



Clean Vehicles Program Destruction Vendor Guidelines

Effective March 15, 2011

Administered by the Air Quality Group of the Houston-Galveston Area Council

1.0 Initial Qualification

Businesses wishing to be added to the approved list of Clean Vehicles Program Destruction Vendors must be reviewed by H-GAC staff for compliance with existing regulations as well as their understanding of program requirements.

Vendors should initiate the process by completing and submitting a Destruction Vendor Application. Program staff will evaluate the application, and if all the information is in order, will contact the vendor to schedule a site visit. At the site visit, program staff will observe a complete destruction and require the vendor to document the process as they would be required to do for the program.

Once the application and site visit are completed, H-GAC program staff will make a determination as to whether the vendor should be added to the approved list for project participants to choose from. Vendors will be notified in writing regardless of the outcome of this process. If approved for program participation, H-GAC staff will forward the vendor two copies of a performance agreement to be signed and returned to H-GAC. One fully executed copy of the performance agreement will be returned to the vendor, and the other fully executed copy will be retained by H-GAC.

2.0 Destruction Documentation Requirements

The Clean Vehicles program administers a number of different types of funds, some of which require both chassis and engine destruction, while others require only engine destruction. Destruction vendors should destroy both the chassis and the engine unless they receive written authorization from H-GAC staff to leave the chassis intact. To destroy the engine, at least one four-inch hole must be created in the engine block, and at least one internal component must be destroyed. The edges of the hole in the engine block must be spray painted to better display the extent of the damage. To destroy the chassis, wedge cuts 75% of the way through both frame rails must be made (cuts must leave an opening across the top).

Destruction documentation packets should include four elements:

1. Vendor Certification Form – includes basic vehicle/engine data, required attachments, salvage information, and a signed statement from the vendor.
2. Destruction Photograph Checklist – One checklist should be completed for EACH unit, and the checklist should accompany and correspond with the provided photographs
3. Destruction Photographs – A set of photographs should be submitted for EACH unit along with the photograph checklist. Photos should be numbered and labeled with captions corresponding to the checklist that identifies which photograph is being presented.
4. Cancelled Titles – Documentation for EACH unit showing that the State of Texas has been notified to list the unit as salvaged/destroyed.

Vendor should submit documentation packets directly to H-GAC program staff by email to cleanvehicles@h-gac.com or by hard copy to:

Attention: Clean Vehicles Program
Houston-Galveston Area Council
P.O. Box 22777
Houston, TX 77227-2777

In the event that VIN and/or engine serial numbers cannot be located or are illegible, vendors should photograph and/or certify as best as possible any other significant points of identification that could be compared to the original application data collected from the program participant, which might demonstrate that the engine/vehicle included in the application is the one that is being destroyed. H-GAC staff will make a final determination as to whether the documentation is sufficient to support the grant reimbursement.

3.0 Renewal & Audits

Participating vendors will be required to renew their approval status at least once every two years by submitting a Vendor Renewal Form to affirm their continued interest and to ensure that their information remains up-to-date.

H-GAC staff may also choose to audit participating vendors to ensure continued compliance with program requirements. Audits will consist of a site visit in which a full destruction is observed and documented as typically would be using the requirements for a project funded by the Clean Vehicles Program. H-GAC staff will also review and update any licenses/permits for the organization. Finally, H-GAC staff will confirm that the organizational information collected in the application, such as the contact information, has not changed.

4.0 Removal

A vendor can voluntarily request the removal of their organization from the approved list at any time by submitting a written request to H-GAC program staff. H-GAC program staff will also remove vendors from the approved list should they cease to exist, are found to be in non-compliance with state or local permits, or if their interest in the program lapses as evidenced through non-responsiveness to program inquiries and/or renewal requests by H-GAC staff or by grant recipients. In the event that a vendor compliance problem is identified through an audit or during a review of destruction documentation that was submitted for invoicing purposes, H-GAC program staff will notify the vendor in writing and request the problem be corrected. If a satisfactory response is not received within 30 days, H-GAC program staff may choose to temporarily or permanently remove a vendor from the approved list at their discretion. If this action is taken, H-GAC program staff will notify the vendor in writing.

Except in the event of a permanent expulsion from the approved list, vendors who have been removed may reapply to be added to the approved list again following a one-year period from the date on which they were removed.