

Clean Fleets Initiative Engine Destruction Vendor Guidelines

Initial Qualification Process

Businesses wishing to be added to the approved list of Clean Fleets Initiative Engine 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 an Engine 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 engine 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.

Required Destruction Documentation Packets

- 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.
- Photographic documentation of the destruction process and results must be provided. Required photos include:
 - Photograph intact engine block where hole is to be cut
 - Photograph engine close up to damaged section
 - Photograph engine damage panned out
 - Photograph engine serial number/ identification plate so is legible
 - Photograph engine damage and identification plate in same image
 - Photograph truck body with engine compartment open
 - Photograph truck body with unit number displayed
 - Photograph truck inspection and registration decals
 - Photograph truck license plate
- Photos must be numbered and labeled with captions corresponding to the list above that identify which photograph is being presented.
- A Vendor Certification Form must be completed, signed, and attached to the photo documentation, listing engine and vehicle information for the destroyed equipment.
- 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 Fleets Initiative
 - Houston-Galveston Area Council
 - P.O. Box 22777

Houston, TX 77227-2777

In the event that 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.

Audits

Participating vendors will be audited at least once every two years by H-GAC staff. The audit will consist of a site visit in which a full engine destruction is observed and documented as typically would be using the requirements for a project funded by the Clean Fleets Initiative. H-GAC staff will also review compliance with 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.

Removal

A vendor can voluntarily request the removal of their organization from the approved list at any time by submitting a 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 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 engine 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 approved list again following a one-year period from the date on which they were removed.