

## New York Truck Voucher Incentive Program: Scrappage Process Guidance

This document provides guidance on completing the New York Truck Voucher Incentive Program (NYTVIP) vehicle scrappage requirement. NYTVIP requires that voucher-supported vehicle purchases be accompanied by a corresponding scrappage of a vehicle with a diesel engine model year 1992 through 2009. Vehicles with alternative fuel powertrains, including diesel-electric hybrid powertrains, are not eligible to be scrapped. Scrappage can occur any time after approval of a voucher application but it must be completed with all documentation submitted to the Contractor within 21 days of the fleet taking delivery of the new vehicle(s).

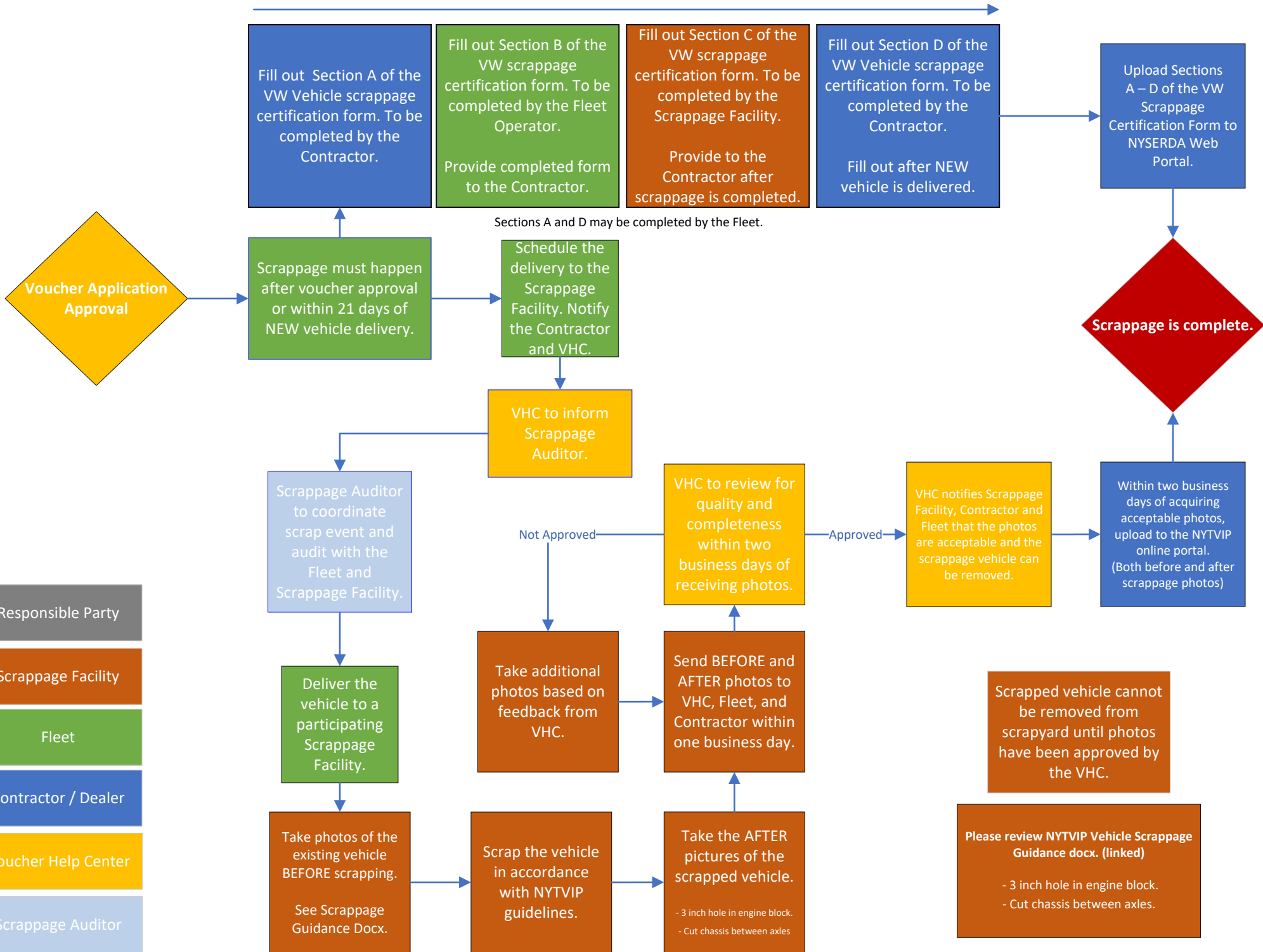
### Scrappage Step-by-Step Process:

1. The **Fleet** will schedule the delivery of the vehicle to be scrapped with the **Scrappage Facility** and notify the **Contractor** and the **Voucher Help Center** via email.
2. The **Voucher Help Center** will notify the **Scrappage Auditor** and **NYSERDA Program Staff** by adding them to the email chain.
3. The **Scrappage Auditor** will coordinate via email with the **Fleet** and the **Scrappage Facility** to schedule the scrap event and corresponding Scrap Audit.
4. The **Fleet** will deliver the scrappage vehicle to the **Scrappage Facility** on the agreed-upon date with Section A and Section B of the Scrappage Certification completed.
5. The **Scrappage Facility** will take photos of the vehicle to be scrapped prior to scrappage. See guidance for BEFORE photos below.
6. The **Scrappage Facility** will then scrap the vehicle to meet program requirements. The **Scrappage Auditor** will be present at the scheduled time. The **Scrappage Facility** will complete the Scrappage Checklist and Section C of the Scrappage Certification.
7. The **Scrappage Facility** will take the required photos AFTER the vehicle has been scrapped. See AFTER photo guidance below.
8. The **Scrappage Facility** will send the before and after photos, to the **Voucher Help Center**, the **Contractor**, and the **Fleet** for review. The **Scrappage Facility** will not remove the vehicle from the property.
9. The **Voucher Help Center** will review all photos for quality assurance and completeness. Within two business days of receiving the photos, the **Voucher Help Center** will email the **Scrappage Facility**, the **Contractor**, the **Fleet**, the **Scrappage Auditor**, and **NYSERDA Program Staff** with confirmation that the photos are sufficient or will request additional photos to meet program requirements.
10. After the **Voucher Help Center** approves the photos of the scrapped vehicle, the **Scrappage Facility** can remove the scrapped vehicle from the property.
11. The **Contractor** will upload the approved photos and the completed Scrappage Certification to the online NYTVIP portal within two business days to facilitate voucher review and payment.

Please direct any questions or requests for assistance to the Voucher Help Center (VHC) at 866-595-7917 or [NYTVIP@energycenter.org](mailto:NYTVIP@energycenter.org). The VHC is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time, excluding national holidays.

For visual guidance on scrappage requirements and example photos see the **NYSDEC Scrappage Guidance Document** included here.

# Scrapage Certification Process



Fill out Section A of the VW Vehicle scrapping certification form. To be completed by the Contractor.

Fill out Section B of the VW scrapping certification form. To be completed by the Fleet Operator.  
Provide completed form to the Contractor.

Fill out Section C of the VW scrapping certification form. To be completed by the Scrapage Facility.  
Provide to the Contractor after scrapping is completed.

Fill out Section D of the VW Vehicle scrapping certification form. To be completed by the Contractor.  
Fill out after NEW vehicle is delivered.

Upload Sections A – D of the VW Scrapping Certification Form to NYSDOT Web Portal.

Sections A and D may be completed by the Fleet.

Scrapage must happen after voucher approval or within 21 days of NEW vehicle delivery.

Schedule the delivery to the Scrapage Facility. Notify the Contractor and VHC.

VHC to inform Scrapage Auditor.

Scrapage Auditor to coordinate scrap event and audit with the Fleet and Scrapage Facility.

VHC to review for quality and completeness within two business days of receiving photos.

VHC notifies Scrapage Facility, Contractor and Fleet that the photos are acceptable and the scrapping vehicle can be removed.

Within two business days of acquiring acceptable photos, upload to the NYTVIP online portal. (Both before and after scrapping photos)

Responsible Party

Scrapage Facility

Fleet

Contractor / Dealer

Voucher Help Center

Scrapage Auditor

Deliver the vehicle to a participating Scrapage Facility.

Take additional photos based on feedback from VHC.

Send BEFORE and AFTER photos to VHC, Fleet, and Contractor within one business day.

Scrapped vehicle cannot be removed from scrapyards until photos have been approved by the VHC.

Take photos of the existing vehicle BEFORE scrapping. See Scrapage Guidance Docx.

Scrap the vehicle in accordance with NYTVIP guidelines.

Take the AFTER pictures of the scrapped vehicle.  
- 3 inch hole in engine block.  
- Cut chassis between axles

Please review NYTVIP Vehicle Scrapping Guidance docx. (linked)  
- 3 inch hole in engine block.  
- Cut chassis between axles.

## **NYSDEC Truck/Bus Scrappage Guidance**

This document describes vehicle scrappage requirements required to meet the NYSDEC VW Settlement eligibility.

### **Truck/Bus Destruction Requirements**

Vehicle scrappage is required to fulfill the requirements under the VW Settlement<sup>1</sup>. Failure to follow this guidance may impact your ability to receive funding under the New York Truck Voucher Incentive Program (NYTVIP). Please contact NYTVIP staff listed at the end of this document for any questions.

“Scrapped” shall mean to render inoperable, and at a minimum, to specifically cut a 3-inch hole in the engine block for all engines. If an Eligible Vehicle is to be replaced as part of a project, scrapped shall also include the disabling of the chassis by cutting the vehicle’s frame rails completely in half. Post-scrappage materials (e.g., metals) may be recycled.

#### **To destroy the engine:**

- Cut or drill a minimum 3-inch hole (approximately the diameter of the NYTVIP supplied sticker) through the engine block.

#### **To destroy the chassis:**

- Cut or shear both the chassis rails between the two axles.

The vehicle must be driven to the scrappage location. The vehicle must be operational with the chassis and engine intact. Do not remove anything from the truck/bus except for personal items. The program cannot process VW payments until truck/bus scrappage is satisfactorily completed and documented with “before” and “after” photographs.

### **Failure to comply with scrappage instructions may result in the denial of VW funding.**

Three pieces of information are required:

1. The completed NYTVIP Vehicle Scrappage Certification.
2. Four “before” scrappage photographs (minimum image size of 1200 x 1800 pixels or 4 x 6 inches).
3. Four “after” scrappage photographs (minimum image size of 1200 x 1800 pixels or 4 x 6 inches).

<sup>1</sup> <https://www.vwcourtsettlement.com/wp-content/uploads/documents/DOJ/Approved%20Appendix%20D-2.pdf>

## Step-by-Step Instructions

### **Four Required “Before Scrappage” Photographs**

Take a series of before scrappage photographs of the truck or bus.

1. Vehicle (side view of entire vehicle)
2. Vehicle engine (allow some of the truck/bus color to show)
3. Vehicle Identification Number (VIN) plate (VIN must be legible)
4. Engine plate or label showing engine serial number (engine serial number must be legible)

### **Four Required “After Scrappage” Photographs**

After the engine and chassis have been permanently disabled, you will need to take after scrappage photographs of the scrapped truck/bus showing the following:

5. Engine destruction - close-up photograph of the 3-inch hole cut in the engine with NYTVIP supplied sticker clearly visible.
6. Engine destruction - a photograph of the 3-inch hole in the engine and NYTVIP supplied sticker from a few feet back that also includes a little of the truck/bus color. If the engine has been removed from the truck/bus, a picture of the 3-inch hole, NYTVIP supplied sticker and entire engine removed from the truck/bus is acceptable for this photograph.
7. Cut chassis - a close-up photograph of the cut chassis that includes some of the truck/bus color.
8. Destroyed vehicle - a photograph that shows the entire vehicle after engine 3-inch hole and chassis cut.

## Photograph Examples

The example scrappage photographs presented below meet NYSDEC VW documentation requirements.

### **Before Scrappage Photographs**

1. Vehicle (side view of entire vehicle).



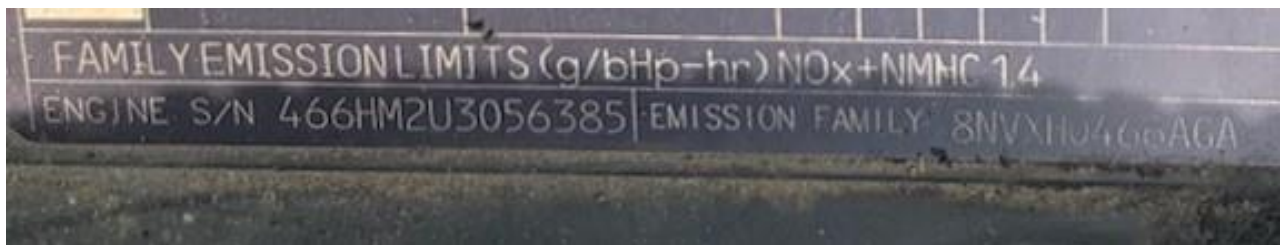
2. Vehicle engine (allow some of the truck/bus color to show).



3. Vehicle Identification Number (VIN) plate or label (VIN must be legible).



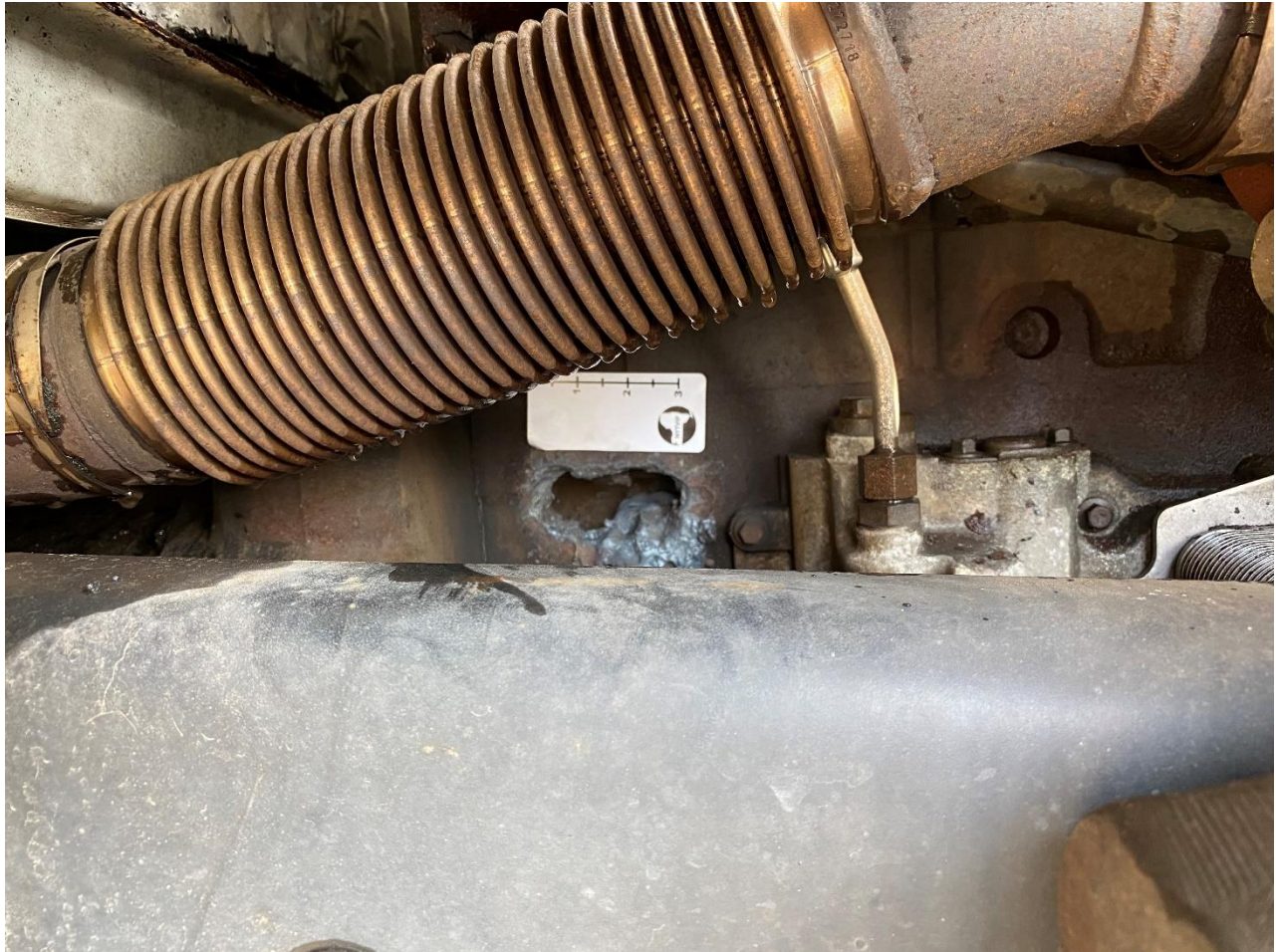
4. Engine plate or label showing engine serial number (engine serial number must be legible).





### After Scrapage Photographs

5. Engine destruction - close-up photograph of the 3-inch hole cut in the engine (include NYTVIP supplied sticker in picture).



6. Engine destruction - a photograph of the 3-inch hole in the engine and NYTVIP supplied sticker from a few feet back that also includes some truck/bus color.



OR, if the engine has been removed from the truck/bus, a photograph of the 3-inch hole and NYTVIP supplied sticker. The picture below to be revised with sticker once available.



7. Cut chassis - a close-up of the cut chassis that includes some color of the truck/bus.



8. Destroyed vehicle - a photograph that shows the entire vehicle after engine 3-inch hole and chassis cut. If available, a vehicle identification number (i.e. a DOT number or Bus Identification number) should be visible in this photograph.



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