

Certificate Review Sheet for Independent Commercial Importers (ICIs) (Model Year 2020 and Later)

Independent Commercial Importers complete the following 18-step process:

Model Year of Certificate _____ **Test Group/Engine Family** _____
ICI _____ **Evaporative Family(s)** _____

Models covered: _____

Original production year (OP year) _____ **Test Vehicle VIN** _____

EPA only: Verified build date of test vehicle with OEM; built on _____

EPA only: Verified build date of other vehicles listed on fee form with OEM

Comments: _____

1. Send letter to EPA describing your company's plans; request an initial ICI package, etc.
New ICI-----Is this the first Certificate issued to your company? **Yes;** **No.**
2. Send a letter to EPA containing answers to the 14 questions, etc. EPA assigns mfr code.
Date you last submitted answers to 14 questions (required each year). _____
3. If necessary, request OEM application from EPA (through FOIA process) etc.
4. Begin preparing a Part 1 application for certification.
 Application follows CAP 2000 format (ref. CD 14-19, November 24, 2014)
 Application contains Summary Sheet similar to EPA Verify CSI output report.
5. Locate a test laboratory, etc; ref. <https://nepis.epa.gov/Exe/ZyPDF.cgi/P100H1IU.PDF?Dockey=P100H1IU.PDF>.
Laboratory where tests were performed: _____
6. Submit fee payment & fee filing form per CD-18-02, Feb 20, 2018; see <https://www.epa.gov/vehicle-and-engine-certification/fees-information-motor-vehicle-and-engine-compliance-program-mvecp>.
 Full Fee Paid (\$87,860 if complete application received by EPA Jan 1, 2020 to Dec 31, 2020)
 Reduced Fee: Amount Paid _____ **; Total retail value of all vehicles paid for \$** _____
Number of vehicles paid for _____ **; Retail value of most expensive vehicle paid for: \$** _____
 Copy of fee filing form & basis for reduced fees in application. (Do not send a copy of check.)
7. Submit ORVR information to EPA per EPA guidance letters VPCD-98-15, Dec 21, 1998; CCD-00-10, Aug 3, 2000; and CCD-05-03, Feb 15, 2005. ORVR is required for:
2000 & later OP year passenger cars; 2001 & later OP year LLDTs (0-6000 lb GVWR); and
2004 & later OP year HLDTs (6001-8500 lb GVWR).
 ORVR safety information included in application. Date approved by EPA _____
- 8.A **OBD-II:** Include a description of OBD II system in application, etc.
 OBD-II installed (1994 & later OP year)
 OBD-I installed in lieu of OBD II (possible for 1994 & 1995 OP year)
 Not equipped; (possible for pre-1996 OP year) Date approved by EPA _____

- 8.B **Service Information Availability:** Include in the application a description of how service information will be provided to independent repair facilities; ref 40 CFR 86.1808-01 (f).
 Sales \geq 1000: Website address _____
 Sales < 1000: Alternate method approved by EPA. Date approved by EPA _____
9. **Testing:** Perform all required certification emission tests and submit a test request to EPA via EPA's Verify database. If vehicle is selected for confirmatory testing, must provide vehicle to EPA Ann Arbor, Michigan laboratory.
 Tested on electric single roll or other EPA-approved dynamometer; ref 85.1818(a)(2)(ii)(A)
 Prior to ICI testing, ICI accumulated at least 2000 miles on certification test vehicle (after installing emission-related parts); miles accumulated _____
 Test Waiver submitted to EPA **Tested at EPA** **Waived**
 Number of vehicles tested at EPA for this ICI for the past calendar year _____
 Number of vehicles waived for this ICI for the past calendar year _____
If tested at EPA: **Passed FTP standards;** **Passed 2-day evap;** **Passed US06;**
 Inspected ORVR system **Not equipped with ORVR.**
 Inspected OBD-II system operation **Not equipped with OBD-II**
10. **Application for certification:** Submit the completed Part 1 Application to EPA's Verify database. This should contain detailed description of the emission-related components, etc.
- Option A: Identical to U.S. certified OEM vehicle (for Evap and/or Exhaust components):**
 Exhaust emission-related components/OBD-II components for vehicles in this test group are identical to U.S. certified vehicles in OEM Test Group _____
 Evaporative-related components for vehicles in this evaporative/refueling family are identical to U.S. certified vehicles in OEM Evap/Refueling family _____
 Application contains reduced testing compliance statements; ref. 40 CFR 85.1515(a)(1).
 Application contains parts list for emission-related parts actually installed by ICI
 ICI installed new catalysts identical to OEM's U.S. certified catalysts; or
 ICI retained non-U.S. catalysts (Requires prior EPA approval, proof U.S. & non-U.S. catalysts are identical, ICI's method to evaluate performance of used non-U.S. catalysts)
 EPA only: Receipts provided for OEM catalyst & emission-related parts
 EPA only: Verified that ICI part numbers match OEM's part numbers
- Option B: Not Identical to U.S. certified OEM vehicle (for Evap and/or Exhaust components):**
ICI tests performed: **FTP,** **Hwy,** **Cold FTP,** **2-day evap,** **13-day evap,** **ORVR,**
 US06 & SC03 (required on 2002 & later OP year cars & LLDTs; 2004 & later HLDTs)

Emission Standards:

- Tier 0 standards; ref Table in 40 CFR 85.1515 [See NOTE]**
 Tier 1 (1996-03 OP year for LDV/LLDTs; 97-03--HLDTs) [See NOTE]
 Interim non-Tier 2 Bin ____ (2004-06 OP year cars & LLDTs; normally Bin 1-9) [See NOTE]
 Any Bin ____ (2004-06 OP year HLDT/MDPVs; except Bin 11 =for MDPVs, only) [See NOTE]

NOTE: Total number of vehicles not meeting 2020 emission standards is limited to 50 per ICI per year

- Tier 2 Bin ____ (2007 and later OP cars and LLDTs; normally Bin 1-5)**
 Interim non-Tier 2 Bin ____ (2007-08 OP year HLDT/MDPVs; (normally Bin 1-8) [See NOTE]
 Tier 2 Bin ____ (2009 and later OP year HLDT/MDPVs; (normally Bin 1-5)
 Tier 3 Bin ____ (2017 and later OP year if OEM vehicle was certified to Tier 3 standards)
 Test vehicle passed all applicable emission standards

11. Obtain an EPA Certificate of Conformity.
12. Build/modify vehicles. Affix underhood labels & window stickers. For certified vehicles entering U.S. under 85.1505, test every 3rd vehicle (up to 300), etc. For mod/test vehicles entering under 85.1509, test every vehicle. [Note: 2000 miles not required.]
13. **Submit Final Entry Form to EPA for 15 day holding period. Pay add'l fees and submit fee filing form, if necessary.**
14. Supply customer with 40 CFR 85.1510 information (owner's manuals, warranty, guzzler forms, etc).
15. Submit final Part 1/Part 2 application to EPA's Verify database, per 40 CFR 86.1844-01.
16. Submit defect reports, voluntary emission-related recall reports, ref. 40 CFR 85.1901-1904.
17. Pay the gas guzzler tax to the IRS, for vehicles owned or offered for resale by the ICI.
18. Submit CAFE report to EPA, as required by DOT-NHTSA; ref. 40 CFR 85.1510 (f) & 40 CFR 600.501-512.

I certify that to the best of my knowledge the above statements are true:

ICI Signature: _____ **Date:** _____

EPA: Certificate Reviewed by: _____ Date: _____ rev. 1/7/2020