experts are currently meeting with County Employee Transportation Coordinators (ETCs) to review the survey process and procedures.

ETCs at County regulated worksites, consisting of 250 or more employees, will use the survey results to complete the annual ECRP plan, which is due to SCAQMD on December 1, 2011.

THE AVR SURVEY IS MANDATORY. With the exception of employees designated as temporary, seasonal, volunteer or field workers, **all** County employees must be surveyed if they report to the worksite between 6 a.m. and 10 a.m. Please make sure to verify and document your total number of employees and the number of employees arriving during this timeframe at each of your department's sites. An accurate employee count is necessary to ensure a valid and successful survey. Departments that do not validate the employee counts face the possibility of having the survey results rejected by SCAQMD.

"To Enrich Lives Through Effective And Caring Service"

Please Conserve Paper - This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only



Chief Executive Office
Office of Workplace Programs
500 W. Temple St.
Los Angeles, CA 90012

*Clean Air
Enriches Lives*

EMPLOYEE TRANSPORTATION COORDINATOR (ETC) FAQ SHEET

Information and Questions

- Q. What do I do if I have a general question about Rideshare, ECRP or my duties as an ETC?
- A. First, try to find the answer to your question in the ETC Manual. The Table of Contents has a list of topics included in the ETC Manual. The ETC Manual is designed to provide general information about ETC duties and responsibilities.
- Q. Who do I contact if I have a question on ETC duties or anything related to Rideshare and can't find the answer in the ETC Manual?
- A. Contact Eddie Washington, County Transportation Program Manager at (213) 974-1347 or ewashington@ceo.lacounty.gov, or Juan Arredondo, Countywide ETC at (213) 974-1182 or jarredondo@ceo.lacounty.gov.
- Q. How much time does it take per week to execute the strategies in my plan?
- A. Once you have completed all steps specified in your plan to date, it can take as little as an average of an hour to 4 hours per week to maintain a Rideshare program. But this is if you are organized.
- Q. If I receive correspondence from any outside agency, should I let Juan or Eddie know?
- A. Yes, as soon as possible. Please do not respond to correspondence or phone calls from outside agencies. Please refer all inquiries or contacts to Juan or Eddie.

Vanpools

- Q. If I want to get more information for an employee who wants to know more about Vanpooling, who can I contact?
- A. You can contact VPSI Vanpools at (818) 727-2050 or the Enterprise Vanpool Program at (714) 507-4419.

ECRP Plan and Plan Information

- Q. When is my Employee Commute Reduction Plan (ECRP) plan due to the CEO for review?
- A. Your plan, ETC certificate and Marketing Certificate, if applicable, are due to the CEO on November 1 for review. After documents are reviewed, they will be forwarded by the CEO to the SCAQMD on or before December 1.
- Q. How do I outline what to do for the new ECRP plan to stay in compliance with the AQMD?
- A. Read and become familiar with the contents of your plan. List all the strategies you are to execute and create a calendar with due dates and requirements to complete these tasks. If you need a calendar, contact Juan Arredondo.
- Q. What do I do if the Administrator or ETC at my site changes?
- A. Contact Juan Arredondo **as soon as the change(s) occur**. Prepare a letter on department letterhead advising the AQMD of the change. Please add a line "Noted and Approved" after the body and signature of the letter. Send this letter to jarredondo@ceo.lacounty.gov. **Please do not send ANYTHING to the AQMD.** All changes pertinent to your ECRP plan must be reported to the CEO first. The CEO will forward the information to the AQMD.

Personalized Commute Assistance and Ridematching

- Q. How do I help find a ride-match for my employees who request one?
- A. All ETCs have access to the Ridematch.info website and can add or match employees who are interested in Carpooling or Vanpooling. If you need your login information, please contact Juan Arredondo. You can also help employees by mapping out their commute using public transportation using Metro's Trip Planner. Metro's Trip Planner can be found at the following website: http://socialtransport.org/tm_pub_start.php.

Bulletin Boards and ETC Information

- Q. What kinds of things can go on my bulletin board?
- A. Your bulletin board must be updated monthly and should have all the Direct Strategies detailed in your plan. If you need blank flyers for any of the Direct Strategies, contact Juan Arredondo.
- Q. If I need to educate employees on who their ETC is, what is the best way to do that?
- A. All of the employees at your site should know who the ETC at their site is. If your employees have e-mail access, then sending an e-mail with an interesting subject line can do the trick. Flyers on bulletin boards also work. Some sites like to use the public address system to highlight Rideshare information and at regular staff meetings. Those are good starts, but you need to see what works best at your site.

Audits

- Q. What if the SCAQMD comes out to conduct an audit?
- A. Provide the inspector with all requested information and answer only the questions they ask. Do not offer any additional information other than what is asked. Contact the CETC immediately after the audit.

Please note that the CEO may conduct informal inspections from time to time to ensure the site is in compliance with Rule 2202. Please use your Audit Form to ensure your ECRP Binders are properly organized. All ECRP Strategies must be implemented and documented to pass an audit.

- Q. How long do I have to keep documentation of Rideshare activities?
- A. All documentation of Rideshare activities must be maintained for three years.
- Q. Do I have to keep records of the AVR survey information?
- A. Yes, AVR survey data must be maintained for three years.
- Q. How do I pass an audit?
- A. Use the Audit Checklist form as a guide to ensure you have all the required documentation in the ECRP Plan.

Rideshare Events

- Q. What are my responsibilities when conducting and wrapping up a Rideshare Event or Fair?
- A. A rideshare event or fair can be as simple as a table and transportation agency information such as bus schedules. You can also incentivize participation by holding opportunity drawings for people who show up. You need to have a sign-in sheet, the materials and literature you will be handing out and a camera to take pictures of the event. You will need to either date stamp the pictures using the camera's features or take a picture of the flyer for the event with someone holding the flyer. Then you file all documents and pictures in your rideshare binder. If prize drawings are given away, be sure to document this and have winners sign a log sheet for proof.
- Q. How do I conduct a Pizza Party?
- A. First, you must hold a pledge event two (2) months before the Pizza Party. At this event, all the employees who want to pledge to rideshare will fill out a pledge form (available from Juan) with the date of the pledge next their signature.

Next, employees fulfill their pledges by ridesharing in the month before the Pizza Party.

Once the commitment has been fulfilled, the employee returns to the ETC at a separate event or at the Pizza Party to sign the bottom portion of the pledge form confirming that they have fulfilled their commitment to rideshare. Then they are rewarded with a slice or two of pizza.

The Pizza Party is separate from a Rideshare Event. The Pizza Party is considered a Direct Strategy and the Rideshare Event is considered a Marketing Strategy.

Prize Drawings

- Q. My ECRP Plan includes \$200 in prize drawings. Who pays for this?
- A. The site or department funds the prize drawings.
- Q. My ECRP Plan includes \$100 worth of prize drawings but we only provided \$75 in prizes. What happens?
- A. Your site would be in violation of Rule 2202 and subject to fines and penalties which will raise the annual amount of required prize drawings in the future. Who pays for the prize drawings that are required by the ECRP Plan?

- Q. What if the regulated site has more than one County department located in the building. Does the lead department pay for the prize drawings?
- A. If there are multiple County departments at the site, the lead department responsible for implementing the Rideshare plan may request the other department's to pay an equal share of the prize drawings.

If you have any other questions about the County's Rideshare program, please contact Eddie Washington, County Transportation Program Manager at (213) 974-1347 or ewashington@ceo.lacounty.gov. You may also contact Juan Arredondo, Countywide ETC at (213) 974-1182 or jarredondo@ceo.lacounty.gov.

AVR Survey.....Attachment IV

Site name	Audit Date		ETC name and phone number
Site number	Audit Year		Comments
Audit Checklist	Yes	No	
Stamped Approved Copy of Current plan?			
Centralized place for files?			
Marketing Strategies			
Marketing Class			
Direct Communication			
Employer Newsletter			
Employer Rideshare Events			
Flyer/Announcements/Memo/Letter at least Quarterly			
Bulletins? (3 year retention)			
Newsletters? (3 year retention)			
New Hire Orientation			
Rideshare Bulletin Boards/Commuter Information Kiosk/Display properly?			
Bulletin Boards set-up properly?			
Rideshare Meetings/Focus Groups, At least Semi-annually			
Other Marketing Strategies			
Basic Strategies			
Commuter Choice Program			
Flex time schedules			
GRH			
Personalized Commute Assistance			
Preferential Parking			
Rideshare Matching			
Transit Information Center			
Other Basic Strategies			
Direct Strategies			
Auto Services			
Bicycle Program			
Carpool Program			
Compressed Workweek			
Direct Financial Rewards			
Discounted or Free Meals			
Employee Clean Vehicles Purchases (Gift Certificates)			
Off Peak Rideshare Program			
Parking Charge/subsidy			
Points program			
Prize Drawings			
Start-up Incentives			
Telecommuting			
Time off With Pay			
Transit Subsidy			
Vanpool Program			
Other Direct Strategies			

Guaranteed Ride Home Policy.....Attachment VI



County of Los Angeles Guaranteed Ride Home Program



GETTING YOU WHERE YOU NEED TO BE

County of Los Angeles

Guaranteed Ride Home Program



Tell me about the “County’s Guaranteed Ride Home Program”. This program helps employees who rideshare to work get to where they need to be in case of an emergency or illness. Use of the program is strictly reserved for employees that rideshare.

Once the employee arrives at the worksite and it is not possible for the employee to use their regular commute method, the employee should contact their manager. The manager will contact the site’s Employee Transportation Coordinator (ETC) for a Guaranteed Ride Home (GRH). The ETC will:

- Approve the best transportation method for the employee. For example, the method includes a coworker, bus, taxi or rental car. The ETC will document the reason for the use of the program by the employee in a memo or e-mail and submit it to the Rideshare Program or Countywide ETC.
- Have the employee fill out and sign the Waiver of Liability before the employee can use the GRH program.
- Fill out the Waiver of Liability, fill out a taxi voucher if using a taxi and give the employee a confirmation report form. The ETC will fill out the voucher and include:
 - The date;
 - The employee’s name, where the trip will start, and where the trip will end; and
 - ETC signature.
- Have the employee, upon reaching the destination, retain the pink copy and return it and the completed confirmation report form to the ETC. A copy of the confirmation report may be given to the employee’s manager if requested.
- Allow the department manager to determine the procedure used to acquire a rental car. The employee may rent the car and submit for reimbursement or the department or site may pay for the rental and submit for reimbursement. A letter to request reimbursement must be submitted to the Office of Workplace Programs and include the signed Waiver of Liability, completed Confirmation Report form, and rental agreement or any other documents verifying that a car was rented.
- Receive the original validated ticket if public transportation is used. The ETC will make a copy of the original validated ticket and send the ticket and a letter requesting reimbursement to the Chief Executive Office, Office of Workplace Programs. Monthly pass holders will not be reimbursed unless a method other than public transit is chosen or the transit schedule does not allow timely use of public transit.

The County’s Guaranteed Ride Home (GRH) Program was created to support employees who use public transportation, carpool, vanpool, ride a bicycle or walk instead of driving alone to and from work. For more information, contact your site’s Employee Transportation Coordinator.

County of Los Angeles Guaranteed Ride Home Program Policies and Procedures



POLICY

County policy (Chapter 5.90 Vehicle Trip Reduction - Ridesharing) supports regional air quality enhancement and traffic mitigation by encouraging County employees to rideshare when commuting to and from work. Use of the Guaranteed Ride Home is encouraged as a commuting incentive supporting the South Coast Air Quality Management District's Rule 2202. Five Guaranteed Ride Home options are available to employees based upon approval, management priorities and commuting distance. Before any method is approved, the employee must first fill out and sign the Waiver of Liability form. The transportation mode selected for the GRH must be researched and attempted in following order:

1. Coworker Assistance

An attempt must first be made to match the employee with another employee traveling in the same direction. Before using the other options allowed within the program below, an attempt must be made to arrange a ride with co-workers.

2. Public Transit

A ticket or cash to purchase a ticket must be made available to employees who normally carpool or vanpool. This may meet the employee's needs if time is not critical and bus, rail, or train service is convenient. Reimbursement may be requested if purchased by employee.

3. Taxi Service

A taxi voucher can be provided to employees who:

- are unable to drive due to illness;
- work unplanned overtime; or
- do not possess a valid driver's license

4. Short Term Auto Rental

Auto rental is a good option for employees who live 25 or more miles from the worksite.

5. County Vehicle

If County vehicles are available per department policy, management may make a vehicle available on an emergency basis.

If the trip is required as a result of a personal or family emergency, the departmental cost of a trip may be paid out of petty cash and reimbursed through the Guaranteed Ride Home Fund, CEO. Proper authority is required for the authorization of payments.

ELIGIBILITY

The Guaranteed Ride Home Program is open to all County employees who carpool, vanpool or take public transit on a day that they need transportation service on an emergency basis or for unplanned overtime. Use of the program is limited to emergency situations only. Emergency circumstances include: unplanned overtime; non-life threatening illness or injury; personal or family crisis; and situations when a carpool or vanpool driver has to leave and the rest of the vanpool participants need a ride home. Only one, one-way trip home or to the employees desired drop-off location must be provided per day per employee.

PROCEDURES

The steps below must be followed to receive Guaranteed Ride Home service:

1. The employee must first contact their immediate supervisor. The supervisor determines the need for the service.
2. The supervisor notifies the authorized departmental Guaranteed Ride Home Program Coordinator (usually the ETC) for instruction on how to proceed with the use of the GRH.
3. The Guaranteed Ride Home Program Coordinator determines the eligibility under the Program policies and procedures.
4. If the employee qualifies and is authorized to use taxi service or car rental, the Guaranteed Ride Home Program Coordinator requests the employee to immediately sign the Waiver of Liability (copy attached).
5. The Guaranteed Ride Home Program Coordinator issues a transportation voucher and confirmation report for the employee to fill out. The employee returns the confirmation report to the GRH Program Coordinator upon return to work.
6. The supervisor completes the top half of the transportation voucher.
7. If a bus token or ticket is authorized, it will be issued to the employee through procedures authorized by the department. The employee must return the completed Confirmation Report form to the GRH Program Coordinator.
8. When the employee lives further than 25 miles, it may be cost effective to use a car rental service. Employees may make the arrangements and submit a claim for reimbursement, or the department may establish a vendor purchase order with a car rental agency and submit for departmental reimbursement through the Guaranteed Ride Home Program Fund, CEO. Receipts must be submitted to the Office of Workplace Programs, Room B-1, Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012 Attention: Countywide Rideshare Coordinator.

9. The employee will telephone contacts shown on the voucher for taxi services and initiate arrangements. Estimated pickup time for taxi service may vary, but is reasonably quick.
10. The employee must provide the partially completed transportation voucher to the taxi driver. The taxi driver must complete the middle portion of the form. Charges noted on the transportation voucher for taxi service **will not** include a tip. The employee is not required to provide a tip to the taxi driver.
11. The employee must obtain a receipt for either the taxi service or the car rental charges and provide it with the transportation voucher to the Guaranteed Ride Home Program Coordinator the day the employee returns to work or within 5 business days of using the GRH program.
12. Upon returning to work, the employee is also required to submit the completed Confirmation Report and receipt to the Guaranteed Ride Home Program Coordinator. Failure to submit these documents will limit the employee on further use of the program and fiscal responsibility for the taxi service or car rental. The report will document program activity and validate charges to the Guaranteed Ride Home Fund, CEO.

Occasionally, circumstances in specific work locations may make it impossible to follow the formal procedures. Every effort must be made to allow for some flexibility in the administration of the program. If vouchers are not available for any of the transportation options, departments may use other payment or employee reimbursement procedures authorized. Such direct expenses incurred by departments or employees may be billed to the County Guaranteed Ride Home Program Fund, CEO, through the Office of Workplace Programs, Chief Executive Office.

DEPARTMENTAL GUARANTEED RIDE HOME COORDINATOR

The Departmental Guaranteed Ride Home Program Coordinator will keep a log of all requests that are processed under the Program and report the activity to the Office of Workplace Programs, Chief Executive Office on a quarterly basis.

MARKETING AND PROGRAM ADMINISTRATION

Employee awareness of this commuter incentive is featured periodically in the County's Workplace Connection. Employee Transportation Coordinators are encouraged to promote the program through Department Newsletters, New Hire Orientations and Rideshare events.

Program Administration:
Office of Workplace Programs
Chief Executive Office
Kenneth Hahn Hall of Administration
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

Juan Arredondo
Countywide ETC
Office of Workplace Programs
jarredondo@ceo.lacounty.gov
(213) 974-1182
(213) 633-4694 Fax

County of Los Angeles Guaranteed Ride Home Program Activity Report



(ETC/GRH COORDINATOR USE ONLY)

Department _____

Date Program used _____

Activity

Mode of Transportation

Voucher number (if applicable) or
other relevant information.

Coworker Assistance _____

Public Transit _____

Taxi Cab _____

Car Rental _____

County Vehicle _____

Other _____

Guaranteed Ride Home Program Coordinator

Name (Print or Type) _____ Date _____

Telephone _____ Fax _____

Checklist for forms submitted to the Office of Workplace programs:

- Waiver of Liability
- Memo or E-mail detailing the reason for the use of the GRH
- Copy of voucher issued
- Confirmation Report
- Activity Report
- Receipts or other proof of payment if reimbursement is requested along with:
 - o Memo requesting reimbursement detailing:
 - Who is to be reimbursed
 - The amount of the fare/rental/public transit
 - The reason for the use of the Guaranteed Ride Home Program
 - The time the employee left the worksite
 - Please copy to Site Administrator on the memo

Send completed forms to:

Juan Arredondo
Chief Executive Office
Office of Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

County of Los Angeles Guaranteed Ride Home Program Waiver of Liability



“I, _____, understand the guidelines of the Guaranteed Ride Home Program and qualify by traveling to and from work on this day by carpool, vanpool, bus or on foot. I hereby release and hold harmless the County of Los Angeles from any liability, claims and demands of any kind whatsoever, including, but not limited to, any liability for personal injury, loss, theft or damage to my person or loss, theft or damage to my personal property or loss of income. Furthermore, I understand that incorrect use of the taxi service may result in denial of my request for reimbursement of the transportation expenses incurred and restriction from further use of this service.

I, the undersigned, recognize that participation in the County of Los Angeles Guaranteed Ride Home (GRH) Program is strictly voluntary and hereby assume full responsibility for all risk of injury and loss, which may result from my participation in this program. I agree to hold harmless, release, waive, forever discharge and covenant not to sue or bring claim against the County of Los Angeles, its officers, agents and/or employees from any and all claims resulting from any accident, illness, injury, death or damage, loss or destruction of any property arising or resulting directly or indirectly from my participation in the Guaranteed Ride Home Program.

The Undersigned acknowledges that they have read the forgoing two paragraphs and is fully aware of the legal consequences of signing this waiver.

Supervisor

Department

Employee Name (print)

Employee Number

Employee Signature

Work Location

Date

Time

GRH Coordinator Signature

Date/Time

This is a transportation service provided to all employees that rideshare and is sponsored by the County of Los Angeles as part of the County’s Trip Reduction Program.

- Metro Rewards Program Application Attachment VII

Metro Rewards Employee Application

Metro Rewards is a Rideshare incentive program for employees of the County of Los Angeles who meet the qualifying criteria. The program is conducted in partnership with Metro Commute Services. Metro will send you a promotional code to redeem a \$25 Gift Certificate at www.dine.restaurant.com. Please add rewards@metro.net to your address book and make that address a safe sender in your e-mail program. This will ensure you receive your incentive.

To Qualify:

- You must Rideshare to work with other working adults at least eight workdays a month for three consecutive months or longer. If not, you do not qualify for this program.
- You must provide a valid e-mail address.
- You must sign this form certifying that the information you provide is true and accurate, return the form to your employee transportation coordinator as noted below for verification that you are an employee of the County of Los Angeles and you have met the qualifying criteria.

COMMUTER INFORMATION (Please print clearly)

All fields with an * are mandatory for processing.

Commuter Name

(First Name*) _____ (M.I.) _____ (Last Name*) _____

Home Address

_____ City* _____ Zip* _____

Home Phone

() _____ Work Phone* () _____ Ext. _____

Employee I.D. Number*

E-mail*

Application submitted for: New Membership Renewal

How many miles do you travel from home to work (one way)?* _____ miles

Did you rideshare at least eight workdays per month for three months or longer?*

Yes No If so, list months: _____, _____ and _____

How many days a week do you rideshare to work?*(Check one)

1 day 2 days 3 days 4 days 5 days

What form of Ridesharing do you use the most?*(Check one)

Carpool with other working adult(s) Public Bus/Rail Bicycle Metrolink

Vanpool Walk Telecommute Other (Specify) _____

Commuter's Signature* _____ Date* _____

This application is confidential and is used to compile a demographic and statistical profile of Los Angeles County commuters.

Important Restrictions:

The certificates are good for in-restaurant dining only for two or more people unless otherwise stated. A minimum purchase is required and other restrictions such as "dinner only" may apply. Employees may earn one gift certificate each year they qualify for participation. Submissions using one e-mail address for more than one participant will not be accepted.

www.dine.restaurant.com requires the name of the participant, e-mail and other information to redeem the gift certificate.

www.dine.restaurant.com will only use this information to send the gift certificate redemption information via email. The gift certificate code can only be used once. The gift certificate code will be issued once and will not be re-sent or reissued. Therefore, it is important that the employee ensure that his or her e-mail address is accurate and valid. The gift certificate code cannot be redeemed for cash. Metro reserves the right to terminate this program at any time without notice. Once you receive your Restaurant.com gift certificate code, any issues related to the code, redemption or participating restaurants should be directed to Restaurant.com.

Please return this application to your Employee Transportation Coordinator:

(Adopted December 8, 1995)(Amended March 8, 1996)
(Amended November 8, 1996)(Amended October 9, 1998)
(Amended January 11, 2002)(Amended February 6, 2004)

RULE 2202 - ON-ROAD MOTOR VEHICLE MITIGATION OPTIONS

(a)

Purpose

The purpose of this Rule is to provide employers with a menu of options to reduce mobile source emissions generated from employee commutes, to comply with federal and state Clean Air Act requirements, Health & Safety Code Section 40458, and Section 182(d)(1)(B) of the federal Clean Air Act.

(b)

Applicability

Effective June 19, 1998, this Rule applies to any employer who employs 250 or more employees on a full or part-time basis at a worksite for a consecutive six-month period calculated as a monthly average, except as provided in subdivision (m) of this Rule. Effective February 6, 2004, employers shall notify the District within 30 days when they become subject to Rule 2202 or no longer qualify for the employee threshold exemption pursuant to paragraph (m)(1). Employers shall have 90 days from the date of notifying the District to comply with provisions of this Rule.

(c) Sunset Provision

This Rule shall be rescinded, at such time that a replacement measure is implemented which produces an equivalent level of emission reductions and such emission reductions are real, quantifiable, enforceable, and surplus relative to the most recently adopted state implementation plan.

(d) Definitions

For the purpose of this Rule, the following definitions shall apply:

(1) AIR QUALITY INVESTMENT PROGRAM (AQIP) is an emission reduction option, in which monies collected by the District from employers are used to fund programs or purchase emission reductions that have been approved by the District's Governing Board.

(2) AREA SOURCE CREDITS (ASCs) are emission reduction credits, issued pursuant to Regulation XXV - Intercredit Trading.

(3) AVERAGE VEHICLE RIDERSHIP (AVR) is the current number of employees scheduled to report to work during the window for

Rule 2202 (cont.)
(Amended February 6, 2004)

calculating AVR divided by the number of vehicles arriving at the worksite during the same window.

(4) **DISABLED EMPLOYEE** means an individual with a physical impairment that prevents the employee from traveling to the worksite by means other than a single-occupant vehicle.

(5) **EMISSION REDUCTION TARGET (ERT)** is the annual VOC, NO_x, and CO emissions required to be reduced based on the number of employees per worksite and the employee emission reduction factor, determined in accordance with the provisions of subdivision (e) of this Rule.

(6) **EMPLOYEE** is any person employed by a person(s), firm, business, educational institution, non-profit agency or corporation, government or other entity. The term exempts the following in accordance with the Rule 2202 -Definitions: seasonal employees; temporary employees; volunteers; field personnel; field construction workers; and independent contractors.

(7) **EMPLOYER** is any person(s), firm, business, educational institution, non-profit agency or corporation, government agency, or other entity that employs 250 or more employees. Several subsidiaries or units that occupy the same work site and report to one common governing board or governing entity or that function as one corporate unit are considered to be one employer.

(8) **FEDERAL FIELD AGENT** means any employee who is employed by any federal entity whose main responsibility is National Security and performs field enforcement and/or investigative functions. This does not include employees in non-field or non-investigative functions.

(9) **FIELD CONSTRUCTION WORKER** means an employee who reports directly to work at a construction site.

(10) **FIELD PERSONNEL** means employees who spend 20% or less of their work time, per week, at the worksite and who do not report to the worksite during the peak period for pick-up and dispatch of an employer-provided vehicle.

(11) **INDEPENDENT CONTRACTOR** means an individual who enters into a direct written contract or agreement with an employer to perform certain services and is not on the employer's payroll.

Rule 2202 (cont.)

(Amended February 6, 2004)

(12) INTER-POLLUTANT CREDITING means the use of emission reduction credits of one type of pollutant that may be used in lieu of another type of pollutant.

(13) LOW-INCOME EMPLOYEE means an individual whose salary is equal to or less than the current individual income level set in the California Code of Regulations, Title 25, Section 6932, as lower income for the county in which the employer is based. Higher income employees may be considered to be "low-income" if the employees demonstrate that the program strategy would create a substantial economic burden.

(14) MOBILE SOURCE EMISSION REDUCTION CREDITS (MSERCs) are emission reduction credits issued pursuant to Regulation XVI Mobile Source Offset Programs.

(15) NITROGEN OXIDES (NO_x) are nitric oxides and nitrogen dioxides, collectively expressed as nitrogen dioxide.

(16) PART-TIME EMPLOYEE means any employee who reports to a worksite on a part-time basis fewer than 32 hours per week, but more than four hours per week. These employees shall be included in the employee count for purposes of Rule applicability; and for Average Vehicle Ridership (AVR) calculations of the employer provided the employees report to the worksite during the window for calculating AVR.

(17) PEAK COMMUTE TRIP is any employee trip from home to work occurring for the purpose of reporting to work during the peak window.

(18) PEAK WINDOW is the period of time, Monday through Friday between the hours of 6:00 AM and 10:00 AM, and used in calculating the vehicle trip emission credit.

(19) PERFORMANCE ZONE is a geographic area that determines the employee emission reduction factor for a particular worksite pursuant to the map in Attachment I of this Rule.

(20) POLICE/SHERIFF means any employee who is certified as a law enforcement officer and is employed by any state, county or city entity. Such employees are only police officers and sheriffs, who perform field enforcement and/or investigative functions. This would not include employees in non-field or non-investigative functions.

Rule 2202 (cont.)
(Amended February 6, 2004)

(21) RECLAIM TRADING CREDIT (RTC) means, for the purposes of this rule, emission reduction credits generated pursuant to Regulation XVI and XXV that are issued as RTCs; it does not include RTCs issued as allocations to RECLAIM facilities.

(22) SCHOOL DISTRICT means a public agency of the state that is a school district of every kind or class except a community college district, and shall include a County Office of Education.

SEASONAL EMPLOYEE means a person who is employed for less than a continuous 90-day period or an agricultural employee who is employed for up to a continuous 16-week period.

(23) SHORT TERM EMISSION REDUCTION CREDITS (STERCs) are short term emission reduction credits, issued pursuant to Regulation XIII -New Source Review, as defined in subdivision (am) of Rule 1302 – Definitions.

(24) STUDENT WORKER means a student who is enrolled and gainfully employed (on the payroll) by an institution. Student workers who work more than four (4) hours per week are counted for Rule applicability and if they report during the 6:00 AM -10:00 AM window are counted for AVR calculation.

(25) TEMPORARY EMPLOYEE means any person employed by an employment service or agency that reports to a worksite other than the employment agency's worksite, under a contractual arrangement with a temporary employer. Temporary employees are only counted as employees of the temporary agency for purposes of Rule applicability and calculating AVR.

(26) VEHICLE TRIP EMISSION CREDITS (VTEC) are the emission reductions that result from the reduction of peak commute trips; other work related trips; or other District approved method; expressed in pounds per year per pollutant, and determined according to the provisions of subdivision (g) of this Rule.

(27) VOLATILE ORGANIC COMPOUND (VOC) is any volatile compound of carbon, excluding: methane, carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, ammonium carbonate, and exempt compounds as defined in District Rule 102.

(28) VOLUNTEER means any person(s) at a worksite who, of their own free will, provides goods or services, without any financial gain.

Rule 2202 (cont.)
(Amended February 6, 2004)

(30) WORKSITE means a structure, building, portion of a building, or grouping of buildings that are in actual physical contact or are separated solely by a private or public roadway or other private or public right-of-way, and that are occupied by the same employer. Employers may opt to treat more than one structure, building or grouping of buildings as a single worksite, even if they do not have the above characteristics, if they are located within a 2 mile radius and are in the same Performance Zone.

(e) Requirements

An employer subject to this Rule shall annually register with the District to implement an emission reduction program, in accordance with subdivisions (f) and (g), that will obtain emission reductions equivalent to a worksite specific emission reduction target (ERT) specified for the compliance year. The annual ERT shall be determined according to the following equation, for VOC, NOx, and CO, based on employee emission reduction factors specified in paragraph (n)(1) of this Rule.

é Emission ù

$$\text{Emission Reduction Target} = \frac{[\text{Employees}] \times [\text{Employee Emission} - \text{Reduction Factor}]}{[\text{Vehicle Trip Emission Credit}]}$$

Where:

Employees = Average daily number of employees reporting to work in the Peak Window for a typical Monday through Friday period excluding those weeks which include a national holiday.

Employee Emission = Determined by year of the registration submittal and Reduction Factor the worksite Performance Zone in paragraph (n)(1) of this Rule.

Vehicle Trip = Determined according to subdivision (g) of this Rule.

Emission Credits

Rule 2202 (cont.)
(Amended February 6, 2004)

(f)

On-Road Vehicle Mitigation Options

To comply with subdivision (e), employers may elect to use credits generated pursuant to one or more of the following emission reduction options to meet their Emission Reduction Target (ERT):

(1)

Mobile Source Emission Reduction Credits (MSERCs)

Any person may use mobile source emission reduction credits.

(2)

Short Term Emission Reduction Credits (STERC) from Stationary Sources

Any person may elect to use Short Term Emission Reduction Credits (STERC) in accordance with the provisions of Regulation XIII, provided such credits were generated from sources after January 1, 1996.

(3)

Area Source Credits (ASC)

Any person may elect to use Area Source Credits that were generated in accordance with the provisions of Regulation XXV.

(4)

Air Quality Investment Program (AQIP)

Employers may participate in the AQIP by submitting an air quality investment, to be placed in a restricted fund, in accordance with Rule 311 – Air Quality Investment Program (AQIP) Fees.

The District shall use these funds to obtain an emission reduction or air quality benefit that is equivalent to the sum of the ERTs for all participating employers in the AQIP.

(5)

Other Emission Reduction Strategies

Notwithstanding the foregoing provisions, any person may receive credit toward an ERT for any emission reduction strategy that the employer or other person demonstrates to the Executive Officer achieves real, quantifiable, enforceable, and surplus emission reductions for a discrete period of time. Such strategies may include, but are not limited to, the reduction of non-work trips, other vehicle or engine accelerated turnover programs, the provision of new vehicle purchase subsidies or discounts, and local community or development projects that reduce trip or energy demand or that expand clean fuel or high-occupancy travel options. The Executive Officer shall not approve an alternative emission reduction program unless it is consistent with other District regulations and the Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines.

2202-6

Rule 2202 (cont.)
(Amended February 6, 2004)

(6)

Any person may elect to use RECLAIM Trading Credits (RTC) that were generated in accordance to the pilot credit generation programs in paragraphs (f)(1) or (f)(3) and that have applications approved prior to February 6, 2004, in accordance with the following conditions:

(A)

Within 30 days from February 6, 2004 transfer the RTCs out of the RECLAIM Program into an undesignated account, provided that these RTCs are held in an RTC certificate account, are distinguishable from other RTCs, and must only be purchased or transferred directly from the original applicant or originator,

(B)

The RTCs have not yet expired as issued. The use of RTCs in the Rule 2202 program shall not extend the credit life.

(g)

Vehicle Trip Emission Credits (VTEC)

Employers may elect to implement any of the following strategies and obtain vehicle trip emission credits that can be used to comply with subdivision (e). Such actions are at the sole discretion of the employer.

(1)

Peak Commute Trip Reductions

Employers may receive VTEC from employee commute reductions that occur during the peak window in accordance with the Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines.

VTEC obtained from peak commute trip reductions shall be determined according to the following equation:

$$\text{VTEC} = [\text{Creditable Commute Vehicle Reductions (CCVR)}] \times [\text{Emission Factor (EF)}]$$

Where:

CCVR = The daily average of total commute vehicle reductions that are real, surplus, and quantifiable.

EF = Emission Factor in paragraph (n)(2) of this Rule.

In calculating VTEC for the subsequent year, employers may utilize data from previous years obtained by one of the following methods:

(A)

Default data based on the weighted average of the average vehicle ridership survey data of the previous three consecutive years; or
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Rule 2202 (cont.)
(Amended February 6, 2004)

(B)

Data obtained by conducting an average vehicle ridership survey in accordance with the Rule 2202 -Commute Reduction Program Guidelines; or

(C)

Data based on the default average vehicle ridership of 1.10; or

(D)

Data obtained by an alternative methodology, which may include documentation of the CCVR claimed, approved by the Executive Officer or designee.

(2)

Other Work-Related Trip Reductions

Employers may receive additional VTEC from employee commute reductions that occur outside of the peak window or from non-commute vehicle usage calculated as creditable trip reductions and approved by the Executive Officer or designee. VTEC obtained from other work-related trip reductions shall be determined according to the following equation:

$$\text{VTEC} = [\text{Creditable Trip Reductions (CTR)} / \text{Conversion Factor (CF)}] \times [\text{Emission Factor (EF)}]$$

Where:

CTR =

The daily average of one-way trip reductions that are real, surplus, and quantifiable. A round trip is considered to be two one-way trips.

CF = 2.0 for Peak Window trips; 2.3 for other trips.

EF = Emission Factor in paragraph (n)(2) of this Rule.

(3)

Vehicle Miles Traveled (VMT) Reduction Programs

Subject to approval of the Executive Officer or designee, employers may elect to implement VMT reduction programs and receive VTEC towards their ERT. Reduction of annual employee commute VMT may result from employment center relocation, video-conference centers, telecommuting centers or other alternative programs approved by the Executive Officer or designee. The Executive Officer shall not offer any VTEC for a VMT reduction program unless it includes baseline VMT estimates and demonstrates that VMT reductions result in real, quantifiable, enforceable, and surplus emission reductions.

Rule 2202 (cont.)
(Amended February 6, 2004)

(4)

Parking Cash-Out Program

Employers may elect to implement a Parking Cash-Out Program to reduce employee commutes and receive VTEC toward their ERT. Parking Cash-Out is a program where an employer offers to provide a cash allowance to an employee, equivalent to the parking subsidy that the employer would otherwise pay to provide the employee with a parking space.

Incorporation of the Parking Cash-Out Program as one of the options in Rule 2202, does not relieve the affected parties from complying with the provisions of the Health and Safety Code section 43845.

(h)

General Emissions Credit Provisions

The following provisions shall apply to any of the strategies in subdivisions (f) and (g):

(1)

An employer or other person seeking credit under this Rule may use actual annual mileage per vehicle, or alternative estimates of vehicle miles traveled (VMT) contained in Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines.

(2)

Emission credit strategies that do not provide the precise amount of surplus emission reductions required for each of the three pollutants addressed by this Rule (VOC, NO_x, and CO) may still qualify for equivalent credit if the employer provides equivalent credits obtained pursuant to paragraph (h)(3).

(3)

Any person holding emission credits, other than vehicle trip emission credits (VTEC), pursuant to this Rule may trade some or all of those credits to other employers.

(4)

Emission reduction credits generated pursuant to paragraphs (f)(1), (f)(2), and (f)(3) that have been transferred to an employer subject to this Rule, shall not be used to comply with or meet the requirements of any other District rule or program.

(5)

All emission credits submitted pursuant to subdivision (f) must be valid for a minimum of six (6) months of the employer's registration compliance year for those registrations that have permanent due dates on and after June 7, 2004. This provision shall not apply to emission credits generated from projects approved or submitted prior to February 6, 2004.

(6)

On and after February 6, 2004 an employer may apply inter-pollutant crediting, using VOC or NO_x emission credits generated pursuant to

Rule 2202 (cont.)
(Amended February 6, 2004)

subdivision (f), in lieu of all or part of a worksite's CO emission reduction target in accordance with the Rule 2202 Implementation Guidelines and the following crediting ratios:

1 pound of VOC = 10 pounds of CO
1 pound of NO_x = 6 pounds of CO

(7)

Emission reduction credits generated pursuant to paragraph (f)(5) shall not be used to comply with or meet the requirements of any other District source specific rule.

(8)

Upon the expiration of this Rule, any unused emission credits may be applied to other emission reduction programs pursuant to and consistent with District rules and regulations.

(i)

Shortfall Penalties

Effective February 6, 2004 the shortfall penalty provisions of the pilot credit generation program rules shall apply to any generator or user of emission reduction credits issued in accordance with paragraphs (f)(1), (f)(3), or (f)(6). If the pilot credit generation program rule does not have a shortfall penalty or if the penalty provisions are not applicable the following provisions shall apply:

(1)

If a shortfall exists, credits equal to 110 percent of the shortfall shall be obtained and surrendered to the Executive Officer such that the credit generator shall retire emission credits generated from paragraphs (f)(1), (f)(3), or (f)(6).

(2)

If the shortfall cannot be reconciled by the credit generator through paragraph (i)(1), any employer who uses the pilot program credits for compliance with subdivision (e) shall obtain and surrender 100 percent of the emission reduction credits from paragraphs (f)(1), (f)(2), (f)(3), (f)(5) or (f)(6) equal to the shortfall or invest an equivalent amount of funds in the AQIP.

(j)

Program Administration

Rule 2202 shall be administered according to the following:

(1)

Employers shall annually register with the District to implement an Emission Reduction Program for each worksite. The registration shall include the following information:

Rule 2202 (cont.) (Amended February 6, 2004)

(A) The name of the highest ranking company official, the name of the contact person, company address, telephone numbers for all participating worksites;

(B) The on-road vehicle mitigation option(s) that will be used;

(C) The total number of employees that report to work in the peak window;

(D) The total number of employees at that worksite; and,

(E) Calculations for VOC, NO_x, and CO emission reductions for any of the on-road vehicle mitigation options in subdivision (f) or the vehicle trip emission credit options in subdivision (g).

(2)

Annual registration shall include changes in employment base and any other changes that would necessitate adjustment in emission reduction targets or program implementation.

(3)

Annual registration due dates shall remain permanent unless a formal request to change the due date has been submitted by the employer and approved in writing by the District.

(4)

Employers may request to amend their Emission Reduction Program at any time and implement the amendments with written approval of the Executive Officer subject to the criteria contained in paragraph (j)(1).

(5)

Rather than registering with the District for each individual worksite, an employer may submit a single registration to implement an Emission Reduction Program that meets the aggregated ERT of several sites.

(6)

Emission credits obtained pursuant to subdivision (f) or (g) shall be surrendered to the Executive Officer within the first six months of the approval of the registration forms. The Executive Officer may grant extensions not to exceed six months on a case-by-case basis upon a finding that earlier compliance would present an unreasonable hardship.

(7)

Records which document the accuracy and validity of all information submitted to the District as required by this Rule shall be kept by the employer for a minimum of three years and made available upon request during normal business hours.

(8)

On a semi-annual basis the Executive Officer shall recommend to the District's Governing Board the release of monies from the AQIP restricted fund. The program shall be administered and consideration of proposals shall be subject to the following:

(A)

Proposals shall be accepted on an ongoing basis;

Rule 2202 (cont.)

(Amended February 6, 2004)

(B)

Equal consideration shall be given to cost-effective proposals and those that achieve long-term advancement of mobile source technology;

(C)

The amount of emission reductions required to demonstrate equivalent emission reductions shall be determined on a semiannual basis, as the sum of the ERTs for all the participating employers;

(D)

Inter-pollutant crediting may be applied toward the CO emission reductions required to demonstrate equivalent emission reductions in paragraph (j)(8)(C) in accordance with the crediting ratios specified in paragraph (h)(6);

(E)

The allocation of funding shall be recommended for proposals that reduce equivalent emissions within each county proportional to the contribution level of employers within each county to the greatest extent feasible; and,

(F)

The emissions reductions are demonstrated to be real, quantifiable, enforceable, and surplus, in accordance with the Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines.

(G)

On and after February 6, 2004, the Executive Officer is authorized to use up to 5% of the AQIP funds collected in any given year for program administration.

(9)

Registration forms submitted by employers shall be subject to the fee schedule set forth in Rule 308 – On-Road Motor Vehicle Mitigation Options Fees and Rule 311 – Air Quality Investment Program (AQIP) Fees. Employers choosing to implement the Employee Commute Reduction Program under paragraph (m)(3) shall be subject to the fee schedule set forth in Rule 308.

(10)

Any employer subject to Rule 2202 or to the exemptions of paragraph (m)(3) of this Rule shall comply with the requirements of Rule 701 – Air Pollution Emergency Contingency Actions.

(11)

All registrations submitted pursuant to subdivision (e) and projects subject to subdivision (f)(4) and (f)(5) shall be subject to the emission factors under which they were originally approved, funded, or implemented.

(12)

Any person submitting a project pursuant to paragraph (f)(5) shall submit

an application as described in the Rule 2202 Implementation Guidelines and shall be subject to the fee schedule set forth in Rule 308 – On-Road Motor Vehicle Mitigation Options Fees.

(13)

All emission credit transfers to non-Rule 2202 employers or any transfer of credits outside of the credit submittal cycle shall be subject to the applicable fee schedule set forth in Regulation III - Fees.

(k)

Previously Delegated Programs

Any employer that is in compliance with an ordinance adopted by a local government that has a trip reduction ordinance that was approved by the District prior to the effective date of this Rule, and that has an existing memorandum of agreement with the District, shall be deemed in compliance with this Rule.

(l)

Delegation to Local Governments

The District may delegate authority to implement all or part of Rule 2202, except for the provisions of paragraph (f)(4), to any local government that satisfies the following criteria:

(1)

The local government adopts an ordinance that is at least as stringent as Rule 2202 in the following areas:

(A)

Applicability;

(B)

Emission reductions target;

(C)

Vehicle trip emission credit calculations;

(D)

Annual registration; and

(E)

Recordkeeping.

(2) The local government demonstrates to the satisfaction of the Executive Officer that:

(A) It has an implementation plan providing adequate resources to adopt and enforce the ordinance; and

(B)

Multiple site employers with more than one regulated worksite in the District have the option of complying with the District Rule instead of the local ordinance.

(3)

The local government has executed a Memorandum of Understanding with the Executive Officer specifying the procedures to monitor and review performance of the local government in implementing the program, and procedures for revocation of delegation if the Executive Officer determines that performance of the local government is inadequate.

Rule 2202 (cont.)
(Amended February 6, 2004)

(m)
Exemptions

(1)
Employee Threshold

Any employer whose employee population at the worksite decreases to fewer than 250 employees for the prior consecutive six month period, calculated as a monthly average; or fewer than 33 employees are scheduled to report to work Monday through Friday between 6:00 a.m. – 10:00 a.m. for the prior consecutive 90 days, may submit a written request to the Executive Officer or designee to be exempted from this Rule. Employers must submit a registration form not later than 90 days after they know or should have known that they no longer qualify for this exemption.

(2)
Declared Bankruptcy

An employer who has declared bankruptcy, for the official business or governmental operations of its organization or company, through a judicial court filing and confirmation process, may submit a written request to the Executive Officer to grant a temporary waiver from complying with the requirements of this Rule. Upon demonstration of the filing and confirmation of bankruptcy, the Executive Officer will grant an exemption for the duration of bankruptcy, not to exceed two years, from the date of the waiver.

(3)
Employee Commute Reduction Program

Rather than comply with the provisions of subdivision (e) of this Rule, employers may elect to implement an employee commute reduction program that demonstrates conformance with the Employee Commute Reduction Program Guidelines. Effective January 1, 2005, employers must annually submit a program that will meet an average vehicle ridership performance requirement of 1.75 for Performance Zone 1; 1.5 for Performance Zone 2; and 1.3 for Performance Zone 3, unless the following conditions are met:

(A)
Employers surrender the difference in emission reductions between the worksite average vehicle ridership and the Performance Zone requirement through participation in the Air Quality Investment Program (AQIP) or surrendering of equivalent emission reduction credits in accordance with the provisions of subdivisions (f) or (g);
or

Rule 2202 (cont.)
(Amended February 6, 2004)

(B)

Employers comply with the good faith effort determination elements described in the Employee Commute Reduction Program Guidelines. All approved good faith effort elements shall be maintained during the plan compliance year. Deletion or substitution of any good faith effort element is not allowed unless approved in writing by the District.

(4)

Renewal Date

(A)

Notwithstanding the provisions of paragraph (m)(3), Rule 2202 Employee Commute Reduction Program triennial plans, that have permanent due dates before June 7, 2004, shall remain in effect until the next triennial renewal date, after which time employers shall submit an annual program in accordance with paragraph (m)(3).

(B)

On and after June 7, 2004, Employee Commute Reduction Program shall be submitted annually.

(C)

The currently approved Rule 2202 Registration shall remain in effect until the annual renewal date.

(D)

Program annual due dates shall remain permanent unless a formal written request to change the due date has been submitted by the employer and approved in writing by the District.

(5)

Primary and Secondary School Districts and Schools

Any public or private primary or secondary school district or school that buses two students for every one peak window employee at worksites subject to the Rule is exempt from Rule 2202, according to the following criteria:

(A)

School districts and schools shall keep records demonstrating the maintenance of this ratio on-site and make them available upon request by the Executive Officer or designee; and

(B)

On a case-by-case basis, the Executive Officer or designee may approve a request by a school district or school to modify the default student-to-employee ratio to reflect location, trip length and other school district or school specific busing program characteristics in order to maintain equivalency with emission reductions which would occur if the district or school met its emission reduction goals under Rule 2202; and

Rule 2202 (cont.)
(Amended February 6, 2004)

(C)

The Executive Officer may periodically update and publish the default student-to-employee ratio to reflect changes to revised emission factors published by the California Air Resources Board. School districts and schools may opt not to be exempt but to implement a Rule 2202 program and claim credit for surplus emission reduction credits earned through a student busing program and other Rule 2202 compliance options.

(6)

Primary and Secondary School District Financial Hardship
Due to their financial hardship, notwithstanding the criteria of paragraph (m)(5), school districts that have received a Negative or Qualified Certification status from their County Board of Education pursuant to Chapter 6, Part 24 of Division 3 of the Education Code, deeming that based upon current projections the school district or county office of education will not or may not meet its financial obligations, may request the Executive Officer to grant a temporary exemption from the requirements of the Rule. The Executive Officer shall grant a temporary exemption for the period during which the Negative or Qualified Certification status applies.

(7)

Police/Sheriff/Federal Field Agents
Effective February 6, 2004 Employers may exclude Police, Sheriff, or Federal Field Agents from the number of employees in the peak window for average vehicle ridership surveys provided that:

(A)

These employees be included in the employee count for rule applicability, and

(B)

Those worksites electing to exclude such employees from the average vehicle ridership surveys and calculations must provide the basic support strategies including, but not limited to, ridematching and transit information for all employees, and preferential parking and guaranteed return trips for said employees who are ridesharing.

(8)

Persons subject to this rule who are unable to comply with any part of this rule may apply for a variance with the District's Hearing Board in accordance with Regulation V.

Rule 2202 (cont.)
(Amended February 6, 2004)

(n)

Emission Factors

The emission factors, which shall be used in calculations pursuant to this Rule, shall be revised upon EPA's final approval for use of the California Air Resources Board (CARB) approved on-road mobile source emission factor (EMFAC) model.

(1)

The employee emission reduction factors (pounds per year per employee) specified in the Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines shall be used in determining the Emission Reduction Target with respect to the worksite Performance Zone. The Performance Zone is determined by the worksite location within the geographic boundaries as described in Attachment I.

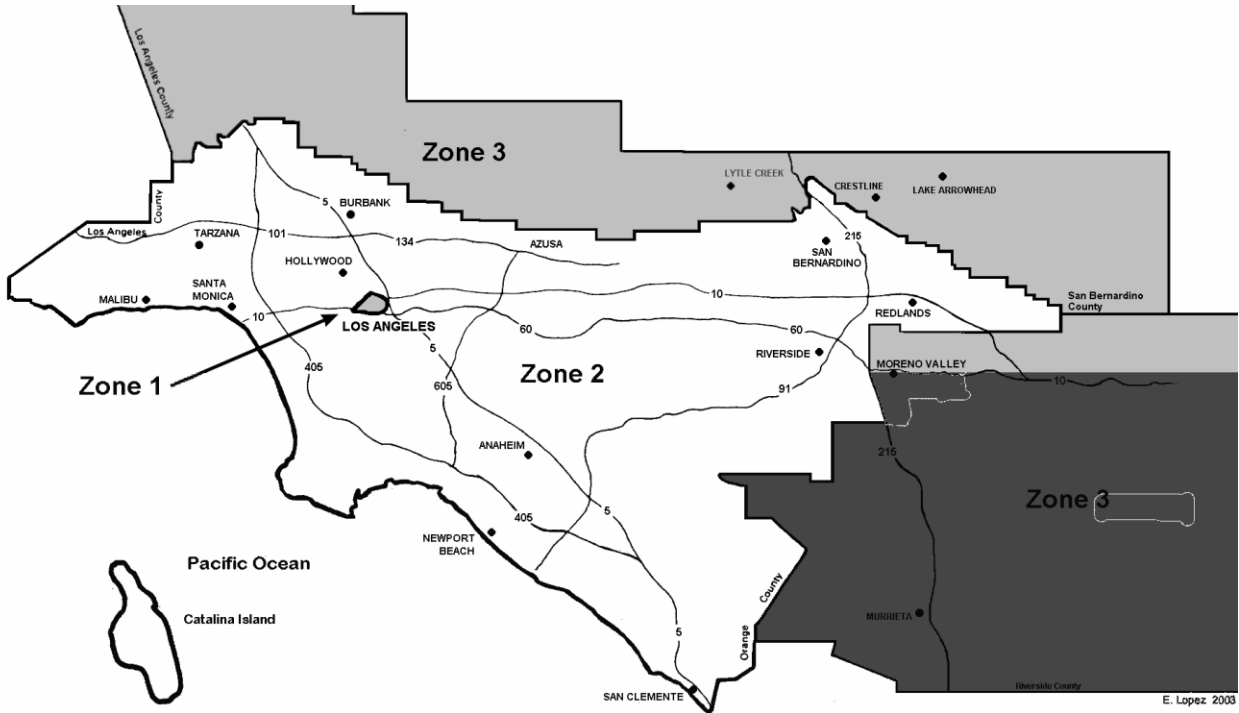
(2)

The default emission factors (pounds per year per daily commute vehicle), specified in the Rule 2202 - On-Road Motor Vehicle Mitigation Options Implementation Guidelines, may be used in determining vehicle trip emission credits.

(3)

The emission factors specified in paragraphs (n)(1) and (n)(2) may be modified to site specific emission factors reflecting vehicle age and trip length characteristics of the employee vehicle fleet, in accordance with the calculation procedures included in Rule 2202 - On-Road Motor Vehicle Emissions Mitigation Options Implementation Guidelines.

ATTACHMENT I



PERFORMANCE ZONES

- A worksite's Performance Zone depends on its location.
- District's Source/Receptor Areas are shown in Attachment 3 of Rule 701 -Air Pollution Emergency Contingency Actions.
- Zone 1 is the Central City Area of Downtown Los Angeles within the District's Source/Receptor Area 1.
- Zone 2 corresponds to the District's Source/Receptor Areas 1 through 12, 16 through 23, and 32 through 35, excluding the Zone 1 - Central City Area.
- Zone 3 corresponds to the District's Source/Receptor Areas 13, 15, 24 through 31, and 36 through 38.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
RULE 2202 - ON-ROAD MOTOR VEHICLE MITIGATION OPTIONS
IMPLEMENTATION GUIDELINES

Adopted February, 2004

(Emission Factors Updated July, 2008)

(Emission Reduction Quantification Protocol for Future Marine Vessel Projects,
approved by the SCAQMD Mobile Source Committee on November 21, 2008)

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SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

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Supervisor, Fourth District
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Chapter I Background

I. BACKGROUND

A. Summary

Rule 2202 has been designed to reduce emissions from mobile sources. The Rule provides employers with a menu of options that they can choose from to implement and meet the emission reduction target (ERT) for their worksite.

The purpose of this document is to provide guidelines for compliance with the provisions of Rule 2202. The various emissions reduction strategies and trip reduction strategies currently contained in the Rule that employers can implement and receive credit towards

their ERTs are listed in the Table below.

Emission Reduction Strategies (Subdivision (f))	(Subdivision (g))
Clean On-Road Mobile Sources (Regulation XVI)	• Peak Commute Trip Reductions
Clean Off-Road Mobile Sources (Regulation XVI)	• Other Work-Related Trip Reductions
Pilot Credit Generation Programs	•
Air Quality Investment Program	Vehicle Miles Traveled (VMT) Programs
Short Term Emission Reduction Credits (STERCs) From Stationary Sources (Regulation XIII)	•
Area Source Credits (Regulation XXV)	Off-Peak Commute Trip Reductions
Trip Reduction Strategies	

Table I-1: Emission Reduction Options

As an alternative to meeting the ERT at their worksite, the Rule allows the employers optional implementation of an Employee Commute Reduction Program (ECRP). Implementation details of this strictly optional program are included in the ECRP Guidelines. The Implementation Guidelines outlines the framework, calculation methodology, and criteria used in determining emission reductions credits and vehicle trip emission credits (VTECs) that can be applied towards meeting emission reduction targets (ERT).

An employer would comply with the provisions of the rule by submitting an Emission Reduction Strategy (ERS). The ERS submittal will describe the ERT calculation and

how it will be implemented to meet the worksite's ERT.

Chapter I Background

B. Emission Reduction Target (ERT) (R2202, subdivision (e))

Employers subject to Rule 2202 are required to implement an emission reduction program and meet an annual ERT for Volatile Organic Compounds (VOC), Oxides of Nitrogen (NO_x) and Carbon Monoxide (CO). Figure I-1 outlines the equation used to determine the ERT for each pollutant.

$$\text{[Emission Reduction Target (lbs./year)]} = \frac{\text{[Employees x Employee Emission Reduction factor]}}{\text{[VTEC]}}$$

Figure I-1. Emissions Reduction Target Determination

The employer's emission reductions can be further reduced through generation of Vehicle Trip Emission Credits (VTECs) from the implementation of optional trip reduction strategies. These VTECs, obtained through peak and off-peak commute trip reductions, other work-related trip reductions, or vehicle miles traveled (VMT), can be applied towards meeting an employer's ERT. Credit for any program must go beyond the requirements of existing state and federal programs to avoid "double counting" the emission reductions. All emission credits are valid according to the conditions, guidelines, or regulations under which they were originally issued.

C. Pollutants Considered

Vehicle trips are responsible for the emissions of VOC, NO_x, and CO. Most trip reduction programs reduce emissions by similar relative amounts. Emission reduction strategies, however, aimed primarily at reducing emissions rather than trips, may reduce emissions by different relative amounts. Rule 2202 is designed to reduce emissions of VOC, NO_x, and CO, by an equal or greater amount to that achievable through trip reduction. Rule 2202 allows employers to select and implement a combination of emission reduction strategies and meet the site-specific ERTs for VOC, NO_x, and CO.

II. EMISSION REDUCTION STRATEGIES

The emission reduction strategies considered in this document may include, old-vehicle scrapping, clean on-road vehicles, clean off-road vehicles, pilot credit generation programs, other programs under Regulation XVI, STERC from stationary sources, area source credits, and the air quality investment program. In addition, companies can meet the emission reduction requirements, in whole or in part, by obtaining sufficient VTECs.

A. Mobile Source Emission Reduction Programs (R2202, paragraph (f)(1))

Any person may elect to use mobile source emission reduction credits (MSERC) generated in accordance with the provisions of Regulation XVI - Mobile Source Offset Programs. Regulation XVI sets forth the requirements that are based on voluntary programs that achieve emission reductions beyond those required by local, state and federal regulations or programs. Any person may generate MSERCs through the voluntary implementation of any Regulation XVI program and apply them toward meeting the ERT for their site or trade and/or sell them to other persons. Alternatively, employers that have a shortfall in meeting their ERTs can purchase surplus MSERCs from other employers or a credit vendor. Credits generated under Regulation XVI programs are subject to the quantification, issuance, and credit life restriction of the applicable rules and may be used for Rule 2202 as well as other AQMD rule compliance that authorizes such use.

B. Short Term Emission Reduction Credits (STERC) (R2202, paragraph (f)(2))

Employers may elect to use STERCs generated in accordance with Regulations XIII. In order for STERCs to be used to meet employers' emission reductions target or as part of an air quality investment program, the following apply for purposes of use in Rule 2202:

1. Only STERCs issued in accordance with Rule 1309 - Emission Reduction Credits shall be allowed for use in Rule 2202.
2. STERCs are subject to the application, eligibility, registration, use, and transfer requirements in Rule 1309.
3. STERCs may be transferred to Rule 2202 upon submittal of a transaction application and fees. A transaction/registration application and filing fee per transaction shall be required to process the STERC transaction upon amendment to the fee rule.
4. STERCs issued pursuant to Rule 1309 may be used only if the original ERC was generated on or after January 1, 1996. The credit generation date is defined as the original date the AQMD issued the official Certificate of Title, not the date when the emission reductions occurred or when the ERC or Certificate was split or transferred.

5.

For the purposes of Rule 2202, STERCs will be converted into annual emissions (lbs/year). The average number of operating days used in the original ERC evaluations shall be the basis for converting the STERC to annual emissions. Such conversions shall be done at the time when the STERCs are transferred to the Rule 2202 program.

6.

STERCs in the Rule 2202 program may be divided among several worksites.

7.

ERCs transferred into the Rule 2202 program shall remain in the program as ERCs. Those that are currently held in a Rule 2202 broker account shall have 90 days from February 6, 2004 to transfer out of the program. After the 90 days no further complete or partial transfers out of the program will be allowed. At any time, ERCs held in an undesignated account may be transferred in whole or part into the Rule 2202 program for use in satisfying an employer's ERT.

C. Area Source Credits (ASC) from Regulation XXV
(R2202, paragraph (f)(3))

Regulation XXV - Intercredit Trading provides an opportunity for employers to generate or obtain emission reductions from alternative sources and apply them towards meeting the ERT for their site or trade them to other employers or persons in accordance with paragraph (f)(3) of the Rule. Regulation XXV emission credits that are used in Rule 2202 are subject to the same limitations on quantification, credit issuance, credit life, and eligibility, as set forth in that regulation.

Area source credit generation is a voluntary program and provides a mechanism to convert emission reductions from non-permitted stationary sources into tangible emission credits. Area sources include a wide variety of sources, such as small combustion equipment including engines, heaters, and boilers.

D. Air Quality Investment Program (AQIP)
(R2202, paragraph (f)(4))

The concept of an AQIP is based on relative cost-effectiveness. Employers may participate in the AQIP by submitting an air quality investment, to be placed in a restricted fund as set forth in Rule 311 - Air Quality Investment Program Fees.

The AQMD Executive Officer will recommend to the AQMD Governing Board the release of request for proposals (RFP) to solicit projects that will achieve the emission reduction targets for a given compliance period. At a minimum, the release will be on a semi-annual basis.

Proposals for using monies from the restricted fund will be accepted by the AQMD Executive Officer on an ongoing basis. The AQMD Executive Officer will determine the amount of emission reductions required to demonstrate equivalent emissions reductions and the amount that will be achieved by the proposal. The quantification protocols shall be consistent with conditions specified under section E. Other Emission Reductions

Strategies. The proposals received will be rated by source category, including a category for TDM projects. The Executive Officer will then recommend to the Governing Board proposals that achieve equivalent emissions reductions. The Executive Officer may use inter-pollutant crediting to achieve emissions equivalent to the level of the employers' participation. The AQIP emission reduction commitment will be based on the rule emission factors for the current year in question regardless of when the initial monies were placed into the program. In addition, the Executive Officer will recommend that the allocation of funding for proposals that reduce equivalent emissions within each county be proportional to the contribution level of employers within each county to the greatest extent feasible. As part of the RFP release, the Executive Officer will provide to the AQMD Governing Board a status report on program effectiveness and the balance of monies in the fund.

E. Other Emission Reduction Strategies
(R2202, paragraph (f)(5))

Any person may submit an application, pursuant to paragraph (f)(5) of the Rule, to generate VOC, NOx, and CO emission reductions from alternative emission reduction projects for use in Rule 2202. Applications, with complete information, shall be submitted at least 30 days prior to implementing an emission reduction project. The Executive Officer shall approve or disapprove the application and any subsequent revisions in writing within 90 days of submittal.

1. The application shall be submitted on a form specified by the AQMD, and at a minimum include the following:

- a. Project description;
- b. Name and address of the applicant;
- c. Name and address of the owner and/or operator of the equipment;
- d. Identification of the geographical area(s) served by the project;
- e. Equipment description (including manufacturer specifications, certification data, etc.);
- f. Project start date;
- g. Project life;
- h. Activity level (such as, hours of operation, fuel usage, odometer mileage);
- i. Estimated emission reductions;
- j. Emission reduction calculations, description of methodology used and references;
- and
- k.

Monitoring, recordkeeping and reporting methods, including methods for tracking project emission reductions.

2. The alternative emission reduction project shall be subject to the following conditions:

a.

For meeting District regulatory requirements, the credits issued under (f)(5) shall only be used for R2202, and shall be subject to all provisions of Rule 2202.

b.

The AQMD shall approve all emission reductions prior to use.

c.

The emission reductions shall be valid for two years from the date of AQMD approval.

d.

The emission reduction quantification shall be based on applicable AQMD rules and regulations, approved methodologies, Governing Board policies and guidelines, and the guidelines and methodologies established by CARB and EPA. The emission reduction quantification protocol shall be selected with the concurrence of AQMD staff.

e.

If there is no applicable protocol, an emission reduction quantification protocol shall be developed with the concurrence of AQMD staff. The proposed emission reduction quantification protocol shall be presented to the Governing Board Mobile Source Committee for review.

f.

Emission reductions generated under this provision shall not be the result of funding from any other AQMD, state or federal program that prohibits the use of such reductions for other purposes (e.g., AB2766 subvention funding, Carl Moyer, etc.).

g.

Emission reductions achieved by the project shall be based on the actual operation of the equipment as provided in the emission reduction quantification protocol.

h.

Emission reductions may be issued quarterly or semi-annually, based on the actual activity level for the previous quarter or six-months.

i.

Emission reductions may be held in an undesignated account, for tracking purposes, until transferred to an employer for rule compliance purposes.

j.

The application shall be deemed a plan, and plan fees shall be assessed in accordance with Rule 308 – On-Road Motor Vehicle Mitigation Options Fees.

k.

Emission reductions generated from projects that are in excess of those designated for Rule 2202 compliance may be used for other purposes subject to the approval of the Executive Officer.

AQMD staff is available to work with project proponents to develop emission

reduction protocols and intends to compile protocols, when available, to ensure public accessibility.

F. General Emission Credit Provisions
(R2202, subdivisions (f) and (g))

Any person may apply MSERCs, RTCs, or ASCs generated pursuant to any AQMD mobile source or area source pilot credit generation program in accordance with the provisions and penalties under which the credits were issued unless otherwise noted below.

1.
RECLAIM Trading Credits (RTC) originating from MSERCs or ASCs with applications approved prior to February 6, 2004 may be used in Rule 2202 in accordance with the following conditions:
 - a.
If held in an RTC certificate account, are distinguishable from other RTCs and must only be purchased or transferred directly from the original applicant or originator. In addition, the original applicant or originator, within 30 days from February 6, 2004, transfers the RTCs to an undesignated account. After the 30 days no further transfers out of the RECLAIM program will be allowed,
 - b.
Have not yet expired as issued. The use of RTCs in the Rule 2202 program shall not extend the credit life, and
 - c.
Emission reductions or credits generated pursuant to a pilot credit generation program may be reconciled as frequently as every quarter or six-months for use in the Rule 2202 program and the approved application can be revised annually during the reduction period, if applicable.
2.
On or after February 6, 2004, pilot credit generation programs shall be subject to the following provisions:
 - a.
Applicants under the pilot generation credit program rules must specify in their application the RTC cycle that may be utilized; the amount (pounds) of emission reductions to be issued as RTCs for each year; and, indicate if the emission reductions are to be held in an undesignated account as an MSERC until they are sold or transferred.
 - b.
The applicant may convert these undesignated MSERCs to RTCs at any time during the one year life of the credit.
 - c.
Once the MSERC has been converted to RTCs they are no longer available for use in Rule 2202. Alternatively, the MSERCs may be used for Rule 2202 emission reduction target (ERT) compliance, in which case they will no longer be available for the RECLAIM program.
 - d.

RTCs shall remain in the RECLAIM certificate account not available for Rule 2022 use, except for those that qualify under 1.a. in the previous section. Employers using emission reductions obtained from other emission credit programs may result in different relative emission reductions of VOC, NO_x and CO from what's required. Employers that implement an emission reduction program and end up with surplus emission reductions with respect to some of the pollutants can use them towards their future ERT or trade or sell them to other employers in accordance with subdivision

(h) of Rule 2202. Alternatively, employers that have a shortfall in meeting their ERTs may obtain surplus emission reduction credits from other employers or other credit providers.

MSERCs, STERCs, or ASCs generated pursuant to paragraph (f)(1), (f)(2), or (f)(3) may be held in an undesignated account. This account is strictly for tracking emission reductions until such time they are transferred into the Rule 2202 program. Once emission reduction credits have been designated for a specific program or for use in the Rule 2202 program, the credits can not be transferred out of the designated program.

G. Inter-Pollutant Crediting (R2202, paragraph (h)(6))

Any employer or the AQIP may apply VOC or NO_x emission reduction credits in lieu of all or part of a worksite's CO emission reduction target. VOC or NO_x emission reduction credits that could be used may come from various sources such as ASCs, STERCs, MSERCs, or credits generated pursuant to paragraphs (f)(4), (f)(5), or (f)(6) of the rule. Inter-pollutant crediting is to be used only by employers to facilitate meeting the worksite's CO emission reduction target. Inter-pollutant crediting shall only be used for compliance with an approved employer's Rule 2202 registration. Inter-pollutant crediting shall not be used to increase or build a CO emission bank. The inter-pollutant crediting ratios are:

1 pound VOC = 10 pounds CO

1 pound NO_x = 6 pounds CO

For example: An employer calculated their worksite CO emission reduction target to be 100 pounds. Instead of generating or purchasing CO emission credits, the employer may implement inter-pollutant crediting by dividing the CO target by VOC ratio value of 10. Thus, 10 pounds of VOC could be used in lieu of the worksite's 100 pound CO emission reduction target. Alternatively, an employer may chose to apply NO_x credits. Dividing 100 lbs of CO by 6 will result in 17 pounds of NO_x that may be used in lieu of the worksite's CO emission target. Note that calculation results are to be rounded to the nearest whole pound. Employers are not limited to using only VOC or NO_x and may use any combination of the two pollutants to meet the calculated emission reduction target.

H. Emission Reduction Requirements

Any proposed emission reduction strategy should contain an emissions or trip quantification methodology which follows applicable AQMD, CARB, or EPA policies and methodologies. Any proposed program may be submitted in combination with other

programs, including, but not limited to, old vehicle scrapping or work-related trip reduction programs. AQMD will evaluate programs to assure that they produce emissions or trip reductions that are real, surplus, quantifiable, and enforceable.

1. Real Reductions

"Real" reductions are those that result in actual emission reductions and do not occur as a result of accounting practices, or "paper reductions." The key test in determining whether a strategy will result in real reductions is in establishing a proper emissions or trip baseline level. If, for example, facility XYZ has reduced emissions in excess of those required by the ERT, no "real" reductions will result from the establishment of ERT as a performance standard. Therefore, all quantification methodologies will be required to establish a standardized baseline condition, or use a default condition established by the Executive Officer, from which to calculate real emissions or trip reductions.

2. Surplus Reductions

"Surplus" reductions occur when an action is taken beyond existing regional, state, and federal requirements. Obtaining surplus emission reductions means the benefit of a control strategy is not "double counted." In many cases, the proposed strategy requirements overlap completely with another rule, regulation, statute, or legislation. However, by revising the strategy to become more stringent, the action would become partially creditable, or surplus. To meet this surplus criterion, all quantification methodologies will be required to include a mechanism for subtracting any regulatory overlaps with the standardized baselines established to meet the "real" criterion described earlier.

3. Quantifiable Reductions

Although transportation control measures (TCM) involve some degree of variance and uncertainty, creditable actions can be quantified through use of assumptions that are based either on case studies or on transportation supply and demand theories. Each assumption that is used to assign effectiveness or efficiency should be matched with either a case study, or on some measurable parameter. Basic "intuition," especially for indirect actions such as general education, "goodwill," or other "good faith efforts," is not sufficient. Quantifiability is the main criterion used to determine the extent of any credit discounting. Those actions which are more easily quantified, with strong assumptions, would have limited discounting applied, while the more "intuitive" actions would need to be discounted to a much greater extent.

4. Enforceable

In addition, each proposed program should include a recordkeeping mechanism for compliance verification, as outlined in Chapter IV. The enforceability component requires that all records, sufficient to demonstrate compliance, be maintained by participating companies and be made available to the AQMD upon request.

III. TRIP REDUCTION STRATEGIES

(R2202, subdivision (g))

Rule 2202 offers employers the opportunity to obtain VTECs from the implementation of the following optional trip reduction strategies. These VTECs, obtained through peak-commute trip reductions, other work-related trip reduction, VMT offsets or off-peak commute trip reductions, can be applied towards meeting an employer's ERT.

A. Peak Commute Trip Reductions

Rule 2202 provides the option to obtain credit for reducing employee commute trips. Specifically, employers can reduce trips to work that occur for the purpose of reporting to work during the morning peak congestion period (or "Peak Window") by creating incentives for ridesharing and other alternative transportation modes. VTECs shall be calculated using the formula in Figure III-1.

$$\text{VTEC} = [\text{Creditable Commute Vehicle Reductions (CCVR)}] \times [\text{Emission Factor (EF) lbs./year}]$$

Where

CCVR = The daily average of total commute vehicle reductions that are real, enforceable, surplus, and quantifiable.

EF = Emission Factor (Table V-4)

Figure III-1. Vehicle Trip Emission Credit Generation for Work-Related Trip Reduction Programs

In calculating VTEC, employers may utilize data obtained by an alternative methodology approved in writing by the Executive Officer or designee.

B. Other Work-Related Trip Reductions

Employers may receive additional VTECs from employee commute reductions from peak and non-peak commutes or from non-commute vehicle usage. VTECs from Other Work-Related Trip Reductions can be calculated using the formula in Figure III-2. The conversion factor is used to convert vehicle trip reductions to commute vehicles reductions and accounts for the return trip home, and includes an additional adjustment to account for other vehicle usage reduction during and outside the peak window.

Other sources of VTEC may also be calculated, on a voluntary basis, from non-regulated worksites, non-employee such as independent contractors, or employees of other entities at the worksite that participate in the employer's trip reduction program. Additional VTEC may also be determined from reduced staffing that would reduce commute trips not as a result of any rideshare program. Reduced staffing may occur from events such as school recesses/breaks, inventory, or temporary facility closures.

The use of VTEC is subject to approval by the Executive Officer.

$$\text{VTEC} = [\text{Creditable Trip Reductions (CTR)/CF}] \times [\text{Emission Factor (EF) lbs./year}]$$

Where

CTR = The daily average of total one-way trip reductions that are real, enforceable, surplus, and quantifiable. A round trip is considered to be two one-way trips.

CF = 2.0 for A.M. Peak Window
2.3 for Other Trips

EF = Emission Factor (Table V-4)

Figure III-2.

Vehicle Trip Emissions Credit Generation for Peak-Commute and Other Work Related Trip Reduction Programs

C. Vehicle Miles Traveled (VMT) Programs

Employers may elect to implement VMT reduction programs and receive VTECs toward their ERT. Reduction of annual employee commute VMT that may result from employment center relocation, video-conference centers, telecommuting centers or other alternative programs approved by the Executive Officer or designee. The Executive Officer shall not approve any VTEC program for VMT reduction unless it includes baseline VMT estimates and demonstrates that VMT reductions result in real, enforceable, quantifiable, and surplus emission reductions.

D. Parking Cash-Out Program

Employers may elect to implement a Parking Cash-Out Program to reduce employee commutes and receive VTEC toward meeting their ERT. Parking Cash-Out is a program where an employer offers to provide a cash allowance to an employee equivalent to the parking subsidy that the employer would otherwise pay to provide the employee with a parking space. VTEC calculation formula for this program is the same as the one used for Other Work-Related Trip Reductions.

E. Employee Commute Reduction Programs

Details of this exemption are provided elsewhere in a companion guidance document titled "Employee Commute Reduction Program Guidelines."

IV. PROGRAM ADMINISTRATION

A. Registration

Employers participating in the Rule 2202 On-Road Motor Vehicle Mitigation Options emissions reduction program are required to notify the AQMD which option or options are selected through registration. Employer registration serves the purpose of both notifying the AQMD of the intent to implement options provided in the program, and also serves to identify the goals of the chosen options, including any demonstrations required. Registration shall be renewed annually.

Employers with 250 or more employees upon becoming subject to Rule 2202 shall notify the AQMD in writing within 30 days. Once the employer has notified the AQMD, within 90 days, the employer must submit a Rule 2202 registration with appropriate filing fees.

An employer's registration and the conditions under which it was approved shall remain in effect until the next approval date. Employers will not be held liable for any emission reduction shortfalls incurred due to changes in emission factors or the guidelines during those years in which the factors are updated after the registration is approved or pre-approved. Employers shall have up to 180 days from the date of receipt of their registration pre-approval letter to surrender the required emission reduction credits to meet the worksite emission reduction target. However, the use of this provision does not change the compliance period.

B. Registration Form

Employers must identify which options will be used to attain their ERT. The registration form must include information which identifies the company and the worksites affected by the emissions reduction program, including the number of employees reporting to the worksite during the morning peak congestion period and the total employee count at the worksite.

C. VTEC Calculations

Employers claiming VTECs from the implementation of the optional Vehicle Trip Reduction strategy shall include as a part of their registration all VTEC calculations. All supporting documents shall be maintained on site for three years. Emission factors (i.e., pounds of pollutant per vehicle-year) to be used in the calculations are provided in this document.

D. Air Quality Investment Program

AQMD's Executive Officer will determine the amount of emission reductions for air quality investment programs when proposals are submitted for approval. Individual employers seeking this safe harbor alternative are not responsible for demonstrating emissions reduction equivalency; they are only responsible for keeping records of employment, and of "in-lieu fee" submittal.

E. Recordkeeping

The enforceability component of the On-Road Motor Vehicle Mitigation Options program requires that all records, sufficient to demonstrate compliance, be maintained by participating companies for a period of no less than three years and made available to the AQMD upon request in order to determine compliance. Specifically, participating

companies should maintain, at a minimum, a copy of the following records at all worksites:

- Registration form,
- VTEC data and calculations, and
- List of program strategies or elements used for implementation.

F. Compliance

Compliance with an alternative emission reduction program will be determined through an employer review process conducted by the AQMD. Compliance requirements for the “Employee Commute Reduction Program” exemption are included in the ECRP Guidelines.

Examples of violations of Rule 2202 would include: failure to maintain records; fabrication of records; or failure to obtain the amount of VTECs or emissions reductions identified as part of the company's registration submittal. In addition, failure to submit air quality investment "in-lieu" fees would be constituted as a violation of Rule 2202 for employers selecting this option.

G. Special Procedures

1. Extensions

Any employer may request an extension to the registration due date under the following circumstances:

- If an employer needs more time to submit a registration to meet the requirements of Rule 2202, additional time may be requested from the AQMD. The request must be in writing, state the reason for the extension request, the length of time needed, and include the appropriate filing fee.
- All extension requests and fees must be received by the AQMD, no later than 15 calendar days prior to the program due date;
- Requests are considered on a case-by-case basis and are granted for reasons that are beyond the control of the employer;
- An employer may request an extension to the registration due date after the registration has been disapproved for the first time. The request must be received within 15 days of the receipt of the registration disapproval. The AQMD will inform the employer in writing within 15 calendar days of receipt of request, whether the extension has been granted;
- An employer may, upon receipt of a written objection to the terms of the proposed registration by an employee, employee representative or employee organization, request a single extension of 30 days. A copy of the written objection should be attached to the request. One such request shall be granted by the AQMD; no subsequent extension may be granted for this purpose; and
- Any change in the permanent due date that results in additional time to submit a registration will be considered an extension of time and shall be subject to an extension filing fee.

2. Change of Ownership

In the case of ownership mergers, or change of ownership, the new owner must notify AQMD of this change within 30 days of the new ownership. The new owner must comply with all provisions of Rule 2202 and Guidelines within 90 days of the change of ownership. The new owner(s) may choose to submit a letter, instead of a new registration, which states they will continue to implement the registration or program last approved by the AQMD.

3. Relocation

Any employer relocating to a new worksite must notify the AQMD within 30 days of the relocation. Relocations fall into two categories and are explained below:

- Employers relocating within two miles of the previous worksite address may elect to continue to implement the most recently approved registration. Or, the company may elect to submit a new registration or program. The employer must inform AQMD of the preference in the notification of relocation letter.
- Employers relocating more than two miles from the previous worksite are required to submit a new registration. The employer must submit the new registration or program within 90 days of the relocation.

4. Registration Disapproval Appeals

The AQMD has 90 days to review the resubmitted registration. If the employer believes that the program meets the requirements of Rule 2202 and the Guidelines, and that the registration was improperly disapproved, the employer may appeal the disapproval to the AQMD Hearing Board. A petition for appeal of disapproval must be made within 30 calendar days after the employer receives the notice of disapproval.

5. Delay Registration Review Requests

If an employer, employee, employee representative or employee organization requests a delay in action of registration review, the request must be in writing to the AQMD within 10 days of registration submittal and cannot delay the period of time to exceed the 90th day after submittal.

6. Police, Sheriff, and Federal Field Agents

Police, Sheriff, and Federal Field Agents shall be included in the employee count for rule applicability but are not required to be included in the number of employees in the peak window and may be excluded from ridership surveys. Surveying only part of this group is not acceptable.

Federal Field Agents are employees who are employed by any federal agency whose main responsibility is national security and performs field enforcement and/or investigative functions. Examples of Federal Field Agents include, but are not limited to, field employees of Federal Bureau of Investigation (FBI), Customs and Border Protection or US Coast Guard.

H. Emission Factors Updates

The emission factors found in Tables V-1, V-2, V-3, and V-4 will be revised upon EPA's final approval for use of the California Air Resources Board (CARB) approved on-road

mobile source emission factor (EMFAC) model in accordance with subdivision (n) of the Rule.

I. Emission Credit Transfers

RTCs that have been transferred into the RECLAIM program or emission credits designated for use in the Rule 2202 program shall not be transferred out of the designated program. Transfer of emission credits shall be subject to the applicable Regulation III transfer fee. This fee is not required if the buyer/transferee is a Rule 2202 regulated worksite and the emission credits are intended to be used for Rule 2202 compliance within the credit submittal cycle. The credit submittal cycle is within the 180 days from the date of receipt of a registration pre-approval letter for which employers must surrender the required emission credits.

Transfers outside of the credit submittal cycle of the buyer/transferee, between employers, non-Rule 2202 accounts, or undesignated Rule 2202 accounts shall be subject to a transfer fee. One transaction request shall count as one transfer for fee purposes. The transfer fee is intended to cover administrative costs in processing the request and to ensure the account balance is properly tracked. No additional cost is assessed when credits are transferred during the credit submittal cycle, because the annual registration fee has already accounted for such activities.

Chapter V Emission Factors

V. EMISSION FACTORS

(R2202, subdivisions (e), (g) and (n))

Emission Reduction Target (ERT) is the annual VOC, NO_x, and CO emissions required to be reduced by each worksite based on the number of employees reporting to work during the peak window and the appropriate Performance Zone in accordance with Rule 2202. The ERT for each pollutant, for each worksite may be calculated by using the following appropriate emission factors based on CARB approved EMFAC 2007 emission inventory model, version 2.3 - 01 November 2006.

A. Employee Emission Reduction Factors

Table V-1: Performance Zone-1*
(pounds per year per employee)

Emission Year	VOC	NO _x	CO
2008	2.35	2.85	28.67
2009	2.12	2.57	26.06
2010	1.90	2.33	23.67
2011	1.74	2.12	21.80
2012	1.59	1.93	19.99
2013	1.46	1.75	18.34
2014	1.36	1.60	16.93

Table V-2: Performance Zone-2*
(pounds per year per employee)

Emission Year	VOC	NOx	CO
2008	1.83	2.22	22.30
2009	1.65	2.00	20.27
2010	1.48	1.81	18.41
2011	1.35	1.65	16.95
2012	1.24	1.50	15.55
2013	1.14	1.36	14.27
2014	1.05	1.25	13.17

Chapter V Emission Factors

Table V-3: Performance Zone-3*
(pounds per year per employee)

Emission Year	VOC	NOx	CO
2008	1.26	1.54	15.44
2009	1.14	1.39	14.03
2010	1.02	1.25	12.75
2011	0.90	1.14	11.74
2012	0.86	1.04	10.76
2013	0.79	0.94	9.88
2014	0.73	0.86	9.12

The emission factor shown in Tables V-1, V-2 and V-3 may be modified to site specific emission factors reflecting vehicle age and trip length characteristics of the employee vehicle fleet.

B. Annual Emission Factors

Table V-4: Annual Emission Factors*
(lbs per year per daily commute vehicle)

Emission Year	VOC	NOx	CO
2008	5.48	6.65	66.89
2009	4.94	6.01	60.82
2010	4.44	5.43	55.23
2011	4.06	4.94	50.86
2012	3.72	4.50	46.65
2013	3.42	4.09	42.80
2014	3.16	3.74	39.51

In calculating VTECs for Commute Trip Reductions, employers may also utilize data obtained by one of the following methods:

- (a) Default data based on the weighted average of the average vehicle ridership survey data of the previous three years;
- (b) Data obtained by conducting an average vehicle ridership survey in accordance with Rule 2202 - Employee Commute Reduction Program Guidelines;
- (c) Data based on the default average vehicle ridership of 1.10; or
- (d) Data obtained by an alternative methodology, which may include documentation of the CCVR claimed, approved by the Executive Officer or designee.

*Rule 2202 (n) Emission Factors requires the revision of emission factors upon EPA's final approval for use of the ARB's EMFAC model. This revision is effective July 1, 2008.

Glossary

VI. GLOSSARY

1. ANNUAL REGISTRATION means an annual form submitted by an employer to the AQMD per paragraph (j)(1) of the Rule.
2. AREA SOURCE CREDITS (ASCs) are emission reduction credits, issued pursuant to Regulation XXV - Intercredit Trading.
3. AVR DATA COLLECTION METHOD is a method for gathering employee commute mode data needed to calculate an employer's average vehicle ridership.
4. COMPRESSED WORK WEEK (CWW) applies to employees who as an alternative to completing basic work requirement in five eight-hour workdays in one week, or 10 eight-hour workdays in two weeks, are scheduled in a manner which reduces vehicle trips to the worksite. The recognized compressed work week schedules for this Rule are, but not limited to, 36 hours in three days (3/36), 40 hours in four days (4/40), or 80 hours in nine days (9/80).
5. DISABLED EMPLOYEE means an individual with a physical impairment which prevents the employee from traveling to the worksite by means other than a single-occupant vehicle.
6. EMISSION REDUCTION CREDITS (ERCs) are emission reduction credits, issued pursuant to Regulation XIII - New Source Review.
7. EMPLOYEE COMMUTE REDUCTION PROGRAM means an annual program under the Employee Commute Reduction Program option, submitted to the AQMD, in accordance with the companion guidelines.
8. EMPLOYEE is any person employed by a person(s), firm, business, educational institution, non-profit agency, or corporation, government or other entity. The term excludes seasonal employees; temporary employees; volunteers; field personnel; field construction workers; and independent contractors.
9. FEDERAL FIELD AGENT means any employee who is employed by any federal entity whose main responsibility is National Security and performs field enforcement and/or investigative functions. This does not include employees in non-field or non-investigative functions.
10. FIELD CONSTRUCTION WORKER means an employee who reports directly to work at a construction site.

11. **FIELD PERSONNEL** means employees who spend 20% or less of their work time, per week, at the worksite and who do not report to the worksite during the peak period for pick-up and dispatch of an employer-provided vehicle.
12. **HOLIDAYS** are those days designated as National and State Holidays that shall not be included in the survey period.
13. **INDEPENDENT CONTRACTOR** means an individual who enters into a direct written contract or agreement with an employer to perform certain services and is not on the employer's payroll.
14. **INTER-POLLUTANT CREDITING** means the use of emission reduction credits of one type of pollutant that may be used in lieu of another type of pollutant.
15. **LOW-INCOME EMPLOYEE** means an individual whose salary is equal to, or less than, the current individual income level set in the California Code of Regulations, Title 25, Section 6932, as lower income for the county in which the employer is based. Higher income employees may be considered to be "lowincome" if the employees demonstrate that the program strategy would create a substantial economic burden.
16. **MOBILE SOURCE EMISSION REDUCTION CREDITS (MSERCs)** are emission reduction credits issued pursuant to Regulation XVI - Mobile Source Offset Programs.
17. **PART-TIME EMPLOYEE** means any employee who reports to a worksite on a part-time basis fewer than 32 hours per week, but more than four hours per week. These employees shall be included in the employee count for purposes of Rule applicability; and for emission reduction calculations of the employer provided the employees report to the worksite during the Peak Commute Window.
18. **PEAK COMMUTE WINDOW** is the period of time, Monday through Friday between the hours of 6:00 a.m. and 10:00 a.m.
19. **PERFORMANCE ZONE** for each worksite is determined by its geographic location within the geographic boundaries as described in Attachment I of Rule 2202.
20. **POLICE/SHERIFF** means any employee who is certified as a law enforcement officer and is employed by any state, county or city entity. Such employees are only police officers and sheriffs who perform field enforcement and/or any investigative functions. This would not include employees in non-field or non-investigative functions.
21. **SEASONAL EMPLOYEE** means a person who is employed for less than a continuous 90-day period or an agricultural employee who is employed for up to a continuous 16-week period.
22. **SHORT TERM EMISSION REDUCTION CREDITS (STERCs)** are short term emission reduction credits, issued pursuant to Regulation XIII - New Source Review.
23. **STUDENT WORKERS** are students who are enrolled and gainfully employed (on the payroll) by an educational institution. Student workers who work more than four hours per week are counted for Rule applicability and if they report to work during the 6:00 a.m. - 10:00 a.m. window are counted for emission reduction calculations.
24. **TELECOMMUTING** means working at home, off-site, or at a telecommuting center, for a full workday that eliminates the trip to work or reduces travel distance by more than 50%.

25. TEMPORARY EMPLOYEE means any person employed by an employment service or agency that reports to a worksite other than the employment agency's worksite, under a contractual arrangement with a temporary employer.

Temporary employees are only counted as employees of the temporary agency for purposes of Rule applicability.

26. TRANSPORTATION MANAGEMENT ASSOCIATION OR TRANSPORTATION MANAGEMENT ORGANIZATION (TMA/TMO) means a private/non-profit association that has a financial dues structure joined together in a legal agreement for the purpose of achieving mobility and air quality goals and objectives within a designated area.

27. VOLUNTEER means any person(s) at a worksite who, of their own free will, provides goods or services, without any financial gain.

28. WORKSITE EMPLOYEE THRESHOLD means 250 employees employed at a single worksite for the prior consecutive six-month period calculated as a monthly average and 33 or more employees scheduled to report to work during the Peak Commute Window any one day during the prior consecutive 90 days.

Attachment 1:
Rule 2202 Quantification Protocol for Marine Vessel Projects

(approved by the SCAQMD Mobile Source Committee on November 21, 2008)

21 November 2008

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

FINAL

RULE 2202 EMISSION REDUCTION QUANTIFICATION PROTOCOL
FOR NEW MARINE VESSEL PROJECTS

November 2008

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Protocol for Marine Vessel Projects

RULE 2202 EMISSION REDUCTION QUANTIFICATION PROTOCOL FOR NEW MARINE VESSEL PROJECTS

The purpose of this protocol is to establish procedures for evaluating, approving and monitoring marine vessel projects submitted under the Rule 2202 Air Quality Investment Program (AQIP) or pursuant to Rule 2202(f)(5). The goal of this protocol is to provide incentives to owners/operators of captive marine vessels to operate cleaner burning marine engines onboard of these vessels. Marine vessel projects may include a new purchase or the repower, retrofit or remanufacture of an existing marine engine (as defined below). This protocol will provide consistency in the evaluation, approval and monitoring of all marine vessel projects generating emission reductions for the Rule 2202 program. It will also serve as guidance to applicants, boat owners, and other companies proposing to purchase a new marine engine or repower, retrofit or remanufacture an existing marine engine onboard a captive marine vessel by identifying the monitoring, recordkeeping and reporting requirements prior to project implementation. This protocol will apply to new projects that are initiated after the approval date of this protocol.

Rule 2202(f)(5) states that an emission reduction quantification protocol shall be presented to the Mobile Source Committee for review if no applicable protocol exists. With the sunset of Rule 1631 – Pilot Credit Generation Program for Marine Vessels, there is a need for a District-approved emission reduction quantification protocol for marine vessel projects. This protocol was developed for the Rule 2202 program; however, it incorporates applicable elements of other established incentive-based programs, such as the Carl Moyer Program.

Definitions:

1. AQMD waters: The California coastal water boundary for the South Coast region, as specified in the Carl Moyer Program. This area is identified in Attachment 1, and encompasses Catalina and San Clemente Islands.
2. Captive marine vessel: A marine vessel that is operated at least 75% of the time in AQMD waters. For the purpose of this protocol, the vessel is deemed to be in operation any day that an AQMD-approved electronic- monitoring device shows that the vessel speed is greater than zero knots. In addition, a vessel is deemed to be in operation during the entire period of time it is outside AQMD waters, except for those time periods where the vessel owner/operator can demonstrate to the satisfaction of the Executive Officer that the vessel is inoperable because of maintenance or repair outside AQMD waters.
3. Engine repower: The replacement of a diesel-fueled engine onboard of an existing captive marine vessel with a new, cleaner marine engine having certified emissions that provide at least a 15 percent NOx reduction relative to the engine being replaced.
4. Engine remanufacture: The replacement of marine engine components from an existing marine engine, except the original engine block, with new applicable factory

certified components including, but not limited to: fuel injectors with built-in timing systems, compressors and turbochargers, blowers, intercoolers, pistons, liners, bearings, camshafts, camshaft bearings and shells, dampers, fuel pumps, and oil and fuel filters. The engine remanufacture kit must be certified by the California Air Resources Board, US Environmental Protection Agency or International Maritime Organization (IMO), and provide at least a 15 percent NO_x reduction relative to the engine prior to remanufacture.

5. Engine retrofit: The installation of a diesel emission control device that is verified by the California Air Resources Board to control emissions from an existing marine engine. Retrofit projects may involve, but are not limited to, the addition of a diesel particulate filter, diesel oxidation catalyst, or selective catalytic reduction technology.

6. Marine engine: A compression-ignited, diesel-fueled engine used for propulsion on a captive marine vessel. For purposes of this program, a marine engine may also include a compression-ignited, diesel-fueled auxiliary engine onboard of a captive marine vessel. Outboard engines are not included in this definition. Shore power projects that reduce marine vessel auxiliary engine emissions may be considered on a case by case basis.

7. Marine vessel: May include harbor craft or oceangoing ships, but not recreational vessels. Harbor craft may include, but are not limited to, tug boats, fishing vessels, work boats, crew boats, ferries, Coast Guard vessels, and some military vessels. Oceangoing ships usually travel internationally and may include container ships, bulk carriers, general cargo ships, tankers, military ships, auto carriers, cruise ships and ocean-going tugboats. Oceangoing ships must qualify as captive marine vessels to be eligible.

8. New purchase: The purchase of a new captive marine vessel equipped with a new marine engine.

Proposal/Application Submittal Requirements:

The proposal/application shall be consistent with all applicable local, state and federal guidelines. The proposal/application submittal requirements will be contained in the applicable Rule 2202 AQIP Request for Proposal (RFP) or Rule 2202 Implementation Guidelines. The application shall include all monitoring, recordkeeping and reporting requirements and emission reduction calculation methods that are to be used for the subject vessel.

Project Criteria:

Marine vessel projects allowed under Rule 2202 must meet the minimum project requirements specified in the latest version of the Carl Moyer Program Guidelines. Such requirements include, but are not limited to, the use of low-sulfur diesel fuel in harbor craft equipped with diesel engines as of January 1, 2006, and the requirement that each marine vessel have a U.S. Coast Guard Documentation Number or International Maritime Organization (IMO) and/or Lloyd's Number.

Only captive marine vessels are eligible for funding under the Rule 2202 AQIP. To determine captivity, the following test shall be satisfied:

Captivity Test: Minimum 75% of operation in AQMD waters:

Example of Captivity Test Calculation:

Days operated in AQMD waters: 320 days

Total operating days: 365 days

$$(320/365) * 100 = 88\%$$

A marine vessel project that is privately-funded and approved under Rule 2202(f)(5) must operate at least 75% of the time in California Coastal waters to be eligible for credit generation. However, the emission reduction credits will be granted for documented activity within AQMD waters only, as verified by AQMD.

Emission Reduction Quantification:

The emission reductions shall be quantified according to the latest version of the Carl Moyer Program Guidelines. Harbor craft propulsion and auxiliary engine emission factors, load factors, and fuel consumption rate factors can be found in Tables B-18, B-19 and B-20 of the Carl Moyer Program Guidelines (Release Date: April 22, 2008). The emission factors, load factors, and other calculation parameters used will be the most current revisions as approved by CARB to the Carl Moyer Program Guidelines. Below are examples of the calculation methodologies:

Fuel-based Method (to be used for all propulsion engine projects):

$$\text{Emission Reductions} = ((\text{EF base} - \text{EF new}) \times \text{AL} \times \text{FC}) / 454$$

Hour-based Method (to be used for all auxiliary engine projects):

Emission Reductions =

$$[((\text{EF base} \times \text{BHP base} \times \text{LF base}) - (\text{EF new} \times \text{BHP new} \times \text{LF new})) \times \text{AL}] / 454$$

Where:

EF base = Baseline emission factor (g/bhp-hr)

EF new = Reduced emission factor (g/bhp-hr)

AL = Activity level (gallons/year or hours/year)

FC = Fuel Consumption Rate (bhp-hr/gal)

BHP = Rated Power (bhp)

LF = Load Factor

454 = Conversion factor from grams to pounds

In the fuel-based method, the activity level shall include the total fuel consumed by the approved engine only while in District waters. For example, if the project involves the repowering of the main engine, the activity level must include the fuel consumed by the main engine only. Depending upon the fuel tracking method, fuel adjustments may be necessary to deduct the amount of fuel consumed by the auxiliary engines, transferred to other vessels or equipment, and/or consumed by the main and auxiliary engines during travel outside District waters. The maximum fuel rate and load factors specified in the Carl Moyer Program Guidelines should be used to calculate the amount of fuel consumed by the auxiliary engine(s).

To determine the amount of fuel consumed by the marine vessel while operating outside AQMD waters, the following equation should be used:

(Number of out-of-basin GPS data points with speed greater than zero / GPS data points logged/hr) x (Total fuel consumed during the reporting period / Total engine hours for the reporting period)

If GPS data are missing, the above calculation does not apply. Backup documentation, as pre-approved by AQMD, may be used to determine the amount of fuel consumed during travel outside AQMD waters in the event GPS data are not available. If backup documentation is not available, the vessel will be deemed in operation outside AQMD waters for the period of missing GPS data.

Emission reductions are subject to verification by the AQMD, and testing may be conducted at any time by the AQMD or a contractor designated by the AQMD.

Monitoring, Recordkeeping and Reporting:

A marine vessel project approved under Rule 2202 AQIP or Rule 2202(f)(5) must achieve real, quantifiable, enforceable, and surplus emission reductions for a discrete period of time. At a minimum, the project shall comply with all project criteria specified in the most recent version of the Carl Moyer Program Guidelines. In addition, the project shall adhere to the following monitoring, recordkeeping and reporting requirements:

Monitoring:

1. A Global Positioning System (GPS) or other electronic monitoring system and methodology as approved by the AQMD shall be installed, operated and properly maintained on the marine vessel to demonstrate its qualification as a captive marine vessel. The GPS or other electronic monitoring unit shall meet the minimum specifications established by CARB for the Carl Moyer Program (e.g., Carl Moyer Program Advisory 06-001).
2. Emission reductions will be verified and credits will be issued only for vessel operation in AQMD waters that is substantiated with GPS/electronic monitoring system data or backup documentation as pre-approved by the AQMD if GPS data are not available. The GPS or electronic monitoring system access codes and all connecting devices and software necessary for access shall be provided to the

AQMD.

3. Backup documentation may be used if pre-approved by the Executive Officer or Executive Officer designee to demonstrate vessel activity during times of missing GPS data.. Backup documentation may include one or more of the following: 1) daily operating logs, including the date, time, and vessel locations for each trip taken during the day, 2) hour meter readings from the start and end of each day, or 3) if available, other documentation, such as ticket sales, Marine Exchange reports, California Dept. of Fish & Game records, or Coast Guard records, verifying that all vessel trips have been noted on the daily operating logs. Samples of the backup documentation must be submitted to AQMD at the time of application, and pre-approved by AQMD prior to project implementation.

4. A non-resettable (totalizing) hour meter shall be installed on each engine (propulsion and auxiliary), and the engine hours shall be recorded in a monthly log. Notwithstanding, if the vessel leaves AQMD waters, the totalizing meter reading may be entered for each engine once the vessel leaves AQMD waters and upon the vessel's return. This information is not required, but it can be used by the applicant as backup documentation to determine the amount of fuel consumed outside AQMD waters. If this procedure is not followed, the vessel will be considered operating outside AQMD waters for the entire period from the first missing GPS data point until the next GPS data point is recorded. The AQMD may approve an alternative system to monitor engine operation on a case-by-case basis, provided the alternative system can produce equivalent data.

5. Should the hour meter require repair and/or replacement, a maintenance record shall be prepared and submitted to the AQMD with the activity level data report. The maintenance record shall include: the date of the repair and/or replacement, type of repair and/or replacement, meter reading at time of repair and/or replacement, and date of completion with the new meter reading. During times of meter maintenance, a hand-written log shall be maintained documenting the activity of the marine vessel on a daily basis, and shall include the date, time and estimated hours of operation for each engine. The amount of time to repair and/or replace the hour meter shall not exceed thirty working days. Failure to repair and/or replace the hour meter within thirty working days shall result in loss of emission reductions generated for the time period exceeding the thirty days.
Recordkeeping:

Contractor or Rule 2202(f)(5) applicant shall ensure that the following records are maintained:

- Fuel receipts/logs for all fuel added, including the vessel name, date, the amount of fuel added, and fueling location;
- Receipt/log for any fuel transferred to other vessels or equipment;
- Monthly log of engine hours for propulsion and auxiliary engines (auxiliary engine hours not required for propulsion engine projects equipped with Detroit Diesel Electronic Controls (DDEC) or equivalent continuous fuel monitoring system);
- A log of engine hours for propulsion and auxiliary engines for travel outside AQMD waters (not required, unless used by the applicant as backup

documentation to demonstrate the amount of fuel used outside AQMD waters);

- Monthly or quarterly log of total fuel consumption (not trip fuel) from a dedicated monitoring device such as a Detroit Diesel Electronic Controls (DDEC) system, if engine is equipped with such a system;
- Emission reduction credits claimed, and the calculations demonstrating how the emission reductions were determined, and any data not already included in the proposal/application that is used to calculate the emission reductions;
- Records of any maintenance or repairs performed, including for those days the vessel was dry docked, the vessel location, date the vessel was removed from and returned to the water, and repair order, repair receipt or other documentation specifying the date(s) of service and type of maintenance/repair performed (this information is needed to document times when the vessel is not operated and for the captivity and credit determination); and
- All GPS data or other electronic monitoring data as required by AQMD shall be downloaded at least every six months from the AQMD-approved monitoring system. The data shall be recorded on a non-rewritable, nonvolatile storage media, such as a CD. The original copy shall be maintained during the project life and at least three years after the termination of the contract.

The above records shall be made available to AQMD upon request for purposes of inspection and verification. Review of the above records and operations shall be made by AQMD at its discretion. Failure to produce all requested records to the AQMD within 10 business days of the request may result in loss of emission reduction credits for the time period following the request. Records shall be maintained by the project proponent during the project life and for 3 years after the termination of the contract.

Reporting:

Contractors or Rule 2202(f)(5) applicants shall submit progress reports to the AQMD every three months following contract execution or plan approval until project implementation, and then activity level data reports annually thereafter for the life of the project (applicants generating credits pursuant to Rule 2202(f)(5) may submit semiannual activity level data and credit issuance requests in lieu of annual reporting if requested and approved by AQMD at the time of application approval). Each activity level data report shall be submitted within 60 days after the end of the reporting period to insure credit issuance is closely tied to vessel activity and the ability for AQMD staff to inspect/verify current records of activity. A time extension not exceeding 30 days may be allowed to supplement the activity data report with new information that that was not available during the 60 day period. If the report is not timely submitted, the AQMD will not approve the emission reductions for the reporting period.

The AQMD shall notify the applicant within 60 calendar days of receipt of a credit request and activity level data report as to whether or not the request contains sufficient information to be deemed complete. Upon receipt of any resubmittal or additional information after the request has been deemed incomplete, a new 30-day period shall begin. Within 90 days of submittal of a complete request, AQMD will either approve or disapprove the issuance of credits for the reporting period.

Each activity level data report shall, at a minimum, include:

- A brief description and location of operations, only if this information has changed since the original application;
- Gallons of fuel consumed by the propulsion engines and auxiliary engines (auxiliary engine data not required for propulsion engine projects equipped with DDEC or equivalent continuous fuel monitoring system);
- Dates that the report covers;
- Actual emission reductions, as calculated by the AQMD approved method;
- A brief description of any maintenance or repairs performed;
- Totalizing reading of engine hours for both the propulsion engines and auxiliary engines (auxiliary engine hours not required for propulsion engine projects equipped with DDEC or equivalent continuous fuel monitoring system);
- For travel outside AQMD waters:
 - Date the vessel left and returned to AQMD waters; and
 - Receipts or logs for all fuel added or transferred out of the vessel during the trip.
- For marine vessel projects funded under Rule 2202 AQIP:
 - Port of Call or destination where any maintenance or repair was performed;
 - Invoice or receipt documenting date(s) and type of any maintenance or repair performed; and
 - Totalizing reading of engine hours (propulsion and auxiliary) upon leaving and returning (not required, unless used by applicant as backup documentation in the event of a GPS malfunction).
- All assumptions, calculations and factors used to determine the activity level and derive the actual emission reductions that are not already included in the proposal/application;
- GPS data or other electronic monitoring data as required by AQMD in a format that is acceptable to the AQMD; and
- If applicable, date(s) the vessel was dry docked and a brief description of the service(s) performed.

Other Conditions:

1. Emission reductions from the project approved under Rule 2202 AQIP or Rule 2202(f)(5) must not be required by any federal, state or local regulation, memorandum of agreement/understanding with a regulatory agency, settlement agreement, mitigation requirement, or other legal mandate.
2. The emission reductions will be credited for the term specified in the Rule 2202 AQIP contract or the project life specified in the Rule 2202(f)(5) application approved by the AQMD.
3. The project life shall be no more than the applicable maximum project life specified in the most recent applicable Carl Moyer Program Guidelines. The project life may be shortened by the District to that period ending on the day upon which the emission reductions are no longer surplus or the project is found to be inconsistent with any federal, state or local regulation, or District Board approved guidelines.

4. Any additional emission reductions that are achieved by the project beyond the term of the contract or plan approval will be retired for the benefit of the environment.
5. Emission reductions shall be based on actual fuel usage and operation in AQMD waters.
6. The same fuel usage reported for the NOx emission reduction quantification shall be used as the activity level for issuing credits for VOC and CO, if any.
7. Emission reductions achieved under the contract or plan shall not be produced in whole or in part by projects funded from any public air quality-related funding program, including, but not limited to: the Carl Moyer Program or AB2766.
8. The engines being replaced shall be destroyed and rendered useless, as specified in the latest Carl Moyer Program Guidelines. Documentation shall be provided to AQMD to verify engine destruction.
9. Emission reductions achieved under the contract or plan shall be from the actual operation of the vessel under standard operating conditions.
10. If contractor or other parties involved in the project fail to adequately maintain records/logs, no emission reductions will be approved for any period in which the records/logs were not maintained.
11. All projects shall be inspected by AQMD prior to and following project implementation, except a pre-inspection is not required for public agencies as specified by the Carl Moyer Program Guidelines. Contractor or Rule 2202(f)(5) applicant shall guarantee AQMD access to marine vessels for auditing and/or inspection purposes. Invoices will not be paid by the AQMD until a post-inspection of the project has been completed by the AQMD to verify the project was implemented as approved. This provision shall be included in the contracts and/or agreements between contractor and all other parties involved in this project.
12. The vessel owner/operator shall perform engine maintenance and service on remanufactured engines according to the original equipment manufacturer's schedule of recommend engine maintenance and service
13. Third party applications are not allowed under the Rule 2202AQIP. The owner of the engine or equipment must sign and agree to the application. A third party may complete an application or part of an application on an owner's behalf. In such cases, the application must also include a signature section for the third party. The third party signature section must include signature and date, and the third party must specify how much they are being compensated, if any, to complete the application and what source of funds are being used to pay for them. The owner must be provided with a copy of the application. The application must include a copy of the contract and/or agreement between the third party and owner.
14. Any person submitting an application who falsifies information in the application or fails to implement any provision of the application, shall be subject to penalties specified at law, including, without limitations, those in the Health & Safety Code. The AQMD may also take one or more of the following actions: 1) disapprove the application and void all previously issued credits, and/or 2) designate the applicant to be ineligible to generate credits pursuant to this program or any other District program or State program administered by the District.
15. To the extent that conflicting provisions are contained in contracts implementing vessel emission reduction credit programs, the provisions of the contract, and not of these Guidelines, are controlling.

Sample Memo regarding change in ETC..... Attachment X



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5802

PHILIP J. ARROWOOD
Health Director

December 16, 2011

Carol Gomez
Transportation Program Manager
South Coast Air Quality Management District
21855 Copley Drive
Diamond Bar, CA 91766

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

Dear Ms. Gomez:

The Employee Transportation Coordinator (ETC) position at the Department of Children and Family Services (DCFS) Headquarters building at 425 Shatto Place in Los Angeles, CA 90020 is in the process of going through transition. Ms. Lucy Farias attended the Rule 2202 Employee Commute Reduction Program – ETC Training on December 8, 2011 (attached is a copy of her certificate.) Mrs. Farias will replace the current ETC, Mr. Tristan Ormond.

Our staff have successfully completed the District Approved AVR Survey for 2011-12 with a 91% survey response rate and 1.676 Adjusted AVR and we anticipate another successful year in 2012-13. We will engage our staff to achieve a robust and thriving employee rideshare program. Mrs. Farias has already attended one rideshare training and she is looking forward to many more trainings and event planning.

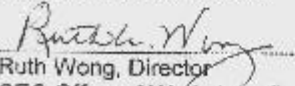
If you have any questions or need additional information, please do not hesitate to contact me at (213) 739-6410 or our Building Manager, Lucy Farias, at (213) 739-6400.

Sincerely,


Brett Neller
Children's Services Administrator II
Office of the Chief Deputy Director
425 Shatto Place
Los Angeles, CA 90020
(213) 739-6410
Fax (213) 383-8626

C. Ruth Wong, CEO

NOTED AND APPROVED:


Ruth Wong, Director
CEO Office of Workplace Programs

"To Grow Lives Through Effective and Caring Services"

- Employee Transportation Coordinator DirectoryAttachment XI

**COUNTY OF LOS ANGELES REGULATED SITES
EMPLOYEE TRANSPORTATION COORDINATORS:**

CHILD SUPPORT SERVICES

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Commerce, CA 90040
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maria_castaneda@cssd.lacounty.gov

CHILDREN AND FAMILY SERVICES

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farial@dcfs.lacounty.gov

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(626) 691-0981 Fax
orsing@dcfs.lacounty.gov
pastrj@dcfs.lacounty.gov

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(562) 497-3751 Fax
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069803 22550C Santa Fe Springs - Region IV
10355 Slusher Drive
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Marilyn Chairez
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(562) 946-9051 Fax
chairm@dcfs.lacounty.gov

134536 22550E Pasadena - Children's Services
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Pasadena, CA 91101
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ochoac@dcfs.lacounty.gov

152723 22550J Chatsworth - Region V
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(818) 755-3894 Fax
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120998 22550M Torrance - Region II
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Torrance, CA 90501
Shima Bell
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(310) 222-5544 Fax
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bells@dcfs.lacounty.gov

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Children's Services
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(323) 290-3171 Fax
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gguerra@dhs.lacounty.gov

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Facilities Management Administration
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Venus Cox, ETC Backup
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(323) 226-5905 Fax
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Scorrea@dhs.lacounty.gov

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Angelo Bellomo, Director
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gamorrison@ph.lacounty.gov

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Toni Paiz, ETC
Jeanie Johnson
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LACERA

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aellison@lacera.com

PROBATION

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Javier Hoil
Mabel Monge-Morua
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Angela Fuentes (Back-up)
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Armando Garcia
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angelafuentes@dpss.lacounty.gov
armandogarcia@dpss.lacounty.gov

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alfredmartinez@dpss.lacounty.gov

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CoSteina Hall-Daniels
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Notes
