



**DRIVE  
CLEAN**  
Pennsylvania

## INSPECTIONS NEWSLETTER

# Important Vehicle Inspection Information

Pennsylvania's Vehicle Inspection Program

### WINTER 2023 ISSUE

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**pennsylvania**  
DEPARTMENT OF TRANSPORTATION



WINTER 2023 ISSUE

# INSPECTIONS NEWSLETTER



## New 2023/2024 Stickers Now Available

The new 2023-2024 stickers have now been released for purchase. Both the 2022-2023 and 2023-2024 stickers can be used at the same time, but NO expired campaigns can be used after December 31, 2022. See below to register for online sticker ordering.

### REMEMBER:

- 2022-23 stickers may be used for inspections on vehicles with expiry dates up to December 2022 and semi-annual inspections through June 2023.
- 2023-24 stickers are needed by November 1st for vehicles with a January 2023 expiry.
- Once you begin to use the new 2023-24 stickers, a separate MV-431 or MV-480 must be started.



## Placing An Online Sticker Order

Once you have registered as a Business Partner, it is easy to place an order for new stickers through PennDOT's Station Portal. First, login to the Station Portal – <https://www.inspections.penndot.gov> – with your User Name and Password.

Then, click on the "My Station" tile. You will see the Station Summary window. Below the information about the station, you will see three tabs. Click on the "Sticker Orders" tab and then the "Place Sticker Order" button on the right-hand side of the screen. Complete the sticker order form.



**Keep in mind that when ordering stickers online, stickers are ordered by sheets of 10, not individual stickers.** For example, entering a 2 means you are ordering 20 stickers (2 sheets of 10).

When you have finished entering the sticker quantities, click on the "Review Order" button in the lower-right of the screen. If you need to make any changes to your order, click Edit to go back.

Once you have completed your order, select a payment method. You can pay by ACH (electronic check) or credit card. If you pay by ACH, you will be redirected to the PA.GOV payment site. After the transaction has been completed, you can view the sticker order on the Station Summary page.

*Please note: When paying by ACH, it is critical that all station information entered is accurate. If any of the information is incorrect, the payment might not be received by PennDOT. This could result in a penalty fee and a hold being placed on the account until payment is received.*

# e-SAFETY Frequently Asked Questions



There are many benefits to participating in the online e-SAFETY program. Recording inspections online eliminates handwritten inspection reports and the need to maintain or retain MV-431 or MV-480 record books. It also reduces VIN data entry errors, since the e-SAFETY system is barcode scanner compatible. Participating in e-SAFETY also means spending less time on audits because inspection records can be reviewed electronically.

## e-SAFETY STATIONS

### **1. Who can participate in e-SAFETY?**

Any Certified Pennsylvania Official Safety Inspection Station.

### **2. How do I enroll?**

The quickest and most efficient way to enroll in PennDOT's e-SAFETY program is to call the Inspection Station Operator hotline at 1-888-265-5909, choose option #4, and tell them you would like to enroll in the e-SAFETY program. They will guide you through the process, email the required forms, and allow you to complete the enrollment process electronically.

### **3. How do I get my e-SAFETY Manager ID and Password?**

You will receive an email with your e-SAFETY Manager ID and password after you complete the enrollment process.

### **4. I forgot my e-SAFETY password, how can I reset it?**

From the e-SAFETY landing page ([www.penndote-SAFETY.pa.gov](http://www.penndote-SAFETY.pa.gov)), click on "Forgot Password?" located directly underneath the login fields. Then, as directed on the next screen, enter your station ID# and email address. Check your email for a one-time password to use to log into e-SAFETY.

### **5. How do I change my password in e-SAFETY?**

Log into e-SAFETY with existing password. Select "Administration" from the menu options, then select "Change Password" from the drop-down menu. Follow the prompts on the next screen to complete the task.

### **6. How do I add or remove users to my e-SAFETY website?**

Log into e-SAFETY with e-SAFETY manager credentials. Select "Administration" from the menu options, then "Manage Station Users" from the drop-down menu. To add a user, click on "Add New User" and follow prompts. New user will receive an email with log on instructions. To remove users, uncheck the "Active" box and click "Save" to remove the user.

### **7. Must all inspections be recorded in e-SAFETY?**

All inspections, pass or fail, should be recorded in e-SAFETY. There is no fee for failed inspection entries.

## ENHANCED INSPECTION STATIONS

### **1. If I am using an electronic safety inspection record keeping system, other than PennDOT's e-SAFETY application, do I still have to enroll in PennDOT's e-SAFETY system?**

Yes, all Enhanced Safety Inspection stations must be successfully enrolled in and begin using PennDOT's e-SAFETY system to record all issuances of a sticker to a MV-426B application by September 15, 2022.

### **2. When must the inspection information be recorded in e-SAFETY for an enhanced inspection?**

All entries must be made immediately after each inspection is performed.

### **3. Do I have to use PennDOT's e-SAFETY system to record all my safety inspections?**

No, you are only required to use PennDOT's e-SAFETY system to record issuances of a sticker to a MV-426B application. However, if you are not using e-SAFETY to record all safety sticker issuances, you will have to record MV-426B sticker issuances in both e-SAFETY and whatever other method you are using to record all other safety sticker issuances. The purpose of this is so PennDOT can audit enhanced inspections being performed in real-time.

### **4. If I am recording enhanced MV-426B sticker issuances in e-SAFETY, do I still need to have the customer submit the MV-426B application to PennDOT in paper format?**

Yes, nothing has changed with the submittal requirements for the paper MV-426B applications.

### **5. Since the enhanced sticker is now being recorded in the e-SAFETY application, do I still need to fill out the inspection sticker, cut in half, and attach it to the MV-426B application?**

Yes, nothing has changed with the requirements of filling out and completing a MV-426B application. For instructions on completing the MV-426B, see bulletin RI22-01.

### **6. What should I do with the non-serial number half of the sticker that was attached to the MV-426B application that was stapled to the MV-431/MV-480 in the past?**

It should be attached to the Safety Inspection Report (SIR) that is printed from the e-SAFETY application and retained for audit purposes.



## ENHANCED INSPECTION STATIONS

**7. How should I cut and sign the AO sticker for trailer/motorcycles?**

Cut in half leaving the last 4 digits of the sticker number, sign in permanent ink over top and attached to the MV-426B application. The other half should be attached to the SIR and retained for audit purposes.

**8. What form do I select in the e-SAFETY application to record the issuance of a sticker to a MV-426B application?**

After logging into e-SAFETY, select the “New Inspection” menu option, select “MV-431” or “MV-480” as appropriate, then select “Reconstructed/Specially Constructed” from the drop-down menu.

**9. Can I use photos of a vehicle supplied by the customer?**

No, the Certified Enhanced Vehicle Safety inspector must take color photographs of the vehicle at the time of the enhanced vehicle safety inspection. Each photo must be signed and dated by the Certified Enhanced Vehicle Safety inspector that performed the inspection and must be taken with the enhanced inspection station in the background of the photograph.

**10. Can I retain copies of MV-426B applications on my PC?**

No, PennDOT requires paper copies of applications and these must be stored in a secured area.

**11. Can I use a rubber stamp to sign and date the photos?**

No, all photos must be hand signed and dated by the inspector.

**12. How long is an enhanced inspection valid for titling purposes?**

The enhanced inspection is valid for one year from the date of inspection unless the vehicle is subsequently repaired or modified and would require a new enhanced inspection.

**13. What documents do I need to retain for an enhanced inspection?**

You must retain a copy of the completed application and all required documentation. This includes, but is not limited to, copies of:

- MV-426B application
- Front and back of the Title/Salvage Certificate
- Clear color photos – signed and dated by the enhanced inspector
- Bill of Sale
- Receipts for repairs
- Photo ID (front and back)
- Certified weight slip
- Appraisal Report — Please refer to Bulletin R22-01 for instructions on what supporting documentation is needed for each application.

# e-SAFETY Enrollment Required For Enhanced Vehicle Safety Inspection

As of September 15, 2022, PennDOT is requiring that all enhanced vehicle safety inspection stations (Enhanced Stations) enroll in and use the PennDOT Electronic Record Keeping System (e-SAFETY) to record all enhanced vehicle safety inspection information. This system is maintained by Parsons, the contracted vendor for PennDOT.

If a station decides to continue using a paper MV-431/480 book or an electronic MV-431/480 software application

from another company for **regular safety inspections**, the station/inspector must also enter the enhanced inspections in the MV-431/480 book or electronic MV-431/ MV-480 indicating ‘**RECON**’ in the ‘old odometer’ block.

The inspection sticker numbers must be in consecutive order for auditing purposes. **This will require double entries, as the enhanced inspections must be entered into e-SAFETY also.** All entries must be made immediately after each inspection is performed.

**Example:**

MV-431 (12-03) Check one for Each Type of Inspection <table border="1" style="display: inline-table; margin-left: 20px;"> <tr><td>Year</td><td>2022</td></tr> <tr><td><input checked="" type="checkbox"/> Annual</td><td></td></tr> <tr><td><input type="checkbox"/> Semi-Annual</td><td></td></tr> </table>		Year	2022	<input checked="" type="checkbox"/> Annual		<input type="checkbox"/> Semi-Annual		SEE INSTRUCTIONS ON REVERSE SIDE  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>CHARGE FOR INSP.</td><td>STICKER COST</td></tr> <tr><td>\$27.50</td><td>\$6.00</td></tr> </table>		CHARGE FOR INSP.	STICKER COST	\$27.50	\$6.00	COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  <b>INSPECTION RECORD</b> RECORD ALL PASSENGER CARS, TRUCKS AND BUSES		REGISTRATION VERIFIED TIRES/WHEELS STEERING/SUSPENSION EXHAUST SYSTEM FUEL SYSTEM GLAZING/MIRRORS LIGHTS/WIRING & SWITCHES BODY/DOORS & LATCHES BRAKE SYSTEM FRACTION OF REMAINING BRAKE LINING OF WHEELS PULLED L.FRONT R.FRONT L.REAR R.REAR OTHER ROAD TEST VISUAL ANTI-TAMPERING CATALYTIC CONVERTER FUEL INLET RESTRICTOR PCV VALVE EGR VALVE AIR PUMP EXHAUSTIVE CONTROL VALVE														
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Station Number 1234	County Philadelphia	<table border="1" style="width: 100%;"> <tr><td>INS#</td><td>DATE</td><td>REGISTRANT'S NAME</td><td>VEHICLE IDENTIFICATION NUMBER</td><td>YR/MAKE/BODY</td><td>REGISTRATION #</td></tr> <tr><td>361</td><td>12/06/2021</td><td>Joe Perinot</td><td>9999999999999999</td><td>2011/Jaguar/H Door Sedan</td><td></td></tr> <tr><td colspan="2">CITY Philadelphia</td><td>COUNTY Philadelphia</td><td>INSURANCE COMPANY NAME</td><td>EXP DATE</td><td>POLICY #</td></tr> </table>		INS#	DATE	REGISTRANT'S NAME	VEHICLE IDENTIFICATION NUMBER	YR/MAKE/BODY	REGISTRATION #	361	12/06/2021	Joe Perinot	9999999999999999	2011/Jaguar/H Door Sedan		CITY Philadelphia		COUNTY Philadelphia	INSURANCE COMPANY NAME	EXP DATE	POLICY #	<table border="1" style="width: 100%;"> <tr><td>OLD ODOMETER</td><td>CURRENT ODOM.</td><td>STICKER #</td><td>TOTAL COST + TAX</td></tr> <tr><td style="text-align: center;"><b>RECON</b></td><td>121,293</td><td>A12-02432951</td><td>\$100.00</td></tr> </table>	OLD ODOMETER	CURRENT ODOM.	STICKER #	TOTAL COST + TAX	<b>RECON</b>	121,293	A12-02432951	\$100.00
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# Spotlight On Headlights

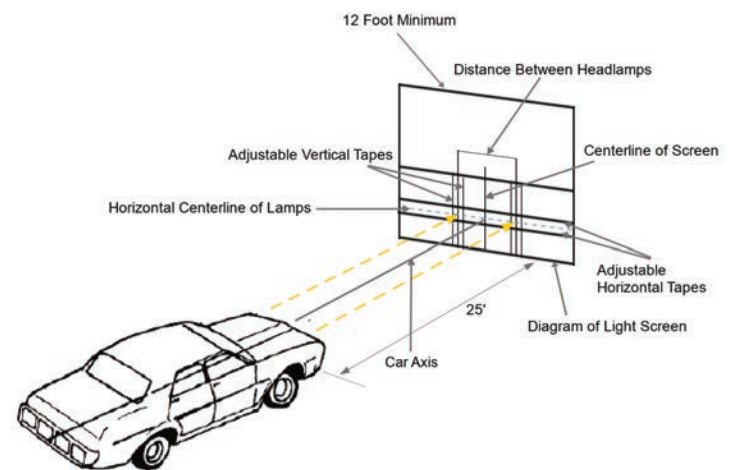
The winter months bring fewer daylight hours and more inclement weather, which makes having a vehicle's headlights working properly even more important for drivers.

## Proper Headlight Aiming

Misaligned headlights can be hazardous and are among the most frequent complaints of motorists. Headlights that are aimed too high can blind motorists; but those that are aimed too low can prevent drivers from adequately seeing the road and surrounding areas.

To prevent this, stations should have SAE approved headlight aiming equipment (as defined in the inspection regulations - Tools and Equipment). Certain makes and models of vehicles cannot be properly tested with this equipment. For example, LED headlights are not capable of meeting certain requirements in some headlight aimers, making those headlight aimers ineffective for inspection testing.

If a headlight aimer is not suitable for testing a vehicle, an aiming screen may be used instead. Stations utilizing an aiming screen must have sufficient space and meet the specifications outlined in Chart 1 (see above right). A station should not inspect any vehicle that they are unable to properly test and aim the headlights on.



## Fog Lights and Auxiliary Driving Lights

If a vehicle's fog lights or auxiliary driving lights are broken, the vehicle fails the inspection. The station can make the repairs to the light or the vehicle owner can opt to remove the fog light or auxiliary driving light assemblies in order for the vehicle to pass the safety inspection. Fog lights and auxiliary driving lights are not required lighting, so they can be removed if the vehicle owner so chooses.

## Analyzer Issues

If an analyzer's printer is not functioning properly or printing clearly, the station is responsible for stopping the emissions inspections until the printer issue is fixed. In addition, if a VIR or sticker issuance report is not produced by the analyzer during the test for any reason, the inspector should assume that the test did not record properly. The Inspector should stop and redo the test or call the hotline for instructions on how to handle the situation further.

## Station & Technician Portal Updates

Any changes to station addresses should be updated in the PennDOT portal. In addition, Inspectors should ensure their current address is in the training portal. Address changes made on driver's licenses are not automatically updated in the portal. It's important to keep the portal information up to date, so that PennDOT is able to deliver materials and information.

# OBD Readiness Issues



## Non-Communicating Vehicles

With the new analyzers, communication from the vehicle is more reliable. The previous equipment relied on the vehicle's battery to power OBD communications. The new PA S units are not dependent on power from the vehicle battery for OBD communications. OBD communication enhancements increase accuracy.

However, when a consumer's vehicle has communicated successfully, but has failed the emissions test for a Diagnostic Trouble Code (DTC), Non-Communicating Vehicles E Malfunction Indicator Lamp (MIL) or "Not Ready" condition, and then during the retest is not able to communicate, the inspector should contact the Station Operator Hotline for further instructions.

Your call will be directed to a Pennsylvania Emissions Team (PET) supervisor for a detailed review. In these

scenarios, the inspector should not pass the non-communicating vehicle without appropriate evaluation and approval from the authorized PET supervisor.

Contact the  
Station Operator Hotline at  
**888-265-5909**

## Cold Weather OBD Readiness Issues

During extreme cold weather conditions, you may find it difficult to make a vehicle ready for testing. Stations that are inspecting a vehicle that is not ready for testing and having issues with making the vehicle ready should contact the Station Operator Hotline at 888-265-5909 to have the issue escalated. A member of the PA Emissions Team will contact you for further assistance.

Please make sure that you have tried the following **prior to your call**:

- 1. You have tested the vehicle** (not with a scan tool).  
We must be able to see a test on file to assist you.  
Even if you already know that the vehicle is not ready, you should test the vehicle as presented.
- 2. You have driven the vehicle through a vehicle-specific drive cycle** according to the year, make and model of the vehicle.

*Drive cycles are vehicle-specific driving conditions as listed in a drive cycle manual.*

## Valid Driver's License Required to Conduct Inspections

Per regulations, an inspector must have a valid emissions and/or safety inspector certification card AND a valid driver's license. A valid driver's license is a license that, at the time of inspection, allows the inspector to drive any vehicle within their license class and under any normal conditions; specifically, it is not a "Limited License."

The best way to check the type of driver's license is to look in the lower right-hand corner of the license. In the outline of the State of Pennsylvania, the license will display what type it is. For example, with a general

license, the letters "DL" will appear or "CDL" commercial driver's license. If the license displays "ignition interlock" or "probationary" it would not qualify as a valid driver's license for the purposes of conducting an emissions and/or safety inspection. If the words "Limited License" are displayed to the left of the photo it is not valid for the purposes of conducting an inspection.

There are no exceptions to this requirement. Should you have concerns about any other limitations you see on a driver's license, you may contact PennDOT directly, at (717) 787-2895.





## Tips To Get Ready For Winter

### Inside The Shop

#### **Update Concrete Floors**

Concrete floors are porous and allow moisture rise up from below and heat to escape down into the ground. To prevent moisture and loss of heat, consider painting or coating the floor with liquid stone or epoxy to provide a better seal against the elements. Non-slip floor coating products provide extra traction.

#### **Eliminate Wet & Icy Areas**

Designate an area near the shop entrance to keep wet items (boots, jackets, etc.). Adding non-slip mats will help combat melting snow and ice, as well. Be sure to clean cars off before bringing them into the garage and keep a squeegee or push broom on hand for when floors do get wet.

#### **Weatherize The Shop**

Inspect weatherstripping around the shop.

Inclement weather can make the weatherstripping brittle and break or shrink, leaving gaps. Check the caulk around doors and windows for any issues.

Check the cables and rollers that operate the garage door to ensure there are no issues and they're working properly. Using a lubricating spray to maintain moving parts will reduce door problems through the cold months.

#### **Insulate Walls and Doors**

Insulating the shop walls is a good way keep heat in and cold out. Even small holes and cracks will allow cold air in. Use fire-blocking caulk for switches and electrical outlets. Don't forget about your bay doors. An uninsulated garage door can allow heat to escape. *Always remember to connect proper exhaust ventilation to prevent breathing in harmful fumes when garage bay doors are closed.*



## Protect Your Pipes

Pipes that aren't insulated could result in frozen or broken pipes. To prevent this, insulate any pipes in the garage with foil or fiberglass insulation. Allow faucets inside to drip to keep water flowing.



## Preserve Supplies

Place extra car batteries, cleaning chemicals, and other liquids in a temperature-controlled location to prevent damage from freezing. Liquids exposed to fluctuating and freezing temperatures can expand and contract, warping and breaking containers, that may result in spills.

## Outside The Shop

### Prepare For Snow And Ice

If you haven't contracted with a snow removal service, be sure to have proper snow / ice removal tools on hand. Make sure that any plowing vehicle is in good working order and has everything hooked up properly.

If using shovels and snowblowers, ensure they are in good condition and are easily accessible during inclement weather. Be preemptive and put down salt melt prior to inclement weather. Add more, as needed, to melt the snow and ice.

Ensure gutters are in proper working order and free of debris, so that melting snow and ice can flow away from the roof, rather than sitting stagnant and causing damage.

### Prepare Tools For Winter

This includes your lawn mower, your weed eater, and anything else with an internal combustion engine. Once you park them for the winter, clean them, drain the oil, replace any parts, and let them run until they use up all the gas in their tanks. Store warm-weather items out of the way, so you won't have to search for the tools you need when a winter storm hits.

