Low-Use Guidance Document

This guidance document will provide users with step by step instructions for the following low-use operating period requirements:

1- Purchasing a low-use operating period
2- Reporting low-use hour meter reading
3- Reporting an hour meter replacement
Purchasing a low-use operating period

- Click “Buy Operating Period” for the engine you want to authorize
- Click “Low-Use Annual (max 200 hrs.)” operating period type
- Check the box to confirm the engine has an hour meter installed
  *(You will not be able to proceed without a functioning hour meter)*
- Enter the “Current Engine Hour Meter Reading”
  *(The 200 hours for the operating period will be based on this initial reading- confirm it is correct)*
- Click “Select Date” and select the start date for the operating period
- Click “Calculate Operating Period Fee”

**Step 2**

**Select Start Date:**

- **Start Date:** October 10, 2018
- **End Date:** October 09, 2019

> All Low-Use operating periods have a **1-year or 200 operating hour duration.**

Using >5% biodiesel fuel will reduce your operating period cost.

* Will this engine be using **greater than 5%** of biodiesel fuel for the entire operating period?  
  - No

> [Calculate Operating Period Fee]
1. Click “Add to Cart” to checkout or click “Edit Operating Period” to make changes to your selection.

**Operating Period Cost Estimate**

- Low-Use Annual (max 200 hrs.) Operating Period
- Starting October 10, 2018
- Ending October 09, 2019
- Current Engine Hour Meter Reading is 2538 hours

WANT TO REDUCE OR ELIMINATE FEES?

Apply an ERM or Retire your engine for savings & money back.

Refunds & Administration Fee: A $15 administration charge per engine is included in the amount shown. You may cancel your operating period* and receive a pro-rated refund. See FAQs for more information. *Low-Use Annual operating periods are NON-REFUNDABLE.

2. Click “Proceed to Checkout” to finalize or if you have other engines to authorize click “Buy Operating Periods for Other Engines.”
Select payment method of “Credit Card” or “Cheque” and click “Pay Now”
Reporting periods for low-use hour meter reading

Hour meter readings for all low-use operating periods must be reported at the end of each calendar quarter during the following reporting periods:

<table>
<thead>
<tr>
<th>Calendar Quarter</th>
<th>Required Reporting Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>March 31 to April 15</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>June 30 to July 15</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>September 30 to October 15</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>December 31 to January 15</td>
</tr>
</tbody>
</table>

If an engine is going to exceed the allotted 200 hours for the low-use operating period, the Registrant is responsible to report the hour meter reading and renew the operating period as required. Even if the 200 hour exceedance is in-between the required reporting periods at the end of each quarter.

Reporting low-use hour meter reading

- Click “Report Low-Use Meter Reading” for the engine that requires reporting
• Enter the current engine hour meter reading
• The system will calculate the hours remaining for the operating period based on the current reported hour meter reading and the last reported meter reading
• Click “Submit Engine Meter Reading”
• Confirmation for reporting submission is provided
• Click the “Reporting History” tab to view all hour meter reading submissions for the current operating period

Report Low-Use Meter Reading

![Hours Remaining: 150]

Thank you for entering your engine hour meter reading. Your engine hour meter reading has been updated to 2648 hours. Please refer to Reporting History below.

![Engine Details: Engine 1815 | Excavator]

- Meter Reading at Registration: 2598
- Last Reported Meter Reading: 2648

### Reporting History

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Hour Meter Reading</th>
<th>Hours Outside of Metro Vancouver</th>
<th>Hours Used Since Last Report</th>
<th>Meter Replacement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 10, 2018</td>
<td>2.598</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Jan 2, 2019</td>
<td>2.648</td>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

• Click the “Quarterly Reporting Compliance Summary” tab to verify that you reported the engine hour meter reading during the required reporting period

### Quarterly Reporting Compliance Summary

<table>
<thead>
<tr>
<th>Calendar Quarter</th>
<th>Reporting Period</th>
<th>Submission Date</th>
<th>Reporting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q4 2018 (Oct 1 - Dec 31)</td>
<td>Dec 31 - Jan 15</td>
<td>Jan 2, 2019</td>
<td>Reported</td>
</tr>
<tr>
<td>Q1 2019 (Jan 1 - Mar 31)</td>
<td>Mar 31 - Apr 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2 2019 (Apr 1 - Jun 30)</td>
<td>Jun 30 - Jul 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3 2019 (Jul 1 - Sep 30)</td>
<td>Sep 30 - Oct 15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reporting an hour meter replacement

If an engine hour meter is damaged or stops functioning, you must replace and report that replacement meter to Metro Vancouver using the online registration system. It is a requirement to have a functioning, non-resettable hour meter in order to have a low-use operating period.

- Click “View details” for the engine that requires reporting
• Click “Report Hour Meter Replacement”
Enter the hour meter reading for the broken hour meter. Please approximate the hours if the reading is unavailable. The system will calculate the hours remaining based on this information.

Enter the meter replacement date

Enter the starting hours on the replacement meter

Upload supporting documents

Click the declaration box to confirm the hour meter is installed

Click “Submit Replacement Meter Info” to complete
- Confirmation for reporting submission is provided

Table:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>1805</th>
<th>Excavator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- Thank you for submitting your replacement meter information

**Reporting History**

27310472