



Department of  
Environmental  
Conservation

**Advanced Clean Trucks (ACT)  
Medium- and Heavy-Duty Vehicle  
One-Time Fleet Reporting Guide**

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**Kathy Hochul, Governor | Basil Seggos, Commissioner**

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# Definitions

“Broker” means a person who has broker authority from the Federal Motor Carrier Safety Association (FMCSA) and, for compensation, arranges, or offers to arrange, the transportation of property by an authorized motor carrier.

“Common ownership or control” means ownership or control by the same individual(s), corporation(s), partnership(s), association(s), or parent company(ies). A business organization operated by, and vehicles managed day to day by, the same directors, officers, or managers, or by corporations controlled by the same parent company or the same majority stockholders, are considered to be under common control even if title to vehicles is held by different business organizations.

“Dispatched” means to provide direction or instruction for routing a vehicle(s), whether owned or under contract, to specified destinations for specific purposes, including but not limited to delivering cargo, passengers, property or goods, providing a service, or assisting in an emergency. For example, it does not include simply ordering materials or equipment without actively providing direction or instruction on routing of the vehicle.

“Emergency Vehicles” as defined by California Vehicle Code section 165:

(a) Any publicly owned and operated ambulance, lifeguard, or life-saving equipment or any privately owned or operated ambulance licensed by the Commissioner of the California Highway Patrol to operate in response to emergency calls.

(b) Any publicly owned vehicle operated by the following persons, agencies, or organizations:

(1) Any federal, state, or local agency, department, or district employing peace officers as that term is defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the Penal Code, for use by those officers in the performance of their duties.

(2) Any forestry or fire department of any public agency or fire department organized as provided in the Health and Safety Code.

(c) Any vehicle owned by the state, or any bridge and highway district, and equipped and used either for fighting fires, or towing or servicing other vehicles, caring for injured persons, or repairing damaged lighting or electrical equipment.

(d) Any state-owned vehicle used in responding to emergency fire, rescue, or communications calls and operated either by the Office of Emergency Services or by any public agency or industrial fire department to which the Office of

Emergency Services has assigned the vehicle.

(e) (1) Any vehicle owned or operated by a federally recognized Indian tribe used in responding to emergency, fire, ambulance, or lifesaving calls. For the purposes of this section and the provisions of Sections 2501 and 2510, a vehicle used in responding to emergency, fire, ambulance, or lifesaving calls owned or operated by a federally recognized Indian tribe is considered an authorized emergency vehicle.

(2) Any vehicle owned or operated by any department or agency of the United States government when the vehicle is used in responding to emergency fire, ambulance, or lifesaving calls or is actively engaged in law enforcement work.

(f) Any vehicle for which an authorized emergency vehicle permit has been issued by the Commissioner of the California Highway Patrol.

“Motor carrier” means a person that transports passengers or property for compensation. A motor carrier, or person who is an employee or agent of a carrier is not a broker when it arranges or offers to arrange the transportation of shipments that it is authorized to transport and that it has accepted and legally bound itself to transport.

“Subhauler” means for-hire motor carrier who enters into an agreement to provide transportation services on the behalf of another motor carrier, or broker.

“Transit Agency” is defined under California’s Innovative Clean Transit (ICT) Rule under 13 CCR 2023(a), 13 CCR 2023(b)(51) and by reference in 13 CCR 2020(b). The definitions under 13 CCR 2023(a) and 13 CCR 2023(b) state:

(a) Applicability

(1) Except as provided in sections 2023(a)(2), these Innovative Clean Transit regulations, title 13, article 4.3, California Code of Regulations, apply to a transit agency that owns, operates, leases, rents, or contracts with another entity to operate buses in California.

(2) These regulations do not apply to any of the following:

(A) Vehicles that operate on rails, trolleybuses, or school buses, even if operated by a transit agency;

(B) Caltrans, Caltrain, Amtrak, or any local school district.

(b) Definitions. For the purposes of the regulations in this Article 4.3, the following definitions apply:

(51) "Transit Agency" has the same meaning as defined in title 13, California Code of Regulations, section 2020(b). A transit agency does not mean a correctional facility, airport, college or university, national park, tour bus service providers, or an entity that provide shuttle services solely for patrons of its organization.

The definition listed in 13 CCR 2020(b) states:

(b) Definitions. For the purposes of the rules specified in article 4, the following definitions apply:

"Transit agency" means a public entity responsible for administering and managing transit services. Public transit agencies can directly operate transit service or contract out for all or part of the total transit service provided.

# 1. Introduction

In December 2021, the New York State Department of Environmental Conservation (Department) adopted the Advanced Clean Trucks (ACT) Rule. The rule has a one-time reporting requirement for large businesses, government agencies, or contractors that operate or dispatch vehicles with a manufacturer's gross vehicle weight rating (GVWR) greater than 8,500 lbs. in New York State. This includes medium-duty vehicles such as vans and ¾ ton pickups to heavier vehicles such as delivery trucks, transit buses, and tractor-trailer trucks. The deadline for information was extended from April 1, 2023 to December 1, 2023.

This guide describes who needs to report, provides guidance on how to use data you already have, identifies the type of records you need to keep, and explains the process on how to submit the reporting responses by the deadline.

This guide is organized into four primary sections. The first relates to the general information about the reporting organization, the second is about the vehicle home base location, and the third is primarily about the vehicles and their operation (fuel type, body type, GVWR, vehicle usage, daily mileage, etc.). The final section includes the list of VINs corresponding to vehicles listed in the Vehicles tab.

Any questions regarding the form not answered in this document can be sent to: [ACT.Fleetreporting@dec.ny.gov](mailto:ACT.Fleetreporting@dec.ny.gov).

Note: Entities required to file a Part 248 annual report may also be required to file this one-time form separately. For more information on Part 248 Annual reports, contact [Part.248reports@dec.ny.gov](mailto:Part.248reports@dec.ny.gov).

## 2. Who has to report?

Fleet owners, businesses, government agencies, municipalities, brokers, etc., (hereafter referred to as "organization") will report information about their vehicles over 8,500 lbs. Gross Vehicle Weight Rating (GVWR), hereafter referred to as "vehicle", if they operated a facility in New York State and meet any of the following criteria:

- Had gross annual revenues greater than 50 million USD in the United States for the 2019 tax year, including revenues from all subsidiaries, subdivisions, or branches, and had one or more vehicles under common ownership or control that were operated in New York State in 2019; OR
- Any fleet owner in the 2019 calendar year that had 50 or more vehicles under common ownership or control within New York State; OR
- Any broker or organization that dispatched 50 or more vehicles into or

throughout New York State, in the 2019 calendar year; OR

- Any New York State government agency including all state and local municipalities that had one or more vehicles that were operated in New York State in 2019; OR
- Any federal government agency that had one or more vehicles that were operated in New York State in 2019.

Organizations with a brokerage and/or motor carrier authority that meet any of the above criteria must report even if no vehicles are owned by the subsidiary (a company controlled by another company), corporate parents, or joint ventures.

Each organization must provide complete information about all the vehicles they own or dispatch but there is flexibility in how to submit the information. Before getting started with the reporting process, your organization should decide whether to complete one spreadsheet form or multiple spreadsheets as described below.

A single reporting form is sufficient for an organization with several locations. However, larger organizations with subsidiaries, joint ventures or multiple divisions that manage their vehicles separately may find it easier to submit separate forms for each subsidiary or distinct parts of the organization. Either approach is acceptable as long as the entire fleet of vehicles is reported and the name of the highest parent entity or governing department, agency or authority is reported for each of the sub-fleets. **Organizations are encouraged to coordinate internally, including with all parent entities and/or subsidiaries on the submission of this form to avoid double reporting and to ensure all applicable entities submit reports.**

For government fleets, the reported vehicles are those associated with the unit that is directly responsible for the vehicles' day-to-day operational control. A county, city, town, or village may collect the information for all its departments and report it in a single form for each location or may separately complete and submit individual forms for each department provided all vehicles are reported.

Reporting is not required for:

1. K-12 schools, school districts, and other similar entities, such as school bus operators hired by school districts or regional Boards of Cooperative Educational Services (BOCES) whose fleet is comprised primarily of school buses.
2. Light-duty vehicles dispatched but not owned by transportation network companies.
3. Military tactical vehicles and military tactical facilities owned or operated by the United States Department of Defense and/or the United States military services.
4. Vehicles awaiting sale.

- 5. Emergency vehicles.
- 6. Transit Buses operated by transit agencies of the type applicable under 13 CCR 2023 (California's Innovative Clean Transit Rule).
- 7. Vehicles rented or leased under terms shorter than one year.

### 3. How to Submit

Completed reporting forms should be emailed to: [ACT.fleetreporting@dec.ny.gov](mailto:ACT.fleetreporting@dec.ny.gov) with the following subject line: Reporting form – (*Fleet Name*).

Note that if using copy/paste functionality to copy large amounts of information into any section of the reporting form, you must use “Paste Values” rather than standard paste or the keyboard shortcut CTRL-V. To paste values instead, right-click the cell you want to paste to and select “Paste as values.”

To	<input type="radio"/> <a href="mailto:ACT.Fleetreporting@dec.ny.gov">ACT.Fleetreporting@dec.ny.gov</a>
Cc	
Bcc	
Subject	Reporting form - NYS Dept of Environmental Conservation

### 4. General Entity or Organization Information

This section is focused on information and questions about your entity/organization. You will need to report information like the organization name, contact person information, fleet owner, highest parent/governing entity name, and operating authority. In addition, there are questions about annual revenue, and sustainability plans. If your organization is a motor carrier or broker, you will also need to provide information such as the number of subhaulers and vehicles operated by subhaulers.

Each reporting question is listed below and is labeled with a “Q.” In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question. In addition, dropdown menus may not appear if a prior field is not properly completed or may change based on selected responses.

Any cell that turns red must be completed to continue. A cell that highlights in yellow indicates that an item requiring further description in the “Comments” field is selected and no information was placed in the “comments field.”



**(Row 6) Q. Organization Name**

- Input the name of the organization/fleet owner, business, government agency, municipality, or broker (or part of the organization) that you are reporting.

For example: If you are reporting for a subsidiary then include the subsidiary name. If you are reporting for a department for a county, city, town, or village government, then include the municipality and department name. For municipalities considered coterminous town/village entities, indicate the official form of government which the department belongs to. For example, if the village government in a coterminous town/village reports vehicles for its department of public works, indicate "Village of <village name> Department of Public Works."

**(Row 7) Q. Doing Business As (DBA) Name**

**(Row 8) Q. Private or public fleet**

- Select an option from the drop-down menu
- *Private Company*: Includes private non-profits
- *Government Agency*: Examples include federal, state, county, city, town or village governments and their respective divisions, as well as fire districts, special purpose districts with independent boards/commissions, and entities formed by interstate compact. School Districts and most regional BOCES programs are exempt as they mainly operate school buses, however, these entities can be selected as an "ACT Exempt Entity" in this dropdown menu if they still wish to report.
- *Public Benefit Corporation (Non-Federal)*: This selection covers public benefit corporations within New York State, which are public company-like state and local agencies which must file annual reports to New York State Office of the State Comptroller. Examples include public housing authorities, local development corporations, industrial development agencies, regional transit authorities, water/sewer authorities, and bridge/tunnel authorities. Due to their unusual structure and ability to be organized similarly to private companies, these entities must report a government jurisdiction like a regular government agency; treats its highest parent entity, if any, as its "Governing Body"; and may optionally report annual revenue like a private company.

**(Rows 9-12) Q. Mailing address: street name or P.O. box, city, state, and ZIP code**

- Provide the business address for the reporting organization. Do not provide a personal residence address. If you wish to mark a mailing address and a P.O. Box, please list it as "<street address>/P.O. Box <number>."

**(Row 13) Q. Designated contact person, first and last name**

- Provide information for the contact person who can answer questions about the reported information.

**(Row 14) Q. Designated contact person title (optional)**

**(Row 15) Q. Designated contact person's email address**

**(Row 16) Q. Designated contact person's phone number**

**(Row 17) Q. Corporate parent name or governing body (if applicable)**

- If the highest-level parent of a large organization is reporting on behalf of the entire corporation using only one reporting form, simply restate the legal name of the entity listed or leave this field blank.
- *Federal (non-military)*: State the full name of the executive department your fleet falls under. For example, the Federal Motor Carrier Safety Administration would place "United States Department of Transportation" here, while the National Weather Service (NWS) would place "United States Department of Commerce" here, and the National Aeronautics and Space Administration (NASA) would place "National Aeronautics and Space Administration (NASA)" here.
- *US Military (except for US Coast Guard)*: Place the "United States Department of Defense" here.
- *US Coast Guard*: Place "United States Department of Homeland Security" here.
- *New York State State/District/Municipal Judicial Bodies*: Place "New York State Unified Court System" here and select "State" as the jurisdiction.
- *New York State Executive Bodies*: State the full name of the department or non-departmental office (such as "New York State Office of the State Comptroller", "State University of New York (SUNY)", or "City University of New York (CUNY)") your entity falls under. This is because the New York City and Federal government share names similar or identical to executive department names with those of New York State. Aside from the Department, New York State has 19 other executive departmental bodies:
  - o New York State Department of Agriculture and Markets
  - o New York State Department of Audit and Control
  - o New York State Department of Civil Service
  - o New York State Department of Corrections and Community Supervision

- New York State Department of Economic Development
  - New York State Department of Education
  - New York State Department of Family Assistance
  - New York State Department of Financial Services
  - New York State Department of Health
  - New York State Department of Labor
  - New York State Department of Law
  - New York State Department of Mental Hygiene
  - New York State Department of Motor Vehicles
  - New York State Department of Public Service
  - New York State Department of State
  - New York State Department of Taxation and Finance
  - New York State Department of Transportation
  - New York State Department of Veterans' Services
  - New York State Executive Department
- *County governments*: “<\*Name of county\*> County”
  - *New York City executive bodies*: State the full name of the highest department in the New York City government hierarchy. For example, a report from the New York City Department of Environmental Protection would state their governing body as “New York City Department of Environmental Protection”.
  - *City/Town/Village (Non-New York City)*: “[City, Town or Village] of [name]”. The department is also aware some towns and/or villages in different counties may share a name with another county. If you know there is another Town or village with the same government and town type, please place the name of the county that the town or village is in – i.e., “Town of [name] ([County name] County).”
    - Coterminous Town/Village situations: For situations where the town and village are coterminous, and one type of government actually operates, use that form of government as the name (i.e., a Town/Village which exclusively uses a Village government should state “Village of [name]”). If both government types exist, state the government type the reporting entity belongs to (for example, if the town government operates the reporting entity, write “Town of [name]”).
  - *Fire Districts*: State the full name of the Fire District. Note that Fire Districts need not report if their fleet entirely consists of emergency vehicles.
  - *Independent Special Districts*: Restate the official name of your district. This only applies to around 70-80 special districts in New York State which maintain grandfathered independent commissions.
  - *Interstate Compact* – Simply restate the official name of the entity here.

- *Public Benefit Corporations (Non-Federal)*: State the name of the highest parent entity which your entity operates as a subsidiary. If the reporting entity is the highest parent, simply restate the legal name of the entity.

**(Row 18) Q. For government organizations, select the jurisdiction**

- Select the appropriate government organization from the drop-down menu, if applicable.
- *Private Companies*: Place “N/A” here.
- *Government Agencies*: Federal, Interstate Compact, State, County, City, Town, Village, Fire District, Independent Special District - <\*Type of district\*>, ACT Exempt Entity - <\* Either School District or BOCES here\*>, Other (specify in comments field)
- *Public Benefit Corporations (Non-Federal)*: These entries generally match jurisdictional splits used by NYS OSC, with additional splits for specific types of local public authorities. The list includes Interstate/International, State, and Local – [general authority type displayed here]. If the type is “Local – Other”, please describe in the comments field.

**(Row 19) Q. Primary six digit North American Industry Classification System (NAICS) code (Select N/A if this does not apply)**

- Select one six-digit NAICS code that is appropriate to represent your organization. A navigable guide for the 2022 NAICS codes can be found at the following link under the heading “Reference Files”:  
<https://www.census.gov/naics/?58967?yearbck=2022>
- If none is applicable, select “N/A”.

	A	B
1	<b>Information about your Organization</b>	
2	Please fill in information about your organization here.	
3	NAICS Codes and information (under "Reference Files", select "2022 NAICS")	<a href="https://www.census.gov/naics/?yearbck=2022">https://www.census.gov/naics/?yearbck=2022</a>
4	US DOT Numbers and MC Numbers:	<a href="https://safer.fmc.sa.dot.gov/CompanySnapshot.aspx">https://safer.fmc.sa.dot.gov/CompanySnapshot.aspx</a>
5		
6	Organization Name	New York State Department of Environmental Conservation
7	Doing Business As name	NYSDEC
8	Private or public fleet	Government Agency
9	Street Name / P.O. Box	625 Broadway
10	City	Albany
11	State	NY
12	ZIP code	12233
13	Designated Contact Person Name	John Doe
14	Designated Contact Person Title	Fleet Manager
15	Designated Contact Person's E-mail Address	<a href="mailto:John.Doe@dec.ny.gov">John.Doe@dec.ny.gov</a>
16	Designated Contact Person's Phone Number	(502) 123-4567
17	Corporate Parent Name or Governing Body (if applicable);  Governing Body examples: + US Military Branches: > US Coast Guard: United States Department of Homeland Security > All other US Military branches: United States Department of Defense + Federal Aviation Administration (FAA): United States Department of Transportation + New York State Office of General Services: New York State Executive Department + New York State/District/Municipal Court: New York State Unified Court System + Triborough Bridge and Tunnel Authority (TBTA) Metropolitan Transportation Authority (MTA) + Mount Kisco Engineering Department: Village of Mount Kisco	New York State Department of Environmental Conservation
18	For government entities, select the jurisdiction + Private Companies: select "N/A" + Independent Districts: Special Districts (other than Fire and School Districts) which maintain an independent board of commissioners. + Public Benefit Corporations (Non-Federal): Place the jurisdiction and type of authority if "Local".	State
19	Primary six digit North American Industry Classification System (NAICS) code (enter N/A if this does not apply)	924120
	Reference cell B3 for more information.	

**(Row 20) Q. Non-governmental organizations must identify the total annual revenue in the United States for 2019. Select the best response in millions of U.S. dollars (Select: <\$10, \$10-\$49, \$50-\$99, \$100-\$499, \$500-\$999, >\$1,000)**

- *Private Companies:* Select the appropriate bin for the organization (or subpart of the organization) that is represented in the spreadsheet.
- *Government agencies:* please select "N/A".

- *Public Benefit Corporations (Non-Federal)*: These entities may optionally report this information like Private Companies or select “N/A” like Government Agencies.
- Subsidiaries reporting separately from the highest-level parent should only include the annual revenue of the reporting subsidiary. The annual revenue of the corporate parent should not be incorporated in the individual subsidiary’s reporting.
- For parent organizations reporting separately from their subsidiaries, only include the parent’s annual revenue, and do not incorporate the separately reported subsidiary annual revenues.
- Highest-level organizations reporting as a whole on one form should include annual revenue for the combined parent and New York State-based subsidiaries.

**(Row 21) Q. Identify if your organization has broker authority under the Federal Motor Carrier Safety Administration (Select: Yes, No or Not Applicable)**

- Entities wishing to check this information using their legal/DBA name, FMCSA Motor Carrier (MC) number, or US DOT Number may use the FMCSA Company Snapshot website located at <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>.

**(Rows 22-24) Q. Enter each of the following operating authority numbers, if applicable:**

- FMCSA Motor Carrier (MC-) identification number(s)
- United States Department of Transportation (USDOT) number(s)
- International Registration Plan (IRP) number(s)
- To report multiple values, separate each value with a semicolon (;).

**(Row 25) Q. Identify the number of organizations with whom you had a contract to deliver items or to perform work in New York State using vehicles over 8,500 lbs. GVWR in 2023 to serve your customers while representing your organization's brand. Select number of subcontractors: (Select: 1-10, 11-20, 20-50, >50);**

- These questions do not apply to the following:
  - o An organization that is not a for-hire motor carrier, or
  - o Contracts where you do not determine how the delivery is made

- A subhauler is a for-hire motor carrier who enters into an agreement to provide transportation services on the behalf of another motor carrier, or broker.
- If you subcontract with different organizations to serve your customers and to represent your organization's brand, this question only applies to agreements where your company hires another company and their vehicle displays your organization's brand (using the exact brand or logo) to deliver items on your behalf or perform work for your clients or customers. This question does not apply to other types of contracts when the company is operated under their own brand or are not affiliated with your organization.
- For example, if your organization is an online shopping service and hires another party to deliver an item purchased from the online shopping service to customers' shipping addresses and identifies themselves as a representative of your company's shopping service, they would be counted.
- If, however, your organization hires another company that displays its own brand on their vehicles but also displays your logo as endorsements and is not their sole identifying marker, they would not be counted.

**(Row 26) Q. If your organization has motor carrier or broker authority and contracts with subhaulers to serve your customers, please select the appropriate bin for the questions below for the year 2022; if you do not have motor carrier or broker authority, mark 'Not Applicable'**

- This question applies to the following questions (Rows 27-29)

**(Row 27) Q. Number of subhaulers you contracted within New York State to transport goods or other property.**

- For these purposes, a subhauler is a for-hire motor carrier who enters into an agreement to provide transportation services on behalf of another motor carrier or broker. If you are an organization that is not a for-hire motor contractor, or if you have contracts where you do not determine how the delivery is made, you can select "N/A".

**(Row 28) Q. Estimate the number of vehicles operated by your subhaulers on your behalf in New York State**

- If you do have subhaulers, estimate the total number of vehicles your subhaulers operate on your behalf in New York State.

**(Row 29) Q. Estimate the number of vehicles operated by subhaulers that operated under your motor carrier authority in New York State.**

- If you have a motor carrier or broker authority, and contract with subhaulers to serve your customers, use 2023 data to answer the question. If you are not a for-hire carrier, select “N/A.”

**(Row 30) Q. Do you have a written sustainability plan to reduce your carbon footprint?**

- This can be any written plan that establishes goals or identifies actions for your organization to reduce its carbon footprint, including but not limited to transportation-related greenhouse gas emissions. If your reporting department or subsidiary does not have a written plan but your parent or head company has one that covers the whole organization, then select yes.

**(Row 31) Q. Does your written sustainability plan include transportation emissions reduction goals?**

- For example, this could include installing charging infrastructure or moving towards alternative fuel vehicles. If the answer to Row 30 is “No” or “N/A”, place “N/A”. If the answer in Row 30 is “Yes”, please reply with “Yes” or “No”.

**(Row 33) Q. In 2022, how many vehicles did your organization own and operate in New York State that do not have a home base in New York State? (Enter the number)**

- This should be interstate vehicles or vehicles that do not have a home base in New York State. Enter the number of vehicles.
- If your organization has one or more home bases outside New York State, enter the number of vehicles associated with those home bases. Vehicles from out-of-state home bases that accrue a majority of their annual miles in New York State must be reported as part of the headquarters within New York State or the out-of-state home base where the vehicles' operation is managed. Information on the out-of-state home base should be reported on the ‘Facilities’ tab, with related vehicle information on the ‘Vehicles’ tab. VINs associated with out-of-state home bases should be clearly identified.

**(Row 34) Q. Comments (Optional)**

- This is where you can indicate if any of the information you provided contains trade secrets or should remain confidential.



## 5. Home Base Information

This section is about determining the vehicle home base and the information to be reported about the facility. **The “home base” means the location where a vehicle is domiciled meaning a business location where a vehicle is typically kept when not in use.** For example, the home base would include a depot, yard, or terminal where the vehicle is domiciled, or where the vehicle is parked on a nightly basis. For vehicles that go home with the driver, operate remotely, or are routinely used at multiple locations, the home base may be the location where the vehicle is repaired or maintained. Vehicles that are kept at a personal residence or kept at a location that is not operated by the organization shall use the location where the vehicle is dispatched from or where the vehicle is repaired or maintained. Entities considering the use of service locations for reporting home base should discuss such plans with the Department prior to submitting the final report at [ACT.fleetreporting@dec.ny.gov](mailto:ACT.fleetreporting@dec.ny.gov). This can be an office building or other location with a physical address. The “home base” should not be reported as a residential address.

For multi-use properties, like a campus or military base, the home base may be reported as a single address and does not need to include specific building addresses even if the vehicles are kept at multiple location on the campus or base.

Vehicles that accrue a majority of their annual miles in New York State, regardless of the state of registration, but are not assigned to a particular location in New York State must be reported as part of the New York State headquarters or another location (i.e., the out of state location) where the vehicles’ operation is managed. Brokers that dispatch vehicles they do not own need to list their own office as the home base location unless they also operate a truck yard where the trucks are kept.

Each question is listed below and is labeled with a “Q.” In certain cases, additional clarifying information, guidance, or examples are also provided directly below the question.

### **(Column A) Q. Facility Name**

- Enter the name in which you identify the specific vehicle home base (please see how home base is defined above). This name will be displayed in the spreadsheet on the Vehicles Tab to make it easier to associate the vehicles with the home base location without needing to repeat the address. It can be any name you choose as long it is unique for each location. If you are reporting for multiple subsidiaries, please be sure to give each one a unique name.

### **(Column B) Q. Street Address**

- Enter the street address for the facility/home base listed in the previous question. This should not be a residential address nor a Post Office (P.O.) Box.

**(Column C) Q. City**

- Enter the city for the street address listed in the previous question.

**(Column D) Q. State**

- Enter the abbreviation for the US State, US Territory, or Canadian Province/Territory associated with the city listed in the previous question.

**(Column E) Q. Zip Code**

- Enter the Zip/Postal Code associated with the state listed in the previous question.

**(Column F) Q. Contact person name**

- Provide the contact person who can answer questions on this home base.

**(Column G) Q. Contact person email address**

- Provide the email address of the contact person who can answer questions on this home base. This should not be a personal email address.

**(Column H) Q. Facility type. For each home base location, identify the best-fit response from the following list.**

- Administrative/Office Building - means a building or structure used primarily for day-to-day activities that are related to administrative tasks such as financial planning, record keeping & billing, personnel, physical distribution and logistics, within a business.
- Distribution Center/Warehouse - means a location used primarily for the storage of goods, which are intended for subsequent shipment.
- Hotel/Motel/Resort - means a commercial establishment offering lodging to travelers and sometimes to permanent residents.
- Manufacturer/Factory/Plant - means a location with equipment for assembling parts, producing finished products, intermediate parts, or energy products.
- Medical/Hospital/Care - means an institution engaged in providing, by or under the supervision of physicians, inpatient diagnostic and therapeutic services or rehabilitation services by or under the supervision of physicians.
- Multi-Building Campus/Base - means a property typically operated by a

single organization with several buildings, often serving multiple purposes.

- Restaurant - means a business establishment where the primary purpose is serving meals or where refreshments may be purchased.
- Service Center - means a facility that supports a business operation that generates revenue by providing a specific service or product, or a group of services or products to a customer.
- Store - means an establishment that sells goods or a variety of goods and services to the public.
- Truck/Equipment Yard - means an establishment that primarily stores or dispatches trucks and equipment such as a garage or parking lot.
- Any Other Facility Type - means any facility type that is not listed above.

**(Column I) Q. Does your organization own or lease the facility? (Select: Lease or Owned)**

- Please indicate using the drop-down menu whether the facility is leased or owned by the organization.

**(Column J) Q. Utility Provider**

- Please use the dropdown to select the name of the main electric utility provider within New York State that provides service to this facility. This is usually different from a power generation company.
- If the electric provider is “out of state”, please specify the name of the electric utility provider in the “comments” column.
- If the facility has no grid connection whatsoever, please enter “N/A” here.

**(Columns K-P) Q. Identify what type of refueling infrastructure is installed at the facility, if any, by selecting all of the fuel types dispensed at the facility.**

- If you have multiple types of fuels refueling at your facility, select all that apply by indicating ‘yes’ or ‘no’ for the different types of fuels. If you have a facility that dispenses a fuel other than those listed in Columns K-O, please note the type of fuel in the comments field.

**(Column Q) Q. Does your organization have tractor trailers at this site?**

- Please select “Yes” or “No”.

**(Columns R-X) Q. For any semi-tractors associated with this home base, identify what types of trailers you pull.**

- Please select “Yes” for each trailer type pulled by semi-tractors associated with

this home base.

- If otherwise, please select "No."

Trailer Types pulled (Please select "Yes" or "No")							
Van-Dry	Van-Reefer	Tanker	Flatbed	Shipping Container	Low Bed	Curtain Side	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	
[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	[select an option]	

**(Column Y) Q. Enter a comment (optional) about the home base section submissions**

- To the extent submitted responses contain data claimed to be "trade secret" or otherwise exempt from disclosure or under other applicable provisions of law, please identify the responses containing such data as "confidential" in this comment section.

## 6. Vehicle Information

This section focuses on questions about the vehicles associated with each home base and how they are used. Each vehicle needs to be associated with a home base location.

All on-road vehicles with a GVWR greater than 8,500 lbs. need to be included in this section regardless of fuel type or use. Note that trailers without motive power should not be reported as these are not “on-road vehicles.” You can find your vehicle’s GVWR by checking the label usually found on the driver’s side doorjamb or you can use a VIN decoder such as this one from the National Highway Traffic Safety Administration (NHTSA): <https://vpic.nhtsa.dot.gov/decoder>. Note that a check of the door jamb may still be required for vehicles displayed as “Class 2G” under the NHTSA VIN decoder, as the NHTSA classifies Class 2G to include vehicles with a GVWR between 8,001 and 9,000 lbs.

For responding to most questions in this section you are expected to use data you already have, like maintenance or dispatch records, and your knowledge about your fleet operation. The Department prefers that organizations report annual or quarterly data. If an organization intends to submit an alternate timeframe (other than annual or quarterly) they must contact the Department ([ACT.Fleetreporting@dec.ny.gov](mailto:ACT.Fleetreporting@dec.ny.gov)) prior to submitting the report and describe why an alternative approach is being considered. You must use data for the chosen time-period during 2022 or 2023 calendar year which should be based on your knowledge of the vehicle data you have and is more representative of the daily operation of your vehicles.

If you have been approved by the Department to use a “unique” reporting period, such as having drivers record daily mileages for a two-week period in March 2023, the reporting form provides you a comment box where you can describe the reporting period used and you can keep the driver’s mileage logs as acceptable records.

The expectation is that most fleets will use existing records to determine the response. For several questions, when a question asks a question in relation to “majority of use” this typically means how a vehicle is used at least 9 out of 10 workdays.

- For example, if you are using a 30-day period from January 2022 to answer the daily mileage questions and a vehicle operates less than 100 miles per day nearly every day but travels 200 miles one day in the month for a special event, then the best response for that vehicle is that it typically travels less than 100 miles per day.

Brokers must report information about the vehicles they dispatch or direct while under contract, based on dispatch record. For example, if a broker hires a truck to move a load, only the miles driven under that contract should be considered for the responses and the broker is not expected to have information about the miles driven outside the contract. In addition, some of the questions do not apply to brokers. For example, an entity with broker authority is not expected to have information on where vehicles operated under its broker authority are domiciled, where they are fueled, nor whether they return to the home base.

Organizations must report information about vehicles for which they hold a lease with a minimum term of one year.

Responses for a vehicle group at one home base location may be repeated for the same vehicle group at another vehicle home base location if the respondent that is familiar with the vehicle operation determines the operation at that location is substantially similar to another location.

- For example, an HVAC repair fleet that has a consistent operation at all locations in the Hudson Valley may use the usage responses for their service vans at one location and apply that same information for their service vans at other locations. In this case, simply keep notes on which home base location was used to apply to vehicles at other home base locations.

### **What if I have back-up vehicles or non-operational vehicles?**

Do not include back-up vehicles nor vehicles that are not in operation or otherwise not being used when calculating vehicle group mileage averages so that the mileage responses do not underestimate your daily (non-back-up) vehicle usage.

- o For example, for a vehicle group of 10 street sweepers, where 1 is a back-up vehicle used intermittently and a majority of the vehicles (at least 9 in 10) in the group are facility-based operations only, you will include the mileage records for the 9 vehicles that operate normally. The one back-up vehicle in the group will be excluded from the responses.
- o For example, for a vehicle group of 20 water trucks where 2 are not operational and are to be used for parts, then the 18 vehicles would be used for the mileage responses.

Each reporting question is listed below, is labeled with a “Q,” and corresponds to the heading in the spreadsheet in the Vehicle Information tab. In certain cases, additional clarifying information, guidance, or examples are provided directly below the question.

### **(Column A) Q. Facility name**

In this section, please select the facility or “home base location” for which you are reporting. The facility names are populated based on information added on the “Facilities” tab. If you have multiple facilities, you will need to select one and fill out the form for each facility.

Once you select a facility you will need to start grouping vehicles for each facility. Additional explanation is provided under Vehicle Groupings.

If a facility displays in orange, it does not exist in the list of Home Bases or Facilities listed under facilities.

### **Vehicle Groupings (Columns B-F)**

Vehicles may be grouped by body type, fuel type, and weight class bin for each home base location as described below by entering information in the data table for each group of vehicles.

For example, a freight hauler may have 50 diesel tractors that are all in the Class 7-8 category, one diesel truck with a service body, and one gasoline truck with a service body, with the service trucks belonging to the Class 4-6 category. In this example, all 50 tractors would be grouped together, but the service trucks would be separate because of the different fuel type.

For each group of vehicles, there is a series of questions including daily miles traveled, average annual mileage, radius of operation, number of years kept, and other questions. See the example in the following table. You may also break up your fleet information into more groups provided all vehicles are included in the spreadsheet.

**Information about Vehicle Types**

The facility names are populated based on what you entered on the "Facility" tab. Please fill in one row

Entities must use 2022 annual or quarterly data averaged for work days during the period selected to d entity intends to submit an alternate timeframe, they must contact the Department at **ACT.fleetreport** prior to submitting the report.

Facility Name	Vehicle Body Type	Vehicle Fleet Sector	Fuel Type	Weight Class Bin (Gross Vehicle Weight Rating Range)	Number of Vehicles
NYSDEC Port of Albany	Van-Cargo	Cargo Handling	Gasoline	Class 2B-3 (8,501 - 14,000lbs)	5
NYSDEC Port of Albany	Box Dry Van	Parcel Delivery	Diesel	Class 4-6 Trucks (14,001 lbs - 26,000 lbs)	15
NYSDEC Port of Albany	Flatbed Or Stake Bed	Long-Haul Trucking	Diesel	Class 7-8 (greater than 26,000lbs)	2
[Select a facility]	[Select an	[Select an	[Select an	[Select an option]	

**(Column B) Q. Vehicle Body Type (Select the appropriate body type for the vehicle/s you are reporting)**

- For each group of vehicles to be included in the spreadsheet, select the body type from the pull-down menu that is closest to the body type of the vehicle. If none are representative, select "Other" and specify its type in the comments field

**(Column C) Q. Vehicle Fleet Sector (Select the appropriate fleet sector type for the vehicle/s you are reporting)**

- For each group of vehicles to be included in the spreadsheet, select the closest primary fleet sector from the pull-down menu.

**(Column D) Q. Fuel Type (Select the fuel type associated with the body type from the previous question)**

- For each group of vehicles to be included in the spreadsheet, select the fuel type from the pull-down menu.

**(Column E) Q. Weight Class Bin**

- There are three weight class bins to select from as follows:
  - o Class 2b-3 – These vehicles have a GVWR from 8,501 lb. to 14,000 lb. They include full-size pickup trucks, smaller utility trucks, cargo vans, and



passenger vans that are larger than an F150.

- Class 4-6 - Have GVWR from 14,001 lb. to 26,000 lb. The types of vehicles include mid-size shuttle buses and trucks starting with the E450 or F450 series models. These trucks can be operated by drivers without a commercial license.
- Class 7-8 – Have a GVWR greater than 26,000 lbs. and generally are vehicles that must be driven by drivers with a commercial license.

**(Column F) Q. Number of Vehicles**

- Provide the number of vehicles for this vehicle grouping. This field only accepts positive nonzero whole numbers.

**Information for each vehicle group (Columns G-AD)**

G	H	I	J	K
culated based on what you entered on the "Facility" tab.				
<b>What percentage of these vehicles operate... (Total should be around 100% Cells will highlight red if the total is over)</b>				
<b>less than 100 average miles/day (%)</b>	<b>100-150 average miles/day (%)</b>	<b>150-200 average miles/day (%)</b>	<b>200-300 average miles/day (%)</b>	<b>more than 300 average miles/day(%)</b>
▼	▼	▼	▼	▼
100%	0%	0%	0%	0%
50%	50%	0%	0%	0%
75%	15%	10%	0%	0%

**(Column G-K) Q. What Percentage of these vehicles operate...**

- Provide the average daily mileage of vehicles separated by the following breakpoints:
  - Operate up to 100 average miles per day;
  - Operate up to 150 average miles per day;
  - Operate up to 200 average miles per day;
  - Operate up to 300 average miles per day;
  - Operate more than 300 average miles per day.

- Note that the sum of all individual answers for these columns must add to 100%. Further, if only a single vehicle is listed for the row, the vehicle may not be reported fractionally (i.e., one column should list 100%, the others should contain 0%).
- The purpose of this question is to indicate how many miles each vehicle in the group will travel on a given workday to better indicate daily range needs. The response to this question excludes mileage from back-up and non-operational vehicles. A vehicle should only be counted in one bin. When answering this question apply the 9-out-of-10 (90%) of workday rule.
  - o For example, if a vehicle operates less than 100 miles per day 7 out of 10 times, and less than 150 miles all other days, then the best response for this vehicle is that it typically operates less than 150 miles per day. It would not be placed in the “less than 100 miles per day” bin because it does not operate less than 100 miles 9 out of 10 days. This question does not apply to brokers that do not own the vehicles being dispatched.
- For this question, you are expected to use mileage or dispatch records you have available to determine the best response for the vehicles in each group.
  - o For example, if you already have annual mileage data and your vehicles are operated 5 days a week, then dividing the annual miles by 260 workdays a year may be the appropriate indicator of the best daily mileage bin for each vehicle in the group. However, a seasonal fleet that only operates the vehicles 3 months of the year would take the mileage for each vehicle and would divide by 90 workdays. Alternatively, you could collect daily data for each vehicle in the fleet for an alternate representative period (such as a two-week period) and use that information to determine the best response.
- Responses to this question should add up to 100% (due to rounding) for each vehicle group and excludes mileage from back-up vehicles or vehicles not in New York State. If the cells on the spreadsheet reporting form turn red, this indicates the total is greater than 100%.
  - o For example, if the mileage for a group of 110 vehicles is being evaluated where 10 vehicles are back-up vehicles, then the percentage calculation would be based on the 100 vehicles that are being operated. If 16 vehicles operate less than 100 miles per day, then the response would be rounded to indicate 20% of the vehicles operate less than 100 miles per day.

**(Column L) Q. What is the average annual mileage for a typical vehicle in this vehicle group? (Select the best mileage response: 5,000 or less, 10,000, 20,000, 30,000, 40,000, 50,000, 60,000, 70,000, 80,000, 90,000, 100,000, or more than 100,000).**

- This response should be based on odometer readings from maintenance records or other available mileage data to determine the average annual miles for the vehicles in each group. This field accepts any positive number, including those with decimal values.

**(Columns M-N) Q. What percentage of miles are driven in New York State and outside of New York State?**

- Please enter a response in column M only. Column N will auto-calculate out-of-New York State usage based on column M response.
- Estimate the percentage of miles driven in and outside of New York State. Responses to this question should add up to 100%.

**(Column O) Q. What percent of the vehicles have a predictable usage pattern? Select a response to the nearest percentage of vehicles in each vehicle group.**

- This question is intended to be an indicator of vehicle usage patterns for the vehicle group and is based on the distance travelled and not where the vehicles travel. The response to this question can be informed by dispatch records, mileage records and your judgement based on your knowledge of the fleet type of fleet operation you have.
  - o For example, refuse trucks or package delivery trucks typically have predictable usage patterns because they tend to serve the same neighborhoods each week even though they may not be on the exact same route each day.
  - o For example, trucks used in a tree trimming business that typically travel less than 100 miles per day 8 out of 10 times have a predictable usage pattern even if the trucks go to different locations every day.
  - o For example, a furniture store that delivers to customer homes may regularly operate less than 150 miles every day and still have a predictable usage pattern even if the truck is used to deliver to different homes in the area.
  - o A long-haul tractor would also be listed as having a predictable usage pattern if it regularly travels more than 300 miles per day for 9 out of 10 workdays.
- Vehicles that do not have a predictable usage pattern would be trucks that have highly variable usage like construction trucks that may be local some days, on a job site for days or weeks at a time, and at distant locations on other days in a month.
- For record keeping purposes, keep notes on what information was used to determine the usage pattern and the criteria you used to make the interpretation.

- Note that for this and the other questions in O-AA, if there are fewer than 10 vehicles listed in F, the percentage of vehicles in each column should match the exact proportion.

**(Column P) Q. What percent of the vehicles fuel at the home base as the primary means of fueling the vehicle? Select the response to the nearest percentage of vehicles in each vehicle group.**

- A vehicle should be counted as fueling at the home base if it does so at least 9 out of 10 (or at least 90% of) times it is fueled.
- For home base locations where there is no on-site fueling, the response would be 0%.

**(Column Q) Q. What percent of the vehicles typically return to the home base daily? Select the response to the nearest percentage of vehicles in each vehicle group.**

- A vehicle would be counted as typically returning to the home base daily if it returns to the vehicle home base nightly for at least 9 out of 10 (90% of) workdays or is on a campus and always stays at home base.
- However, a vehicle would not be counted as typically returning to the home base daily if it regularly returns to a personal residence most days or returns to the home base fewer than 9 out of 10 (90% of) workdays.

**(Column R) Q. What percentage of the vehicles in the group stay within approximately 50 miles of the home base on a given typical day Select the response to the nearest percentage of vehicles in each vehicle group.**

- A vehicle would be counted as staying within the 50-mile home base area if it operates within a 50-mile radius of the home base location at least 9 out of 10 (90% of) workdays. The expectation is that you would use dispatch records, job site locations or other information you have for the time-period you chose to inform the basis for your response. An alternate representative period (such as a two-week sample) is adequate to inform your response. Keep notes of what information was used to make the decision for record keeping purposes.
- Brokers are expected to respond to this question and use information they have in their dispatch records about where the pick-up and drop-off points are.

**(Column S) Q. How many vehicles tow a trailer more than 100 miles per day? Select the response to the nearest percentage of vehicles in each vehicle group.**

- This response is expected to be based on mileage data already used for

prior mileage responses in comparison to how many vehicles in the group tow a trailer and how often. This response should be consistent with the question about how many vehicles operate less than 100 miles per day.

- For example, if there are 100 vehicles in the group and 60 out of 100 operate less than 100 miles per day, then only 40 typically operate more than 100 miles per day. The question then becomes how many of the 40 vehicles pull a trailer. If the group is a tractor fleet, then all 40 pull a trailer and the response is 40%. If the fleet is a group of service trucks used for road maintenance, and 10 of the 40 pull trailers to the job site, then the response would be that 10% (10 out of the 100) of the vehicle group pulls a trailer more than 100 miles.

**(Column T) Q. How many vehicles commonly operate at their weight limit? Select the response to the nearest percentage of vehicles in each vehicle group.**

- This question applies to how many vehicles are at the legal weight limit to operate on the road or are loaded to their maximum axle weight or total capacity of the vehicle. For this response count the number of vehicles that are at their weight limit on a given workday.
  - For example, if the vehicle group has 100 tractors, determine the best method to count the number of trucks that are at their weight limit each day. Apply the 9 out of 10 workday rule to determine how many trucks each day are regularly at their weight limit even if that count represents different trucks each day.
- Brokers are expected to respond to this question based on dispatch records and load information to determine whether the load being moved is likely to be at the legal weight limit.

**(Column U) Q. How many vehicles are not registered in New York State? Select the response to the nearest percentage of vehicles in each vehicle group.**

- Determine the number of vehicles in the group that are registered in other states or jurisdictions or are registered as non-operational.

**(Column V) Q. How many vehicles are regularly parked at the home base more than 8 hours each day? Select the response to the nearest percentage of vehicles in each vehicle group.**

- The expectation here is that the time the vehicle is at the home base will be based primarily on business hours and dispatch records of the fleet operator.
  - For example, a utility fleet that returns to the yard nightly is likely to be at

the home base 8 hours before leaving the next day and all the vehicles would be counted. A tractor fleet that regularly travels long distances and does not return to the home base location nightly would not be counted as being parked at the home base 8 hours each day.

- For record keeping purposes, the decision can be supported with a sample of dispatch records that identifies when the vehicle was being used or employee records of time worked if the vehicle is only used for one shift and returns to the home base daily.

**(Column W) Q. What percent of the vehicles have onboard global positioning systems (GPS) or other form of electronic mileage tracking? Select the response to the nearest percentage of vehicles in each vehicle group.**

- This is simply the count of trucks in the group that are equipped with GPS or another electronic form of tracking daily mileage that is available to the fleet manager. It does not include odometers. Brokers are expected to respond to this question and use information they have in their dispatch records about the vehicles.

**(Column X) Q. How many vehicles are equipped with all-wheel drive? Select the response to the nearest percentage of vehicles in each vehicle group.**

- For this response count the number of vehicles equipped with any drivetrain that propels all the wheels on the vehicle. For example, a two-axle truck with four-wheel drive would be counted.

**(Column Y) Q. How many vehicles are not being operated or are used as back-up vehicles?**

**Select the response to the nearest percentage of vehicles in each vehicle group.**

- "Backup vehicle" means a self-propelled motor vehicle designed for on-highway use that is used intermittently to maintain service during periods of routine or unplanned maintenance, unexpected vehicle breakdowns, or accidents but is not used in everyday or seasonal operations.

**(Column Z) Q. What percent of the vehicles are 2010 and older model year vehicles? Select the response to the nearest percentage of vehicles in each vehicle group.**

- Determine the number of vehicles in the group that are 2010 and older model year vehicles.

**(Column AA) Q. What percent of the vehicles are retrofitted or repowered vehicles? Select the response to the nearest percentage of vehicles in each vehicle group.**

- Determine the number of vehicles in the group that are retrofitted or

repowered.

- “Retrofitted” means the vehicle has been equipped with a particulate filter or other emissions control equipment that is verified or certified by an Administrator of the U.S. Environmental Protection Agency (EPA) or the California Air Resources Board (CARB) as an emission reduction technology.
- “Repowered” means the vehicle’s original engine has been replaced with an existing engine that is within the same category and that is certified to emission standards that are more stringent than the emission standards of the original engine.

**(Column AB) Q. How long after purchase or lease does your organization typically keep the vehicles in this group?**

- Input the average time vehicles in this group are kept or leased in years. This field accepts fractional values. This means that a period of 10 years and 6 months could be listed as 10.5.

**(Column AC) Q. Identify whether your organization is the fleet owner for this group of vehicles, or if they are dispatched under your brokerage authority. (Select: Owner or Broker)**

- If you are not a broker, select “Owner.” Owner includes organizations in direct possession or control of the vehicles.

**(Columns AD-AE) Q. The Department has a preference for annual or quarterly time frames. Identify the start and end date of the reporting period selected. Enter the date range.**

- Enter the dates that best represent whether you used annual or quarterly. If an organization intends to submit an alternate timeframe (other than annual or quarterly) they must contact the Department ([ACT.fleetreporting@dec.ny.gov](mailto:ACT.fleetreporting@dec.ny.gov)) and describe why an alternative approach is being considered prior to submitting the report.
- The reporting time period can start no earlier than 12/30/2021, cannot end later than the date the form is being filled out, and must be a period longer than 7 days.

**(Column AF) Q. Enter a comment (optional) about the vehicle usage section submissions**

- To the extent submitted responses contain data claimed to be “trade secret” or otherwise exempt from disclosure, please identify the responses containing such data as “confidential” in this comment section.

## **7. Vehicle Identification Number (VIN)**

This section focuses on reporting the vehicle identification number (VIN) for those vehicles included within the organization's report. The Department will use VINs to identify duplicate reporting. Please complete this sheet with information relating to the vehicles reported in the Vehicle section of the reporting template.

Each reporting question is listed below, is labeled with a "Q," and corresponds to the heading in the spreadsheet in the VIN tab. In certain cases, additional clarifying information, guidance, or examples are provided directly below the question. Column A is not a question and can be ignored.

**(Column A) Q. #**

- This column will auto-fill as VINs are added. **Do not edit or copy values to this column.**

**(Column B) Q. VIN**

- Please enter or paste values of the VIN of each vehicle reported here. This field does not accept values longer than 17 characters or duplicate entries listed above. Duplicated VINs or VINs exceeding 17 characters in length will highlight in red. A standard 17-digit VIN should not contain the letters "o" or "i", the 9<sup>th</sup> digit, referred to as the "check digit" may only contain the numbers 0-9 or an "X", and all alphabetical characters are listed in upper-case form.

**(Column C) Q. Comments**

- Additional comments and notes on the VIN or the associated vehicle can be placed here. A comment with no VIN in the corresponding row will cause the cell to highlight in red.



## 8. Recordkeeping

The responsible official shall maintain all records of information used to complete this reporting until December 31, 2025. In addition, the responsible official must maintain all fleet, vehicle, contract, and facility records used to compile responses. This includes the data and analysis period used, driver mileage logs, etc.

Records must include the following:

- For owned on-road vehicles and off-road yard tractors, mileage records and dates from records such as maintenance logs, vehicle logs, or odometer readings, or other records with the information used to determine the response.
- For on-road vehicles and off-road yard tractors not owned but dispatched by the organization, dispatch records and dates, contracts, or other records with the information used to determine the responses.
- Vehicle registration date and jurisdiction (state or tribal nation) for each applicable vehicle operated in New York State.
- Any contracts with contractors, subcontractors, or contracts with subhaulers, or other records with the information used to determine the responses.
- Copies of ACT One-Time Fleet Reporting forms submitted to the Department.

Department staff may request clarification of reported data. Department staff will reach out to the identified contact person first to clarify any issues.

However, if the reporting organization is not responsive, a formal request from the Department will then be made. The reporting organization will have 14 days from the date of the formal request to respond. If a request is made within the 14 days, the Department may provide additional time to respond. Subsidiaries reporting separately from the corporate parent using multiple forms must:

- Identify the highest-level parent and/or governing body of the organization, and
- Only include information on that specific subsidiary.

## 9. Requesting Confidentiality

The Freedom of Information Law (FOIL) allows the Department to keep confidential certain records that are considered trade secrets or confidential commercial information – also known as confidential business information (CBI). See NYS Public Officers Law (POL) §87(2)(d) and 6 NYCRR §616.7.

To request that the Department treat certain records as CBI, please:

- 1) identify which records (or portions of a record) you are seeking such protection; and
- 2) provide written justification ([ACT.fleetreporting@dec.ny.gov](mailto:ACT.fleetreporting@dec.ny.gov)) that specifies to what extent disclosure would cause substantial injury to your competitive position.

The Department will evaluate the justification in light of the factors outlined in 6 NYCRR §616.7 and will advise you of its determination to grant or deny exception from disclosure. You will have the opportunity to appeal any adverse decision. For more information, see [6 NYCRR § 616.7](#).