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In 2019, postcards were mailed to all Emissions and Safety inspection stations, informing inspectors of PennDOT's New Inspector ID number and ID card program. Any inspector who had not already received a new-style Emissions or Safety Inspector ID card, displaying their new ID number, had the opportunity to acquire a new ID card(s) at no cost. For now, this program is still active.

Currently, Emission analyzers will accept either the New PennDOT Inspector ID number or the old number. Starting **February 1, 2021,** all Emission analyzers will require that you use your New PennDOT Inspector ID number when logging in. Old Inspector ID numbers will no longer be recognized after this date. Without your New Inspector ID Card and Number, you will not be able to access the Emission analyzer.

# HOW CAN I TELL IF I HAVE THE RIGHT ID CARD NUMBER?

At this point, over 99% of Emissions Inspectors have received their new ID card. However, you may be one of a number of inspectors that continue to use their old ID card. Check to see if your Inspector ID Card starts with the number 9 – this is the correct, new-style version to be used for each test. As of February 1, 2021, this is the only card/number that will be accepted in the analyzer. This Inspector ID number should be used to log in to the Emissions analyzers and when recording inspection records in PennDOT's e-SAFETY system.

# HOW DO I GET A NEW-STYLE ID REPLACEMENT CARD?

Inspectors may visit the PA training portal website at **www.patrainingportal.com** to order the new-style ID card(s). For a limited time, new ID card(s) will be available at no cost; follow the steps below to order a new ID card.

**STEP 1:** If you already have an account, log in to the training portal with your existing user ID and Password. If you don't have an account, click on "Sign-Up" to setup a new account.

**STEP 2:** Once logged in, click on the plus sign beside "New ID Card" to see if there is a new ID card(s) available.

**STEP 3:** If you have already received a new Safety and/or Emissions ID card, the date(s) produced will be displayed. If there are card(s) available, continue to step 4.

**NOTE:** If you have lost your new ID card and need to order a replacement, you can do so by clicking on "Pay For Training" then "Emissions" or "Safety" Training Packages to pay for and order a replacement.

**STEP 4:** If there are cards available, click on the "order" button and follow the instructions to produce the card(s) and confirm/change the delivery address. New cards will arrive within three weeks of order date.

Have Questions about the New ID Card Program? Contact the Inspection Station Operator Hotline 888-265-5909





# Inspector E Password Changes

Inspection mechanics are able to change their passwords used on the analyzers by asking station managers to reset their password at any time. With the start of the next inspection, the analyzer will prompt the inspector to reset their password. While PennDOT and the Pennsylvania Emissions Team does not require that inspectors change their passwords frequently, it would be in the inspectors' best interests to do so.

Inspectors should NEVER disclose their passwords to other inspectors, non-station personnel or station owners. Sharing passwords could have serious ramifications for the inspector whose password was shared.

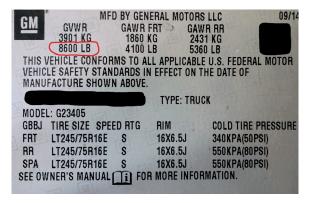
# **Two-Speed Idle Testing**



Under current regulations (PA 67 177.51(f)(2)), beginning
January 1, 2021, the 2-speed idle test will only be required for model
year 1996 and newer vehicles weighing between 8,501 - 9,000 lbs.
GVWR registered in Philadelphia and Pittsburgh Region I/M Counties.

As of January 1, 2021, vehicles 8,501 - 9,000 lbs. GVWR registered in the Philadelphia and Pittsburgh region are the only vehicles that will continue to require the 2-speed idle test, gas cap test and visual inspection. The regulations do not identify an end date for the 2-speed idle test requirement for these vehicles.

Also beginning January 1, 2021, all vehicles registered in an emissions county with a GVWR of 8,500 lbs and under, model years 1995 and older, require gas cap and visual inspection. Vehicles 8,500 lbs. GVWR and under, model years 1996 and newer, continue to require a gas cap test and OBD-I/M check.



**NOTE:** When determining GVWR for emissions testing purposes, you must base it on the actual GVWR, not the registered GVWR. You can find the actual GVWR on the vehicle's VIN plate/label, mostly commonly found affixed to the driver's door jam.

If you have questions, please contact the Inspection Station Operator at 1-888-265-5909.

# **New Campaign Inspection Stickers** Now Available

You can now order your 2021-22 inspection and emission stickers either online or by mail. Please manage your sticker inventory to assure you have sufficient 2020-21 inventory to last through December 2020 or until you receive your 2021-22 stickers.

#### **EMISSIONS INSPECTION STICKER SERIAL NUMBERS**

Please note that the Annual Emissions Inspection Sticker serial numbers have a prefix of EM for the 2021-22 campaign, instead of IM in the serial numbers previously used.

#### **REMINDER:**

- 2021-22 stickers may be used simultaneously with the 2020-21 stickers.
- 2020-21 stickers may be used for inspections on vehicles with expiry dates up to December 2020.
- 2021-22 stickers are needed by November 1st for vehicles with a January 2021 expiry.
- Once you begin to use the new 2021-22 stickers, a separate MV-431 or MV-480 must be started.

When ordering online, stickers are ordered by sheets, not individual stickers. Review your order before submitting to ensure the order is correct. For example, 4 sheets of emission stickers equals 40 stickers. Your order may be rejected for excessive quantities.



#### FEES FOR INSPECTION STICKERS

The fee for the annual safety inspection sticker is \$8.00 and the fee for the semi-annual sticker is \$6.00. Official Inspection Stations may charge \$2.00, plus the purchase price of the sticker in effect at the time of replacement for windshield replacement stickers. There is no charge for Emission Stickers.

#### ORDERING INSPECTION STICKERS **BY MAIL**

For stations that wish to continue ordering through the mail, you may place your mail-in orders now for 2021-22 safety or emissions inspection stickers. If you wish to order 2021-22 safety or emissions inspection stickers, please write 2021-22 in large numbers across the top left of your MV-436A Inspection Sticker and Insert Order Form.



## Winter Safety Tips **E S**



During the colder winter months, when garage bay doors are closed, remember to connect proper exhaust ventilation to prevent breathing in harmful fumes.

Avoid hazards created by wet and slippery floors in the garage. Clean any snow or ice off vehicles, before they are brought into the garage, to help prevent puddling of water on floors.



# New Process for Deleting or Adding an Inspector to your Emissions Analyzer



As of February 1, 2020, the process to delete or add an inspector to a station's emissions analyzer has changed. To make changes to emissions inspectors on your station's analyzer will now require calling the Inspection Station Operator Hotline at 1-888-265-5909. As part of this change, stations will now have the option of either faxing or emailing the required documents.

# TO DELETE AN INSPECTOR FROM AN EMISSIONS ANALYZER

To delete inspector(s) from your emissions analyzer, you must send the emissions technician list, the MV-516 form, and clearly note which inspector(s) are to be removed.

The MV-516 form can be printed from the emissions analyzer and should be posted on the inspection station's wall.

The request to delete an inspector(s) can be faxed to (717) 963-8434 or emailed to documents@PaStationHotline.com.

# TO ADD AN INSPECTOR TO AN EMISSIONS ANALYZER

If you need to add inspector(s) to your emissions analyzer, you must submit your request, along with the documents listed below, by fax or email:

- 1. A cover sheet with the request to add an inspector clearly indicating:
  - a. Station name
  - b. Station phone number
  - c. Station contact name
  - d. Name of inspector(s) to be added
- 2. A photocopy of the Certified Emissions Inspector's license for each inspector being added.
- 3. A photocopy of the Certified Emissions Inspector's driver's license for each inspector being added.
- 4. A photocopy of the updated Emissions Technician list of MV-516 that lists all certified inspector(s).

The request to add an inspector(s) can be faxed to (717) 963-8434 or emailed to documents@PaStationHotline.com.

#### AFTER THE REQUEST HAS BEEN SUBMITTED, IT WILL TAKE 24 HOURS TO PROCESS.

To verify that the change has been made, perform a Data File Refresh (DFR) on the analyzer. This will update the list of inspectors.

<sup>\*</sup> Both the Certified Emissions Inspector's and driver's licenses must be valid.

# **Helpful Tips** for Managing **Your Station**





All tips highlighted below are in reference to PUB45 175.29 Obligations and Responsibilities of Stations.

- 1. Keep inspection mechanics up-to date on program information by sharing bulletins, memos, and regulations. Be sure to post this information in a central location that all mechanics can easily access.
- 2. Notify your station's Quality Assurance Officer (QAO) and PennDOT's Vehicle Inspection Division when a new certified mechanic is hired to ensure station information is kept up to date for audit purposes. To add/delete an emissions inspector, reference the article on page 4 of this newsletter. To add/delete a safety inspector, reference the article on Station Online Access on page 6.
- 3. It is a good practice to keep inspection records and their work orders filed together in one designated location so that inspection mechanics can file them after each inspection. This will help QAOs to audit your station more quickly and provide proper documentation, should any discrepancies arise during an audit.
- 4. After receiving a new batch of stickers, be sure to save all order receipts. This will streamline the audit process for your QAO and can help prevent violations that might arise from missing or incomplete records.
- 5. Institute procedures that allow mechanics to double check each other's work and save all documentation after each inspection. A station owner/authority has the full responsibility for every inspection conducted on the premises (regardless of who performed the inspection), as well as for every inspection sticker that leaves the premises. It is in a station owner/ authority's best interest to implement procedures that ensure violations don't happen.
- 6. Make sure that each inspection mechanic is only inspecting vehicles they are certified to inspect.

# **Environmental Benefits of** Pennsylvania **Drive Clean**





The purpose of Pennsylvania's Drive Clean program is to ensure that vehicles run as cleanly as they were designed to, in order to reduce the emissions of smog-causing pollutants. All cars emit some pollution, but poorly maintained cars emit more. A well-maintained vehicle uses less fuel, saves money at the gas pump, and emits fewer smog-causing pollutants.

As a result of air quality initiatives and measures aimed at reducing emissions, cumulative air contaminant emissions across the state have continued to decline significantly since 2002.

Each Emissions Inspection Station recently received a laminated desk reference mat (pictured above) to help explain emissions testing to customers. The two-sided mat provides detailed information about the benefits of reducing emissions, as well as how their vehicle is tested.



### **Station Online Access**

With station online access, stations can now more efficiently manage tasks including: updating their station officials' information, inspector information, station contact information, and hours of operation. The online system also provides tracking of sticker orders and sticker order history.

# Log on to the station online access at: www.inspections.penndot.gov

All existing stations should use the My Station tile to view your station information and purchase stickers. Existing stations already have an Official Inspection Station (OIS) number and are listed within the online system, even if it is the station's first time entering the online access portal.

Only users, who are included on the station's official list of authorized users, can access the online system. Anyone that is not on the station's official list, who

should be, must be added by an already registered user or by filling out a new MV-500 form provided by a Quality Assurance Officer.

Instructions for placing sticker orders can be found on the Inspection Information website at the "Station Sticker Order" link: www.dot.state.pa.us/public/dvspubsforms/BMV/BMV Safety Inspection Bulletins/Stations Sticker Orders.pdf

#### **KEEP YOUR PASSWORD SECURE**

DO NOT SHARE your login information. Every user accessing the system should have their own personal login ID and password. If several people use the same login, there is no way for the station to determine responsibility if errors occur when ordering stickers. The station will be liable for all errors. When an individual leaves the stations' employment, the station is responsible for removing that person's user access to the station online account.

**LOGIN PROBLEMS?** If you are attempting to access the online system and are having problems with the login process, please contact the IT Service Desk at 717-783-8330. They will assist you in successfully logging in and accessing the Station Application.

#### **CREATING A NEW STATION**

The CREATE STATION button should only be used to create a new inspection station - separate from the current business. After the new station application is completed and approved, a new Official Inspection Station (OIS) number will be created for the station. When completing the new station application, additional assistance can be provided by contacting the Inspections Call Center, 717-787-2895.

## **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 PAS 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),

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 Emission 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.

# 5,000 Mile Exemptions Explained



Some vehicles are subject to inspection, but do not have to undergo emissions testing. These vehicles must, however, display a valid emissions sticker that is marked "EXEMPT."

Vehicles that qualify for this exemption include the following:

- New or current model year subject vehicles that have never been registered in Pennsylvania or any other jurisdiction before the current owner, and have less than 5,000 miles on the odometer.
- Vehicles driven less than 5,000 miles in the previous 12 months that have been owned by the same person for a minimum of 1 year. PennDOT allows a vehicle owner to have their vehicle inspected three months early in an inspection cycle and still retain their original expiration month. In the event a vehicle owner is requesting a 5,000-mile exemption and their vehicle is being inspected up to three months early, an inspector may contact the Station Operator Hotline (888) 265-5909 for guidance.

You can obtain mileage information for the vehicle from the back of the PA Safety Inspection Certificate (safety sticker) or from the PA Vehicle Inspection Information Database (VIID). To obtain this information from the database, inspectors can use the "Previous Inspection History Report" function on the emissions analyzer. This information can also be obtained from the inspection station's files or from other documentation (such as repair receipts) provided by the vehicle owner.

The vehicle owner is not required to provide proof of ownership for the year. Inspectors should take the word of the owner, unless they have knowledge or proof to the contrary. If a vehicle qualifies for an exemption, do not conduct any other visual inspection other than to verify that the odometer is operational. Vehicles that have nonfunctional odometers are not eligible for a low-mileage exemption (since the mileage can't be verified) and should be tested according to the standards set for the county.



# Changes in Testing E Vehicles with Capless Fuel Filler Systems on the New OBD/Visual Emissions Equipment

The new OBD/VISUAL emissions testing equipment includes the ability to determine whether or not a vehicle has a Capless Fuel Filler system. The new equipment software will then guide inspectors through a series of questions to collect all necessary data.

The instructions for this process are different than what was previously done in the LEGACY OBD/Visual equipment, which has been completely discontinued.

If you are testing a vehicle with a Capless Fuel Filler system on NEW equipment, you will need to **answer "YES"** to all three in the first series of guestions.

QUESTION 1: Is the fuel cap present?
QUESTION 2: Is the fuel cap accessible?
QUESTION 3: Can the fuel cap be removed?

After the required "YES" answers have been input for these three questions, the software asks, "Does the vehicle have a Capless Filler System?" When you answer "YES" to this prompt, the software appropriately bypasses the Adapter question and proceeds to the next testing phase.

If you have any questions, please call the Inspection Station Operator hotline at 1-888-265-5909.