

Medium and Heavy-Duty One-Time Fleet Reporting Guide

Reporting Deadline: April 1, 2023



Bureau of Mobile Sources

stopthesoot.nj.gov

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DEP can provide documents in an alternate format or in a language other than English upon request. Call DEP at 609-292-7953 or email stopthesoot@dep.nj.gov.

Definitions

“Broker” means a person who has broker authority from the Federal Motor Carrier Safety Association and, for compensation, arranges, or offers to arrange, the transportation of property by an authorized motor carrier.

“Common ownership or control” means ownership or control by the same individual(s), corporation(s), partnership(s), association(s), or parent company(ies). A business organization operated by, and vehicles managed day to day by, the same directors, officers, or managers, or by corporations controlled by the same parent company or the same majority stockholders, are considered to be under common control even if title to vehicles is held by different business organizations.

“Dispatched”, means to provided direction or instruction for routing a vehicle(s), whether owned or under contract, to specified destinations for specific purposes, including but not limited to delivering cargo, passengers, property or goods, providing a service, or assisting in an emergency. For example, it does not include simply ordering materials or equipment without actively providing direction or instruction on routing of the vehicle.

“Motor carrier” means a person that transports passengers or property for compensation. A motor carrier, or person who is an employee or agent of a carrier is not a broker when it arranges or offers to arrange the transportation of shipments that it is authorized to transport and that it has accepted and legally bound itself to transport.

1. Introduction

In December, 2021 the New Jersey Department of Environmental Protection (DEP) adopted the Clean Trucks Rule. The rule has a one-time reporting requirement for large businesses, government agencies, or contractors that operate or dispatch vehicles with a manufacturer's gross vehicle weight rating (GVWR) greater than 8,500 lbs. in New Jersey. This includes vehicles from medium-duty vehicles such as vans and $\frac{3}{4}$ ton pickups to heavier vehicles such as delivery trucks, school buses, transit buses, and tractor-trailer trucks. The information is required by April 1, 2023.

This guide describes who needs to report, provides guidance on how to use data you already have, identifies the type of records you need to keep, and explains the process on how to submit the reporting responses by the deadline.

This guide is organized into three primary sections. The first relates to the general information about the reporting organization, the second is about the vehicle home base location, and the third is primarily about the vehicles and their operation (fuel type, body type, GVWR, vehicle usage, daily mileage, etc.).

2. Who has to report?

Fleet owners, businesses, government agencies, municipalities, brokers, etc., (hereafter referred to as "organization") will report information about their vehicles over 8,500 lbs. GVWR (hereafter referred to as "vehicle"); if in 2022 they operated a facility in New Jersey and meet any of the following criteria:

- Had gross annual revenues greater than \$50 million in the United States for the 2022 tax year, including revenues from all subsidiaries, subdivisions, or branches, and had one or more vehicles under common ownership or control that were operated in New Jersey in 2022; or
- Any fleet owner in the 2022 calendar year that had fifty (50) or more vehicles under common ownership or control; or
- Any broker or organization that dispatched fifty (50) or more vehicles into or throughout New Jersey, in the 2022 calendar year; or
- Any New Jersey government agency including all state and local municipalities that had fifty (50) or more vehicles that were operated in New Jersey in 2022; or
- Any federal government agency that had fifty (50) or more vehicles that were operated in New Jersey in 2022.

Organizations with a brokerage and/or motor carrier authority that meet any of the above criteria must report even if, no vehicles are owned by the subsidiary (a company controlled by another company), corporate parents, or joint ventures.

Each organization must provide complete information about all the vehicles they own or dispatch but there is flexibility in how to submit the information. Before getting started with the reporting process, your organization should decide whether to complete one spreadsheet form or whether you would prefer to complete multiple spreadsheets as described below.

A single reporting form is sufficient for an organization with several locations. However, larger organizations with subsidiaries, joint ventures or multiple divisions that manage their vehicles separately may find it easier to submit separate forms for each subsidiary or distinct part of the organization. Either approach is acceptable as long as the entire fleet of vehicles is reported and there is a common parent Taxpayer ID reported for each of the sub-fleets.

For government fleets, the reported vehicles are those associated with the unit that is directly responsible for the vehicles day-to-day operational control. A city may collect the information for all its departments and report it in a single form for each location or may separately complete and submit individual forms for each department provided all vehicles are reported.

Reporting is not required for:

- Military tactical vehicles and military tactical facilities owned or operated by the United States Department of Defense and/or the United States military services; or
- Vehicles awaiting sale; or
- Emergency vehicles

3. General Entity or Organization Information (Organization Tab)

This section focuses on information and questions about your entity/organization. You will need to report information like the organization name, contact person information, fleet owner, tax ID, and operating authority. In addition, there are questions about annual revenue, and sustainability plans. If your organization is a motor carrier or broker you will also need to provide information such as the number of subhaulers and vehicles operated by subhaulers.

Each reporting question is listed below and is labeled with a “Q”. In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question.

(Row 3) Q. Organization Name

- Input the name of the organization/fleet owner, business, government agency, municipality, broker (or part of the organization) that you are reporting.

For example: If you are reporting for a subsidiary then include the subsidiary name. If you are reporting for a department for a city, then include the city and department name.

(Row 4) Q. Doing Business As

(Row 5) Q. Public or private fleet

- Select an option from the drop-down menu

(Rows 6-9) Q. Mailing address: street name or P.O. box, city, state, and ZIP code

- Provide the business address for the reporting organization. Do not provide a personal residence address.

(Row 10) Q. Designated contact person, first and last name

- Provide information for the contact person who can answer questions about the reported information.

Row (11) Q. Designated contact person title (optional)

(Row 12) Q. Designated contact person's email address

(Row 13) Q. Designated contact person's phone number

(Row 14) Q. Corporate parent name or governing body (if applicable)

- If the highest-level parent of a large organization is reporting on behalf of the entire corporation using only one reporting form, then enter "Not Applicable".

Question	Answer
Organization Name	New Jersey Dept. of Environmental Protection
Doing Business As	DEP
Private or Public fleet	Government Agency
Street Address / P.O. Box	401 E. State Street
City	Trenton
State	NJ
ZIP	08625
Designated Contact Person Name	Jane Doe
Designated Contact Person Title	Fleet Manager
Designated Contact Person E-mail Address	jane.doe@dep.nj.gov
Designated Contact Person Phone Number	609-292-5555
Corporate Parent Name or Governing Body	State of New Jersey
For government entities, select jurisdiction	State
Primary six digit North American Industry Classification System (NAICS) code	456123

(Row 15) Q. For government organizations, select the jurisdiction

- Select the appropriate government organization from the drop-down menu, if applicable

(Row 16) Q. Primary six-digit North American Industry Classification System (NAICS) code (if applicable)

- Select one NAICS code (<https://www.census.gov/eos/www/naics>) that is appropriate to represent your organization.

(Row 17) Q. Non-governmental organizations must identify the total annual revenue in the United States for 2022. Select the best response in millions of dollars (Select: <\$10, \$10-\$49, \$50-\$99, \$100-\$499, \$500-\$999, >\$1,000)

- Select the appropriate bin for the organization (or subpart of the organization) that is represented in the spreadsheet.
- Subsidiaries reporting separately from the highest-level parent should only include the annual revenue of the reporting subsidiary. The annual revenue of the corporate parent should not be incorporated in the individual subsidiary's reporting.
- For parent organizations reporting separately from their subsidiaries, only include the parent's annual revenue, and do not incorporate the separately reported subsidiary annual revenues
- Highest-level organizations reporting as a whole on one form should include annual revenue for the combined parent and New Jersey based subsidiaries.

(Row 18) Q. Identify if your organization has broker authority under the Federal Motor Carrier Safety Administration (Select: Yes, No or Not Applicable)

(Rows 19-22) Q. Enter each of the following operating authority numbers, if applicable:

- Motor carrier identification number
- United States Department of Transportation number
- New Jersey Carrier Identification number
- International Registration Plan number

(Row 23) Q. Identify the number of organizations with whom you had a contract to deliver items or to perform work in New Jersey using vehicles over 8,500 lbs. GVWR in 2022 to serve your customers while representing your organization's brand. Select number of subcontractors: (Select: 1-10, 11-20, 20-50, >50);

- A subhauler is a for-hire motor carrier who enters into an agreement to provide transportation services on the behalf of another motor carrier, or broker.
- If you subcontract with different organizations to serve your customers and to represent your organization's brand, this question only applies to agreements where your company hires another company, and their vehicle displays your organization's brand (using the exact brand or logo) to deliver items on your behalf or perform work for your clients or customers. This question does not apply to other types of contracts when the company is operated under their own brand or are not affiliated with your organization.
- For example, if your organization is an online shopping service and hires another party to

deliver an item purchased from the online shopping service to customers' shipping addresses and identifies themselves as a representative of your company's shopping service, they would be counted.

- If, however, your organization hires another company that displays its own brand on their vehicles but also displays your logo as endorsements and is not their sole identifying marker they would not be counted.
- These questions do not apply to the following:
 - o An organization that is not a for-hire motor carrier, or
 - o Contracts where you do not determine how the delivery is made

Q. If your organization has motor carrier or broker authority and contracts with subhaulers to serve your customers, please select the appropriate bin for the questions below for the year 2022; if you do not have motor carrier or broker authority, mark 'Not Applicable'

- This question applies to the following questions (Rows 25-27)

(Row 25) Q. Number of subhaulers you contracted with in New Jersey to transport goods or other property.

- For these purposes, a subhauler is a for hire motor carrier who enters into an agreement to provide transportation services on behalf of another motor carrier or broker. If you are an organization that is not a for hire motor contractor or if you have contracts where you do not determine how the delivery is made you can select N/A.

(Row 26) Q. Estimate the number of vehicles operated by your subhaulers on your behalf in New Jersey

- If you do have subhaulers, estimate the total number of vehicles your subhaulers operate on your behalf.

(Row 27) Q. Estimate the number of vehicles operated by subhaulers that operated under your motor carrier authority in New Jersey

- If you have a motor carrier or broker authority, and contract with subhaulers to serve your customers, use 2022 data to answer the question. If you are not a for hire carrier, select NA.

(Row 28) Q. Do you have a written sustainability plan to reduce your carbon footprint?

- This can be any written plan that establishes goals or identifies actions for your organization to reduce its carbon footprint. If your reporting department or subsidiary does not have a written plan but your parent or head company has one that covers the whole organization, then select yes.

(Row 29) Q. Does your written sustainability plan include transportation emissions reduction goals?

- For example, this could include installing charging infrastructure or moving towards alternative fuel vehicles.

(Row 30) Q. In 2022, how many vehicles did your organization own and operate in New Jersey that do not have a home base in New Jersey. (Enter the number)

- This should be interstate vehicles or vehicles that do not have a home base in New Jersey
Enter the number of vehicles.

Q. Comments (Optional)

- This is where you can indicate if any of the information you provided contains trade secrets or should remain confidential.

4. Home Base Information (Facilities Tab)

This section is about determining the vehicle home base and the information to be reported about the facility. **The “home base” means the location where a vehicle is domiciled meaning a business location where a vehicle is typically kept when not in use.** Vehicles that are kept at a personal residence or kept at a location that is not operated by the organization shall use the location where the vehicle is dispatched from or where the vehicle is repaired or maintained. For example, the home base would include a depot, yard, or terminal where the vehicle is domiciled, or where the vehicle is parked on a nightly basis. For vehicles that go home with the driver, operate remotely, or are routinely used at multiple locations, the home base is the location where the vehicle is repaired or maintained. This can be an office building or other location with a physical address. The “home base” should not be reported as a residential address.

For multi-use properties, like a campus or military base, the home base may be reported as a single address and does not need to include specific building addresses even if the vehicles are kept at multiple location on the campus or base.

Vehicles that accrue a majority of their annual miles in New Jersey, regardless of the state of registration, but are not assigned to a particular location in New Jersey must be reported as part of the New Jersey headquarters or another location (i.e., the out of state location) where the vehicles’ operation is managed. Brokers that dispatch vehicles they do not own, need to list their own office as the home base location unless they also operate a truck yard where the trucks are kept.

Each question is listed below and is labeled with a “Q”. In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question.

(Column A) Q. Facility Name

- Enter the name in which you identify the specific vehicle home base (please see how home base is defined above). This name will be displayed in the spreadsheet on the Vehicle Tab to make it easier to associate the vehicles with the home base location without needing to repeat the address. It can be any name you choose as long it is unique for each location. If you are reporting for multiple subsidiaries, please be sure to give each one a unique name.

(Column B) Q. Street Address

- Enter the street address for the facility/home base listed in the previous question. This should not be a residential address.

(Column C) Q. City

- Enter the City for the street address listed in the previous question.

(Column D) Q. State

- Enter the State associated with the city listed in the previous question.

(Column E) Q. Zip Code

- Enter the Zip Code associated with the state listed in the previous question.

(Column F) Q. Contact person name

- Provide the contact person who can answer questions on this home base

(Column G) Q. Contact person email address

- Should not be personal information

(Column H) Q. Facility type. For each home base location, identify the best-fit response from the following list.

- Administrative/Office Building - means a building or structure used primarily for day-to-day activities that are related to administrative tasks such as financial planning, record keeping & billing, personnel, physical distribution and logistics, within a business.
- Distribution Center/Warehouse - means a location used primarily for the storage of goods, which are intended for subsequent shipment.
- Hotel/Motel/Resort - means a commercial establishment offering lodging to travelers and sometimes to permanent residents.
- Manufacturer/Factory/Plant - means a location with equipment for assembling parts, producing finished products, intermediate parts, or energy products.
- Medical/Hospital/Care - means an institution engaged in providing, by or the supervision of physicians, inpatient diagnostic and therapeutic services or rehabilitation services by or under the supervision of physicians.
- Multi-Building Campus/Base means a property typically operated by a single organization with several buildings, often serving multiple purposes.
- Restaurant - means a business establishment where the primary purpose is serving meals or refreshments may be purchased.
- Service Center - means a facility that supports a business operation that generates revenue by providing a specific service or product, or a group of services or products to a customer.

- Store - means an establishment that sells goods or a variety of goods and services to the public.
- Truck/Equipment Yard - means an establishment that primarily stores or dispatches trucks and equipment such as a garage or parking lot.
- Any Other Facility Type - means any facility type that is not listed above.

(Column I) Q. Does your organization own or lease the facility? (Select: Lease or Owned)

- Please select lease or owned

(Columns J-O) Q. Identify what type of refueling infrastructure is installed at the facility, if any, by selecting all of the fuel types dispensed at the facility.

- If you have multiple types of fuels refueling at your facility, select all that apply by indicating 'yes' or 'no' for the different types of fuels.

(Column P) Q. Does your organization pull tractor trailers?

- Please select yes or no

(Columns Q-X) Q. For any semi-tractors associated with this home base, identify what types of trailers you pull.

- (Select all that apply: Van-dry, Van-reefer, Tanker, Flatbed, Shipping container, Low bed, Curtain side, Other). (Select all that apply: Van-dry, Van-reefer, Tanker, Flatbed, Shipping container, Low bed, Curtain side, Other). Enter a percentage for each trailer type. The text will turn green when the total adds to 100%.

Trailer Types pulled (If you have tractor trailers on site, these columns should add to 100%)							
Van-Dry	Van-Reefer	Tanker	Flatbed	Shipping Container	Low Bed	Curtain Side	Other Trailer- please specify type in comments

(Column Y) Q. Enter a comment (optional) about the home base section submissions

- To the extent submitted responses contain data claimed to be "trade secret" or otherwise exempt from disclosure or under other applicable provisions of law, please identify the responses containing such data as "confidential" in this comment section.

5. Vehicle Information (Vehicles Tab)

This section focuses on questions about the vehicles associated with each home base and how they are used. Each vehicle needs to be associated with a home base location.

All on-road vehicles with a GVWR >8,500 lbs. need to be included in this section regardless of fuel type or use. You can find your vehicle's GVWR by checking the label usually found on the driver's side doorjamb or you can use a VIN decoder (<https://vpic.nhtsa.dot.gov/decoder>) such as this one.

For most questions, you are expected to use data you already have, like maintenance or dispatch records, and for you to use your knowledge about your fleet operation to respond to questions in this section. You must use data for any time-period you choose during 2022 and should be based on your knowledge of the vehicle data you have and is more representative of the daily operation of your vehicles. The period can be a full year, quarter, month or week.

If you use a "unique" reporting period, such as having driver's record daily mileages for a two-week period in March 2022, the reporting form provides you a comment box where you can describe the reporting period used and you can keep the driver's mileage logs as acceptable records.

The expectation is that most fleets will use existing records to determine the response.

Brokers must also report information about the vehicles they dispatch or direct while under contract, based on dispatch record. For example, if a broker hires a truck to move a load, only the miles driven under that contract should be considered for the responses and the broker is not expected to have information about the miles driven outside the contract. In addition, some of the questions do not apply to brokers. For example, a broker is not expected to have information on where the vehicle is domiciled, where it is fueled, nor whether it returns to the home base.

Responses for a vehicle group at one home base location may be repeated for the same vehicle group at another vehicle home base location if the respondent that is familiar with the vehicle operation determines the operation at that location is substantially similar to another location.

- For example, an HVAC repair fleet that has a consistent operation at all locations in North Jersey may use the usage responses for their service vans at one location and apply that same information for their service vans at other locations. In this case, simply keep notes on which home base location was used to apply to vehicles at other home base locations.

What if I have back-up vehicles or non-operational vehicles?

Do not include back-up vehicles nor vehicles that are not in operation or otherwise not being used when calculating vehicle group mileage averages so that the mileage responses do not underestimate your daily (non- back-up) vehicle usage.

- For example, a vehicle group of 10 street sweepers, where 1 is a back-up vehicle used intermittently and a majority of the vehicles in the group are facility-based operations only, then you will include the mileage records for the 9 vehicles that operate normally. The one back-up vehicle in the group will be excluded from the responses.
- For example, a vehicle group of 20 water trucks where 2 are not operational and are to be used for parts then the 18 vehicles would be used for the mileage

responses.

Each reporting question is listed below, is labeled with a “Q”, and corresponds to the heading in the spreadsheet in the Vehicle Information tab. In certain cases, additional clarifying information, guidance, or examples are provided directly below the question.

Column A – Q. Facility name

In this section, please select the facility or “home base location” for which you are reporting. If you have multiple facilities, you will need to select one and fill out the form for each facility.

Once you select a facility you will need to start grouping vehicles for each facility. Additional explanation is provided in b) Vehicle Groupings.

Vehicle Groupings (Columns B-E)

Vehicles may be grouped by fleet sector, body type, and weight class bin for each home base location as described below by entering information in the data table for each group of vehicles.

For each group of vehicles, there is a series of questions including ownership, age, average mileage, special equipment, fuel, and then details on usage. See the example in the following table. You may also break up your fleet information into more groups as long as all vehicles are included in the spreadsheet.

Vehicle Group				
Facility Name	Vehicle Fleet Sector	Vehicle Body Type	Weight Class Bin (Gross Vehicle Weight Rating Range)	Number of Vehicles
NJ DOT HQ	Construction	Dump	Class 8a and 8b Trucks (Greater than 33,000 lbs)	10
NJ DOT HQ	Towing	Tow	Class 7 (26,001 lbs - 33,000 lbs)	3
NJ DOT HQ	Shuttle Service	Bus-Shuttle	Class 6 (19,501 lbs - 26,000 lbs)	5
Select Facility				

(Column B) Q. Vehicle Fleet Sector (Select the appropriate fleet sector type for the vehicle/s you are reporting)

- For each group of vehicles, you will include in the spreadsheet, select each body type from the pull-down menu

(Column C) Q. Vehicle Body Type (Select the appropriate body type for the vehicle/s you are reporting)

- For each group of vehicles, you will include in the spreadsheet, select each body type from the pull-down menu

(Column D) Q. Weight Class Bin

- There are seven weight class bins to select from as follows:
 - Class 2b – These vehicles have a GVWR from 8,501 lb. to 10,000 lb. They include full-size pickup trucks, smaller utility trucks, cargo vans, and passenger vans that are larger than an F150.
 - Class 3 – These vehicles have a GVWR from 10,001 lb. to 14,000 lb. They include larger cargo vans and utility trucks.
 - Class 4 – Have a GVWR from 14,001 lb. to 16,000 lb. The types of vehicles include mid-size shuttle buses and trucks such starting with the E450 or F450 series models.
 - Class 5 – Have a GVWR from 16,001 lb to 19,500 lb. They include large walk-in delivery trucks, bucket trucks, and trucks in the E550 or F550 series models.
 - Class 6 – Have GVWR from 19,501 lb. to 26,000 lb. The types of vehicles include mid-size shuttle buses and trucks such starting with the E650 or F650 series models.
 - Class 7 – Have a GVWR from 26,001 lb. to 33,000 lb.
 - Class 8a-8b – Have a GVWR greater than 33,000 lb.

(Column E) Q. Number of Vehicles

- Provide the number of vehicles for this body type

Information for each vehicle group (Columns F-T)

Column F) Q. Identify whether your organization is the fleet owner for this group of vehicles, or if they are dispatched under your brokerage authority. (Select: Owner or Broker)

- If you are not a broker, select “owner”. Owner includes organizations in direct possession or control of the vehicles.

(Column G) Q. Indicate the age at which you typically retire these vehicles, in years.

- This should be based on your planned fleet turnover, depreciation schedule, or usual practice and should not be influenced by atypical events like accidents or theft. The spreadsheet will prompt you if you enter an age over 25 years but this is acceptable so long as it is indeed typical for these vehicles.

(Column H) Q. What is the average annual mileage for a typical vehicle in this vehicle group?

- This response should be based on odometer readings from maintenance records or other available mileage data to determine the median or average annual miles for the vehicles in each group. The spreadsheet will prompt you if you enter a mileage over 125,000 miles per year but this is acceptable so long as it is indeed the average for these vehicles.

(Columns I-J) Q. What percentage of miles are driven in New Jersey and outside of New Jersey?

- Estimate to the nearest 10% the percentage of miles driven in New Jersey. The spreadsheet will automatically fill in the percentage of miles driven outside New Jersey.

(Column K) Q. How many vehicles are registered in a jurisdiction other than New Jersey?

- Determine the number of vehicles in the group that are registered in other states or jurisdictions or are registered as non-operational.

(Column L) Q. How many vehicles are 2010 and older model year vehicles?

- Determine the number of vehicles in the group that are 2010 and older model year vehicles.

(Column M) Q. How many vehicles are equipped with global positioning systems (GPS) or other form of electronic mileage reporting?

- This is simply the count of trucks in the group that is equipped with GPS or another electronic form of tracking daily mileage that is available to the fleet manager. It does not include odometers. Brokers are expected to respond to this question and use information they have in their dispatch records about the vehicles.

(Column N) Q. How many vehicles were new when they joined your fleet?

- Determine the number of vehicles in the group that were purchased or leased when new and you were the first user.

(Columns O-T) Q. Fuel Type.

- For each fuel type listed, enter the number of vehicles that use that fuel. For electricity, only include those vehicles with a plug, whether fully electric or plug-in hybrids. Conventional hybrid vehicles that do not plug in should be listed under their conventional fuel (i.e., gasoline or diesel).
- The total number of vehicles across all fuel types in each row must match the number of vehicles for that row entered in column E. The text will turn green when the totals match and red otherwise.

(Columns U-V) Q. Identify the start and end date of the reporting period selected. Enter the date range.

- Enter the dates that best represent whether you used annual or quarterly or another timeframe to determine responses other than the annual mileage response.
- If an alternative timeframe other than annual or quarterly information is used, you must describe the approach used in the optional comment box and keep records of the method and the data used for answering each question.
- The reporting period must start within calendar year 2022. The spreadsheet will prompt you if you enter a date outside this period and will prevent you from entering an end date before your start date.

(Columns W-X) Q. In a typical busy week within the reporting period:

- How many of these vehicles fuel exclusively at this facility;
- On how many days was at least one of these vehicles driven

(Columns Y-AD) Q. On a typical busy day within the reporting period you selected, how many vehicles:

- Were not used at all, being kept as spares or under repair;
- Operate up to 100 miles per day;
- Operate between 100 and 150 miles per day;
- Operate between 150 and 250 miles per day;
- Operate between 250 and 350 miles per day;
- Operate more than 350 miles per day
- The purpose of this question is to indicate how many miles each vehicle in the group will travel on a typically busy workday during the reporting period to better indicate daily range needs.
- For this question, you are expected to use mileage or dispatch records you have available to determine the best response for the vehicles in each group.
- Responses to this question must add up to total number of vehicles indicated in column E. The text will be red until the totals match; then it will turn green.

(Columns AE-AJ) Q. On a typical busy day within the reporting period, how many of these vehicles:

- Spent any time at this facility;
- Spent more than 8 hours out of 24 hours at this facility;
- Left the facility and had a predictable usage pattern;
- Left the facility but stayed within ~50 miles;
- Towed a trailer more than 100 miles;
- Were loaded to their weight limit at some point

6. How to Submit

The spreadsheet template should be downloaded at <https://dep.nj.gov/wp-content/uploads/stopthesoot/njdep-act-reporting.xlsx> and completed as instructed above. Once all required fields have been filled in, click on the following link to email the spreadsheet as an attachment to stopthesoot@dep.nj.gov with the subject line “ACT One-Time Fleet Reporting”. This link will automatically generate the correct subject line.

7. Recordkeeping

The responsible official shall maintain all records of information used to complete this reporting until March 31, 2028. In addition, the responsible official must maintain all fleet, vehicle, contract, and facility records used to compile responses. This includes the data and analysis period used, driver mileage logs, etc.

Records must include the following:

- For owned on-road vehicles and off-road yard tractors, mileage records and dates from records such as maintenance logs, vehicle logs, or odometer readings, or other records with the information used to determine the response.
- For on-road vehicles and off-road yard tractors not owned but dispatched by the organization, dispatch records and dates, contracts, or other records with the information used to determine the responses.
- Vehicle registration date and jurisdiction for each owned vehicle in the New Jersey fleet.
- Any contracts with contractors, subcontractors, or contracts with subhaulers, or other records with the information used to determine the responses.

DEP staff may request clarification of reported data. DEP staff will reach out to the identified contact person first in attempt to clarify any issues.

However, if the reporting organization is not responsive, a formal request from DEP will then be made. The reporting organization will have 14 days from the formal request to respond in order to avoid being referred to DEP’s Office of Compliance and Enforcement. Subsidiaries reporting separately from the corporate parent using multiple forms must:

- Identify the highest-level parent of the organization, and
- Only include information on that specific subsidiary.