



# RULE 2202 - REGISTRATION FORM

YEAR:	
SITE ID:	

**T Y P E   O R   P R I N T   A L L   I N F O R M A T I O N**

## Section I - General Information

**Employer/Organization Name:** \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_

Street Number (N, S, E, W)

Street Name

Type (St., Ave., Blvd.)

Unit / Suite

Location / Mail stop

City

State

Zip Code

County (LA, OC, RS, SB)

**Contact Name:** Mr./Mrs./ Ms.

(Circle one)

Name

Title

Mailing Address: \_\_\_\_\_

(If different from site address)

Phone Number: (\_\_\_\_) \_\_\_\_\_

Area Code

E-Mail Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Area Code

If filing an Employee Commute Reduction Program, provide:

**Employee Transportation Coordinator:** Mr./Mrs./ Ms.

(Circle one)

Name

Title

Mailing Address: \_\_\_\_\_

(If different from site address)

Phone Number: (\_\_\_\_) \_\_\_\_\_

Area Code

E-Mail Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Area Code

**Has this person completed the Rule 2202 ETC Training?**

Yes \_\_\_\_\_ (If Yes, please attach copy of certificate, unless previously submitted)

No \_\_\_\_\_ (If No, please provide date you are scheduled to attend) \_\_\_\_\_

**Highest Ranking Official at this Site:** Mr./Mrs./ Ms.

(Circle one)

Name

Title

Mailing Address: \_\_\_\_\_

(If different from site address)

Phone Number: (\_\_\_\_) \_\_\_\_\_

Area Code

E-Mail Address: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Area Code

I attest that the attached program will be implemented as required by Rule 2202 – On-Road Motor Vehicle Mitigation Options and further declare that as stated herein, the proposed strategies will be implemented upon program approval by the AQMD.

**Signature of Highest Ranking Official or individual responsible for allocating program resources:**

Date: \_\_\_\_\_



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## Section I (continued)

### Worksite Employment:

- Total number of employees reporting to this worksite: \_\_\_\_\_
- Total number of employees reporting to this worksite within the designated peak window: \_\_\_\_\_
- If you excluded Police/Sheriff/Federal Field Agents from the peak window employees, please indicate the total number of agents excluded: \_\_\_\_\_ (Partially reporting these employees is not acceptable)
- Total number of fleet vehicles located at this worksite: \_\_\_\_\_ (Note: This information is only required from those employers filing an Employee Commute Reduction Program and have not met the corresponding Performance Zone Target AVR)

Check One Box Only

### Select Type of Program:

- Air Quality Investment Program** (Complete Sections I, II) pages 1-3.
- Emission/Trip Reduction Strategies** (Complete Sections I, III) pages 1-2, 4 or 4-9 and corresponding Appendices, if applicable.
- Employee Commute Reduction Program** (Complete Sections I, IV) pages 1-2, 5-25 and corresponding Appendices, if applicable.
- Employee Commute Reduction Program Offset** (Complete Sections I, IV-1, and IV-3) pages 1-2, 5-9, and 26, and corresponding Appendices, if applicable.
- Employee Commute Reduction Program High AVR No Fault Inspection** (Complete Sections I, IV) pages 1-2 and 5-9, and corresponding Appendices, if applicable. Include your Compliance Pass Letter (No Filing Fee Required).  
Note: This type of program cannot be used when filing a first year program.

Determine your correct filing fee(s) and submit your completed forms along with a check payable to:

**South Coast Air Quality Management District**  
**Transportation Programs**  
**21865 Copley Drive**  
**Diamond Bar, CA 91765**

Please provide the site I.D. number and specify "Rule 2202" on all checks. Programs submitted with no check or incorrect fee amounts may be disapproved and subject to resubmittal fees. Please refer to Rule 308 for current Emission/Trip Reduction Strategies and for Employee Commute Reduction Program filing fees. Please refer to Rule 311 for current Air Quality Investment Program filing fees.

Fees are subject to change each July 1<sup>st</sup>. Please call our Transportation Fee Line at (909) 396-FEES for latest information, or visit our Web Site at [www.aqmd.gov](http://www.aqmd.gov) to download Rule 308 and Rule 311.

Site Street Address, City, Zip	Total # of Employees	Amount Due
Late Fees, if applicable: (50% of filing fee)		
Total Fees Submitted:		



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YEAR:	
SITE ID:	

<b>Section III</b>			
<b>Emission/Trip Reduction Strategies Option</b>			
1. <b>Enter</b> the daily average number of employees reporting to work during the Peak Window of 6am-10am for a typical Monday through Friday period excluding those weeks which include a national holiday.			
2. <b>Enter</b> the number of Creditable Commute Vehicle Reductions (CCVR) in the Peak Window. Mark below how the CCVR was determined (see Supplemental Worksheets in Appendix B).  <b>Check one:</b> AVR Survey* _____ Default AVR (1.1) _____ *Complete Section IV-1 AVR Verification Process (pages 5-8)  Alternative Method _____ Certification Number & Date _____  Other _____ (requires prior approval)			
<b>Emission Reduction Target (ERT) Calculation</b>	<b>VOC</b>	<b>NOx</b>	<b>CO</b>
3. <b>Enter</b> the Employee Emission Reduction Factors with respect to the worksite's Performance Zone. (see Table 1 in Appendix B).  <b>Check one:</b> Zone 1 _____ Zone 2 _____ Zone 3 _____			
4. <b>Multiply</b> Line 1 times Line 3 and enter the results.			
5. <b>Enter</b> the Emission Factors for Vehicle Trip Emission Credits. (see Table 2 in Appendix B).			
6. <b>Multiply</b> Line 2 times Line 5 and enter the results. This is your VTEC calculated from Creditable Commute Vehicle Reductions (CCVR).			
7. <b>Subtract</b> Line 6 from Line 4 and enter the results. This is your EMISSION REDUCTION TARGET (ERT). <b>STOP</b> here if this amount is zero or a negative number, you are in compliance. If this amount is a positive number, proceed to either Line 8, and/or Line 9, and/or Line 11.			
<b>Vehicle Trip Emission Credits (VTEC) from Emission/Trip Reduction Sources. Indicate the lbs. of VTECs in this area</b>	<b>VOC</b>	<b>NOx</b>	<b>CO</b>
8. Emission Reduction Sources (such as Reg XVI, Reg XIII, Area Source Credits, Tug Boat Emission Reductions, or other AQMD approved emission reduction strategies).			
9. Trip Reduction Sources (such as other work-related trip reductions, VMT programs, parking cash-out, non-peak CCVR's, etc.). For non-peak CCVR credits, <b>divide</b> the off-peak CCVR by 1.15; <b>enter</b> the adjusted CCVR here: _____ <b>Multiply</b> adjusted CCVR by line 5 and <b>enter</b> the results.			
10. <b>Enter</b> the sum of Lines 8 and Line 9.			
11. <b>Subtract</b> Line 10 from Line 7 and enter the results. This is your Net EMISSION REDUCTION TARGET (ERT). <b>STOP</b> here if this amount is zero or a negative number, you are in compliance. If this amount is still a positive number, surrender these credits to AQMD			

## **APPENDIX B**

### **Supplemental Worksheets & Tables**



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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

**TABLE 1**  
**Employee Emission Reduction Factors**

Performance Zone 1 (1.75 AVR)  
(pounds per year per employee)

<b>Emission Year</b>	<b>VOC</b>	<b>NO<sub>x</sub></b>	<b>CO</b>
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

Performance Zone 2 (1.50 AVR)  
(pounds per year per employee)

<b>Emission Year</b>	<b>VOC</b>	<b>NO<sub>x</sub></b>	<b>CO</b>
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

Performance Zone 3 (1.30 AVR)  
(pounds per year per employee)

<b>Emission Year</b>	<b>VOC</b>	<b>NO<sub>x</sub></b>	<b>CO</b>
2008	1.26	1.54	15.44
2009	1.14	1.39	14.03
2010	1.02	1.25	12.75
2011	0.94	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



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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

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**TABLE 2**  
**Emission Factors**  
**for Vehicle Trip Emission Credit (VTEC)**  
(pounds per year per daily commute vehicle)

<b>Emission Year</b>	<b>VOC</b>	<b>NO<sub>x</sub></b>	<b>CO</b>
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





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### APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

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#### Introduction

The purpose of the Supplemental Worksheets is to assist the preparer in determining their CCVR (Creditable Commute Vehicle Reduction) Credits or VTEC (Vehicle Trip Emission Credits).

The use of the Worksheets is optional and is not required to be submitted with the Compliance Forms. However, the Worksheets and/or other supporting records must be kept at the worksite and be made available upon request to the AQMD or its representatives.

The employer may calculate their CCVR using any of the following:

- a. AQMD approved survey;
- b. Weighted average of the most immediate past three years of AVR data using the current year employee numbers (this option cannot be used in the ECRP Offset); or
- c. 1.1 AVR default using the current year employee numbers (this option cannot be used in the ECRP Offset); or
- d. Other AQMD approved method.

**Notes:**

1. The AQMD approved survey can be found in Appendix A.
2. Other AQMD approved methods must be approved in writing prior to submittal of the Compliance Forms.





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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

### SUPPLEMENTAL WORKSHEETS AQMD Approved Survey

By using the AQMD approved survey results, the peak CCVR is determined by the daily average of commute vehicle reductions based on the AVR.

**Step 1:** Enter in the table below the weekly employee trips from the survey data. Do the same for the weekly vehicle trips.

	Weekly Total Employee Trips (Line ET of Form IV-1)	Weekly Total Vehicle Trips (Line TV of Form IV-1)	
ET			TV

**Step 2:** Using the table below, subtract the Weekly Total Vehicle Trips (TV) from the Weekly Total Employee Trips (ET) and divide the result by 5 to obtain the daily amount of creditable commute vehicle reductions (CCVR).  $[ET - TV] \div 5 = CCVR$

ET	
TV	
$[ET - TV] \div 5 =$ CCVR	

**Step 3:** Enter this number (CCVR) on line 2, Section III of the compliance forms, or alternatively, line 3, Section IV-3 of the compliance forms.



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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

### SUPPLEMENTAL WORKSHEETS Weighted Average

The weighted average is determined by using the survey data of the most immediate past three years. Do not use the arithmetic average of AVR. The weighted average CCVR is determined as follows:

#### Step 1

Enter in the table below the survey data of the weekly employee trips from the last three years and add. Do the same for the weekly vehicle trips.

Year 1	Weekly employee trips (line ET of form IV-1)		Weekly vehicle trips (line TV of form IV-1)	
	ET <sub>1</sub>		TV <sub>1</sub>	
Year 2	ET <sub>2</sub>		TV <sub>2</sub>	
Year 3	ET <sub>3</sub>		TV <sub>3</sub>	
<b>Total</b>	<b>ET<sub>T</sub></b>		<b>TV<sub>T</sub></b>	

#### Step 2

Using the calculated totals from Step 1, divide the total of column ET by the total of column TV.

<b>ET<sub>T</sub></b>	
<b>TV<sub>T</sub></b>	
<b>ET<sub>T</sub> ÷ TV<sub>T</sub> = AVR<sub>Weighted</sub></b>	

The result is AVR<sub>Weighted</sub>.

Continue on to Step 3.



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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

### Step 3

Using the  $AVR_{Weighted}$  calculated in Step 2, divide the current daily employee ( $E_{Current}$ ) by the  $AVR_{Weighted}$ . This will result in the current daily vehicle trips ( $TV_{Current}$ ).

$E_{Current}$	
$AVR_{Weighted}$	
$E_{Current} \div AVR_{Weighted} =$ $TV_{Current}$	

The current daily employee number ( $E_{Current}$ ) may be established through payroll records in determining the number of employee reporting to work in the peak window.

### Step 4

Calculate the CCVR using the information from Step 3 by subtracting the current daily vehicle trips ( $TV_{Current}$ ) from the current daily employee ( $E_{Current}$ ).

$E_{Current}$	
$TV_{Current}$	
$E_{Current} - TV_{Current} =$ $CCVR$	

This is the CCVR based on the weighted average of three years data.

### Step 5

Enter this number on line 2, Section III of the Compliance Forms.



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## APPENDIX B – SUPPLEMENTAL WORKSHEETS & TABLES

### SUPPLEMENTAL WORKSHEETS Default AVR

#### Step 1

Determine the current daily employee number ( $E_{Current}$ ). This is the number of employees reporting to work in the peak window. Enter this number in table below.

#### Step 2

Divide the current daily employee number ( $E_{Current}$ ) by 1.1 and calculate the current daily vehicle trips ( $TV_{Current}$ ).

$E_{Current}$	
$E_{Current} \div 1.1 = TV_{Current}$	

The current daily employee number ( $E_{Current}$ ) may be established through payroll records in determining the number of employee reporting to work in the peak window

#### Step 3

Calculate the CCVR using the information from Step 2 by subtracting the current daily vehicle trips ( $TV_{Current}$ ) from the current daily employee ( $E_{Current}$ ).

$E_{Current}$	
$TV_{Current}$	
$E_{Current} - TV_{Current} =$ <b>CCVR</b>	

This is the CCVR based on the default average vehicle ridership.

#### Step 4

Enter this number on line 2, Section III of the Compliance Forms.