

EPA Clean Ports Program:
Guide to Scrappage and Technology Deployment Documentation

August 20, 2026

Disclaimer

The statements in this document, with the exception of referenced requirements, are intended solely as guidance. This document is not intended, nor can it be relied upon, to create any rights enforceable by any party in litigation with the United States. This guidance may be revised without public notice to reflect changes in the EPA's approach to Clean Ports Program scrappage and technology deployment documentation.

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Introduction

The purpose of this guide is to provide US Environmental Protection Agency (EPA) Clean Ports Program Technology Deployment grantees with instructions for submitting required scrappage and technology deployment documentation (Table 1).

Grantees that committed to scrapping existing vehicles, equipment, or engines are required to submit **Scrappage Eligibility Statements** (EPA Form 5900-718) and **Scrappage Evidence Statements and photo evidence** (EPA Form 5900-684).

All technology deployment grantees are required to submit **Technology Deployment Evidence Statements and photo evidence** (EPA Form 5900-719) for new vehicles, equipment, powertrains, and infrastructure funded by the program.

Downloadable versions of the three statements are available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>. For additional information about these requirements, refer to the Terms and Conditions for each grant.

In accordance with 2 CFR 200.334, recipients and subrecipients must retain all Federal award records for three years from the date of submission of their final financial report. Recipients and subrecipients should retain records outlined in this guide, along with documentation that supports compliance with all other program requirements.

Table 1. Clean Ports Program scrappage and technology deployment documentation

	Applicability	Purpose	Photo Evidence
Scrappage Eligibility Statement (EPA Form 5900-718)	Grantees that committed to scrappage	Attestation that a current vehicle, piece of equipment, or engine is eligible to be scrapped according to program requirements	No
Scrappage Evidence Statement (EPA Form 5900-684)	Grantees that committed to scrappage	Attestation that a current vehicle, piece of equipment, or engine was permanently disabled and scrapped according to program requirements	Yes
Technology Deployment Evidence Statement (EPA Form 5900-719)	All technology deployment grantees	Attestation that a new vehicle, piece of equipment, powertrain, or infrastructure group was deployed	Yes

Scrappage Eligibility Statement

Overview

Grantees that committed to scrappage are required to submit a Scrappage Eligibility Statement signed by the vehicle/equipment owner to attest that a vehicle, piece of equipment, or engine is eligible to be scrapped according to the Clean Ports Program scrappage eligibility requirements described below.

Grantees may submit either:

(a) a separate signed statement for each vehicle/piece of equipment;

or

(b) a single signed statement per vehicle/equipment owner with an attached spreadsheet that lists the required vehicle/equipment information for all vehicles/equipment to be scrapped by that owner.

- If submitting option (b), the statement should omit specific vehicle/equipment information and should instead state “*See attached spreadsheet.*” The spreadsheet must include information for all applicable fields on the Scrappage Eligibility Statement.
- An example spreadsheet that grantees may use is available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>. The EPA will not penalize or withhold benefits if a grantee does not use the example spreadsheet. However, using the example spreadsheet will assist with the timely review and processing of Scrappage Eligibility Statements.

Information on the Scrappage Eligibility Statement and/or the attached spreadsheet should match the information on both the Scrappage Evidence Statement and Tab 16 (Scrappage Information) of the Project Reporting Template. Grantees submitting option (b) should copy and paste information from the Project Reporting Template into the spreadsheet.

Submission and File Naming Instructions

Grantees should submit files to both the Project Officer and cleanports@epa.gov.

Grantees may submit Scrappage Eligibility Statements prior to scrappage to receive feedback from the EPA on whether the vehicles/equipment are eligible based on the submitted information. This best practice helps grantees avoid scrapping a vehicle or piece of equipment that is later identified as ineligible.

Please use the following file naming conventions:

- **If submitting option (a)** (a separate signed statement for each vehicle/piece of equipment):

[Award ID¹_[grantee name or acronym]_ScrappageEligibility_[last four digits of VIN or serial number if equipment does not have a VIN]_[submission date as YYYY.MM.DD].pdf

Example:

00A01478_PortofX_ScrappageEligibility_0415_2026.02.19.pdf

- **If submitting option (b)** (a single signed statement per vehicle/equipment owner with an attached spreadsheet that lists the required information for all vehicles/equipment to be scrapped by that owner):

[Award ID]_[grantee name or acronym]_ScrappageEligibility_[owner entity name]_[submission date as YYYY.MM.DD].xlsx

Example:

00A01478_PortofX_ScrappageEligibility_OwnerName_2026.02.19.xlsx

Note: Both the signed statement and the attached spreadsheet should follow the same file naming convention. The file extension for the signed statement should be *.pdf*, and the file extension for the spreadsheet should be *.xlsx*.

¹ *Award ID* refers to the *EPA Grant Number* listed on Tab 2, Cell M11 of the Project Reporting Template.

Scrappage Eligibility Requirements

Grantees that committed to scrappage are required to follow the requirements detailed in the Terms and Conditions of their award. Column references below refer to columns in the Project Reporting Template.

Operation Status

- The existing equipment being scrapped must be fully operational. Operational equipment must be able to start, move, and have all necessary parts to perform its function.

Ownership (reported on Tab 16, Column J)

- The participating fleet owner must currently own and operate the existing equipment and have owned and operated it during the **two years** prior to upgrade. “Upgrade” refers to the point when the vehicle, equipment, or engine is scrapped.
- The owner listed on the signed Scrappage Eligibility Statement should match the owner reported on Tab 16, Column J.

Remaining Life (reported on Tab 16, Column BL)

- The existing equipment being scrapped must have at least **three years** of remaining life at the time of scrappage.
- Remaining life is the owner’s estimate of the number of years until the unit would have been retired from service if the unit were not being scrapped because of the grant funding. The remaining life estimate includes years of service expected after being rebuilt or sold to another fleet. Remaining life depends on the current age and condition of the vehicle at the time of upgrade, as well as factors like usage, maintenance, and climate.

Equivalent Replacement

- The existing equipment/engine being scrapped must have similar horsepower to the new equipment/powertrain being purchased (**within 40%**).
- Exception: This requirement does not apply if the horsepower of the existing equipment/engine is higher than the horsepower of the new equipment/powertrain.
- To confirm whether the new engine/equipment is an equivalent replacement, compare the horsepower of the engine/equipment being scrapped (reported on Tab 16, Column AV) to the horsepower of the corresponding new vehicle/piece of equipment (reported on Tab 15, Column AP).

Onroad Usage (reported on Tab 16, Column BI)

- To be eligible, the existing certified onroad vehicle must have accumulated at least **7,000 miles per year** during the two years prior to scrappage.
- Exception: If an applicant can demonstrate that a certified highway vehicle is being used in a predominately nonroad application (e.g., those that idle for long periods to power

an auxiliary apparatus), the definition below under “Nonroad Usage” of engine operating hours may be used if approved by the project officer. The EPA will review and approve this exception on a case-by-case basis.

- The mileage of two or more units may be combined to reach the threshold above where two or more units will be scrapped and replaced with a single unit.

Nonroad Usage (reported on Tab 16, Column BH)

- To be eligible, nonroad engines should operate at least **500 hours per year** during the two years prior to scrappage.
- The engine operating hours of two or more units may be combined to reach the threshold above where two or more units will be scrapped and replaced with a single unit.

Locomotive and Marine Usage (reported on Tab 16, Column BH)

- Existing locomotive and marine engines to be scrapped must operate at least **1,000 hours per year** during the two years prior to scrappage.
- The engine operating hours of two or more units may be combined to reach the threshold above where two or more units will be scrapped and replaced with a single unit.

Grantees should complete Tab 16 (Scrappage Information) of the Project Reporting Template early in the project to ensure the tab is filled in prior to scrappage. For information about collecting current vehicle/equipment activity data for reporting on Tab 16 (Figure 1), see the *Guide to Collecting Activity Data from Vehicles, Equipment, and Infrastructure*, available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>.

Figure 1. Activity data reporting columns on Tab 16 of the Project Reporting Template

BG	BH	BI	BJ	BK	BL
Table 16d. Current Annual Vehicle Activity Data & Estimated Remaining Life					
Annual Amount of Fuel Used (gallons/year per engine; report using the latest 12-month period available)	Annual Usage Hours (hours per year per engine; includes idling hours; nonroad, locomotive, and marine only)	Annual Miles Traveled (miles per vehicle; onroad only)	Annual Idling Hours (hours per engine; on-highway only)	Annual Hotelling Hours (hours per year per engine; class 8 long-haul combination only)	Remaining Life of Current Engine/Vehicle (years per engine; total # of years of engine life remaining at time of upgrade action):
Example: 6000	Example: 3000	Example: 12000	Example: 1500	Example: N/A	Example: 3

Scrappage Evidence Statement and Photo Evidence

Overview

Grantees that committed to scrappage are required to submit a Scrappage Evidence Statement signed by the grantee, vehicle/equipment owner, and dismantler/scrapper to demonstrate that a vehicle, piece of equipment, or engine was scrapped according to the Clean Ports Program scrappage requirements described below.

Grantees may submit either:

- (a) a separate signed statement for each vehicle/piece of equipment;
- or*
- (b) a single signed statement per vehicle/equipment owner with an attached spreadsheet that lists the required vehicle/equipment information for all vehicles/equipment scrapped by that owner.
 - If submitting option (b), the statement should omit specific vehicle/equipment information and should instead state “*See attached spreadsheet.*” The spreadsheet must include information for all applicable fields on the Scrappage Evidence Statement.
 - An example spreadsheet that grantees may use is available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>. The EPA will not penalize or withhold benefits if a grantee does not use the example spreadsheet. However, using the example spreadsheet will assist with the timely review and processing of Scrappage Evidence Statements.

For both options (a) and (b), grantees must submit required photo evidence for each individual vehicle/piece of equipment.

Information on the Scrappage Evidence Statement and/or the attached spreadsheet should match the information on both the Scrappage Eligibility Statement and Tab 16 (Scrappage Information) of the Project Reporting Template. Grantees submitting option (b) should copy and paste information from the Project Reporting Template into the spreadsheet.

All scrapped vehicles/equipment should be permanently disabled within two years of delivery of the equivalent new vehicle/equipment or before the end of the project performance period, whichever comes first. Scrapped vehicles/equipment should be permanently disabled by:

- **Disabling the engine:** cut a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders) or use another pre-approved scrappage method that permanently disables the engine.

and

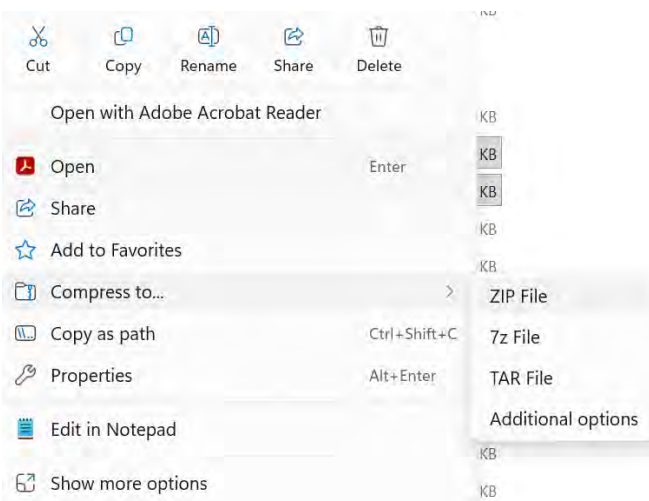
- **Disabling the chassis** (not applicable if the vehicle/piece of equipment is being repowered with a new powertrain): cut completely through the frame/frame rails on each side of the vehicle at a point located between the front and rear axles, or use another pre-approved scrappage method that permanently disables the chassis.

Submission and File Naming Instructions

Grantees should email both the Project Officer and cleanports@epa.gov when ready to submit the files. The EPA will provide a link to securely upload the files. The same link may be used to submit multiple batches. Statements and photo evidence should be submitted following scrappage and no later than project closeout.

Grantees should submit a separate ZIP folder for each vehicle/piece of equipment, with the required digital photos included as separate files. If submitting option (a), include the signed statement in the same ZIP folder as the photos. To save files to a ZIP folder on a Windows computer: select the files in File Explorer, right-click, and click *Compress to...* > *ZIP File* (Figure 2).

Figure 2. Screenshot showing how to save selected scrappage evidence files to a ZIP folder



Please use the following file naming conventions:

- **If submitting option (a)** (a separate signed statement for each vehicle/piece of equipment):

[Award ID]²_[grantee name or acronym]_ScrappageEvidence_[last four digits of VIN or serial number if equipment does not have a VIN]_[submission date as YYYY.MM.DD].pdf

Example:

00A01478_PortofX_ScrappageEvidence_0415_2026.06.20.pdf

- **If submitting option (b)** (a single signed statement per vehicle/equipment owner with an attached spreadsheet that lists the required information for all vehicles/equipment to be scrapped by that owner):

[Award ID]_[grantee name or acronym]_ScrappageEvidence_[owner entity name]_[submission date as YYYY.MM.DD].xlsx

Example:

00A01478_PortofX_ScrappageEvidence_OwnerName_2026.06.20.xlsx

Note: Both the signed statement and the attached spreadsheet should follow the same file naming convention. The file extension for the signed statement should be *.pdf*, and the file extension for the spreadsheet should be *.xlsx*.

- **ZIP folder for each vehicle/piece of equipment:**

[Award ID]_[grantee name or acronym]_ScrappageEvidence_[last four digits of VIN or serial number if equipment does not have a VIN]_[submission date as YYYY.MM.DD].zip

Example:

00A01478_PortofX_ScrappageEvidence_0415_2026.06.20.zip

² Award ID refers to the EPA Grant Number listed on Tab 2, Cell M11 of the Project Reporting Template.

- **Individual photos within each ZIP folder:**

[photo description from Table 2]_[last four digits of VIN or serial number if equipment does not have a VIN]

Example:

EngineLabel_0415

Table 2. Photo descriptions to include in file names for scrappage evidence

Scrappage Evidence Photo	Description to Include in File Name
1. Side profile of the vehicle/equipment, prior to disabling	SideProfileBefore
2. VIN or equipment serial number tag	VINSerialNumber
3. Engine label (showing serial number, engine family name, and engine model year)	EngineLabel
4. Engine block, prior to disabling	EngineBlockBefore
5. Engine block, after disabling	EngineBlockAfter
6. Cut frame rails of the vehicle/equipment	CutFrame
7. Optional: Fully destroyed vehicle/equipment	FullyDestroyed

Notes:

- If submitting multiple versions of the same photo, add a number to the description in the file name (e.g., CutFrame1, CutFrame2).
- Accepted file types for the digital photos include *.png*, *.jpeg*, and *.jpg*.

Scrappage Requirements

- If the recipient for any reason does not scrap the vehicle/piece of equipment described in the application project narrative dated May 28, 2024, or listed on the Supplemental Application Template (“4b. Scrappage Information” tab), an equivalent vehicle/piece of equipment must be scrapped instead, with approval of the Project Officer.
- Equipment identified for scrappage may not be resold or donated instead of being scrapped.
- The existing vehicle/equipment must be scrapped or rendered permanently disabled within two years of delivery of the equivalent new vehicle/equipment, or before the end of the project performance period, whichever comes first.
- Cutting a three-inch-by-three-inch hole in the engine block (the part of the engine containing the cylinders) is the preferred method for scrappage. Other acceptable scrappage methods may be considered and will require prior EPA approval.
- Disabling the chassis may be completed by cutting through the frame or frame rails on each side at a point located between the front and rear axles.
- Recipients seeking approval for alternate scrappage methods must submit an alternative scrappage plan to the EPA Project Officer detailing how the method will destroy and/or disable the engine and must, if approved, comply with the evidence requirements listed below, including digital photographs.
- Equipment and vehicle components that are not part of the engine or chassis may be salvaged from the unit being scrapped (e.g., seats, tires).

Photo Evidence for Scrappage

Grantees must include the following photos for each vehicle/piece of equipment to demonstrate compliance with the scrappage requirements:

1. Side profile of the vehicle/equipment, prior to disabling
2. VIN or equipment serial number tag
3. Engine label (showing serial number, engine family name, and engine model year)
4. Engine block, prior to disabling
5. Engine block, after disabling
6. Cut frame rails of the vehicle/equipment
7. Optional: Fully destroyed vehicle/equipment

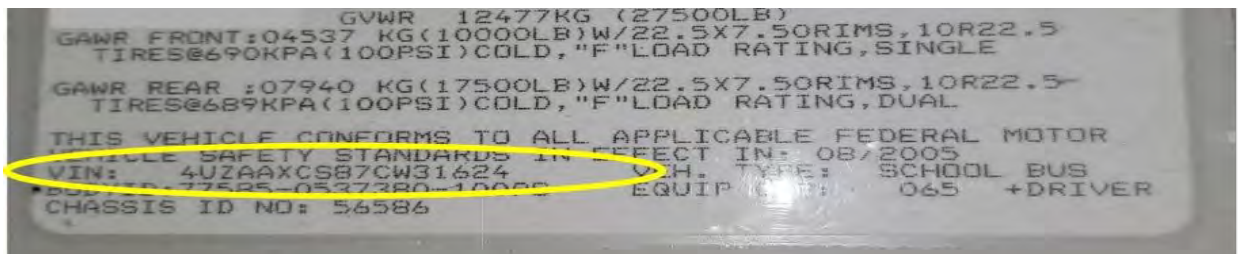
1. Side profile of the vehicle/equipment, prior to disabling:

- If possible, photo should show a readable license plate or another unique identifier to differentiate from similar vehicles/equipment.
- A best practice is to spray-paint the last four digits of the VIN or serial number on the vehicle/equipment.

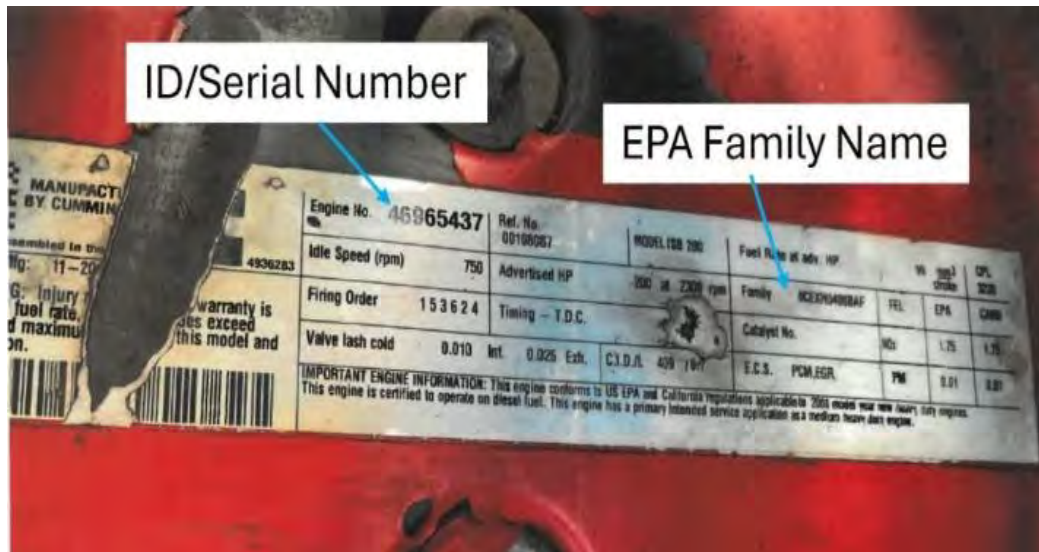


2. VIN or equipment serial number tag: Photo must show a readable VIN plate that displays the 17-character VIN and manufacturer.

- For nonroad equipment without a VIN, the photo must show a readable serial number plate that displays the serial number and manufacturer.
- Photo should show a readable plate or tag with the VIN or serial number, not a digital photo of the vehicle/equipment/powertrain with the VIN or serial number superimposed over the digital photo.



3. Engine label: Photo must show a readable serial number, EPA engine family name, and engine model year. Note: Certain equipment may not have an EPA family name.



4. Engine block, prior to disabling: Photo must show the engine prior to cutting a hole in the engine block.



5. Engine block, after disabling: Photo must show the engine block rendered permanently inoperable (e.g., hole drilled, crushed, or shredded).



6. Cut frame rails of the vehicle/equipment: Photo must show chassis rails or other structural components rendered permanently inoperable (e.g., irreparable cuts, crushed, or shredded).



7. Optional: Fully destroyed vehicle/equipment (e.g., shredded or crushed).



Technology Deployment Evidence Statement and Photo Evidence

Overview

All technology deployment grantees are required to submit a Technology Deployment Evidence Statement signed by the grantee and vehicle/equipment/infrastructure owner to demonstrate the deployment of new vehicles, equipment, powertrains, and/or infrastructure.

Grantees may submit either:

(a) a separate signed statement for each vehicle/piece of equipment/infrastructure group;

or

(b) a single signed statement per vehicle/equipment/infrastructure owner with an attached spreadsheet that lists the required vehicle/equipment/infrastructure information for all vehicles/equipment/infrastructure deployed by that owner.

- If submitting option (b), the statement should omit specific vehicle/equipment/infrastructure information and should instead state “*See attached spreadsheet.*” The spreadsheet must include information for all applicable fields on the Technology Deployment Evidence Statement.
- An example spreadsheet that grantees may use is available at: <https://www.epa.gov/ports-initiative/clean-ports-program-grantee-resources#documents>. The EPA will not penalize or withhold benefits if a grantee does not use the example spreadsheet. However, using the example spreadsheet will assist with the timely review and processing of Technology Deployment Evidence Statements.

For both options (a) and (b), grantees must submit required photo evidence for each individual vehicle/piece of equipment/infrastructure group.

Information on the Technology Deployment Evidence Statement and/or the attached spreadsheet should match the information included on Tab 15 (New Fleet Description) and Tabs 17-22 (Infrastructure) of the Project Reporting Template. Grantees submitting option (b) should copy and paste information from the Project Reporting Template into the spreadsheet.

If submitting option (a):

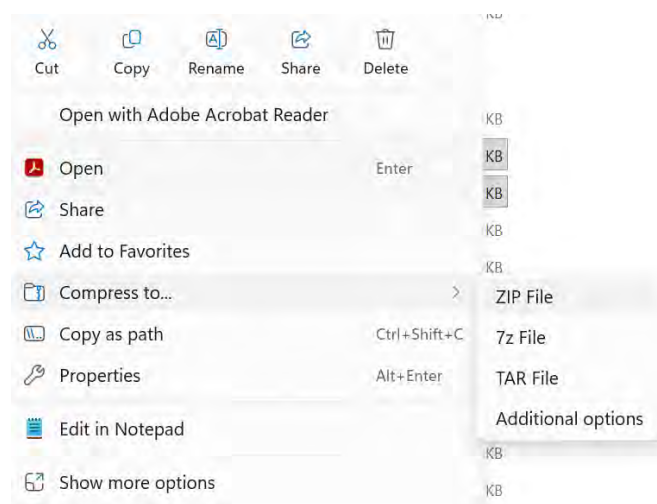
- Submit separate statements for vehicles/equipment and supporting infrastructure, except in instances where the infrastructure exclusively serves the specific piece of equipment (e.g., electrical infrastructure for grid-connected equipment or a charger that serves only a specific vehicle/piece of equipment).
- Each statement should correspond to a separate row in the Project Reporting Template. For example, if an infrastructure row in the Project Reporting Template includes multiple units or components, those units or components may be included together on the same statement.

Submission and File Naming Instructions

Grantees should email both the Project Officer and cleanports@epa.gov when ready to submit the files. The EPA will provide a link to securely upload the files. The same link may be used to submit multiple batches. Statements and photo evidence should be submitted following technology deployment and no later than project closeout.

Grantees should submit a separate ZIP folder for each vehicle/piece of equipment/infrastructure group, with the required digital photos included as separate files. If submitting option (a), include the signed statement in the same ZIP folder as the photos. To save files to a ZIP folder on a Windows computer: select the files in File Explorer, right-click, and click *Compress to...* > *ZIP File* (Figure 3).

Figure 3. Screenshot showing how to save selected deployment evidence files to a ZIP folder



Please use the following file naming conventions:

- **If submitting option (a)** (a separate signed statement for each vehicle/piece of equipment/infrastructure group):

[Award ID]³_[grantee name or acronym]_DeploymentEvidence_[last four digits of VIN or serial number if equipment does not have a VIN]_[submission date as YYYY.MM.DD].pdf

Example:

00A01478_PortofX_DeploymentEvidence_0415_2026.06.20.pdf

- **If submitting option (b)** (a single signed statement per vehicle/equipment/infrastructure owner with an attached spreadsheet that lists the required information for all vehicles/equipment/infrastructure deployed by that owner):

[Award ID]_[grantee name or acronym]_DeploymentEvidence_[owner entity name]_[submission date as YYYY.MM.DD].xlsx

Example:

00A01478_PortofX_DeploymentEvidence_OwnerName_2026.06.20.xlsx

Note: Both the signed statement and the attached spreadsheet should follow the same file naming convention. The file extension for the signed statement should be *.pdf*, and the file extension for the spreadsheet should be *.xlsx*.

- **ZIP folder for each vehicle/piece of equipment/infrastructure group:**

[Award ID]_[grantee name or acronym]_DeploymentEvidence_[last four digits of VIN or serial number if equipment does not have a VIN]_[submission date as YYYY.MM.DD].zip

Example:

00A01478_PortofX_DeploymentEvidence_0415_2026.06.20.zip

³ Award ID refers to the EPA Grant Number listed in Tab 2/Cell M11 of the Project Reporting Template.

- **Individual photos within each ZIP folder:**

[photo description from Table 3]_[last four digits of VIN or serial number if equipment does not have a VIN]

Example:

FrontProfile_0415

Table 3. Photo descriptions to include in file names for deployment evidence

Deployment Evidence Photo	Description to Include in File Name
1. Front profile of new vehicle, equipment, or powertrain	Front
2. Side profile of new vehicle, equipment, or powertrain	Side
3. VIN or serial number of new vehicle, equipment, or powertrain	VINSerialNumber
1. View of infrastructure	Infrastructure
2. View of infrastructure data plate	DataPlate

Notes:

- If submitting multiple versions of the same photo, add a number to the description in the file name (e.g., Infrastructure1, Infrastructure2).
- Accepted file types for the digital photos include *.png*, *.jpeg*, and *.jpg*.

Photo Evidence for New Vehicles/Equipment

Grantees must include the following photos for each vehicle/piece of equipment:

1. Front profile view
2. Side profile view
3. View of VIN or serial number

1. Front profile view: If possible, photo should show a readable license plate or another unique identifier to differentiate from similar vehicles/equipment.



2. Side profile view: If possible, photo should show a readable license plate or another unique identifier to differentiate from similar vehicles/equipment.



3. View of VIN or serial number:

- Photo must show a readable VIN plate that displays the 17-character VIN and manufacturer. For nonroad equipment without a VIN, the photo must show a readable serial number plate that displays the serial number and manufacturer.
- Photo should show a readable plate or tag with the VIN or serial number, not a digital photo of the vehicle/equipment/powertrain with the VIN or serial number superimposed over the digital photo.

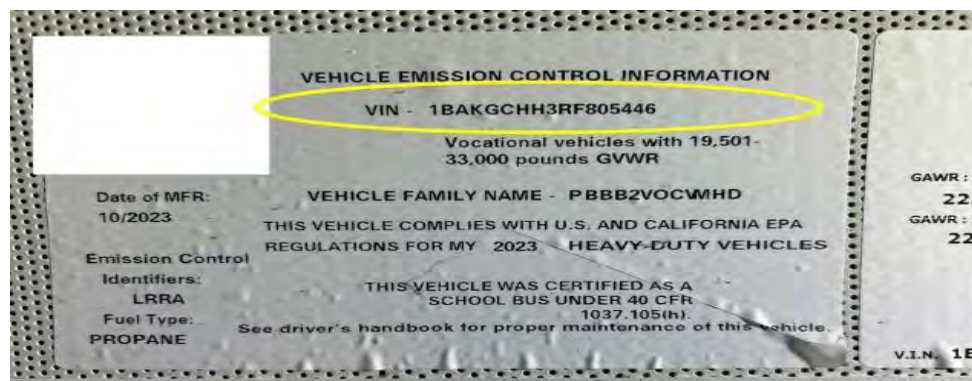


Photo Evidence for New Infrastructure

Grantees must include the following photos:

1. View of charging/fueling infrastructure, including shore power, power generation systems, and other eligible infrastructure
2. View of data plate(s)

1. View of charging/fueling infrastructure: Photo must show infrastructure installed at the project location.



2. View of data plate(s):

- Photo must show a readable plate that displays the serial number and manufacturer.
- Photo should show a readable plate or tag with the serial number, rather than a digital photo of the infrastructure with the serial number superimposed over the photo.

