



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY
2565 PLYMOUTH ROAD
ANN ARBOR, MICHIGAN 48105-2498

OFFICE OF
AIR AND RADIATION

JACOBS

A Contractor to the EPA
Toll Free (855) 665-1228
www.jacobs.com

Dear Vehicle Owner:

The U.S. Environmental Protection Agency (EPA) monitors vehicle emissions before, during, and after vehicle production to confirm that vehicles meet emission standards not only when they are new but also even years after the vehicles enter customer service. Jacobs is under contract with the EPA to obtain privately owned vehicles for the test program explained in the enclosed message and to perform routine maintenance and inspection procedures on the selected candidate vehicles. The EPA and Jacobs are pleased to invite you (and your car!) to participate in this important air pollution control program. We would like to borrow your vehicle for testing at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan. Your participation is entirely voluntary.

However, by allowing EPA to test your vehicle, you will contribute significantly to our understanding of emission control system performance and effectiveness over time. We can offer you the following compensation for your participation if your vehicle qualifies for the testing program:

1. You will receive _____ per day in compensation for allowing Jacobs the use of your vehicle. We currently do not offer the use of any loaner vehicles and have increased compensation to offset your rental or borrowing of a vehicle.
2. Cleaning your vehicle's interior
3. Cleaning your vehicle's exterior
4. Topping off the fuel tank upon the return of your vehicle
5. Storing your vehicle inside the secured EPA facility while in EPA/Jacobs possession
6. Three convenient options in which we can coordinate pick-up and delivery of your vehicle:
 - You can bring your vehicle to the EPA test facility
 - We can meet you at your place of business
 - We can meet at your home address during normal business hours

EPA's testing involves driving your vehicle indoors at NVFEL, in a test cell equipped with laboratory equipment that simulates over-the-road driving conditions. Testing could also include driving your vehicle outside over specific routes in and around the Ann Arbor area. Both laboratory test cycles and outdoor routes are designed to reflect typical vehicle driving patterns and do not involve any unusual operation. Test vehicles normally accumulate less than 300 miles over the full suite of tests. Testing takes approximately two to four weeks. Your vehicle will be fully insured for the entire test period.

Please complete and return the enclosed reply form in the prepaid envelope to Jacobs as soon as possible, even if you choose not to participate. ¹ If you are willing to participate, a Jacobs representative may contact you to ask further questions about your vehicle. The information that you provide to EPA and Jacobs in the reply form, and your answers to our questions will indicate your willingness to participate and whether your vehicle is eligible to participate.

The EPA will keep the personal information that you provide (name, contact information and, if collected, social security number) confidential. However, EPA must share certain, limited information to specific parties:

1. We must submit your social security number to the Internal Revenue Service (IRS) if your incentive is \$600 or more. Please note that you have the option to cap your total incentive at \$599 if you do not wish to provide your social security number.
2. We will share your vehicle's Vehicle Identification Number (VIN) with the vehicle manufacturer. This is necessary because the VIN provides vehicle-specific information the manufacturer maintains and needs to give EPA to test your vehicle's emissions systems.

In addition, on rare occasions manufacturers request contact information so that they may contact vehicle owners with further questions. We will always obtain your permission before sharing your contact information with the manufacturer.

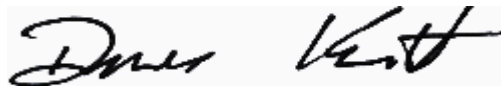
The enclosed information sheet answers some questions people often ask about this program. If you have any additional questions, please feel free to call Jacobs toll-free at **(855) 665-1228**. Someone is available between 8 AM and 4 PM or you may leave a message for a return call. You may also call Lynn at (734) 214-4851. The EPA and Jacobs will be happy to answer any questions you may have related to this program. We look forward to receiving your reply form or a telephone call very soon.

For more information on this program, please visit <https://www.epa.gov/ve-certification/in-use-testing>

Sincerely,



Lynn Sohacki
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Compliance Division
Environmental Protection Agency
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Dave Knott
Program Manager
Jacobs
A Contractor to the EPA

¹ We estimate that it takes up to 60 minutes but 30 minutes on average to complete the response, which includes reviewing information and instructions, locating records, and answering questions (Questions about this time estimate may be sent to Chief, Information Policy Branch, PM-223, USEPA, 401 M St. SW, Washington, DC 20460. This information is collected under Information Collection Request OMB# 2060-0086.)