



Memo

To: All Program Participants/Vendors

From: Hans Ingversen

Date: July 1, 2008

Re: Engine Destruction Minimum Guidelines

This policy is effective immediately and compliance must be documented (proof of engine destruction – photos & affidavit) when invoicing H-GAC for reimbursement.

Engine Destruction Requirements and Documentation

1. Photograph intact engine where hole is to be cut
2. Create a hole 4 inches across (minimum) in engine block
3. Destroy at least one internal component
4. Spray paint edges of hole (to better display extent of damage)
5. Photograph engine close up to damaged section
6. Photograph engine damage panned out
7. Photograph engine serial number/ identification plate so is legible
8. Photograph engine damage and identification plate in same image
9. Photograph truck body with engine compartment open
10. Photograph truck body with unit number displayed
11. Photograph truck inspection and registration decals
12. Photograph truck license plate