

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Regional Office
Mobile Source Operations Section

OPERATIONAL PROCEDURE	NUMBER 3	EFFECTIVE DATE: May 23, 1991 Revised: June 17, 2010
SUBJECT STATION/FACILITY PERMITTING/CERTIFICATION AND RENEWAL PROCEDURES & INSPECTOR/TECHNICIAN PROCEDURES	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

I. APPLICATIONS

- A. When personnel receive a request from a facility/owner to become an Official Emissions Inspection Station (EIS) or a Certified Emissions Repair Facility (CRF), whether orally or in writing, the requestor should be provided with the appropriate applications, information package, and cover letters. (Attachments 1 – 3)
- B. When applications are received at the Mobile Source Operations Section (MSOS), the following procedures shall be followed:
 - 1. The application shall be forwarded to the Vehicle Emissions Compliance Officer (VECO) in whose district the facility is located.
 - 2. The VECO shall conduct the appropriate investigation(s) in a timely manner.
- C. Renewals of licenses/certifications shall be subject to the provisions of this Operational Procedure as are original licenses/certifications.

II. APPLICATION INVESTIGATIONS

- A. The VECO shall review the application for thoroughness and legibility, and then make appropriate inquiries to clarify any apparent discrepancies.
- B. The VECO shall then investigate all items on the application in order to verify that the answers on the application are accurate and that the relevant regulatory requirements have been met.
- C. The VECO shall then conduct an on-site inspection in order to visually determine if the facility is suitable to be certified as an EIS and/or a CRF.
 - 1. While conducting the on-site inspection, the VECO shall use the “Combined Emissions Inspection Station and Certified Repair Facility Pre-Certification Work Sheet” (PW) and make the appropriate entries. (Attachment 4)

2. The VECO shall ensure that the analyzer training form is completed by the owner/manager if the facility is a new EIS. (Attachment 5)
 3. The VECO shall ensure that that facility owner/manager is aware of any possible pending changes to the inspection program, and of any pertinent operational information, and indicate such in the “remarks” section of the work sheet.
 4. Recommended approval or disapproval for certification shall be indicated.
- D. Any discrepancies shall be brought to the attention of the owner/manager so that they can be corrected at that time, or prior to a reinspection.
1. If a reinspection does occur, another work sheet shall be used.
 2. All work sheets shall be included in the station’s manual file.
- E. All applications for new facilities shall be routed to the Program Manager or, in his absence, the Mobile Sources Technical Officer (MSTO) to create the “core facility” and owner information into the Comprehensive Environmental Data System (CEDS). An automated profile shall then be created within the Air Check module of CEDS with all relevant facility information, including facility trade name, contact and personnel information, the certified emissions analyzer system information and any other pertinent information regarding the facility. Once a facility and analyzer profile is created in CEDS with a facility code of “Inspection Station” or “Both”, the certified emissions analyzer system is ready for the manufacturer initialization to the vehicle inspection database (VID). VECO’s shall inform the PM or MSTO when system lockout removal is appropriate.

III. CERTIFICATION

- A. After the investigation has been completed, the VECO shall submit all appropriate forms to the PM with a recommendation for approval or disapproval, and the reasons for such recommendations. For a new EIS application from an entity registered with the State Corporation Commission, a printout of the status shall be attached; for renewals, the VECO shall indicate the entity’s status in the remarks section of the PW.
- B. The PM shall then review the forms, and either indicate approval or return the documents to the VECO for additional information or clarification.
- C. The PM shall make the final decision. If the decision is to approve the application, the certification process shall proceed as follows:
1. An appointment letter shall be prepared and forwarded to the facility, with a scan made for the electronic file. (Attachments 6 & 7)
 2. An EIS Permit and/or CRF Certificate shall be prepared and forwarded to the facility, with a scan made for the electronic file. (Attachments 8 & 9)

3. In the case of a newly permitted EIS, an Official EIS poster, Emissions Inspection Manual, and an initial supply of “Diesel Rejection from Testing” forms (Attachment 10), together with all appropriate bulletins, shall be delivered to the EIS.
4. In the case of a newly certified CRF, an official CRF poster, an initial supply of “Emissions Repair Data Forms,” (Attachment 11) and an Emissions Inspection Manual shall be delivered to the CRF.
5. Only one copy of the manual is to be provided to any one facility.

IV. ADMINISTRATIVE PROCEDURES

- A. Once an EIS and/or a CRF has been certified and issued the proper documents and supplies, the VECO shall do the following:
 1. Place a locator pin on the location map.
 2. Create a manual folder with EIS/CRF trade name and facility number typed on the tab of the folder. The facility folder shall then be filed, in alphabetical order by trade name. All relevant paperwork concerning that facility shall be filed in the folder.
 3. Update the automated facility profile.
- B. The responsible VECO shall add or delete relevant information in CEDS as the need arises in order to keep the facility data current at all times. This shall include but is not limited to the following:
 1. Changes in licensed/certified inspectors/technicians.
 2. Changes to any facility or owner Contacts.
 3. Notices of Violation and Consent Agreements.
 4. Station changes to include ownership, name or location.
 5. Analyzer type(s).
 6. Status changes for any reason. Any time that a facility’s “status” changes (Active, Inactive, Suspended or Revoked), the VECO should verify that the facility “code” (Inspection Station, Certified Repair Facility, Both or Neither) has changed accordingly. If it is likely the status change is temporary, CEDS and FIR’s are sufficient to document that change. The manual file will require updating only if the status change is permanent.
- C. Documents such as Station Permits, Facility Certificates, and appointment letters should be scanned and saved in the Air Check permits file. (Attachment 12)

V. WITHDRAWAL OR SUSPENSION FROM THE INSPECTION/REPAIR PROGRAM

- A. If an EIS or CRF decides to withdraw from the Emissions Inspection Program, the following shall be done:
1. Retrieve from the facility the station permit/certificate, the poster(s), and emissions inspection manual.
 2. Record all retrieved inventory items separately on a Field Inspection Report (FIR), along with the name, address and phone number of a contact person for future reference.
 3. After filing all data, remove the file folder(s) to the respective inactive files.
 4. Remove the station locator pin from the location map.
 5. Update the EIS/CRF profile in CEDS. If the facility is an EIS, set a lockout on the station's emissions analyzer (see V.B.3., below).
- B. If an EIS or CRF is suspended or is placed inactive for a period of more than 90 days, the following shall be done:
1. Retrieve from the EIS/CRF the facility permit/certificate, the poster(s) and the emissions inspection manual.
 2. Record all retrieved inventory items separately on a FIR.
 3. If an EIS is suspended or placed inactive, a "state lockout" should be set on the analyzer system via the state access menu. This can also be done by staff with assigned management authority through the VID Access and Control System (VACS). The VECO shall indicate in the CEDS profile that the station status is "Suspended" (status "S") or "Inactive" (status "I"). Note that in order to reinstate the station, the CEDS station status must be updated to "Active" (status "A") and the state lockout removed.
 4. The VECO shall inform the appropriate EIS/CRF personnel that the permit/certification may be reactivated once the terms of the suspension are satisfied, and/or the conditions causing the Inactive status have been remedied. A pre-certification investigation, as well as verification of ownership and contact information, will then be conducted to ensure full compliance with applicable program regulations prior to reinstatement.
- C. If an EIS or CRF is suspended or placed inactive for a period 90 days or less, it is not necessary to remove and inventory all MSOS related material. The poster(s) and permit/certificate shall be removed from display. The VECO shall ensure that the facility is in full compliance with all applicable program regulations prior to reinstatement.

VI. RESPONSIBILITIES OF THE VECO

- A. The VECO is responsible for closely monitoring the Official Emissions Inspection Stations and the Certified Emissions Repair Facilities in the assigned area of responsibility, and is to ensure that all necessary data changes are recorded appropriately in the MSOS files, both in the CEDS profile and in the manual file as necessary.
- B. Anyone receiving information about a particular facility shall ensure that the VECO responsible for that facility is aware of such information. This shall be done orally or in writing as appropriate.
- C. Persons applying to become an Emissions Inspector and/or a Certified Emissions Repair Technician must submit the appropriate application. (Attachments 13 & 14).
 - 1. Inspector applicants must successfully complete the AUT225 course conducted by the Northern Virginia Community College (NVCC) with a grade of 80% or higher, and pass field certification conducted by a VECO. (See Operational Procedure #2)
 - 2. Technician applicants must either: a. pass the NVCC AUT226 “opt-out” test with a score of 80% or better, b. successfully complete the NVCC AUT226 course with a final exam score of 80% or better, or c. provide proof of “L1” certification by the National Institute of Automotive Service Excellence (ASE). If the technician is currently ASE L1 certified, the VECO shall provide a DEQ Transcript Request form to the applicant (Attachment 15), and instruct the applicant to mail the form to ASE. Applicants should contact ASE at 703-669-6600, toll-free 1-888-ASE-TEST, or <http://www.asecert.org/> regarding the fee for official transcripts. Official ASE transcripts are required for DEQ certification. (Attachment 16)

VII. Inspector and Repair Technicians

- A. Emissions Inspector licenses and Certified Emissions Repair certifications are valid for a period of not more than three (3) years from the date of issuance as follows:
 - 1. An emissions inspector license shall expire on the last day of the month, three years after the license date (see below). Field certification for new inspector applicants must be successfully completed within one year of this date. If not, a repeat of the course will be required.

The inspector license date shall be based on one of the following: for new or reinstatement applicants, the month of course completion; for renewal applicants, the original expiration month may be used if course completion is within six months prior to the expiration date. If the renewal applicant has been granted an extension, the license date shall be the month of course completion.

2. If the Certified Emissions Repair Technician (CRT) qualified by successfully completing the NVCC AUT226 course or the “opt-out” test, the certification expiration date shall be based on one of the following: for new or reinstatement applicants, the certification shall expire on the last day of the month three years following completion of the certification course. For renewal applicants, the original expiration month shall be used if course completion is within six months prior to the expiration date.

If the CRT qualified based on ASE L1 certification, the expiration date shall be the last day of the month three (3) years from the CRT certification date (the date that the applicant was certified by MSOS), or until the last day of the month of ASE L1 certification expiration, whichever is sooner. If the ASE L1 certification is valid for a period longer than three (3) years, the CRT certification may be renewed upon receipt of application for renewal, and the expiration date shall be the last day of the month of the ASE L1 expiration; no additional transcripts will be necessary for such renewals. Renewals following expiration of the ASE L1 certification will require new official transcripts.

- B. Emissions Inspector Licenses and Repair Technician Certifications may be extended if circumstances warrant. See Operational Order #2, Section VII.F. for details on extensions.

LIST OF ATTACHMENTS

- 1) Emissions Inspection Station and/or Certified Emissions Repair Facility combined application form (MSOS 102)
- 2) Emissions Inspection Station Fact Sheet
- 3) Certified Emissions Repair Facility Fact Sheet
- 4) Combined Emissions Inspection Station and Certified Repair Facility Pre-Certification Worksheet (MSOS 502)
- 5) Analyzer Training Form (MSOS 901)
- 6) Appointment Letter for Emissions Inspection Station
- 7) Appointment Letter for Certified Emissions Repair Facility
- 8) Emissions Inspection Station permit
- 9) Certified Emissions Repair Facility certificate
- 10) Diesel Rejection From Testing Form
- 11) Emissions Related Repair Data Form
- 12) Directions for electronic document scanning
- 13) Application for Certified Emissions Repair Technician (MSOS 701)
- 14) Application for License Emissions Inspector (MSOS 1001)
- 15) DEQ Transcript Request form
- 16) ASE Official Transcript (sample)



DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Regional Office
Mobile Source Operations Section
13901 Crown Court
Woodbridge, Virginia 22193-1453

DEQ Use Only
ID #: _____
VECO: _____

APPLICATION FOR EMISSIONS INSPECTION STATION and/or CERTIFIED EMISSIONS REPAIR FACILITY

(PLEASE TYPE OR PRINT)

Application Type: New Renewal Reinstatement Facility Type: EIS CRF Both

Facility or Trade Name: _____

Location: _____

City: _____ State: _____ Zip: _____ - _____

Phone: _____ County: _____

Fax: _____ E-mail: _____

Type of Facility (Check One): Repair Shop Service Station Fleet Station - Private
Fleet Station - Government Dealer - New Cars Dealer - Used Cars **OTHER**

Type of Organization (Check One): Corporation LLC Partnership Individual Gov't

Organization or Owner Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: _____ Fax: _____

EIS Application: List at least one Licensed Emissions Inspector (LEI).

CRF Application: List at least one Certified Repair Technician (CRT).

Name: _____ ID #: _____ LEI CRT

In accordance with the rules and regulations of the Department of Environmental Quality, emissions inspections shall be performed only by those individuals who are licensed as inspectors and approved for emissions testing by the Department.

Continue on Reverse Side

COMPLETE THIS SECTION FOR NEW PERMIT / CERTIFICATION ONLY

1. Have you ever had an appointment as an Emissions Inspection Station or as a Certified Repair Facility?
YES NO If YES, EIS CRF Both
If yes, under what name: _____ What city: _____
2. Have you ever been refused an emissions inspection or emissions repair appointment? YES NO
If yes, under what name: _____ What city: _____
3. Has this location ever been an emissions inspection station or certified repair facility? YES NO
If yes, under what name: _____

All Applicants: The necessary space, equipment and personnel will be provided and maintained in a manner satisfactory to the Department of Environmental Quality (DEQ). All owner(s)/manager(s), Licensed Emissions Inspectors (LEI) and Certified Emissions Repair Technicians (CRT) will read and be thoroughly familiar with the instructions and regulations furnished by DEQ. LEIs will abide by these regulations and carefully inspect every vehicle presented for inspection. CRTs will abide by these regulations, and strive to conduct the diagnosis and repair of motor vehicles in a manner appropriate to the cause(s) of vehicle emissions inspection failures. The operation of this facility will be conducted in strict accordance with the Air Pollution Control Law and the rules and regulations furnished by DEQ.

EIS Applicants:

YES * NO **Are you in any way a manufacturer or distributor of emissions testing equipment?**

* (If yes, then you may not in any way, own, operate, or have any direct or indirect financial interest in an emissions inspection facility other than the leasing of or providing financing for equipment related to emissions testing.)

YES NO **Does your business conform with local zoning, use, or business licensing laws, ordinances or regulations as well as any applicable OSHA requirements?**

CRF Applicants: Emissions related repairs of motor vehicles applicable towards a vehicle emissions inspection waiver, as required under the Air Pollution Control Law of Virginia and the Regulation for the Control of Motor Vehicle Emissions in the Northern Virginia Area, shall be performed at a Virginia Certified Emissions Repair Facility, and such repairs shall be performed or approved by a Virginia Certified Emissions Repair Technician(s) employed by that facility.

The appointment of this facility, if made, may be suspended or revoked in accordance with the regulations, and will automatically be canceled if the facility changes its ownership, name, or location.

I (we) have read the requirements for appointment and agree to the conditions as stated.

* EIS applicants must be either President, or other duly authorized agent of the corporation in writing, Partner, or Owner.

* Authorized signature required for CRF applicants.

Name: _____ Title: _____
(Please Print Full Name)

Signature: _____ Date: _____

Name: _____ Title: _____
(Please Print Full Name)

Signature: _____ Date: _____



EMISSIONS INSPECTION STATION FACT SHEET

“AIR CHECK VIRGINIA”

Required Equipment and Personnel

Applicants for an Emissions Inspection Station permit must complete and submit an application (MSOS Form 101) to the Department of Environmental Quality (DEQ). This application must list a licensed emissions inspector employed by that station. Stations are not required to have a safety inspection permit to perform emissions inspections, although they may be permitted to perform both. Applicants seeking to perform safety and emissions inspections in the same service bay should contact the Virginia Department of State Police for approval prior to placing emissions inspection equipment in a licensed safety inspection bay.

1. A Certified analyzer system with dynamometer.
 2. Licensed Emissions Inspector employed on a “full-time” basis and able to perform emissions inspections during normal business hours. (Eight hour period between 8 a.m. – 6 p.m., M-F).*
 3. Calibration gases approved by the department and equipment for performing required calibrations.
 4. Hand tools and equipment to perform proper inspections.
 5. Current Emissions Control Systems Application Reference.
 6. Analyzer manufacturer’s maintenance and calibration manual.
 7. Certified thermometer reading in 1 degree increments.
 8. Suitable non-reactive exhaust hoses or a ventilation system in accordance with 9 VAC 5-91-320.
 9. Cooling fan system in accordance with 9 VAC 5-91-320.
 10. Emissions Inspection Regulations (supplied by DEQ).
 11. Telephone.
 12. Dedicated phone line for analyzer system.
 13. Approved paper for use in the analyzer system printer.
 14. Reference material suitable for making a determination, as applicable, of the proper emissions test type to be administered. This may include the emissions inspection station having regular access to the internet.
- * Or alternate hours if approved by DEQ

Test Procedure varies according to vehicle

Subject vehicles and inspection type/procedure *	2 Speed Idle	ASM2	Visual Inspection of emissions Components	Gas Cap Pressure Test	Visible Smoke	OBD II
1996 and newer OBD II equipped cars and light trucks			✓	✓	✓	✓
Most 1981 and newer < 8501 pounds Gross Vehicle Weight Rating		✓	✓	✓	✓	
1980 and older, and all GVWR 8,501-10,000 pounds	✓		✓	✓	✓	

* Vehicles 25 model years or older as of January 1 of each year will not be inspected. (Exception: 1968 to current model year affected motor vehicles are subject to the remote sensing program, some of which may be directed to an emissions inspection station by DEQ for a follow-up emissions inspection.)

State Tax Credit Incentive

Emissions Inspection Station owners are eligible for a Virginia state income or gross receipts tax credit in the amount of 20% of the purchase or lease price paid for a certified emissions analyzer system. This credit is available for stations located in or contiguous to the Northern Virginia Program Area. See your tax or financial advisor or the Virginia Department of Taxation for details.

THE ANALYZER SYSTEM: The analyzer consists of a PC based emissions analyzer utilizing a BAR 97 type infrared bench and a dynamometer (dyne). The analyzer is designed to measure concentrations of hydrocarbons (HC), carbon monoxide (CO), and nitric oxide (NO). The analyzer performs the two speed idle test which measures HC and CO at curb idle and 2500 RPM, and the ASM2 test which measures HC, CO, and NO at 15 and 25 miles per hour on a dyne. The dyne is controlled by the analyzer and is automatically loaded for appropriate settings once the analyzer has read and decoded the vehicle information. The analyzer system also includes adapters and programmed procedures for testing the integrity of the fuel filler cap. The analyzer will be equipped with software and hardware to enable it to be connected to the appropriate vehicles to inspect OBDII systems. The analyzer is equipped with a modem that transmits vehicle information and inspection results to DEQ and the Department of Motor Vehicles (DMV).

The modem also permits stations to instantly receive bulletins and other emissions inspection related information as they are developed. Special features include non-intrusive tachometer attachments and hand-held bar code scanners for ease and accuracy of entering vehicle and inspection information.

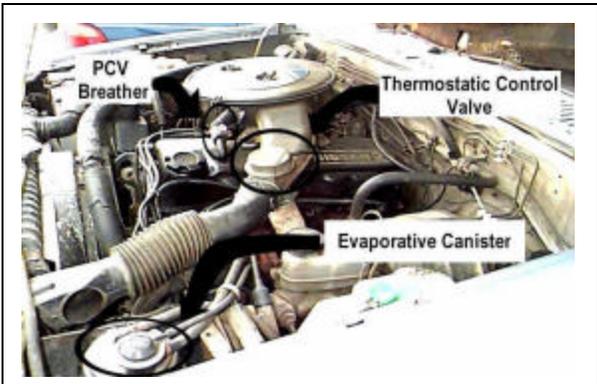
Analyzer options offered by most vendors also include optional hard disk drives for third party vehicle diagnostic and repair information or other business related software. The diagnostic feature(s) may prove useful for a facility that performs repairs as a Certified Emissions Repair Facility.

EMISSIONS INSPECTION STATION RESPONSIBILITIES: Emissions Inspection Stations may charge no more than the maximum allowable fee (ref. Code of Virginia §46.2-1182) for an emissions inspection, and must provide one free retest within fourteen calendar days of the initial emissions inspection failure at that station.

Emissions Inspection Stations will inspect vehicles manufactured or designated by the manufacturer as a model year manufactured in a calendar year less than twenty-five calendar years prior to January 1 of the present calendar year, and that have a GVWR of up to 10,000 pounds. These vehicle owners will be prompted by the DMV to obtain an emissions inspection biennially. Most 1981 to 1995 model year vehicles up to 8500 pounds GVWR will be tested on the dyne using the ASM2 test procedure. Most 1996 and later model year vehicles equipped with OBDII, up to 10,000 lbs., will be inspected with OBDII inspection procedures. All other vehicles will receive a two-speed idle test using the analyzer, but not the dyne.

- | |
|---|
| <p style="text-align: center;">Visually Inspected Systems</p> <ul style="list-style-type: none">• Positive Crankcase Ventilation System (PCV)• Thermostatic Air Cleaner System (TAC)• Catalytic Converter System (CAT)• Air Injection System (AIS)• Evaporative System (EVAP)• Exhaust Gas Recirculation System (EGR) |
|---|

A pre-inspection safety check will be performed on all vehicles that are submitted for an emissions inspection. This non-chargeable procedure assesses the vehicle for any safety problems that would prevent the vehicle from being tested safely or properly on state approved equipment. Vehicles with a gas cap that is missing or that cannot be removed, with an exhaust leak, exhibiting visible smoke, leaking fluids, or any other drive train, mechanical, braking problem, or that are overheated will be rejected from emissions testing. Vehicles with inappropriately sized tires, or tires with exposed cords, cuts, or bubbles, or with visible tread indicators, will be rejected from ASM2 testing. Most vehicles will be tested for evaporative system integrity using a functional gas cap pressure test, and will be visually inspected for selected manufacturer-installed emissions control systems. All vehicles will be visually inspected for visible smoke at the tailpipe and engine crankcase. 1997 and newer diesel powered light duty OBD II equipped vehicles will also be required to have the OBDII inspection.



Production vehicles will be inspected according to standards applicable to the model year of the chassis or engine whichever is newer. Kit cars will be inspected according to standards applicable to the year of the engine. Vehicles that are specially modified to run on alternative fuels, such as propane or natural gas, and gasoline (dual fueled) will be inspected under gasoline power. Dedicated alternatively fueled vehicles, as well as motorcycles and 1996 and older diesels are exempt.

EMISSIONS INSPECTORS: The quality of the emissions inspection process relies on the proficiency of the emissions inspector. It is for this reason that all individuals who seek

licensing as an emissions inspector must successfully complete the Emissions Inspector's Course (AUT-225) offered at Northern Virginia Community College (NVCC), and must maintain a valid vehicle operator's permit. For more information about course schedules and tuition, call NVCC at (703) 323-3000 or visit <http://www.nv.cc.va.us/>.

FOR ADDITIONAL INFORMATION: The Mobile Source Operations Section (MSOS) stands ready to assist applicants or any interested parties with any aspects about the vehicle emissions inspection program, "Air Check Virginia." Please call MSOS at (703) 583-3900 or toll-free in Virginia 1-800-275-3844, or visit <http://www.deq.state.va.us/mobile/homepage.html>.



**“AIR CHECK VIRGINIA”
CERTIFIED EMISSIONS REPAIR FACILITY
FACT SHEET**

March 2009

Virginia Certified Emissions Repair Facilities are a strategic element in the reduction of vehicle emissions in Northern Virginia. In order for the expense of service and repairs to be applied towards an emissions inspection waiver, they must have been performed at a Virginia Certified Emissions Repair Facility (CRF) and have been done by (or supervised/approved by) a Virginia Certified Emissions Repair Technician (CRT) employed at that facility. This ensures that emissions related repairs counted towards the waiver are performed by persons with the proper training and expertise, at facilities that are equipped with the necessary up-to-date equipment and reference materials to properly perform diagnostic and repair functions. (Repairs may be performed by anyone and are not restricted in any way as long as such repairs result in an emissions inspection “pass.” However, any repairs not performed as detailed above at a CRF will not count towards an emissions inspection waiver if the vehicle continues to fail.)

Qualifications for Certification

1. Any facility that desires to be a Virginia CRF must submit an application for certification, and must meet all of the requirements regarding personnel, equipment, tools and reference materials (see below). Any repair facility located in Virginia meeting the general requirements of 9 VAC 5 Chapter 91, Part VII may be certified. Facilities need not be a safety or an emissions inspection station in order to be certified to perform emissions repairs.
2. The CRF certification is valid for up to three (3) years from the month of approval. There are no fees for application or certification.
3. The CRF must maintain all qualifying conditions, including employment of at least one CRT on duty during posted emissions repair facility hours. All CRFs and CRTs are subject to repair effectiveness monitoring by the department, and may be required to update or refresh their training based on such results.

Facility Types and Minimum Equipment Requirements

1. **“Specialized” Repair Facilities (those that limit their service to specific makes of vehicles; i.e., some auto dealers or specialty shops):** Tools, equipment and current reference materials for all makes of vehicles that are serviced by that facility and that are subject to the vehicle emissions inspection program. Facilities that restrict their repairs in this way must itemize the repair restrictions on the facility's application for certification. Special Note: repairs to vehicles for which a facility is not certified cannot qualify towards an emissions inspection waiver. It is important for CRFs to fully inform their customers of any such restrictions on their certification
2. **“General” Repair Facilities (facilities servicing all makes of vehicles):** Tools, equipment and current reference materials for all makes of vehicles subject to the vehicle emissions inspection program.

Minimum Equipment Requirements for All CRFs

- Ammeter, DC
- Ohmmeter
- Voltmeter, AC/DC
- Tachometer
- Fuel Pressure Gauge capable of fuel injection diagnosis
- Compression Test Gauge and Cylinder Leak-Down Tester
- Vacuum Pump with Gauge for applying simulated manifold vacuum to emissions control devices
- Scan Tools and sufficient related equipment to aid in the diagnosis and repair of vehicles that are equipped with computer controlled systems
- Reference material (emissions control systems application guides and emissions related repair guides) to aid in the diagnosis and repair of failed vehicles and to assist in the interpretation of fault codes. This may be in manual or electronic form



Recommended Optional Equipment for CRFs :

- Emissions Analyzer System: A 4- or 5-Gas Emissions Analyzer capable of measuring HC, CO, CO₂, O₂ and, for the 5-Gas, NO, properly maintained and calibrated in accordance with the manufacturer's instructions. (Permitted emissions inspection stations are already equipped with a certified emissions analyzer system that may be used for diagnosis & repair work.)
- Oscilloscope or other automotive analyzer capable of displaying ignition patterns, cylinder power contributions, emissions control component generated waveforms, and injection patterns.
- Ignition Timing Light with adjustable advance capability.

Additional Information

Facilities may obtain an application from the Department of Environmental Quality, or from a DEQ compliance officer. Application forms may also be downloaded in "pdf" format from the "Air Check Virginia" web pages at www.deq.virginia.gov/mobile/mobcert. Mail completed applications to: Department of Environmental Quality, Mobile Source Operations Section, 13901 Crown Court, Woodbridge, VA 22193-1453.

Following receipt of a completed application for certification, a DEQ compliance officer will visit the facility to perform a preliminary check of required equipment and personnel. Certification will be issued when all requirements have been met. For assistance or additional information, please contact the Mobile Source Operations Section at (703) 583-3900 or toll-free in Virginia at 1-800-275-3844, or at the website above.

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

**COMBINED EMISSIONS INSPECTION STATION AND CERTIFIED REPAIR FACILITY
PRE-CERTIFICATION WORKSHEET**

Station Name: _____

Station No.: _____

Address: _____

Date: _____

EIS Requirements

New Renewal Reinstatement

- | | S | U |
|--|--------------------------|--------------------------|
| A. Adequate Facilities | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Licensed Emissions Inspector(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Required Equipment & Materials | | |
| 1. Certified analyzer system | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Approved Calibration Gas | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Hand tools to perform inspections | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Suitable non-reactive exhaust hoses | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Current application guide | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Analyzer maintenance manual | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Certified thermometer | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Ventilation system | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Cooling fan system | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Emissions inspection regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Telephone | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Dedicated phone line for analyzer | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Approved paper for printer | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Emissions Inspection Analyzer information is up to date in CEDS. (if U, list changes below) | <input type="checkbox"/> | <input type="checkbox"/> |

CRF Requirements

New Renewal Reinstatement

- | | S | U |
|---|--------------------------|--------------------------|
| A. Certified Repair Technician(s) | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Required Equipment & Materials
(Either individual components or complete system) | | |
| 1. Ammeter, DC | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Ohmmeter | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Voltmeter, AC/DC | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Tachometer | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Fuel injection fuel pressure gauge & adapters | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Compression gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Cylinder leak down tester | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Vacuum pump with gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Scan tool(s) or other provisions to extract computer fault codes from vehicles equipped with exhaust gas oxygen sensor and malfunction indicator light | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. OBD scan tool designed to interface with OBD vehicles meeting the requirements of 40 CFR 85.2231 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Reference material to include all makes and models serviced (manual or electronic form) | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Proof of business ownership, articles of incorporation, lease agreements | <input type="checkbox"/> | <input type="checkbox"/> |

List new analyzer information or necessary changes to current CEDS data below.

Analyzer Make: _____	Model Number: _____	Serial Number: _____
Analyzer Phone #: () _____	Version Number: _____	Number of Lanes: _____
Dyne Make: _____	Model Number: _____	Dyne Orientation: _____
		Serial Number: _____

Remarks:

RECOMMENDATION

by V.E.C. Officer: _____

Approve **Disapprove**

Final Action by: _____ Date: _____



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

NORTHERN VIRGINIA REGIONAL OFFICE
13901 Crown Court, Woodbridge, Virginia 22193
(703) 583-3800 Fax (703) 583-3801
www.deq.virginia.gov

David K. Paylor
Director

Thomas A. Faha
Regional Director

L. Preston Bryant, Jr.
Secretary of Natural Resources

TO: EMISSIONS INSPECTION STATIONS

SUBJECT: ENHANCED EMISSIONS ANALYZER TRAINING

Were your inspectors trained by the analyzer vendor on the use, maintenance, and operation of the complete analyzer system, including step by step procedures for performing two-speed idle, ASM-2 and OBDII inspections?

YES []

NO []

If **NO**, please contact the analyzer vendor to obtain the proper training and contact us when it is completed.

If **YES**, please fill in the following:

Date of training: _____ Hours of training: _____

Owner/Manager: _____
(Please Print Full Name)

Signature: _____ Date: _____

Station Name: _____



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

NORTHERN REGIONAL OFFICE

13901 Crown Court, Woodbridge, Virginia 22193-1453

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www.deq.virginia.gov

L. Preston Bryant, Jr.
Secretary of Natural Resources

David K. Paylor
Director

Thomas A. Faha
Regional Director

«Date»

«Title» «FirstName» «LastName»
«JobTitle»
«Company»
T/A «TA»
«Address1»
«City», «State» «PostalCode»

Station No.: «StationNo»

Dear «Title» «LastName»:

Your request for appointment as an Official Enhanced Vehicle Emissions Inspection Station has been evaluated and is hereby approved; your permit is enclosed. This permit, and the identification poster provided to you, must be displayed in a conspicuous location in view of the public. Each of your emissions inspectors must possess a valid Inspector license issued by the Department, and a valid motor vehicle operator's license. Emissions inspections of motor vehicles may not be performed by your station unless our records indicate that your inspector(s) meet these requirements. You are also required to have an emissions inspector on duty, and to inspect every vehicle presented for inspection within a reasonable time, during normal business hours.

All inspectors who take part in the emissions inspection program must, of necessity, be thoroughly familiar with 9 VAC 5 Chapter 91, Regulation for the Control of Motor Vehicles in the Northern Virginia Area. Station owners and operators are also advised to become familiar with the emissions inspection regulations, as they are responsible for the overall operation of the emissions inspection program at their station.

You are in a unique position to provide a valuable service to motor vehicle owners and operators in Northern Virginia. Your interest and participation in "AIR CHECK VIRGINIA, Your Road to Clean Air" is appreciated, and we look forward to working with you.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/«TypedBy»
cc: File



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David K. Paylor
Director

Thomas A. Faha
Regional Director

«Date»

«Title» «FirstName» «LastName»

Station No.:

«StationNo»

«JobTitle»

«Company»

T/A «TA»

«Address1»

«City», «State» «PostalCode»

Dear «Title» «LastName»:

Your request for appointment as a Virginia Certified Emissions Repair Facility (CRF) has been evaluated and is hereby approved; your Certificate of Appointment is enclosed. Please ensure that this certificate, and the CRF identification poster provided to you, is displayed in a conspicuous location within view of the public.

As a Virginia CRF, you are required to conduct your emissions related repair business in accordance with 9 VAC 5 Chapter 91, regulation for the Control of Motor Vehicle Emissions in the Northern Virginia Area. You must employ at least one Virginia Certified Emissions Repair Technician (CRT) during posted emissions repair hours, who must perform or approve all emissions related repairs, and complete the emissions repair data forms which citizens are required to present to the emissions inspection station upon a request for re-inspection. The CRT's certification must be maintained in a valid status at all times. You are further required to maintain all equipment, tools and reference material in proper working order.

You are in a unique position to provide a valuable service to citizens whose vehicles have failed an enhanced vehicle emissions inspection. Your interest and participation in "AIR CHECK VIRGINIA, Your Road to Clean Air" is appreciated, and we look forward to working with you.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/«TypedBy»

cc: File

ATTACHMENT 9

Term of Appointment
«Date»
«Exp_Date»

Facility No.
«StationNo»



Commonwealth of Virginia
Department of Environmental Quality
Northern Virginia Regional Office
Mobile Source Operations Section

Appointment of
Emissions Inspection Station

This certifies that

«Company»
T/A «TA»
«Address1»
«City», «State» «PostalCode»

has complied with all requirements and is hereby designated as an Official Emissions Inspection Station pending faithful, efficient and workmanlike performance of duties pursuant to §§46.2-1176 et seq. of the Code of Virginia as amended and regulations of the Virginia Air Pollution Control Board. This permit of appointment is to remain in full force and effect until expiration date set herein, or until revoked by the Department of Environmental Quality.

**THIS PERMIT MUST BE
CONSPICUOUSLY DISPLAYED**

By _____
Director

A CHANGE IN NAME, LOCATION OR OWNERSHIP WILL AUTOMATICALLY CANCEL THIS PERMIT

Term of Appointment
«Date»
«Exp_Date»

Facility No.
«StationNo»



Commonwealth of Virginia
Department of Environmental Quality
Northern Virginia Regional Office
Mobile Source Operations Section

Appointment of
Certified Emissions Repair Facility

This certifies that

«Company»
T/A «TA»
«Address1»
«City», «State» «PostalCode»

has complied with all requirements and is hereby designated as an Official Virginia Certified Emissions Repair Facility pending faithful, efficient and workmanlike performance of duties pursuant to §§46.2-1176 et seq. of the Code of Virginia as amended and regulations of the Virginia Air Pollution Control Board. This certification is to remain in full force and effect until expiration date set herein, or until revoked by the Department of Environmental Quality.

**THIS CERTIFICATE MUST BE
CONSPICUOUSLY DISPLAYED**

By _____
Director

A CHANGE IN NAME, LOCATION OR OWNERSHIP WILL AUTOMATICALLY CANCEL THIS CERTIFICATION

NOTICE OF REJECTION FROM VEHICLE EMISSIONS TESTING (Diesel Vehicles ONLY)

STATION NAME: _____ STATION NUMBER: _____

YEAR/MAKE/MODEL: _____

Your vehicle could not be tested safely on state approved equipment. Please note the checked box(es) below indicating what item(s) will need to be repaired before proper emissions testing can be performed on your vehicle:

	Mechanical Integrity	Engine	
		Transmission	
		Fluid leak	
		Brakes	
		Overheating	
		Other	

	Exhaust System Leak
--	---------------------

	A manufacturer's recall indicates this vehicle is eligible for emissions related repair/service. Please contact your vehicle dealer for further details.
--	--

	Vehicle is found to be in excess of 8500 lbs. Gross Vehicle Weight Rating (GVWR). Please contact the Mobile Source Operations Section for vehicle registration assistance at (703) 583-3900.
--	--

Emissions Inspector's Signature

Date

This form is also available at www.deq.virginia.gov/mobile/mobcert

Emissions Related Repair Data Form

INSTRUCTIONS: In order to qualify for an emissions inspection waiver, **REPAIR WORK MUST BE PERFORMED AT A VIRGINIA CERTIFIED EMISSIONS REPAIR FACILITY, AND THE REPAIRS MUST BE PERFORMED BY OR UNDER THE SUPERVISION OR APPROVAL OF A VIRGINIA CERTIFIED EMISSIONS REPAIR TECHNICIAN;** repairs performed by any other person or facility cannot be applied. This form, along with the Motor Vehicle Emissions Inspection Report (VIR), should be presented to the repair facility of your choice. The repair invoice(s) or work order(s) must then accompany this form and your VIR upon return to the emissions inspection station for a retest. This form must be completed in its entirety by the repair technician. **ONLY ITEMS ACTUALLY SERVICED OR REPLACED, AND THE ASSOCIATED DIAGNOSIS AND LABOR CHARGES, MAY BE USED AS EMISSIONS RELATED REPAIR COSTS AND APPLIED TOWARDS AN EMISSIONS INSPECTION WAIVER.** The Emissions Inspector is required to inspect for and confirm all repairs.

NOTE to Repair Technician: It is important to complete this form **accurately** so that repairs may be properly credited and to accumulate repair data for program evaluation. Your signature below certifies that all repairs and recommendations were necessary and appropriate to the cause of the emissions inspection failure, and that you either performed or supervised the diagnosis & repair of the vehicle.

REPAIR FACILITY INFORMATION

STATION ID: _____ Facility Phone: _____

Facility Name: _____

Facility Address: _____

EMISSIONS REPAIR INFORMATION

Check one box only for items Serviced (S) or Recommended for service (R).

ITEMS SERVICED	S	R	ITEMS SERVICED	S	R	ITEMS SERVICED	S	R
1 Spark Plugs/Wires			10 Other Induction System			19 Oxygen (O2) Sensor(s)		
2 Other Ignition			11 Air Filter			20 MAP Sensor		
3 Timing/Spark Advance			12 Oil Change			21 Mass Air Flow Sensor		
4 Air/Fuel Mixture Adjustment			13 Thermostatic Air Cleaner			22 Coolant Temp. Sensor		
5 Idle Speed Adjustment			14 PCV System			23 Throttle Position Sensor		
6 Choke System			15 Air Injection/Reaction Sys			24 Other Sensors/Switches		
7 Other Carburetor Repairs			16 EGR System			25 Computer/PROM		
8 Vacuum Leaks			17 Fuel Evaporative System			26 Internal Engine Repair		
9 Fuel Injection System			18 Catalytic Converter(s)			27 Other Repairs/Unknown		

Vehicle Identification No.: _____

Vehicle Year/Make/Model: _____

Emissions Related Repair Costs (Include Sales Tax)

Total \$ _____ .00

Work Order # _____

Date of Repairs _____

Technician's Name: _____

Technician's ID Number: _____

Technician's Signature: _____

Sales tax should be calculated to include emissions related parts only. Do NOT include any charges for shop fees, environmental fees, disposal fees, or any other similar charge that is not separately itemized as emissions related. Diagnostic charges may be included ONLY if associated emissions related repairs are actually performed.

Date: _____

Air Check Virginia Permit Scanning Instructions

*****Make sure the documents you want to scan are in the document feeder before you start this process.**

Open the scanning software by double clicking the desktop icon named “HP Solution Center”. Then click the “Scan Document” button.

The window that displays will be the Save to file Save Options window where you will enter the filename and the folder name where you want to store the file. Do the following:

- 1) In the “Base File Name” box, delete the word “scan” and type in the appropriate filename by using this template:

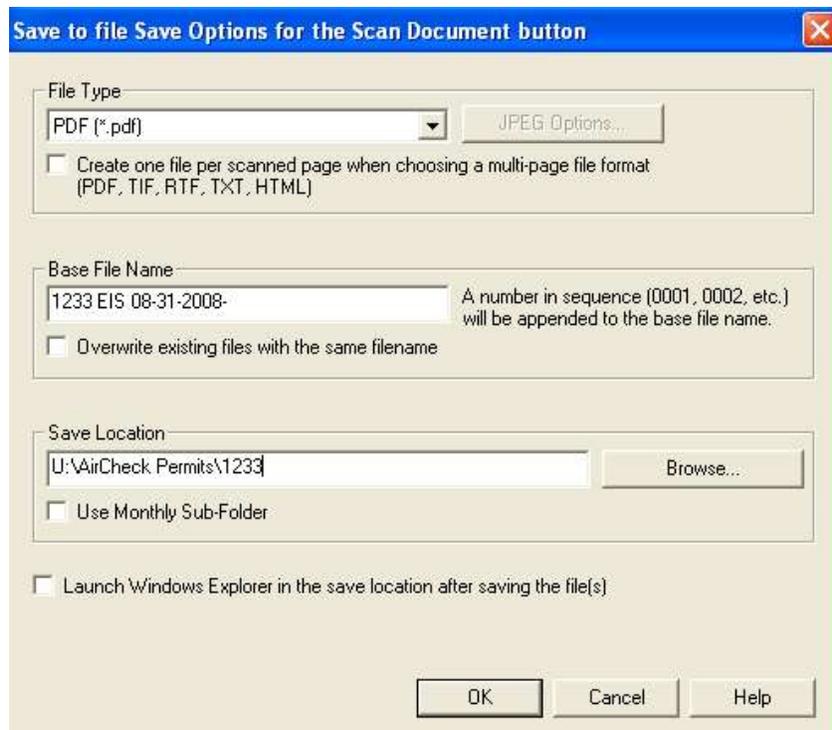
stationnumber EISCRF MM-DD-YYYY- (MM-DD-YYYY being the day of permit issuance)

Examples: 1233 EIS 09-02-2008- -or- 1819 EIS CRF 08-31-2008- -or- 1922 CRF 08-31-2008-

Be sure to add the dash at the end! The scanning software will add a four digit sequence number at the end and the dash will separate it from the rest of the filename.

- 2) Click in the box at the end of “U:\AirCheck Permits” and add a backslash and then the name of the folder you wish to save the file to. You do NOT need to create the folder first, the software will create it if it does not exist. Be sure to use the backslash key located under the Backspace key on the keyboard. If you use the wrong slash, you will see an error message.

Example: U:\AirCheck Permits\1819



- 3) Click the OK button and the documents will be scanned and saved. You will be returned to the software’s main window.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
Mobile Source Operations Section

INSPECTOR LICENSE EXTENSION REQUEST

[Please Print]

Name: _____ ID#: _____

Street: _____ Lic. Exp. Date: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Employed by: _____ Station ID#: _____

Use the space below to describe why re-licensing requirement(s) cannot be met prior to your original license expiration date. If you have registered for an inspector class, include information on class registration (campus, section number and starting date).

NOTE: If approved, your emissions inspector license will be extended for a maximum of ninety (90) days from the date of original expiration; no extensions beyond ninety (90) days are permitted for any reason. Upon expiration of your license, original or extended, you must cease performing emissions inspections until such time as your license has been renewed. Field certification may be required prior to extension approval and/or for license renewal.

Inspector's Signature Date

[Do not Write Below This Line]

VECO Initials Date Original Exp. Date New Exp. Date



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

**TRANSCRIPT REQUEST FORM FOR
THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY**

To obtain a verified listing of the ASE certifications that you currently hold, fill out the form below. One copy will be sent to you, and one copy will be sent to the DEQ Mobile Source Operations Section, 13901 Crown Court, Woodbridge, VA 22193-1453.

(Technician's Name)

(ASE I.D. Number)

(Street Address)

(City)

(State)

(Zip Code)

(Technician's Signature)

Technician: Mail this completed request form with a check or money order for \$ 7.50 to:

**ASE Transcript Service
National Institute for
AUTOMOTIVE SERVICE EXCELLENCE
101 Blue Seal Drive, SE Suite 101
Leesburg, VA 20175-5646**

If you have any questions regarding this request, please contact Joyce Quattrin with ASE at (703) 669-6600, or call the Virginia Department of Environmental Quality at (703) 583-3900 (toll-free in Virginia at 1-800-275-3844).

