



**DRIVE
CLEAN**
Pennsylvania

INSPECTIONS NEWSLETTER

Important Vehicle Inspection Information

Pennsylvania's Vehicle Inspection Program

SPRING 2023 ISSUE

PAGE 1

Inspector Password Changes
Frequently Asked Questions

PAGE 2

Wipers & Rear Windows
Windshield Inspection
Windshield Replacement Stickers
Emissions Testing For Out-Of-State
Vehicles

PAGE 3

Properly Documenting Failures On
Work Orders
Process For Deleting Or Adding An
Inspector To Your Emissions Analyzer

SPRING 2023 ISSUE

INSPECTIONS NEWSLETTER



Inspector Password Changes

Inspection mechanics can change their analyzer password at any time by asking their station manager to reset the password. Then, at the start of the next inspection, the analyzer will prompt the inspector to reset their password. While PennDOT and the Pennsylvania Emissions Team do not require inspectors to regularly change their passwords, this should be done frequently for better security.

Inspectors should NEVER disclose their passwords to other inspectors, non-station personnel, or station owners. Sharing passwords could have severe ramifications for the inspector whose password was shared. Do not write down or record your password where others can see it.



Frequently Asked Questions

Q - After an emissions inspection, an inspector notices that an incorrect mileage has been entered; how can this be corrected?

A – The emissions inspector should perform another inspection, as an initial inspection, on the vehicle for which the mileage was entered incorrectly. Keep in mind when performing the new inspection that the inspector should enter the

correct mileage for the vehicle. The same inspection sticker number should be used.

Stations should be aware that duplicate sticker usage will show on their station's used sticker report.

Q – An inspector has entered an incorrect sticker number during an emissions inspection; how can this be corrected?

A – Once the correct sticker has been identified, the emissions inspector should enter a sticker replacement into their emissions PAS Unit (emissions equipment). The emissions inspector should follow the menu path:

- 1. Vehicle Emissions Inspection Menu
- 6. Replacement/Missing/Waiver/Exemption/Exception Sticker

➤ 4. Issue Replacement Sticker

After the vehicle information has been entered, the inspector should:

- Enter the incorrect sticker as the “old sticker” (or the one being replaced).
- Then enter the correct sticker as the “New Replacement Sticker” (or the sticker that should have been entered into the PAS Unit correctly).
- Enter the month and year of expiration.

The PAS Unit will print a “Sticker Issuance Report.” The inspector must sign and retain this report for an audit.

No sticker should be voided in the PAS Unit unless the station has physical possession of the sticker that is being voided.



Safety Inspections

Wipers & Rear Windows

In order to pass a safety inspection, windshield wiper systems must be in a safe operating condition and capable of cleaning rain, snow, and other moisture from the windshield. However, the wipers on a vehicle's rear window do NOT need to be operational to pass the safety inspection.

Inspectors should review Publication 45, Safety Equipment and Inspection Regulations for a complete list of rejected items for wiper inspection.



Windshield Inspection

When inspecting windshields for defects, there are several things to keep in mind. First, the acute area* of the windshield does not include the entire sweep area of the windshield wipers.

As outlined in Subchapter E, the acute area of the windshield is the critical vision area on the driver's side of the vehicle in the normal line of vision — 8½ inches wide and 5½ inches high.

Safety & Emissions Inspections

Windshield Replacement Stickers

Windshield stickers for both safety and emissions may be replaced within the prescribed five-day period from the date of replacement without reinspecting the vehicle. For safety and emission replacement stickers, the information from the original sticker mileage and date should be written on the back of the replacement sticker along with the word "Replacement."

The piece of glass with the original stickers affixed must be retained by the station for audit by the QAO. Even if the station issued the "OLD" original stickers, the piece of replacement glass must be retained by the station issuing the replacement sticker for an audit.

Emissions Testing For Out-Of-State Vehicles

RENEWING OUT-OF-STATE REGISTRATIONS

Out-of-state vehicle owners may request a PA emissions inspection to renew their vehicle's registration in their home state. To do this, determine the county in which the vehicle is primarily used and proceed with the emissions inspection as normal.

RECORDING THE STICKER NUMBER

When recording the sticker number used for out-of-state vehicles, the inspector should record the home state abbreviation followed by eight 9s. For example, with a New Jersey (NJ) vehicle, the sticker number would be NJ99999999.

Properly Documenting Failures On Work Orders

Be sure to accurately document on work orders the reason(s) that a customer's vehicle failed to pass the safety inspection. When they understand the reason(s) for the failure, it promotes the owner's trust in your services, reduces consumer complaints, and provides you with documentation needed to address any complaints.

Steps you can take to make it clear to the customer why their vehicle failed inspection:

- Clearly indicate the section of the inspection code that you are failing the vehicle for, not just the required repair.
- When a measurement is the reason for a failure — such as ball joints — indicate the failing measurement along with the required minimum/maximum to pass inspection.



- If there is a recommended repair that would not result in a failed inspection, clearly indicate that the repair is not required, but recommended, and why.
- Make sure the required brake and tire readings are listed on every work order.

Process For Deleting Or Adding An Inspector To Your Emissions Analyzer

Making changes to emissions inspectors on your station's analyzer requires calling the Inspection Station Operator Hotline at 1-888-265-5909. Stations have the option of either faxing or emailing the required documents.

TO DELETE AN INSPECTOR FROM AN EMISSIONS ANALYZER

To delete an inspector(s) from your emissions analyzer, you must send the emissions technician list and the MV-516 form, and clearly note which inspector(s) are to be removed.

The MV-516 form can be printed from the emissions analyzer and should be posted on the inspection station's wall.

The request to delete an inspector(s) can be faxed to (717) 963-8434 or emailed to documents@PaStationHotline.com.

TO ADD AN INSPECTOR TO AN EMISSIONS ANALYZER

If you need to add an inspector(s) to your emissions analyzer, you must submit your request, along with the documents listed below, by fax or email:

1. A cover sheet with the request to add an inspector clearly indicating:
 - a. Station name
 - b. Station phone number
 - c. Station contact name
 - d. Name of inspector(s) to be added
2. A photocopy of the Certified Emissions Inspector's license for each inspector being added.
3. A photocopy of the Certified Emissions Inspector's driver's license for each inspector being added.
4. A photocopy of the updated Emissions Technician list of MV-516 that lists all certified inspectors.

Both the Certified Emissions Inspector's and driver's licenses must be valid.

The request to add an inspector(s) can be faxed to (717) 963-8434 or emailed to documents@PaStationHotline.com.

AFTER THE REQUEST HAS BEEN SUBMITTED, IT WILL TAKE 24 HOURS DURING BUSINESS DAYS (MONDAY-FRIDAY) TO PROCESS.

To verify that the change has been made, perform a Data File Refresh (DFR) on the analyzer. This will update the list of inspectors.