

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](#)

- Click “Buy Operating Period” for the engine you want to authorize

HOME FIND ANY ENGINE PAYMENT HISTORY Help Contact Sonny Cart (0 items)

Home Search all Metro Vancouver Registered Engines »

MY ENGINE LISTING

[Add New Engine](#)

Tier 1	1805	Excavator View details -- TEST 123	Not Authorized Buy Operating Period	Get \$ Back ✕ Retire Apply ERM
Tier 1	2995	Backhoe View details 03G392 410G	Authorized Cancel Nov 14, 2017 - Nov 13, 2018	Get \$ Back ✕ Retire Apply ERM

- 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)

Purchase Operating Period Search all Metro Vancouver Registered Engines »

Tier 1 1805 Excavator [Remove From My Engine List](#) **Not Authorized**
[Buy Operating Period](#)

Step 1 Select Operating Period Type:

- Annual (365 days)
- Monthly (30 days)
- Daily
- Low-Use Annual (max 200 hrs.)

WANT TO REDUCE OR ELIMINATE FEES?
Apply an ERM or Retire your engine for savings & money back.

Please confirm the following before proceeding to the next step:

- Yes, this engine or machine has a functioning Engine Hour Meter installed.
- Current Engine Hour Meter Reading:

WARNING:


- You must report the Engine Hour Meter Reading at the end of each quarter.
- There are no refunds for cancelled Low-Use Operating Periods

Please refer to the [Low-Use Guidance](#) document or the [FAQs](#) for more information.

- Click “Select Date” and select the start date for the operating period
- Click “Calculate Operating Period Fee”

Step 2

Select Start Date:

 Select 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

- Click “Add to Cart” to checkout or click “Edit Operating Period” to make changes to your selection

Tier 1 | 1805 | Excavator | [Remove From My Engine List](#) | [Not Authorized Buy Operating Period](#)

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 2598 hours

\$265.00 CAD

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.

[Edit Operating Period](#)

[Add to Cart](#)



- Click “Proceed to Checkout” to finalize or if you have other engines to authorize click “Buy Operating Periods for Other Engines”

My Cart Items

Search [all](#) Metro Vancouver Registered Engines >

1805 - Excavator | **\$265.00**
Low-Use Annual (max 200 hrs.) Operating Period
October 10, 2018 - October 09, 2019

[Add Another Operating Period for This Engine](#) | [Edit](#) | [Remove](#)

[Clear Cart](#) | [Buy Operating Periods for Other Engines](#)

Note: Your cart will be cleared when you sign out of the system.

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.

\$265.00

[Proceed to Checkout](#)



WANT TO REDUCE OR ELIMINATE FEES?

Apply an [ERM](#) or [Retire](#) your engine for savings & money back.

- Select payment method of “Credit Card” or “Cheque” and click “Pay Now”

Select Payment Method

Search **all** Metro Vancouver Registered Engines »

Invoice Items

Description	Amount
Engine Registration No. 1805: 1999 - 100 HP (Excavator), Low-Use Oct 10, 2018 to Dec 31, 2018 (Fee Rate: \$10.00/hp)	56.85
Engine Registration No. 1805: 1999 - 100 HP (Excavator), Low-Use Jan 01, 2019 to Oct 09, 2019 (Fee Rate: \$10.00/hp)	193.15
Administration Fee	15.00
GST/PST	0.00
Total	\$265.00 CAD

- Credit Card
- Cheque



You will be directed to a secure payment processing site.



[Return to Cart](#)



[Pay Now](#)

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

Calendar Quarter	Required Reporting Periods
Quarter 1	March 31 to April 15
Quarter 2	June 30 to July 15
Quarter 3	September 30 to October 15
Quarter 4	December 31 to January 15

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

HOME FIND ANY ENGINE PAYMENT HISTORY

[Help](#) [Contact](#) [Sonny](#) [Cart \(0 items\)](#)

[Home](#)
Search **all** Metro Vancouver Registered Engines »

MY ENGINE LISTING + Add New Engine

Tier 1	1805	Excavator View details -- TEST 123	Authorized Cancel Oct 10, 2018 - Oct 09, 2019 Report Low-Use Meter Reading	Get \$ Back ✕ Retire Apply ERM
Tier 1	2995	Backhoe View details 03G392 410G	Authorized Cancel Nov 14, 2017 - Nov 13, 2018	Get \$ Back ✕ Retire Apply ERM

- 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”

Report Low-Use Meter Reading

1. **Enter Current Engine Hour Meter Reading:**
 2. **Does the Current Engine Hour Meter Reading include hours used outside of Metro Vancouver?**
- (Supporting documents may be required)

Hours Remaining:
Based on Last Reported Meter Reading **150**

Engine Details:
Engine 1805 | Excavator

Meter Reading at Registration:
2598

Last Reported Meter Reading:
2598

- Reporting History
- Quarterly Reporting Compliance Summary

- 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**
Based on Last Reported Meter Reading


Engine Details:
Engine 1805 | Excavator
Meter Reading at Registration:
2598
Last Reported Meter Reading:
2648


✓ 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.


Reporting History

Submission Date	Hour Meter Reading	Hours Outside of Metro Vancouver	Hours Used Since Last Report	Meter Replacement?
Oct 10, 2018	2,598		0	
Jan 2, 2019	2,648		50	

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

Reporting History 

Quarterly Reporting Compliance Summary 

Calendar Quarter	Reporting Period	Submission Date	Reporting Status 
Q4 2018 (Oct 1 - Dec 31)	Dec 31 - Jan 15	Jan 2, 2019	Reported
Q1 2019 (Jan 1 - Mar 31)	Mar 31 - Apr 15		
Q2 2019 (Apr 1 - Jun 30)	Jun 30 - Jul 15		
Q3 2019 (Jul 1 - Sep 30)	Sep 30 - Oct 15		

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

The screenshot shows the Metro Vancouver website interface for Non-Road Diesel Online Registration. The page title is "NON-ROAD DIESEL ONLINE REGISTRATION". The navigation bar includes "HOME", "FIND ANY ENGINE", and "PAYMENT HISTORY". There are also links for "Help", "Contact", a user profile "Sonny", and a shopping cart "Cart (0 items)". A search bar is present with the text "Search all Metro Vancouver Registered Engines".

The main content area is titled "MY ENGINE LISTING" and features a blue button labeled "Add New Engine". Below this, there are two engine listings:

Tier	Engine ID	Engine Name	View details	Authorized Cancel	Get \$ Back
Tier 1	1805	Excavator -- TEST 123	View details	Oct 10, 2018 - Oct 09, 2019 Report Low-Use Meter Reading	Retire Apply ERM
Tier 1	2995	Backhoe 03G392 410G	View details	Nov 14, 2017 - Nov 13, 2018	Retire Apply ERM

A red arrow points to the "View details" link for the Excavator engine (ID 1805).

- Click "Report Hour Meter Replacement"

Engine Details Search all Metro Vancouver Registered Engines »

Tier 1 1805 **Excavator** [Remove From My Engine List](#) **Authorized Cancel**
Oct 10, 2018 - Oct 09, 2019

Operating Status: Authorized
Low-Use Annual (max 200 hrs.)
Oct 10, 2018 - Oct 09, 2019

[Report Low-Use Meter Reading](#)

[Report Hour Meter Replacement](#)

[Buy Operating Period](#)

[Cancel Operating Period](#)

Get \$ Back:

Get up to **80% money back** from your last **3 years** of operating period costs by installing an Emission Reduction Measure

Machine Details **Engine Details**

Machine Type:	Excavator
Machine VIN:	1234567
Machine Manufacturer:	Cummins
Machine Model:	TEST 123
Machine is Used Primarily at Business Address:	Yes

- 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

Report a Meter Replacement

Search all Metro Vancouver Registered Engines >

Tier 0

2999

Grader

[Remove From My Engine List](#)

Authorized [Cancel](#)

Nov 13, 2018 - Nov 12, 2019

[Go to Engine Details](#)

Broken Meter

1. **Enter Current Engine Hour Meter Reading:**
(Approximate if exact reading unavailable)
2. **Does the Current Engine Hour Meter Reading include hours used outside of Metro Vancouver?**
(Supporting documents may be required)

No

Engine Details:
2999 | 91G358 | Grader
Meter Reading at Registration:
500
Last Reported Meter Reading:
520

Hours Remaining:
Based on Last Reported Meter Reading **179**

Replacement Meter

1. **Select Meter Replacement Date:**
2. **Enter the Replacement Meter Reading at installation:**
3. **Upload the Replacement Meter Purchase Receipt:**
(Upload supporting documents or photos if purchase receipt unavailable)

Choose File No file chosen

Uploaded Files:

No documents have been uploaded



You must upload the purchase receipt for the new engine hour meter before submitting.

Declaration

I declare the hour meter is installed on the engine.

Submit Replacement Meter Info

Reporting History



- Confirmation for reporting submission is provided

Report a Meter Replacement

Search **all** Metro Vancouver Registered Engines »

Tier 1

1805

Excavator

[Remove From My Engine List](#)

Authorized Cancel
Oct 10, 2018 - Oct 09, 2019

[Go to Engine Details](#)



Thank you for submitting your replacement meter information

Reporting History

