

APPENDIX C

AVR Adjustment Off-Peak Credits

- **Off Peak AVR Summary Form**
- **AVR Adjustment –
Off Peak Credits Calculation Form**



RULE 2202 - REGISTRATION FORM

APPENDIX C - AVR ADJUSTMENT OFF-PEAK CREDITS

YEAR:

SITE ID:

Weekly Employee Survey Summary Form (Off Peak) See Instructions on Page 9.

Summarize the commute modes of employees reporting to work outside the designated 6-10 a.m., Monday-Friday window

Days of the week: _____

If different than Monday through Friday, identify the 5 consecutive days above

Mode	MON	TUE	WED	TH	FRI	Total
NSR. No Survey Response (60-89%)						
NSE. Surveys with Errors						
A. Drive Alone						
B. Motorcycle						
C. 2 persons in vehicle						
D. 3 persons in vehicle						
E. 4 persons in vehicle						
F. 5 persons in vehicle						
G. 6 persons in vehicle						
H. 7 persons in vehicle						
I. 8 persons in vehicle						
J. 9 persons in vehicle						
K. 10 persons in vehicle						
L. 11 persons in vehicle						
M. 12 persons in vehicle						
N. 13 persons in vehicle						
O. 14 persons in vehicle						
P. 15 persons in vehicle						
Q. Bus						
R. Rail/plane						
S. Walk						
T. Bicycle						
U. Zero Emission Vehicle (no Hybrids)						
V. Telecommute						
W. Noncommuting						

Compressed Work Week Day(s) Off

X. 3/36 work week						
Y. 4/40 work week						
Z. 9/80 work week						

Other Days Off

AA. Vacation						
BB. Sick						
CC. Regular Day Off, Jury Duty, LOA, etc.						
DD. NSR (90% or higher response)						
OO. Peak Trips (Mixed Schedule)						

DAILY TOTALS						
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RULE 2202 - REGISTRATION FORM

APPENDIX C - AVR ADJUSTMENT OFF-PEAK CREDITS

YEAR:

SITE ID:

Weekly Employee/Vehicle Calculation (Off Peak) continued

Mode	Column I
NSR. No Survey Responses (if 60%-89%)	
NSE. Surveys with Errors	
A. Drive Alone	
B. Motorcycle	
C. 2 persons in vehicle	
D. 3 persons in vehicle	
E. 4 persons in vehicle	
F. 5 persons in vehicle	
G. 6 persons in vehicle	
H. 7 persons in vehicle	
I. 8 persons in vehicle	
J. 9 persons in vehicle	
K. 10 persons in vehicle	
L. 11 persons in vehicle	
M. 12 persons in vehicle	
N. 13 persons in vehicle	
O. 14 persons in vehicle	
P. 15 persons in vehicle	
Q. Bus	
R. Rail/plane	
S. Walk	
T. Bicycle	
U. Zero Emission Vehicle (no Hybrids)	
V. Telecommute	
W. Noncommuting	

Weekly Vehicles Trips	Column II
NSR. divided by 1	
NSE. divided by 1	
A. divided by 1	
B. divided by 1	
C. divided by 2	
D. divided by 3	
E. divided by 4	
F. divided by 5	
G. divided by 6	
H. divided by 7	
I. divided by 8	
J. divided by 9	
K. divided by 10	
L. divided by 11	
M. divided by 12	
N. divided by 13	
O. divided by 14	
P. divided by 15	
Q. Bus	0
R. Rail/plane	0
S. Walk	0
T. Bicycle	0
U. Zero Emission Vehicle (no Hybrids)	0
V. Telecommute	0
W. Noncommuting	0

Compressed Work Week Day (s) Off

X. 3/36 work week	
Y. 4/40 work week	
Z. 9/80 work week	

ET. Employee Trips (Total NSR thru Z)	
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TV. Total Vehicles (NSR through P)	
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Other Days Off

AA. Vacation	
BB. Sick	
CC. Regular Day Off, Jury Duty, LOA, etc.	
*DD. NSR (90% or higher)	
**OO. Peak Trips (Mixed Schedule)	
EE. Total (ET+AA+BB+CC+DD+OO)	
***OO. Off-Peak	
Add Lines **OO Peak and ***OO Off-Peak	
Subtract Line above from Line EE	
Divide Line above by 5. This is the total number of employees in the Off-Peak	

*DD. No Survey Response for employers that have achieved a 90% or higher survey response rate.

**OO. Peak: See Section IV-1, G - ETC Instructions, on page 9.

***OO. Off-Peak: Enter the number from line OO. Off-Peak Trips of the Weekly Employee/Vehicle Calculation (Peak), found on page 7. See Section IV-1, G - ETC Instructions, on page 9.

****The total number of employees in the Off-Peak in this box should match the number reported on Section IV-1, on page 5, item B (Total Number of Employees Reporting to Work during the Off-Peak Period).



RULE 2202 - REGISTRATION FORM

APPENDIX C - AVR ADJUSTMENT OFF-PEAK CREDITS

YEAR:

SITE ID:

APPENDIX C: AVR ADJUSTMENT OFF-PEAK CREDITS

Employers may receive additional credits from employee trip reductions that occur outside of the peak window. This credit may be calculated as follows:

$$AVR = \frac{E}{V - [CCVR \div 2.3]}$$

Where:

- E = Total number of weekly window employees in the peak window.
- V = Total number of weekly window vehicle trips in the peak window.
- CCVR= Weekly Creditable Commute Vehicle Reductions that occur outside of the peak window.
- 2.3= Discount factor.

1. Enter E - total number of weekly window employee trips in the peak window. (This number is found in Section IV-1, item E, Line ET, on page 7).	
2. Enter V - total number of weekly window vehicle trips in the peak window. (This number is found in Section IV-1, item E, Line TV, on page 7).	
3. Enter total number of weekly window employee trips* in the off-peak window. (This number is found in Appendix C, Line ET, on page 43).	
4. Enter total number of weekly window vehicle trips in the off-peak window. (This number is found in Appendix C, Line TV, on page 43).	
5. Subtract Line 4 from Line 3, and enter the result here.	
6. Divide Line 5 by 2.3 discount factor, and enter the result here.	
7. Subtract Line 6 from Line 2.	
8. Divide Line 1 by Line 7. This is the adjusted AVR for your worksite. Transfer this number to Section IV-1, Line 6 of the AVR Planning Form, on page 8.	

* This number may be calculated by surveying the off-peak employees using the same AVR survey forms found in Appendix A.

APPENDIX D

AVR Adjustment Reduced Staffing



APPENDIX D: AVR ADJUSTMENT REDUCED STAFFING

Employers may receive additional trip reduction credits from reduced staffing that occur during events such as school recesses/breaks, inventory, or temporary facility closures. This credit is not allowed for staff reductions resulting from actions such as layoffs, relocations, transfers, facility closures or temporary closures that are part of regularly scheduled facility vacations.

Reduced Staffing Survey Week: First day of survey_____ Last day of survey_____

Survey Response Rate: _____

$$AVR = \frac{En \times T}{[Vn \times Tn] + [Vr \times Tr \times 1.15]}$$

Where:

- En = Total number of weekly window employee trips during the normal operating schedule.
- T = Total number of annual operating workdays for the worksite; = Tn + Tr
- Vn = Total number of weekly window vehicle trips during the normal operating schedule (Section IV-1, Line TV, on page 7).
- Tn = Total number of normal operating days for the worksite.
- Vr = Total number of weekly window vehicle trip that occur during the reduced staffing schedule.
- Tr = Total number of days during the reduced staffing schedule.

1. Enter En - total number of weekly window employee trips during the normal operating schedule. (This number is found in Section IV-1, item E, Line ET, on page 7)	
2. Enter Tn - total number of normal operating days for the worksite.	
3. Enter Tr - total number of days during the reduced staffing schedule.	
4. Add Line 2 plus Line 3. Enter the result here.	
5. Multiply Line 1 by Line 4. Enter the result here.	
6. Enter Vn - total number of weekly window vehicle trips during the normal operating schedule. (This number is found in Section IV-1, item E, Line TV, on page 7.)	
7. Enter Vr - total number of weekly window vehicle trips that occur during the reduced staffing schedule.	
8. Multiply Line 2 by Line 6. Enter the result here.	
9. Multiply Line 3 by Line 7 by 1.15. Enter the result here.	
10 Add Line 8 plus Line 9. Enter the result here.	
11 Divide Line 5 by Line 10. Enter the result here. Transfer this number to Section IV-1, Line 6 of the AVR Planning Form, on page 8.	

APPENDIX E

AVR Adjustment Non-Regulated Sites

APPENDIX F

Multiple AVR Adjustments



APPENDIX F: AVR ADJUSTMENT

Multiple AVR Adjustments

Employers may combine the additional credits from Off-Peak Credits, Reduced Staffing, and Non-Regulated Sites.

- One credit adjustment must be completed before going on to the next.
- You may start the Multiple AVR Adjustment at steps A, B, or C.
- All survey data must be *weekly* employee and *weekly* vehicle trip survey numbers, not daily.

Multiple AVR adjustments should be calculated in the following sequence:	
A. Reduced Staffing Credit (Complete if applicable)	
1. Calculate the AVR for the Reduced Staffing credit and enter the resulting AVR	
2. Enter the number of Weekly Employees used in the Reduced Staffing credit calculation.	
3. Divide the AVR in Line 1 by the Weekly Employees in Line 2 and enter the result here. This is the new adjusted Vehicle-Trips. If you have no Off-Peak Credits skip to Line 7.	
B. Off-Peak Credits. (If you do not have Reduced Staffing Credit from above start with Line 6.)	
4. Enter the adjusted Vehicle Trips from Line 3 above in Appendix C Off-Peak Credit, Line 2.	
5. Continue to calculate the Off-Peak Credits.	
6. Enter the resulting number from Line 7 of the Off-Peak Credit calculation. This is the new Vehicle Trips from your adjustments.	
C. Non-Regulated Worksites	
7. Use the new Vehicle Trips from Line 6 above (or Line 3 if no Off-Peak Credits) as the Weekly Vehicle Trips for the primary worksite in Appendix E - Non-Regulated Sites adjustment calculation.	
8. Complete the calculation for the Non-Regulated Sites.	
9. Enter your adjusted AVR here and on Line 6 in Section IV-1, AVR Planning Form, on page 8.	