

New York Truck Voucher Incentive Program

Scrappage Program Manual

May 2023



**Truck Voucher
Incentive Program**

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1 Background on the New York Voucher Incentive Program Scrappage Process

1.1 The Purpose of the Scrappage Requirement

The purpose of the scrappage element of the New York Truck Voucher Incentive Program's (NYTVIP) application process is to ensure that the greenhouse gas and air pollutant emissions of older, more pollutant-intensive diesel models are displaced by the acquisition of new or repowered zero-emission vehicles; and furthermore, to make sure the vehicles they replace never return to the road (see Figure 1). To guarantee that zero-emission vehicle projects subsidized by NYTVIP result in emission reductions and local air quality improvements, NYTVIP guidance requires that voucher-supported purchases of Class 4-8 trucks, transit buses, paratransit buses, and school buses—as well as Port Cargo Handling Equipment—be accompanied by a corresponding scrappage of a similar vehicle.

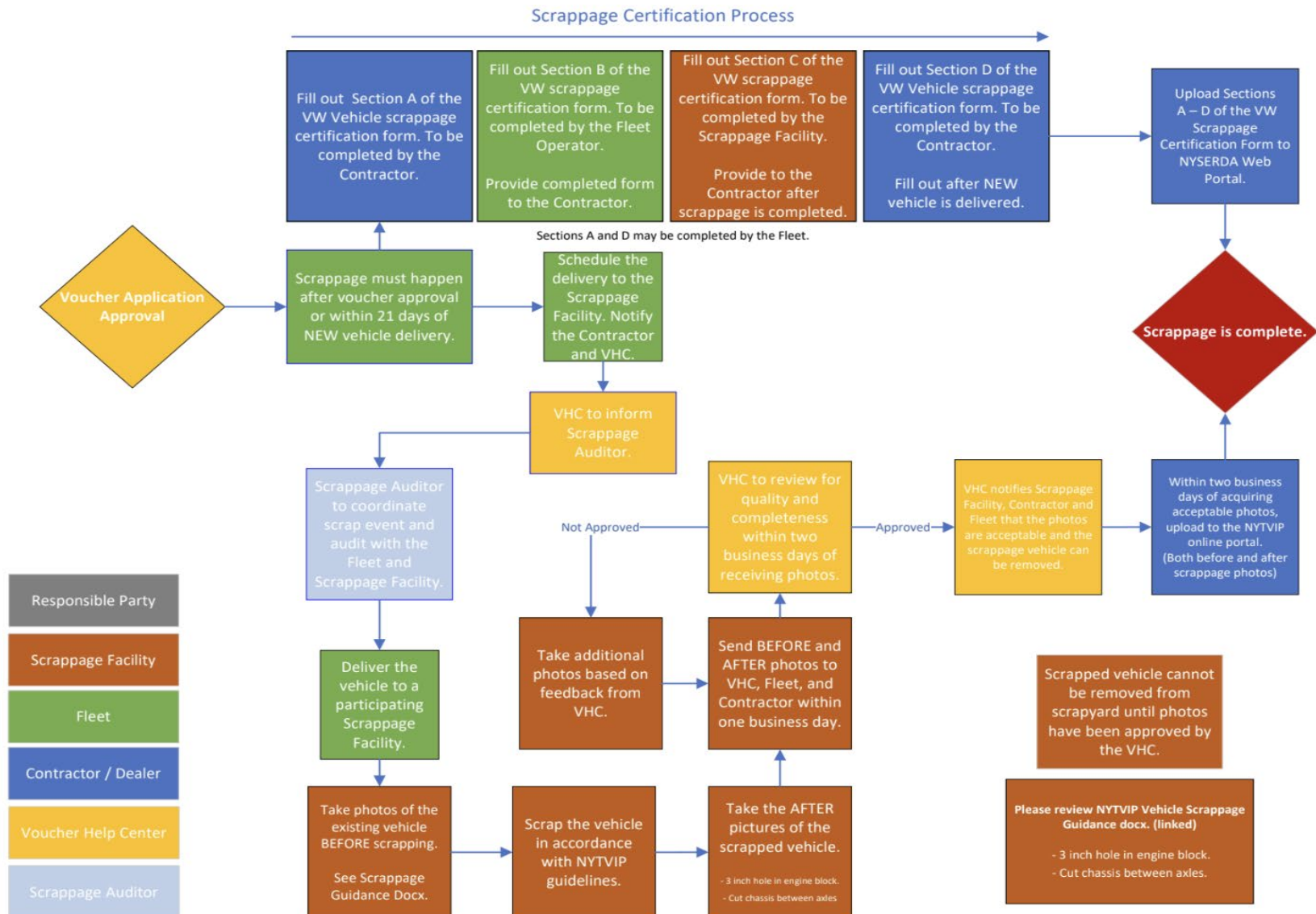
The scrappage process involves the destruction of the engine block and chassis of the vehicle for vehicle replacement vouchers; although for repower vouchers, only the engine block is destroyed. Destruction of the engine block entails blowing a hole in the block that is at least 3 inches long and 1 inch wide, while destruction of the chassis entails cutting the vehicle's frame rails in half. Scrappage facilities complete the disposal process by recycling or by discarding the remains of the vehicle. Vehicles eligible for scrappage are vehicles with diesel powertrains of model year 1992 to 2009.

1.2 The Participants in the Scrappage Process

- The **contractor** is the vehicle dealership, original equipment manufacturer (OEM), or upfit/retrofit manufacturer (URM) that sells eligible vehicles directly to a vehicle purchaser or end-user. In the case of repowers, the contractor is the entity that sells the repower equipment to the fleet and performs the repower on the vehicle.
- The **fleet** is the vehicle fleet of a commercial, nonprofit, or public sector entity that domiciles, registers, and/or operates class 4-8 vehicles in New York State. The fleet can either be a vehicle operator that leases vehicles from a separate vehicle owner, or the fleet can be the owner of the vehicles.
- The **NYSERDA Portal** is a system utilizing Salesforce software that the contractor, once approved by the program, can log into to apply for vouchers, check status of their voucher progress, and upload program required documents for voucher approval and voucher redemption approval.
- The **NYTVIP Voucher Help Center** is the entity that answers program questions, takes in, reviews, and processes voucher applications and is the primary program point of contact for OEMs, URMs, contractors, and fleets. The Voucher Help Center is reachable by phone Monday through Friday from 9:00 a.m. to 5:00 p.m. EST, excluding national holidays, at 866-595-7917.

- The **scrappage auditor** is an independent contractor from a regional Clean Cities Coalition that attends scrappage events and ensures that scrappage facilities are adhering to program guidelines. In addition, the auditor makes certain that proper documentation of the scrappage process is taken, and schedules scrappage events with the scrappage facility on behalf of NYTVIP.
- The **scrappage facility** is the scrapyard, recycler, or other NYSERDA-approved facility that carries out the scrappage of vehicles to fulfill the scrappage element of the NYTVIP voucher process.

Figure 1. An overview of the scrappage process.

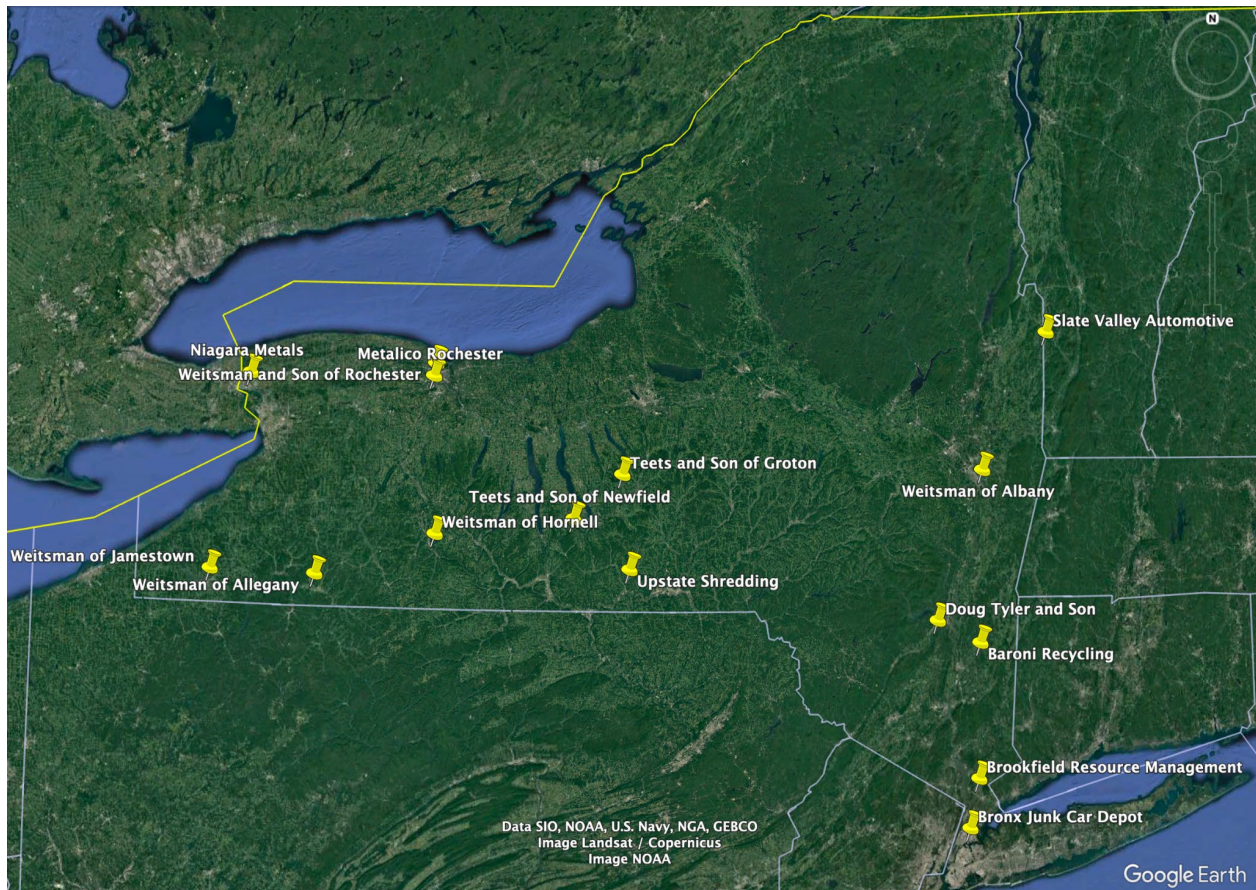


2 Overview of the Scrappage Process

2.1 Before the Scrappage Event

Once a fleet's voucher is approved, the scrappage process can begin. The scrappage event can take place at any time once the voucher is approved, but no later than 21 days after the delivery of the new vehicle(s). To carry out the scrappage process, NYTVIP works with a network of dismantling facilities across New York State (see Figure 2). Each facility follows a set of guidelines set forth by NYSERDA to ensure that the vehicles are fully scrapped according to program guidelines.

Figure 2. A map of scrappage facilities participating in NYTVIP c. April 2023.



Once a fleet member has contacted its chosen scrappage facility, they will notify the contractor and the Voucher Help Center via email. The Voucher Help Center will then reach out to NYSERDA Program Staff by email, as well as the scrappage auditor, who will coordinate with all parties via email to schedule the scrappage event/audit. Once a date for the scrappage event has been chosen, the fleet will arrange to deliver the vehicles to the scrappage facility.

Ideally, the vehicles should be delivered to the scrappage facility the day before the event; this allows the facility to drain the vehicle(s) of their fluids (such as engine oil, coolant, antifreeze, and diesel fuel) and take “before” photos of each vehicle in advance of the event. Vehicles should be drained of their internal fluids properly, consistent with New York State Department of Environmental Conservation regulations for Vehicle Dismantling Facilities under Subchapter B, Subpart 361-7 and Article 27, Title 23.

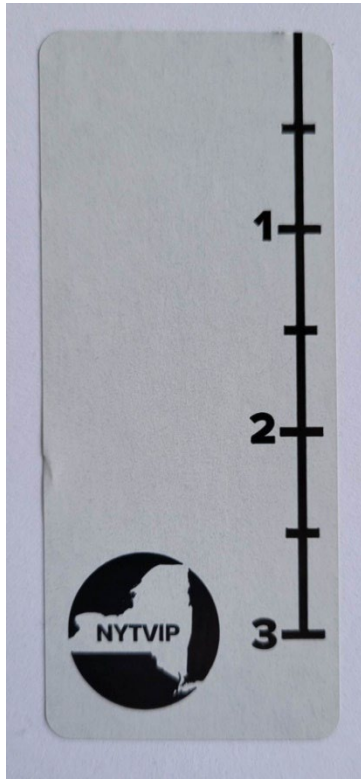
Subchapter B, Subpart 361-7:

[https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=116cb4c30d90711e7b1b4dba4afbaec92&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=116cb4c30d90711e7b1b4dba4afbaec92&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)

Article 27, Title 23: <https://www.dec.ny.gov/chemical/28650.html>

Each vehicle should be delivered with its own copy of the Scrappage Event Checklist and Scrappage Certification document, with Section B of the certification filled out in advance by the fleet. Also required for the scrappage process are NYSERDA-provided stickers (see Figure 3).

Figure 3. NYSERDA-Provided Stickers



2.2 Conducting and Documenting the Scrappage Event

Before the scrappage event, the scrappage facility will take photos of each vehicle to be scrapped. These “before” photos must include:

- Photos of the sides of each vehicle with an identifying number showing (Figure 4).
- Photos of the intact engine (see Figure 5).

- Photos of the engine serial number (ESN) tag, usually found on the top or side of the engine block (see Figure 6).
- Photos of the vehicle tag including the vehicle identification number (VIN), usually found in the cab or door jamb of the vehicle (see Figure 7).

On the day of the scrappage event, the scrappage auditor should review the photos taken by the scrappage facility to ensure that the vehicles have been appropriately documented in their intact state. A representative from the fleet and the contractor may be present for the scrappage event if desired, but this is not required. Once proper “before” photos have been taken and the vehicle(s) have been drained of their fluids, the scrappage facility may begin breaking down the vehicle(s).

Required elements of the scrappage event include the following:

- Use a torch to blow a hole at least 3 inches long and 1 inch wide into the engine block; use NYSERDA-provided stickers to ensure that the hole is appropriately large.
- Use a torch or shears to completely cut through the frame rails in between the axles.

Required photo evidence (“after” photos) include the following:

- The destroyed engine: at least one close-up photograph of the 3-inch hole cut in the engine with the NYTVIP supplied sticker clearly visible (see Figures 8 and 9), and at least one photograph of the 3-inch hole in the engine and NYTVIP supplied sticker from a few feet back that also includes some identifying elements of the destroyed vehicle, such as body color or an identifying number (see Figure 10); if the engine has been removed from the vehicle, a picture of the 3-inch hole, NYSERDA-supplied sticker, and entire engine removed from the vehicle is acceptable for this photograph (see Figure 11). In extenuating circumstances when NYSERDA-supplied stickers are not available, a tape measure proving the hole in the engine block is of sufficient size can suffice (see Figure 12).
- The destroyed chassis: at least one close-up photograph of the cut chassis that includes some of the vehicle’s color or an identifying number (see Figure 13); multiple photographs may be required if the vehicle’s frame rails are not able to be photographed in a single frame (see Figures 14 and 15).
- The destroyed vehicle: at least one photograph that shows the entire vehicle after the destruction of its engine and chassis (see Figure 16).

2.3 Additional Guidance for the Scrappage Process

There is no right or wrong order of operations for scrapping a vehicle so long as it meets program requirements, and each scrappage facility may have its own process. However, some recommendations to keep in mind during the scrappage event include:

- **Flipping vehicles on their sides can help with visibility and access.** Especially for unibody vehicles like transit buses, where the body of the vehicle is an integral part of the chassis, underbody access can be difficult without raising the vehicle up on blocks. Flipping a vehicle on its side can help make clear where cuts must be made to destroy the chassis and can make photo documentation easier as well (see Figure 17).
- **Keep photos organized.** Especially on vouchers where multiple similar vehicles are being scrapped (such as multiple school buses), it is easy to lose track of what vehicle is depicted in a photo. If using a cell phone camera to document the scrappage process, organize photos into folders as soon as possible to eliminate confusion. Also consider taking a photograph of the Scrappage Certificate as a “cover page” for each set of photographs; all subsequent photographs taken would be associated with that vehicle.
- **Wear appropriate clothing.** Scrappage Facilities feature oil, metal debris, and waste fluids that can be hazardous without the right equipment. You may have to climb onto a vehicle in order to clearly see its ESN tag or take a photo of the destroyed engine, so be sure to bring work gloves and wear slip-resistant boots. You may also want to bring a facial mask or covering, as well as protective eyewear, to protect against smoke resulting from cutting the chassis or blowing a hole in the engine block with a torch.

2.4 After the Scrappage Event

After the completion of the scrappage event, the scrappage facility will complete the Scrappage Checklist and Section C of the Scrappage Certification. The facility will then scan the complete Checklist and Certification and send it to the Voucher Help Center, the contractor, and the fleet for review, along with the before and after photos. During this time, the scrappage facility shall not remove the vehicle from the property—it shall only do so upon final approval from the Voucher Help Center. The scrappage auditor will also complete and sign the Scrappage Attestation and send it to the Voucher Help Center.

The Voucher Help Center will review all photos taken by the scrappage facility for quality assurance and completeness. The Voucher Help Center may also reach out to the scrappage auditor for additional photos. 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 that additional photos be taken by the scrappage facility to meet program requirements. After the Voucher Help Center approves the photos of the scrapped vehicle, the scrappage facility can remove the scrapped vehicle from the property.

The contractor will upload the approved photos and the completed scrappage certification to the online NYTVIP portal to facilitate voucher review and payment. Full documentation of the scrappage event must be provided to the Voucher Help Center and NYSERDA, and all scrappage documentation must be uploaded to the NYSERDA Portal by the scrappage facility before the voucher can be redeemed.

3 FAQs

3.1 FAQs for Fleets

Q. Do I need to send a representative to the scrappage event?

A. No, although you are welcome to do so if the scrappage facility agrees. The scrappage facility and the scrappage auditor are the only parties required to attend scrappage events.

Q. Can I choose which scrappage facility performs the scrappage process for my vehicles?

A. Yes, you are welcome to select the scrappage facility from the provided list of participating scrappage facilities that is most convenient for you. If you have a working relationship with another scrappage facility and you would like to pursue scrappage there, contact the Voucher Help Center to inquire about onboarding and approval for that facility.

Q. Should I have to-be-scrapped vehicles towed to the scrappage facility, or driven there under their own power?

A. The vehicles should be driven to the scrappage facility under their own power. If it is easier for the vehicles to be towed, the Voucher Help Center may grant an exception with sufficient video evidence that the vehicles are in running condition.

Q. What happens to the vehicles after they are scrapped?

A. The scrappage facility will dispose of the scrap chassis, cab, body, and other parts of the vehicle, recycling componentry when possible. The scrappage facility keeps any proceeds from the selling of parts or raw materials derived from the vehicle's scrappage, including tires, wheels, and other components.

Q. Can I deliver the vehicles slated for scrappage before I take delivery of my zero-emission vehicle(s)?

A. Yes. Once your voucher is approved, you can begin the process of selecting a scrappage facility and delivering your vehicles to the Facility.

Q. I can't take the vehicle(s) I've selected for scrappage out of operation until I take delivery of my zero-emission vehicle(s). Is that okay?

A. Yes. You are welcome to wait until you have taken delivery of your new zero-emission vehicle(s) to commence the process of delivering the vehicle(s) you've selected for scrappage. However, the vehicle(s) must be scrapped within 21 days of delivery of your zero-emission vehicle(s).

Q. What documentation do I need to send with the vehicles to the scrappage event?

A. Please include one copy of the Scrappage Event Checklist with each vehicle that is sent to the scrappage facility for scrappage, with section B filled out.

Q. What if I don't have an eligible pre-2009 diesel vehicle in service in my fleet to meet the scrappage requirement?

A. If you do not currently have a vehicle that meets program requirements for scrappage, fleets can purchase an eligible vehicle from a third party. Transfer of ownership documentation will be required during the voucher application phase. This documentation will be reviewed to determine if the vehicle meets program requirements from the previous owner.

Q. Can we use the same photos submitted during the voucher application stage?

A. No, duplicate photos will not be accepted for both pre- and post-scrappage photos.

4 Reference Figures

Figure 4. An example of a “before” photo of the side of a vehicle about to be scrapped.

Although they have been removed, the shadow of this bus’s identifying number (132) is highlighted in green. While not required to be documented, this photo also shows the vehicle’s fluids being drained in advance of scrapping, highlighted in orange.



Figure 5. A “before” photo of the engine of a vehicle about to be scrapped, with the identifying number highlighted in orange.



Figure 6. A photo of an Engine Serial Number (ESN) tag with the ESN highlighted in orange.

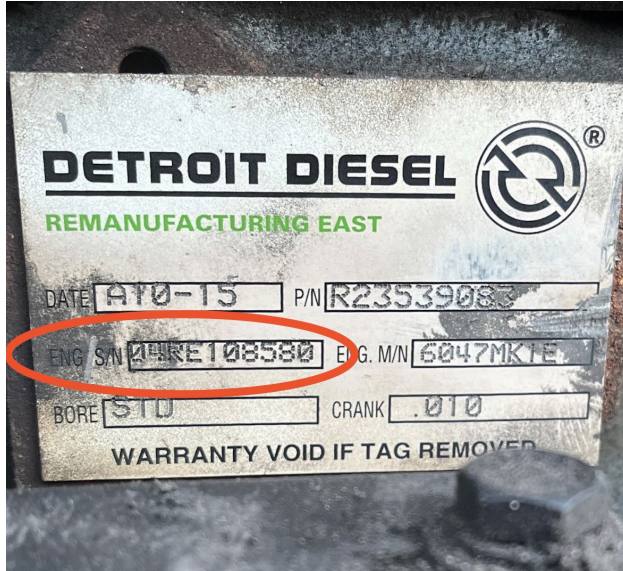


Figure 7. A photo of a vehicle tag with the Vehicle Identification Number (VIN) highlighted in orange.

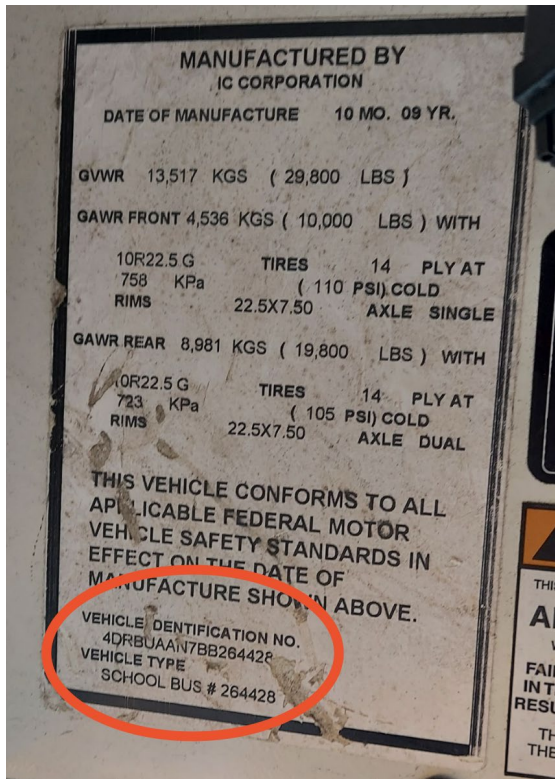


Figure 8. An “after” photo of a drilled engine block with the accompanying NYSDERDA sticker for documentation.



Figure 9. Another photo of a drilled engine block.

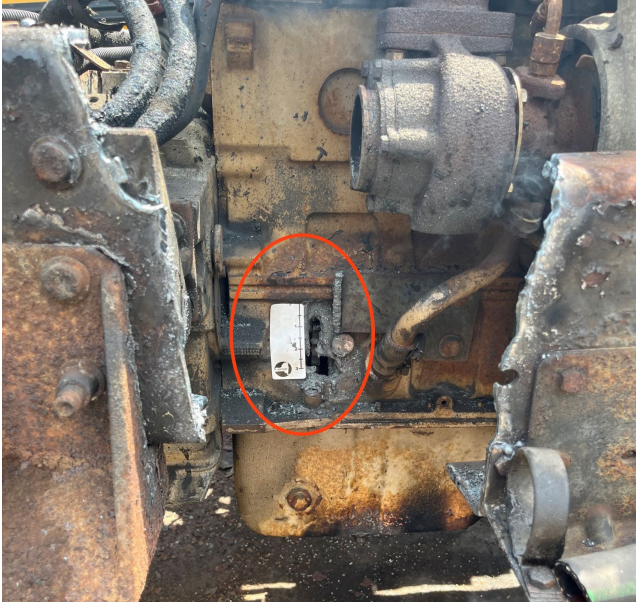


Figure 10. The same engine block photographed from several feet away, including some identifying color and an identifying number of the vehicle it came from.



Figure 11. An “after” photo of an engine that has been removed from the vehicle.



Figure 12. In a case where NYSERDA stickers are not available, a tape measure can be used to document the appropriateness of the size of the hole drilled in an engine block.



Figure 13. An “after” photo of a cut chassis from a van, with its body alongside.



Figure 14. The “after” photos of the left side of a school bus whose left frame rail has been cut (orange highlight) and documented with the identifying number of the vehicle (green highlight).



Figure 15. Similar documentation on the right side of the same school bus. Together, these photos fully document the full destruction of the chassis of the vehicle.

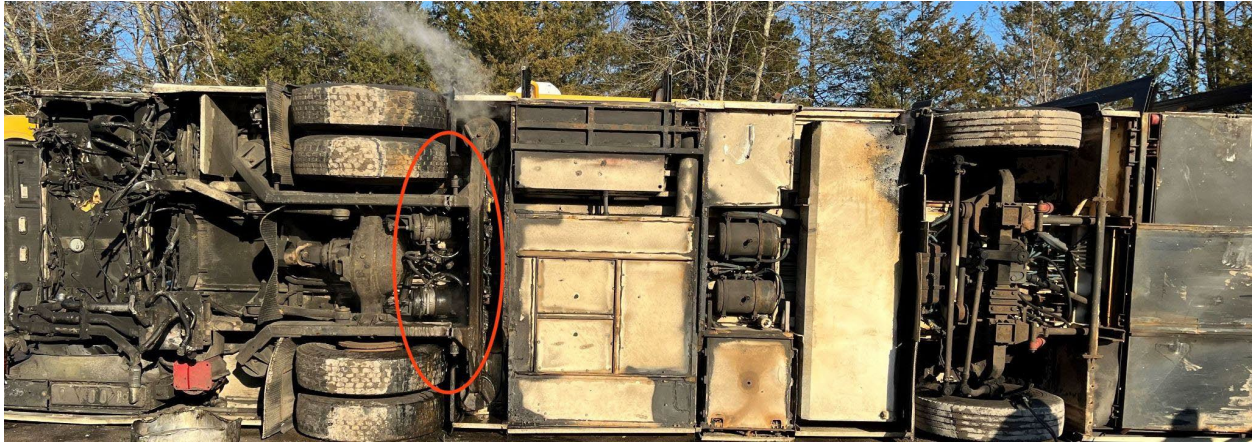


Figure 16. An “after” photo showing the total destruction of a vehicle.



Figure 17. This transit bus is not a body-on-frame vehicle which could have its body removed from its frame to easily demonstrate the destruction of its chassis.

Flipping it on its side allows for chassis cuts (orange highlight) to be made more safely and be documented.





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