



**DRIVE  
CLEAN**  
Pennsylvania

## **INSPECTIONS NEWSLETTER**

# **Important Vehicle Inspection Information**

**Pennsylvania's Vehicle Inspection Program**

### **SUMMER 2022 ISSUE**

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**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

SUMMER 2022 ISSUE

# INSPECTIONS NEWSLETTER



## Important Monthly ACH Billing Information



Emission and e-Safety invoices are usually posted to your online account by the end of the first normal business day each month. If that day is a holiday, they will be posted by the end of the next business day.

In order to avoid late fees and/or the risk of being locked out for failure-to-pay, please make sure that by the 21st of each month, you have sufficient funds in the account you have registered with Parsons (PennDOT's Emission Program Manager) for ACH withdrawal.

Depending on your bank, the withdrawal could take up to five days to process, so please make sure the funds are available for an appropriate period of time. If the 21st falls on a Sunday or holiday, the withdrawal will occur on the next business day.

Should you have the need to change your bank account information, please contact the Station Operator Hotline at 888-265-5909 to request an ACH Change form. This form must be completed and received by Parsons by the 15th of the month in order to properly process the ACH to a new account by the 21st of the month.

If starting a new bank account, please make sure that Parsons is authorized to draw on the account, in order to avoid any delays in payment.

Should you have any billing related questions, or are having difficulty accessing your online invoice, please contact the Station Operator Hotline at 888-265-5909 for assistance.

## Notification of Station Changes

Regulations state that inspection stations are obligated to notify the Department when changes occur in their business such as:

- change of ownership
- change of company name
- change of location
- change in USPS address
- change of person(s) authorized to purchase stickers

- change of person who signs the MV-427 form
- change of corporate officers
- change of station type
- discontinuance of business

Your assigned Quality Assurance Office should be notified immediately about any of these changes. Be advised: failure to notify the Department of a change could **result in a four month suspension for a station's first offense. Failure to notify of a discontinuance of business is a one year suspension.**



## A Guide To Shop Safety

Following common sense safety guidelines can help prevent injuries in the shop. Here are some guidelines to keep in mind:

### Keep The Shop Floor Clean

Oil, transmission fluid, and other spilled liquids can create a slip-and-fall hazard. Be sure to clean up spills immediately. In addition, dust particles and chemical residue can be hazardous to your health if inhaled. Sweep and clean the floors daily to eliminate potential hazards.

### Handle Chemicals Carefully

Follow proper guidelines for disposing of chemical waste, such as gasoline. Make sure that the shop area is well ventilated to limit inhalation of harmful fumes. Avoid eating or drinking on the shop floor, since food items can become contaminated with chemicals.

# Information About Certificates Of Inspection

## Sticker Inserts (Month)

Insert stickers should be selected based upon the expiration date of the new inspection. If the vehicle is subject to an emissions inspection, as determined by the registration card, the vehicle should receive a sticker insert with an I/M indicator tab on the safety inspection certificate.

## Non-Subject Vehicles

Non-subject vehicles are not required to display a valid emissions inspection sticker. If a safety inspection is required, the safety inspection sticker should display a non-I/M insert.

## When To Use I/M Inserts vs. Non-I/M Inserts

**I/M County** - If a vehicle is inspected in an I/M county, both the safety and emissions stickers should use the inserts with the I/M notation on them (see example on right).

**Non-I/M County** - If a vehicle is inspected in a non-I/M county, a non-I/M insert is used on the safety sticker (see example on right). No I/M sticker would be used.

## Emissions Inspection Waiver Inserts

When a vehicle has failed an I/M emissions test; the owner has met the minimum emissions-related repair expenditures; and the vehicle still fails the I/M emissions test, the owner may be eligible for a waiver.

The waiver allows for an emissions sticker to be affixed to the vehicle with a "waiver" insert (see example on right). The waiver does not mean that the vehicle has passed the emissions test. It only indicates that it has met the requirements to obtain an emissions sticker through the waiver process. The waiver is valid until the next inspection cycle is due.

*Reference: Emissions Inspector Certification training book.*

## Emissions 5,000-Mile Exemption Inserts

If a vehicle has met the qualifications for a 5,000-mile exemption, place the 5,000-mile exemption insert on the emissions sticker in the proper location (see example on right).

## Storing Glass Sections With Sticker Reports

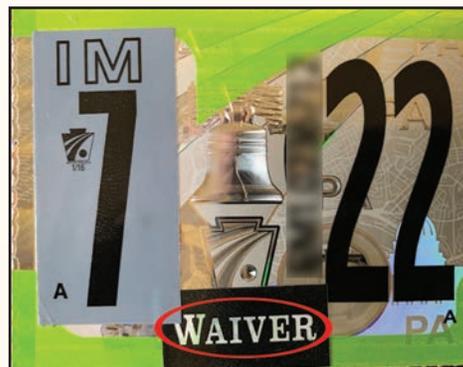
When storing old stickers attached to glass from a windshield, wrap the edges of the glass with tape to reduce the chance of injury. Then, fold the related sticker report in half and place the windshield section inside the folded report to keep the sticker report and windshield section together for auditing purposes. Failure to retain the proper sticker report and windshield section with voided/old stickers may result in violations during an audit.



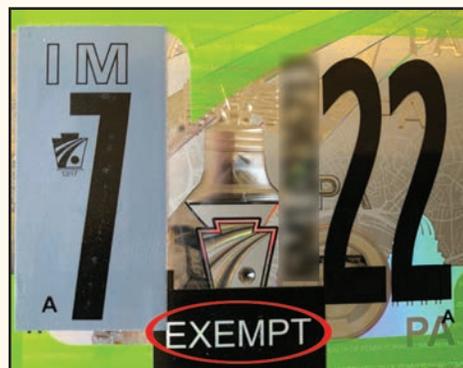
I/M County Insert Example with IM above the month sticker number



Non-I/M County Insert Example with nothing above the month sticker number



Example of a Waiver insert.



Example of an Exemption insert.

# Preparing For A Safety Station Audit

Follow the checklist below in preparation for a safety station audit.

## Safety Station Checklist

- Proof of Garage Keeper's Liability Insurance
- Certificate of Appointment or MV-427
- MV-443 (list of safety inspection mechanics)
- Last Safety Audit Report
- Sticker Receipts
- Current & Expired Stickers
- Current Fee Sign
- Keystone Sign with Safety Placard (OIS#)
- Valid Driver's License and Technician License from Available Technicians
- Clean Inspection Area
- Copy of Safety Regulations
- Old Stickers from Windshield Replacements

## Tools:

- 1. Hammers—a ball-peen hammer, one plastic or brass hammer & one rubber hammer
- 2. A workbench
- 3. A portable light
- 4. Socket sets
- 5. Assorted open-end & box-end wrenches
- 6. Torque wrenches (foot-pound and inch-pound)
- 7. Screw drivers—assorted
- 8. Pliers—assorted
- 9. Test light—continuity tester
- 10. Floor stands—four (4)
- 11. Floor jack or hoist—wheels shall spin freely
- 12. Tire pressure gauge
- 13. Brake drum gauges
- 14. Micrometer gauges or thickness gauges, with measurements in 1/1000 inch, capable of measuring both the range of rotor thickness and the depth of the scores
- 15. Ball Joint gauge (not required for recreational, utility & motorcycle stations)
- 16. Tread-depth gauge capable of indicating amount of usable tire tread in increments of 1/32 inch
- 17. Brake-lining gauge capable of indicating the amount of usable lining on both riveted and bonded lining in increments of 1/32 inch
- 18. An approved headlight testing device—SAE approved No. J600a for photo-electric type and J602c for mechanical aimers
- 19. Spoke wrenches (motorcycle inspection stations)
- 20. Truing stand (motorcycle inspection stations)
- 21. Two-piece window tint meter (Enhanced Safety Inspection stations)
- 22. Candle power meter (Enhanced Safety Inspection stations)
- 23. Instant or digital camera with printer (Enhanced Safety Inspection stations)
- 24. Fax and copy machine (Enhanced Safety Inspection stations)



**HAVE QUESTIONS?** Contact the Inspection Station Operator Hotline 888-265-5909

# Preparing For An Emissions Station Audit

Follow the checklist below in preparation for an emissions station audit.

## Emissions Station Checklist

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Proof of Garage Keeper's Liability Insurance | <input type="checkbox"/> Sticker Receipts   | <input type="checkbox"/> Copy of I/M Regulations                            |
| <input type="checkbox"/> Certificate of Appointment or MV-427         | <input type="checkbox"/> Current and Expired Stickers   | <input type="checkbox"/> Sticker Usage Reports                              |
| <input type="checkbox"/> MV-516 (list of Emissions inspectors)        | <input type="checkbox"/> Current Fee Sign   | <input type="checkbox"/> Old Stickers from Windshield Replacements          |
| <input type="checkbox"/> Wheel Chocks                                 | <input type="checkbox"/> I/M Placard Hanging Below the Keystone Sign                              | <input type="checkbox"/> All Documentation for Waivers (if performing them) |
| <input type="checkbox"/> Functioning Emissions Equipment              | <input type="checkbox"/> Valid Driver's License and Technician License from Available Technicians |   |
| <input type="checkbox"/> All Proper Gas Cap Adapters                  | <input type="checkbox"/> Clean Inspection Area  |   |
| <input type="checkbox"/> Last I/M Audit Report                        |   |   |

