

PARRIS N. GLENDENING
GOVERNOR

KATHLEEN KENNEDY TOWNSEND
LT GOVERNOR



DAVID B. MITCHELL
SUPERINTENDENT

STATE OF MARYLAND
DEPARTMENT OF MARYLAND STATE POLICE

AUTOMOTIVE SAFETY ENFORCEMENT DIVISION
6601 Ritchie Highway
Glen Burnie, Maryland 21062
(410) 768-1735
FAX # (410) 761-2791

August 1, 1995

SPECIAL ORDER NO. 23-9510

TO: All A.S.E.D. Personnel and All Authorized Inspection Stations

SUBJECT: Vehicle Identification Number - Manufactured Year

The attached document concerning the Federal Motor Vehicle Safety Certification Label, explains the VIN process used to determine the year of vehicle manufacture.

As shown in the example, the model year of a vehicle can be determined by comparing the 10th character to the chart for model year 1980 through 2039.

This information should be helpful in determining the correct model year when completing the vehicle inspection report (check off sheet) and the inspection certificate.

This Order supersedes all other Orders or Memoranda in conflict therewith.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.14.B on Page 150.

A handwritten signature in cursive script, reading "R. Joel Underwood".

R. Joel Underwood, Captain
Commander, A.S.E.D.

RJU/pab

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August 1, 1995

Special Order No. 23-9514

TO: A.S.E.D. Personnel and All Motor Home Inspection Station
SUBJECT: Motor Home Vehicle Identification Numbers

The majority of motor homes are a multi-stage constructed vehicle where the chassis is manufactured by one party and the body by another. Consequently, there can be two (2) identification numbers on such vehicles.

During the inspection of such vehicles, the registered inspection mechanic will, when available, record both numbers, both chassis and body, on the Certificate of Inspection. If only one (1) number is available, this will be noted on the inspection check sheet.

This Order supersedes all other Orders or Memoranda in conflict therewith.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.11.B.(2) on Page 148.

A handwritten signature in cursive script, reading "R. Joel Underwood".

R. Joel Underwood, Captain
Commander, A.S.E.D.

RJU/pab

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August 1, 1995

SPECIAL ORDER NO. 23-9517

TO: All A.S.E.D. Personnel and All Authorized Inspection
Station Personnel

SUBJECT: Conversion of Metric and Decimal Measurements

Authorized inspection station personnel may find the information contained on the reverse side useful when using the metric conversion chart that is required by the inspection manual (COMAR), to convert metric and decimal measurements during brake inspections. This conversion chart is provided for your information and appropriate use. If there are any questions or if further clarification is needed, please contact your station supervisor or the A.S.E.D. office.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.07A.(19) on Page 142.

A handwritten signature in cursive script that reads "R. Joel Underwood".

R. Joel Underwood, Captain
Commander, A.S.E.D.

RJU/pab

DECIMAL AND MILLIMETER EQUIVALENTS

DECIMALS		MILLIMETERS	DECIMALS		MILLIMETERS	MM	INCHES	MM	INCHES			
$\frac{1}{64}$	0.015625	—	0.397	$\frac{33}{64}$	0.515625	—	13.097	.1	.0039	46	—	1.8110
$\frac{1}{32}$.03125	—	0.794	$\frac{17}{32}$.53125	—	13.494	.2	.0079	47	—	1.8504
$\frac{1}{16}$.046875	—	1.191	$\frac{9}{16}$.546875	—	13.891	.3	.0118	48	—	1.8898
$\frac{1}{8}$.0625	—	1.588	$\frac{5}{8}$.5625	—	14.288	.4	.0157	49	—	1.9291
$\frac{3}{32}$.078125	—	1.984	$\frac{3}{2}$.578125	—	14.684	.5	.0197	50	—	1.9685
$\frac{1}{4}$.09375	—	2.381	$\frac{19}{32}$.59375	—	15.081	.6	.0236	51	—	2.0079
$\frac{5}{16}$.109375	—	2.778	$\frac{9}{8}$.609375	—	15.478	.7	.0276	52	—	2.0472
$\frac{3}{8}$.1250	—	3.175	$\frac{5}{4}$.6250	—	15.875	.8	.0315	53	—	2.0866
$\frac{7}{16}$.140625	—	3.572	$\frac{3}{2}$.640625	—	16.272	.9	.0354	54	—	2.1260
$\frac{1}{2}$.15625	—	3.969	$\frac{11}{16}$.65625	—	16.669	1	.0394	55	—	2.1654
$\frac{1}{8}$.171875	—	4.366	$\frac{23}{32}$.671875	—	17.066	2	.0433	56	—	2.2047
$\frac{3}{4}$.1875	—	4.763	$\frac{11}{8}$.6875	—	17.463	3	.0472	57	—	2.2441
$\frac{1}{4}$.203125	—	5.159	$\frac{3}{2}$.703125	—	17.859	4	.0511	58	—	2.2835
$\frac{5}{8}$.21875	—	5.556	$\frac{13}{16}$.71875	—	18.256	5	.0551	59	—	2.3228
$\frac{3}{2}$.234375	—	5.953	$\frac{27}{32}$.734375	—	18.653	6	.0590	60	—	2.3622
$\frac{1}{2}$.2500	—	6.350	$\frac{13}{8}$.7500	—	19.050	7	.0629	61	—	2.4016
$\frac{5}{4}$.265625	—	6.747	$\frac{25}{16}$.765625	—	19.447	8	.0669	62	—	2.4409
$\frac{3}{2}$.28125	—	7.144	$\frac{13}{8}$.78125	—	19.844	9	.0708	63	—	2.4803
$\frac{7}{4}$.296875	—	7.541	$\frac{27}{16}$.796875	—	20.241	10	.0748	64	—	2.5197
$\frac{1}{2}$.3125	—	7.938	$\frac{27}{8}$.8125	—	20.638	11	.0787	65	—	2.5591
$\frac{5}{4}$.328125	—	8.334	$\frac{13}{4}$.828125	—	21.034	12	.0826	66	—	2.5984
$\frac{3}{2}$.34375	—	8.731	$\frac{27}{8}$.84375	—	21.431	13	.0866	67	—	2.6378
$\frac{7}{4}$.359375	—	9.128	$\frac{13}{4}$.859375	—	21.828	14	.0906	68	—	2.6772
$\frac{3}{2}$.3750	—	9.525	$\frac{27}{8}$.8750	—	22.225	15	.0945	69	—	2.7165
$\frac{5}{4}$.390625	—	9.922	$\frac{13}{4}$.890625	—	22.622	16	.0985	70	—	2.7559
$\frac{3}{2}$.40625	—	10.319	$\frac{27}{8}$.90625	—	23.019	17	.1024	71	—	2.7953
$\frac{7}{4}$.421875	—	10.716	$\frac{13}{4}$.921875	—	23.416	18	.1063	72	—	2.8346
$\frac{5}{4}$.4375	—	11.113	$\frac{27}{8}$.9375	—	23.813	19	.1102	73	—	2.8740
$\frac{3}{2}$.453125	—	11.509	$\frac{13}{4}$.953125	—	24.209	20	.1141	74	—	2.9134
$\frac{7}{4}$.46875	—	11.906	$\frac{27}{8}$.96875	—	24.606	21	.1181	75	—	2.9528
$\frac{5}{4}$.484375	—	12.303	$\frac{13}{4}$.984375	—	25.003	22	.1220	76	—	2.9921
$\frac{3}{2}$.5000	—	12.700	$\frac{27}{8}$	1.000	—	25.400	23	.1259	77	—	3.0315
								24	.1298	78	—	3.0709
								25	.1338	79	—	3.1102
								26	.1378	80	—	3.1496
								27	.1417	81	—	3.1890
								28	.1457	82	—	3.2283
								29	.1496	83	—	3.2677
								30	.1535	84	—	3.3071
								31	.1574	85	—	3.3465
								32	.1614	86	—	3.3858
								33	.1653	87	—	3.4252
								34	.1692	88	—	3.4646
								35	.1732	89	—	3.5039
								36	.1771	90	—	3.5433
								37	.1811	91	—	3.5827
								38	.1850	92	—	3.6220
								39	.1890	93	—	3.6614
								40	.1929	94	—	3.7008
								41	.1969	95	—	3.7402
								42	.2008	96	—	3.7795
								43	.2048	97	—	3.8189
								44	.2087	98	—	3.8583
								45	.2127	99	—	3.8978
								100	.2166	100	—	3.9370

1 mm = .03937"

.001" = .0254 mm

Millimeters to Inches - Multiply Millimeters times .03937 (mm X .03937 = Inches)

Centimeter to Inches - Multiply Centimeters times .3937 (cm X .3937 = Inches)

Cubic Centimeters to Cubic Inches - Multiply Cubic Centimeters times .061 (cc X .061 = Cubic Inches)

Liters to Cubic Inches - Multiply Liters times 61.02 (Liters X 61.02 = Cubic Inches)

Inches to Millimeters - Multiply Inches times 25.4 (Inches X 25.4 = Millimeters)

Inches to Centimeters - Multiply Inches times 2.54 (Inches X 2.54 = Centimeters)

Cubic Inches to Cubic Centimeters - Multiply Inches times 16.39 = cc)

Cubic Inches to Liters - Multiply Inches times .01639 (Inches X .01639 = Liters)

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(410) 768-1735
FAX # 761-2791

September 8, 1995

SPECIAL ORDER NO. 23-9527

TO: All A.S.E.D. Personnel and Class C & D Inspection Stations

SUBJECT: Implementating Procedures For Vehicles Being Inspected As School Buses

Whenever a school bus has been inspected for resale and is still painted school bus yellow and/or has red alternately flashing warning lights on it, the inspection mechanic will print the letters SCB in the model, style, or type block when completing the inspection certification.

This information will let the titling section of the Motor Vehicle Administration know that an approval from the school vehicle safety section is needed before tags can be obtained.

The school vehicle safety section will be responsible for making sure the vehicle meets all the requirements for a school bus.

A vehicle, no longer being used as a school vehicle, cannot be painted National School Bus Yellow or a close approximate color. It may not be painted two-toned with one part school bus yellow. It must be completely repainted. (See attached sample)

This Special Order supersedes Memorandum No. 23-9404.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.14.B.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Joel Underwood".

R. Joel Underwood, Captain
Commander, A.S.E.D.

RJU/pab



MARYLAND STATE POLICE

M.V.A. COPY

NO. 2722751

INSPECTION CERTIFICATE

THIS IS TO CERTIFY THAT THE FOLLOWING DESCRIBED VEHICLE

MAKE	YEAR	STYLE	VEHICLE IDENTIFICATION NUMBER	MILEAGE
		(SCB)		

AS BEEN INSPECTED BY A DULY AUTHORIZED REPRESENTATIVE OF THE INSPECTION STATION NAMED
 HEREON AND SUCH STATION HOLDS A CURRENT, VALID LICENSE PURSUANT TO THE APPLICABLE
 PROVISIONS OF TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND. IT HAS BEEN DETERMINED
 THAT THE SAFETY EQUIPMENT OF THE DESCRIBED VEHICLE, AS SPECIFIED BY LAW, MEETS WITH OR
 EXCEEDS THE MINIMUM SAFETY STANDARDS.

Inspection Station No. VOITH Date of Certification _____
 Name of Station _____
 Address of Station _____

Signature of Registered Inspection Mechanic _____
 ANY ERASURE, STRIKE OVER OR STRIKE OUT NOT AUTHORIZED BY THE AUTOMOTIVE
 SAFETY ENFORCEMENT DIVISION OF THE MARYLAND STATE POLICE OR M.V.A. WILL
 VOID THE CERTIFICATE.

SP 23-63 (10-93)

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

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May 1, 1996

SPECIAL ORDER NO. 23-9602

TO: All A.S.E.D. Personnel and Authorized Inspection Stations
SUBJECT: Insertion of Appropriate Vehicle Type Code on Inspection
Certificates

When registering a vehicle, the Motor Vehicle Administration uses a specific code to identify the type of vehicle for entry on the registration card.

Effective immediately, when issuing an inspection certificate, the following types of vehicles will have the respective "type" code entered in the "Model" or "Type" block on the inspection certificate.

<u>Type of Vehicle</u>	<u>Code</u>
Ambulance	AM
Beach Buggy	BG
Bus	BU
Convertible	CN
Coupe	2S
Hard-Top (2 door)	2H
Hard-Top (4 door)	4H

SPECIAL ORDER NO. 23-9602

Hearse	HR
Limousine	LM
Motor Home	MH
Motorcycle	MC
Pick-up	TK
Roadster	RD
School Bus	SCB
Sedan (2 Door)	2S
Sedan (4 Door)	4S
Station Wagon	SW
Taxi	4S
Touring Car	TC
Tractor (Gasoline)	TR
Tractor (Diesel)	DS
Trailer	TL
Truck	TK
Truck (Diesel)	DS
Van	VN

This Special Order supersedes Memorandum No. 23-9524.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.14.B on Page 150.


R. Joel Underwood, Captain
Commander, A.S.E.D.

RJU/pab



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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

March 1, 1999

SPECIAL ORDER NO. 23-9805

TO: All A.S.E.D. Personnel And All Authorized Inspection
Station Personnel

FROM: Cancellation of Special Orders

Effective May 15, 1998, the following Special Orders are
cancelled:

- Special Order No. 23-9507
- Special Order No. 23-9508
- Special Order No. 23-9511
- Special Order No. 23-9521
- Special Order No. 23-9523
- Special Order No. 23-9613

With the complete revision to Chapter .01 of the Code of
Maryland Regulations (Vehicle Inspection Manual), on March 23,
1998, the following Special Orders will remain in Chapter .01 as
designated below.

- Special Order No. 23-9510 will now follow page 152-4
- Special Order No. 23-9514 will now follow page 152-2
- Special Order No. 23-9515 will now follow page 152-6
- Special Order No. 23-9517 will now follow page 142
- Special Order No. 23-9527 will now follow page 152-4
- Special Order No. 23-9602 will now follow page 152-4

This Special Order is to be inserted in the inspection manual
following page 152-7.

Robert F. Bambarly, Lieutenant
Commander, A.S.E.D.
Department of State Police

RFB/pab

"Maryland's Finest"



FARRIS N. GLENDENING
GOVERNOR

KATHLEEN KENNEDY TOWNSEND
LT GOVERNOR

STATE OF MARYLAND
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Automotive Safety Enforcement Division

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June 26, 2000



COLONEL DAVID B. MITCHELL
SUPERINTENDENT

SPECIAL ORDER NO: 23-0007

TO: All Automotive Safety Enforcement Division Personnel and All Authorized Inspection Station Personnel

SUBJECT: Inspection Station Controller/Supervisor Examination

PURPOSE:

To establish procedures to administer a written examination to an individual who has made application for and been approved to control the dispensing of inspection certificates to registered inspection mechanics; and/or to an individual who has been approved to act on behalf of a licensee and is responsible for and supervises the daily operation of the inspection program at the licensee's facility. The examination will test the individual's working knowledge of the applicable COMAR regulations, in an effort to ensure that they are aware of the regulations that they must comply with.

PROCEDURE:

- A. All individuals applying to be or are being designated as an inspection station controller, must pass a written examination before being approved to function in that capacity.
- B. All individuals applying to be or are being designated as an inspection station supervisor, must pass a written examination before being approved to function in that capacity. If they are being designated as both the station's controller and supervisor, they will only need to pass one examination.
- C. The Controller/Supervisor Examination will consist of ten (10) questions from COMAR, Title 11, Subtitle 14, dealing with the basic operations of the inspection station and the issuance of inspection certificates. The individual will be encouraged to review and study the applicable subtitle of COMAR.
- D. The examination will be administered at the inspection station site, or any other location approved by A.S.E.D. personnel. There will be no charge for administering the examination.
- E. The examination will be administered utilizing MSP ASED Form 23-31, and subsequently placed in the individual's file.

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- F. The test will be graded immediately upon the individual completing the examination. A passing grade for the written examination will be eighty (80) percent.
- G. An individual failing the examination will be required to pass a subsequent examination at the next monthly station visit, or sooner if agreed upon by ASED personnel.
- H. There will be at least two written examinations available, in order that the same examination will not be given to an individual on subsequent attempts. It will be incumbent upon the assigned A.S.E.D. personnel to note which examination the individual has taken previously. The examinations will be designated as either "A" or "B".
- I. If the individual is applying for and taking the examination for a registered inspection mechanic, they will not be required to take the separate examination for controller/supervisor, if they are also applying for that position.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.03 (D), Personnel Requirements, on page 137.

This Order supercedes all other orders and memoranda in conflict therewith.



Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
Department of State Police



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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

July 18, 2000

SPECIAL ORDER NO: 23-0008

TO: All Automotive Safety Enforcement Division Personnel

SUBJECT: Diesel Vehicle Emissions Control Program

PURPOSE:

To implement policy and procedures within the Automotive Safety Enforcement Division to address the new Diesel Emissions law and regulations that are effective July 1, 2000.

POLICY:

Beginning July 1, 2000, Transportation Article, Title 23, Subtitle 4, Annotated Code of Maryland, entitled Diesel Vehicle Emissions Control Program, becomes effective. In addition, new Code of Maryland Regulations (COMAR) Title 11, Subtitle 21, Chapter 02 will also go into effect. These new regulations have an impact on the Maryland State Police, Commercial Vehicle Enforcement Division (CVED), the Automotive Safety Enforcement Division (ASED), the Maryland Transportation Authority Police (MdTAP), and the Maryland Department of the Environment (MDE). These regulations will effect ASED in the area of certifying diesel emissions retesters, and in processing modified Safety Equipment Repair Orders (SERO), MSP Form DE157. All A.S.E.D. personnel will familiarize themselves with these new regulations in order to effectively perform their assigned duties and answer inquiries from the public.

Special teams from CVED and MdTAP, will be certified as Emission Inspectors. These members, which may be sworn or civilian, will be responsible for the initial testing of diesel vehicles that they suspect are in violation of Transportation Article, Title 23, Subtitle 4.

The following procedures will address the responsibilities of ASED in regards to this program, and the manner in which they will be performed.

PROCEDURE:

- A. A Foreign registered vehicle that fails the emissions test will be documented on a Maryland Driver/Vehicle Inspection Report, and will not require any involvement of ASED. A driver of a Maryland registered diesel vehicle that fails the emissions test will

"Maryland's Finest"

SUBJECT: Diesel Vehicle Emissions Control Program

be issued an SERO, on the new MSP Form DE157.

B. The provisions of COMAR 11.14.01.16 will apply to the modified SERO, MSP Form DE157, that is issued to require a diesel vehicle to comply with emissions standards. The vehicle owner will be required to obtain certification on the SERO, once repairs are made, and include the test results on the SERO. This certification can ONLY be accomplished through one of the following sources:

1. Emissions Inspector from the CVED special team assigned to specifically enforce Transportation Article, Title 23, Subtitle 4.
2. Emissions Inspector from the MdTAP special team assigned to specifically enforce Transportation Article, Title 23, Subtitle 4.
3. A CVED weight/inspection facility, where members will be certified as Emissions Inspectors.
4. An Inspection Station, authorized to inspect vehicles over 10,000 pounds gross vehicle weight, which employs a Certified Diesel Emissions Retester
5. A diesel vehicle repair facility, which employs a Certified Diesel Emissions Retester.

C. Individuals may obtain an application to become a Diesel Emissions Retester from any ASED or MDE office. The individuals must be employed at a Diesel Vehicle Repair facility or at an Inspection Station, that is authorized to inspect vehicles over 10,000 pounds gross vehicle weight. These individuals may be certified by ASED, with the assistance of MDE, upon successful completion of the appropriate examinations. An individual applicant will be required to have knowledge of Maryland regulations contained in COMAR 11.21.02; Transportation Article Sections 23-401 through 23-404; and SAE J1667 document entitled "Snap-Acceleration Smoke Test Procedure for Heavy-Duty Diesel Powered Vehicles, Surface Vehicle Recommended Practice." Individuals requesting information on this material can be referred to the MDE web site at www.mde.state.md.us/arma/Programs/Mobile/Diesel/diesel.html, or by calling MDE at 410-631-3270.

D. CERTIFICATION PROCESS FOR DIESEL EMISSIONS RETESTERS

1. Individuals applying to become a retester will, after properly completing an application, will respond to one of ASED's test sites, during a time when the

SUBJECT: Diesel Vehicle Emissions Control Program

testing of inspection mechanic applicants is scheduled.

2. ASED personnel at the testing site will identify the diesel emissions retester applicants and administer them a written examination, that has been specifically prepared for them by MDE. The retester's examination will consist of twenty (20) questions.
3. There will be NO FEE charged for the administration of the examination.
4. The retester applicant will have their application with them, which includes an answer sheet for the examination.
5. There will be three different examinations available to prevent the same examination from being given each month. ASED personnel will ensure that the examinations are rotated at each session, in the same manner as the inspection mechanic examinations are given.
6. ASED personnel will ensure that the same degree of integrity and security of the retester's examination is upheld, as with the inspection mechanic's examination.
7. ASED personnel will grade the retester's examinations upon their completion, and enter the score on the answer sheet.
8. The examinations will then be collected, along with the application and answer sheet, and will be forwarded to the Division's Administrative Aide by the next business day following the testing date. The Administrative Aide will ensure that all examinations and applications are received from all testing sites, and forward them to MDE.
9. MDE personnel will then be responsible for scheduling and conducting a demonstrative test of the applicant's ability on the diesel emissions testing equipment at the repair facility, or inspection station.
10. Applicants successfully passing the written examination and demonstrative test, will be issued a certification from the Division and MDE authorizing them to conduct diesel emissions retesting.
11. MDE personnel will be responsible for conducting periodic audits of the certified diesel emissions retesters.

SUBJECT: Diesel Vehicle Emissions Control Program

E. CERTIFICATION PROCESS FOR SERO (MSP FORM DE157)

1. A new SERO, MSP Form DE157, has been implemented to be utilized ONLY by the State's Emissions Inspectors (CVED and MdTA), for the initial issuance to the drivers of diesel vehicles for emissions violations.
2. The new SERO, Form DE157, is similar to the current SERO, Form 157; however the new form contains an additional defect code "91 - DIESEL EMISSIONS", with a block for emission testing readings. The numbers on the new SERO will begin with "99" to assist Data Device Operators in identifying these new SERO's.
3. When the SERO, Form DE157, is used for diesel emissions violations, NO other defects will be checked on the same SERO. A separate SERO must be written to cover any other defects. Additional defects indicated on the same SERO, Form DE157, will be ignored and processed accordingly.
4. The new SERO, Form DE157, will be processed in the same manner as all other SERO's. This applies to entries, clearances, and subsequent tag suspensions for non-compliance. The same time constraints will be in effect.
5. A current list of all emission inspectors and certified diesel retesters will be made available to all Data Device Operators (DDO). Only personnel from this list will be allowed to certify SERO's for diesel emissions violations. Only certified emission inspectors will be allowed to issue these SERO's. DDO's will be observant for improper or fraudulent certifications.
6. Upon being issued an SERO, Form DE157, for a diesel emissions violation, the owner must have the repairs completed and the vehicle retested within thirty (30) days. The owner will have the option to have the retest completed by a State emissions inspector or a certified diesel emissions retester. Certified Diesel Emissions Retesters will be available at some of the private diesel vehicle repair facilities and inspection stations, which are authorized to inspect vehicles over 10,000 pounds gross vehicle weight. Certified emission inspectors will be available at all CVED weigh/inspection stations.

F. Since some of the diesel emissions retesters will be employed at State Inspection Stations, ASSED personnel may encounter these individuals and observe or suspect fraudulent activity associated with the retesting process. When this occurs, MDE will be promptly notified at 410-631-3270.

Special Order No. 23-0008 - July 18, 2000

SUBJECT: Diesel Vehicle Emissions Control Program

- G. MDE personnel may contact ASED personnel for assistance during their audit process for retesters. ASED personnel will cooperate fully with these requests, and provide assistance whenever possible.

- H. The certification of diesel emissions retesters may be suspended or revoked for violations of COMAR Title 21. MDE will conduct the investigation of any suspected violations and notify the ASED Commander of any recommended suspensions or revocations. The ASED Commander will then take the necessary steps to proceed with the suspension or revocation of the retester's certification, and any appeal process.

This Order supercedes all other orders and memoranda in conflict therewith.



Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
Department of State Police



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January 26, 2001



COLONEL DAVID B. MITCHELL
SUPERINTENDENT

SPECIAL ORDER NO: 23-0101

TO: All Automotive Safety Enforcement Division Personnel and All Authorized Inspection Station Personnel

SUBJECT: Registered Inspection Mechanic Demonstrative Ability Examinations

PURPOSE:

To ensure that all inspection mechanic applicants and registered inspection mechanics are treated impartially during the examination process, standardized demonstrative ability examinations have been developed and will be utilized uniformly throughout the State.

POLICY:

It will be the policy of this Division to administer an approved demonstrative ability examination to all inspection mechanic applicants who have passed the written examination, all registered inspection mechanics that transfer to another facility, and to other registered inspection mechanics when there is sufficient justification requiring a re-examination. This demonstrative ability examination will determine the mechanic's ability to inspect the class of vehicle for which they are applying for, or have already been certified to inspect.

PROCEDURES:

- 1) ASED personnel will administer the examination to the mechanic in person at the mechanic's place of employment. The mechanic will be required to have the proper class of vehicle present in order to proceed with the examination.
- 2) ASED personnel administering the examination may help the mechanic clarify an answer; however, they will not be there to instruct the mechanic on how to inspect or read equipment. The person administering the examination must determine if an answer is acceptable, based on COMAR and inspection regulations, as well as Division procedures.
- 3) The mechanic must be able to accurately complete the REQUIRED INSPECTION TOOLS/EQUIPMENT section of the examination before being able to continue with the examination. Failure to complete this section will constitute a failure of the examination, and a subsequent demonstrative examination will be conducted at another time.

"Maryland's Finest"

SUBJECT: Registered Inspection Mechanic Demonstrative Ability Examinations (Cont')

- 4) If the mechanic successfully completes the tool/equipment section, then all of the remaining sections will be completed. Mechanics must be able to demonstrate that they can answer and satisfactorily perform all sections of the examination, before being registered, or allowed to continue conducting vehicle safety inspections.
- 5) Should the mechanic not be able to successfully complete all sections, the mechanic will have failed the demonstrative ability examination. Subsequent examinations for those mechanics that fail will consist of only those questions in the section(s) that they failed.
- 6) Three failures of this examination will require a six-month waiting period before the applicant/mechanic can begin the reexamination process again. The applicant/mechanic will then be required to retake and pass the written examination, before retaking the demonstrative ability examination.
- 7) The mechanic will be advised that they may use the inspection manual and reference material while demonstrating their ability to answer questions during the examination. The use of the manual and reference material will be encouraged to ensure that the mechanic can locate areas of concern when needed.
- 8) There will be a four (4) hour time limit for taking the entire examination. There will be no time limit on any individual question; as long as the entire examination is completed within the four hour period. The starting time and ending time of the examination will be entered on the first page, in the blocks provided, by the person administering the examination.
- 9) Additional inspection related questions may be asked by the person administering the examination; however, incorrect answers to these questions would not constitute a failure, without sufficient justification. This justification must be documented and attached to the examination, along with the check sheet that was used, and forwarded to the appropriate Division supervisor.
- 10) No copies of this examination will be given to anyone, except Division members, and in no case will a mechanic be allowed to review the examination. The Division Commander may allow the release of the examination for court or hearings as required. All personnel will be held accountable for the strict security of all written examinations.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.03 (B-h), Personnel Requirements, on page 137.

This Order supercedes all other orders and memoranda in conflict therewith.


Robert F. Bambarly, Lieutenant
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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

January 26, 2001

SPECIAL ORDER NO: 23-0102

TO: All A.S.E.D. Personnel and All Authorized Inspection Station Personnel

SUBJECT: Compliance with Commercial Law Article, Title 14, Subtitle 10

PURPOSE:

To provide a copy of the Commercial Law Article, Title 14, Subtitle 10 to be maintained in the Inspection Manual for ready reference by inspection station personnel.

POLICY:

All authorized inspection station personnel must comply with all the requirements of the Commercial Law Article, Title 14, Subtitle 10, Annotated Code of Maryland, as it pertains to repair work performed by an automotive repair facility. All inspection station personnel will be familiar with this law, and be guided accordingly when performing repairs at the station. Any violations of this Article will subject the inspection station licensee and/or registered inspection mechanic to possible criminal, civil, and/or administrative action.

A copy of the Commercial Law Article, as it pertains to repair work, is attached, to provide a quick resource for any questions relating to this Article.

This Special Order is to be inserted in the inspection manual following Section 11.14.01.11 (B) (12), Records, on page 152-1.

Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
Department of State Police

TITLE 14
MISCELLANEOUS CONSUMER PROTECTION PROVISIONS
Subtitle 10. Automotive Repair Facilities

14-1001. Definitions

- 1) *In general.* - In this subtitle the following words have the meanings indicated.
- 2) *Automotive Repair Facility* - "Automotive Repair Facility" means any person who diagnoses or corrects malfunctions of a motor vehicle for financial profit.
- 3) *Motor Vehicle* - "Motor Vehicle" has the meaning stated in Title 11 of the Transportation Article.
- 4) *Person* - includes an individual, corporation, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest, or any other legal or commercial entity.

14-1002. Written Estimate for Repair Work

- A. *Written estimate required; fee.* - (1) Before beginning any repair work on a motor vehicle for which a customer is charged more than \$50, an automotive repair facility shall give the customer on his request a written statement which contains:
 - (i) The estimated completion date; and
 - (ii) The estimated price for labor and parts necessary to complete the work; and
 - (iii) The estimated surcharge, if any.(2) If the fee is disclosed to the customer before the estimate is made, the automotive repair facility may charge a reasonable fee for making the estimate.
- B. *Prohibited charges.* - An automotive repair facility may not charge a customer without his consent any amount which exceeds the written estimate by 10 percent.
- C. *When repair delay excused.* - An automotive repair facility is not liable for breach of the written estimated completion date for a repair if the delay is caused by:
 - (1) An act of God;
 - (2) Strike;
 - (3) Unexpected illness; or
 - (4) Unexpected shortage of labor or parts.
- D. *When written estimate not required.* - This section does not require an automotive repair facility to give a written estimate if the facility does not agree to perform the requested repair work.

14-1003. Required Invoice

- A. *Work description.* - An automotive repair facility shall prepare an invoice which describes:
 - (1) All work done by it, including all warranty work; and
 - (2) All parts supplied by it.
- B. *Used, rebuilt, or reconditioned parts.* - The invoice shall state clearly if any used, rebuilt, or reconditioned parts have been supplied or if a part of a component system supplied is composed of used, rebuilt, or reconditioned parts.
- C. *Copies of invoice.* - After the customer signs the invoice, the automotive repair facility shall give him a copy of it and retain a copy.

14-1004. Replaced Parts to be Returned to Customer

1. *Required return.* - Except as provided in subsection (b) of this section, an automotive repair facility shall tender return of all replaced parts to the customer.
2. *Exception.* - Subsection (a) of this section does not apply to replaced parts which are required to be returned to the manufacturer or distributor under a warranty agreement.

14-1005. Civil Action

This subtitle does not:

1. Prohibit a person from filing an action for damages against an automotive repair facility; or
2. Require a person first to exhaust any administrative remedy he may have.

14-1006. Unauthorized Repairs

An automotive repair facility may not charge the customer for repairs not originally authorized or requested by the customer. Additional repairs may be charged to the customer if the automotive repair facility receives written or oral permission from the customer.

14-1007. Customer Complaints

Any person aggrieved by a violation of any provision of this subtitle may take any action available under the consumer protection title of this article. Complaints may be filed with the Consumer Protection Division of the Office of the Attorney General.

14-1008. Repair Authorizations

- (a) *Customer given copy.* - Except as provided in subsection (c) of this section, before beginning any repair work on a motor vehicle, an automotive repair facility shall give the customer a copy of a form used for authorization of repairs which shall inform the customer of the following rights:
- (1) That a customer:
 - (i) May request a written estimate for repairs which cost in excess of \$50;
 - (ii) May not be charged any amount ten percent in excess of the written estimate without the customer's consent;
 - (2) That the customer is entitled to the return of any replaced parts except when parts are required to be returned to the manufacturer under a warranty agreement; and
 - (3) That repairs not originally authorized by the customer may not be charged to the customer without the customer's consent.
- (b) *Customer's Rights.* - The customer's rights provided in subsection (a) of this section shall be:
- (1) Displaced immediately before the space for the signature of the customer conspicuously in easily readable type;
 - (2) Physically separated from the other terms of the form used for authorization for repairs; and
 - (3) Listed under the printed heading "Customer's Rights".
- (c) *Oral Notice of Customer Rights.* -
- (1) An automotive repair facility may inform the customer orally of the customer's rights if:
 - (i) The customer's motor vehicle is towed to the automotive repair facility for repair; or
 - (ii) The customer leaves the vehicle for repair at the repair facility when the facility is not open.
 - (2) Under this subsection, if any automotive repair facility informs a customer orally of the customer's rights, the facility shall record in writing:
 - (i) The name of the persons notified;
 - (ii) The date and time of the notification; and
 - (iii) The signature of the person who made the notification.

14-1009. Penalties

A violation of any provision of this subtitle is an unfair or deceptive practice within the meaning of Title 13 of this article and is subject to the enforcement and penalty provisions contained in Title 13.



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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

February 7, 2001

SPECIAL ORDER NO: 23-0103

TO: All A.S.E.D. and Inspection Station Personnel

SUBJECT: Vehicle Inspection Report - MSP Form 23-21

PURPOSE:

To ensure uniformity in the printing of the Vehicle Inspection Report (MSP Form 23-21), as well as standardizing procedures for the completion of the "Vehicle Inspection Report" by all registered inspection mechanics throughout the State, as well as all A.S.E.D. personnel.

POLICY:

In an effort to provide uniformity when completing the "Vehicle Inspection Report", the attached guidelines address the information required, along with the proper format for placing information on the report. These guidelines will be strictly adhered to by all registered inspection mechanics, as well as all A.S.E.D. personnel. No other information will be included on the "Vehicle Inspection Report", other than what is addressed in these guidelines. There will be no deviation from these guidelines, without approval from the Division Commander. In addition to these procedures for the completion of the report, other procedures are established to ensure uniformity in the pre-printed information contained on the form.

PROCEDURE:

- A. Attached is a sample "Vehicle Inspection Report", with established guidelines for its completion. These guidelines will be followed when completing this report. This will apply to all class vehicle inspection reports, where applicable.
- B. All "Vehicle Inspection Reports" will be uniform in appearance and will only contain pre-printed information that is approved by the Division.
- C. The only additional pre-printed information that will be allowed on the forms will be the inspection station's information in the upper right hand corner, above the Station No. block. This information must include the station's number.

"Maryland's Finest"

SUBJECT: Vehicle Inspection Report

- D. The ordering or reordering of "Vehicle Inspection Reports" will be guided by the following procedures:
1. The station licensee or inspection station supervisor will present the "Vehicle Inspection Report," currently being used by the station, to the station's assigned A.S.E.D. Trooper / Transportation Inspector (T.I.) for review *prior* to ordering any new or replacement forms.
 2. The assigned A.S.E.D. Trooper / T.I. will review the form in its entirety to ensure that it is the most current form that has been approved for use in the Division. The A.S.E.D. Trooper / T.I. will obtain concurrence from their immediate supervisor prior to giving approval to the inspection station. If there are any uncertainties as to whether the form meets the Division's approval, the form will be presented to the Regional First Sergeant for approval.
 3. Only after approval has been obtained from the station's assigned A.S.E.D. Trooper / T.I., will the inspection station licensee or station supervisor be permitted to order new or replacement forms.
 4. Failure to follow these procedures by inspection station licensees' will result in the station being required to reorder the approved forms, as well as being responsible for all costs involved in obtaining the correct forms.
- E. The following "Vehicle Inspection Report" guidelines may be revised on occasions to coincide with COMAR or Division policy changes. Any changes to these guidelines will be issued as an attachment to this Special Order, without affecting this policy.

This Order supercedes all other orders and memoranda in conflict therewith.



Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
Department of State Police

REFERENCE SHEET FOR VEHICLE INSPECTION REPORT

- 1) **Owner/agent:** (Page 152, B1)
Place the name of the owner, owner's agent, or dealer requesting the vehicle inspection.
- 2) **Station Number:**
Indicate the inspection station assigned number.
- 3) **Address:** (Page 152, B1)
Place the address of the owner, owner's agent, or dealer requesting the vehicle inspection.
- 4) **Date:** (Page 152, 1B13)
Indicate the initial inspection date. (Formatted as "November 02, 2000")
- 5) **Phone Number:** (Page 152, B1)
Place the phone number of the owner, owner's agent, or dealer requesting the vehicle inspection.
- 6) **VIN:** (Page 152, B2)
Place the entire serial number or manufacturer's vehicle identification number (VIN) as obtained *from the vehicle's Public Vehicle Identification Number (PVIN), and the Federal VIN Label*. Both of these VIN's should agree. If they do not agree, or if there is any evidence of altering, the registered inspection mechanic will immediately notify the assigned A.S.E.D. Trooper / T.I.
- 7) **Odometer:** (Page 152 B4)
Indicate the odometer reading at the time of inspection on the applicable vehicle. This is the reading prior to the road test of at least one mile (Special order 22-9904) (Does not apply to TRAILERS). This is the **ONLY** odometer reading listed in this block. The odometer reading after the road test will be the one listed on the actual Inspection Certificate.
- 8) **Make:** (Page 152 B2)
Place the Make of the vehicle, as obtained *from the vehicle*. (i.e. FORD, CHEVROLET, TOYOTA, etc.)
- 9) **Model:** (Page 152 B2)
Place the Model of the vehicle, as obtained *from the vehicle*; i.e. EXPLORER, CAPRICE, COROLLA, etc. Vehicle type codes, such as 4D, 2D, Coupe, etc., are not acceptable in this block.

10) Year (Page 152 B2)

Place the year of the vehicle, as obtained *from the vehicle*. The year will be written in a four digit format, i.e. "2000".

11) Section 02 - 26: Required equipment checking procedures: (Page 152, B5 & 152.1D)

If item *MEETS* established safety standards as defined in COMAR, Title 11; a check mark "✓" will be placed in the Pass Box (identified by a "P").

If item *FAILS* to meet established safety standards as defined in COMAR, Title 11; an "X" mark will be placed in the Fail Box (identified by an "F").

When an item is failed and subsequently is repaired; a check mark "✓" will be placed in the repair box (identified by an "R"); to indicate the item now *MEETS* established safety standards as defined in COMAR, Title 11. There will not be any marks made in the Pass Block for this item, if it initially failed.

Whenever an equipment item that is listed on the inspection report is *NOT APPLICABLE* to the vehicle, *a single line will be drawn through the entire block, from left to right margins in the block*; this includes the item name and through the "P", "F", and "R" blocks.

12) Required Readings:

ALIGNMENT / TOE: (Page 152-1 B11)

Indicate the toe measurement as obtained from the scuff gauge or toe bar *after conversion into "FEET PER MILE"*. (Does not apply to TRAILERS or MOTORCYCLES)

BALL JOINTS or KING PIN: (Page 152-1 B9)

Indicate ball joint or king pin play measurements obtained by use of dial indicator. If no play is present, a zero will be sufficient. If the vehicle is equipped with wear-indicating ball joints, indicate "WI" in these blocks on the inspection report (WI). (Does not apply to TRAILERS OR MOTORCYCLES.)

DRUM & DISC: (Page 178B 2, 152B 6,7)

Indicate in the appropriate blocks of the wheels or drums removed for inspection; the actual measurements, along with the minimum specifications of brake discs, and maximum specifications of brake drums.

When any deficiency is noted upon inspection of a wheel pulled, the other wheel on the same axle shall also be pulled for complete brake inspection.

PADS OR LININGS: (Page 178B 2, 152-1 B8)

Indicate brake lining or pad thickness measurements at the thinnest point above the rivet head on riveted linings, or the thinnest point on bonded linings.

HEADLIGHTS: (Special Order 23-0002)

Indicate a "P" for headlight alignment that passes, or an "F" for headlight alignment that fails, in the block for headlight readings. (Does not apply to TRAILERS or MOTORCYCLES.)

13) Inspectors Signature: (Page 152, A3)

Signed by the registered inspection mechanic who performed the inspection. *By signing this block, the registered inspection mechanic certifies that the above information entered on the vehicle inspection report is accurate, and is in accordance with the established vehicle safety standards as defined in COMAR Title 11, Section 14. Any registered inspection mechanic knowingly signing a vehicle inspection report that contains false, inaccurate, or fraudulent information will be subject to disciplinary action as per the Division's policies; both criminally and administratively.*

14) Work Order Number: (Page 152-1 C)

Initial inspections, along with any repair work performed by the inspection station relating to the inspection, shall be cross-referenced with a preprinted numbered internal work order. This work order number will be listed in this block.

15) Inspector's Additional Comments:

Any notes or miscellaneous comments that the registered inspection mechanic wishes to include in the report may be listed in this block, or if more space is needed, on the reverse side of the report.

A copy of this Vehicle Inspection Report *will* be provided to the owner / agent identified in Block #1. In addition, the owner / agent will be advised that a reinspection of the defects found on the vehicle will only be done if the vehicle is returned within 30 days and within 1000 miles. At that time, a prorated inspection fee may be charged. Any vehicles returned after the 30 days, or beyond the mileage limit, will have to go through another complete inspection.



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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

February 21, 2001

SPECIAL ORDER NO: 23-0106

TO: All A.S.E.D. and Authorized Inspection Station Personnel

SUBJECT: Certification of Non-Visual Defects on Safety Equipment Repair Orders

PURPOSE:

To establish procedures for properly certifying non-visual defects on Safety Equipment Repair Orders (S.E.R.O.), at authorized inspection stations.

PROCEDURE:

- A. Authorized inspection station personnel are advised that when a Safety Equipment Repair Order (S.E.R.O.) is presented at an inspection station for certification of a non-visual defect(s), such as tires, suspension, exhaust, etc., the vehicle will be moved to an approved inspection bay for inspection of the defect(s). The inspection mechanic will ensure that the vehicle is in the approved inspection bay prior to inspecting and certifying any non-visual defect(s) on the S.E.R.O.
- B. Non-visual defects are those defects on the S.E.R.O. that are **not** marked with an asterisk after them.
- C. The inspection of the defect(s) will be checked in the same manner as if a complete inspection was being conducted as directed in the Code of Maryland Regulations (COMAR), for the defect(s).

This special order is to be inserted in the inspection manual in the following section 11.14.01.10 D on page 147.

Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

February 21, 2001

SPECIAL ORDER NO: 23-0108

TO: All A.S.E.D. and Authorized Inspection Station Personnel

SUBJECT: Requirement for Tire Pressure Gauge and Related Reference Material

PURPOSE:

To establish procedures to ensure compliance with Code of Maryland Regulations (COMAR) Sections 11.14.02.10 (A) (3b) and 11.14.04.12 (A) (3b), by requiring certain inspection stations to have a tire pressure gauge and reference material on recommended tire inflation pressures. This requirement will allow proper procedures to be followed when conducting headlight alignment and checking toe.

PROCEDURES:

- A. Effective April 1, 2001, all Class A and Class F inspection station, with vehicles *under* 10,001 lbs. GVWR, will be required to have, in addition to the required inspection test equipment and tools outlined in COMAR 11.14.01.07, the below listed equipment and reference material:
 - 1) Tire Pressure Gauge, any make or model, capable of measuring air pressure in pounds per square inch (PSI) for the class of vehicle being inspected.
 - 2) A tire guide book, wall chart, or computerized system that will provide suggested tire inflation air pressures. This reference material will be required to contain current year specifications. If current reference material does not contain any specifications for the tire being checked, the manufacturer's recommended tire pressure, which may be found on vehicle's door jam or in glove compartment, will be used.
- B. Effective April 1, 2001 all Class C, D, G, R, and F inspection stations, with vehicles *over* 10,000 lbs. GVWR will be required to have, in addition to the required inspection test equipment and tools outlined in COMAR 11.14.01.07, a Tire Pressure Gauge as indicated in Paragraph A.- 1 above.

This special order is to be inserted in the inspection manual in section 11.14.01.07 on page 142.

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COLONEL DAVID B. MITCHELL
SUPERINTENDENT

June 15, 2001

SPECIAL ORDER NO: 23-0111

TO: All Automotive Safety Enforcement Division Personnel and
All Authorized Inspection Station Personnel

SUBJECT: Emergency Suspension Hearings and Administrative Hearings

PURPOSE:

To establish procedures for implementing Emergency Suspension Hearings, as well as delineating the process involving other Administrative Hearings that are established in the appeal process that is provided, by law, to the inspection station owner and the registered inspection mechanic.

PROCEDURE:

For the purposes of this order, the registered inspection mechanic and the inspection station owner will be referred to as the "licensee".

Emergency Suspension Hearings:

- A. An Emergency Suspension may be imposed against the license of an inspection station owner(s) or a registered inspection mechanic when violations of the vehicle inspection laws/regulations are committed, that endanger the health, safety, and welfare of the public. Prior to imposing an emergency suspension, the trooper or transportation inspector will obtain approval from their assigned First Sergeant or Division Commander. Upon authorizing the emergency suspension, the First Sergeant will promptly notify the Division Commander.
- B. Whenever an Emergency Suspension is imposed, the licensee shall be promptly provided with the notice of the suspension, the charges, the reasons that support the charges; and an opportunity to be heard at an Emergency Suspension Hearing.
- C. The Division Commander, or his designee, will notify the Commander of the Maryland State Police Administrative Hearing Office (AHO), when the licensee has requested an emergency suspension hearing. The AHO Commander will schedule a review hearing, and notify the licensee. The licensee may waive the review hearing, by notifying the Division in writing.

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SUBJECT: Emergency Suspension Hearings and Administrative Hearings

- D. The Division Commander will assign a member of the Division to be the presenter of facts at the emergency suspension review hearing.
- E. The AHO Review Board will conduct the hearing and recommend to the Division Commander one of the following:
 - 1. Emergency suspension was not justified and the licensee should be reinstated.
 - 2. Emergency suspension was justified, but the licensee should be reinstated, pending further adjudication of the charges.
 - 3. Emergency suspension was justified and the licensee's suspension should continue.
- F. The review board will limit the scope of the review and determine if the continuation of the suspension is necessary to protect the public interest.
- G. During a review hearing the licensee may: be accompanied by counsel (only matters dealing with the determination of the suspension will be heard); rebut the reason(s) for the initial suspension; present mitigating testimony; and/or suggest alternatives to suspension.
- H. Should the licensee fail to appear for the scheduled hearing, the registration or license will remain suspended until such time as the alleged violation(s) in the complaint are adjudicated.
- I. At the conclusion of the review hearing, the chairman will advise the suspended licensee that the suspension will continue pending the Division Commander's decision, and the licensee will be notified of the decision in writing. In addition, the chairman will prepare a report containing the Board's recommendation and forward it to the Division Commander.
- J. The Division Commander will notify the licensee, in writing, regarding the decision to continue with the emergency suspension. Should the suspension be upheld, it will continue until such time as the alleged violation(s) in the complaint are adjudicated.

Administrative Hearings:

- A. When an inspection station owner(s) or registered inspection mechanic has committed a violation(s) of the inspection program that warrants some type of removal from the inspection program for a period of time, an administrative penalty will be imposed. The proposed penalty must be approved by the Division Commander.
- B. The licensee will be notified of the proposed penalty in writing, with the effective date of the proposed action. The licensee has the option of filing a written appeal, which must be returned to the Division by the specified date. If a written appeal is not received by the

SUBJECT: Emergency Suspension Hearings and Administrative Hearings

specified date, the proposed penalty will become effective.

- C. When the licensee files for an appeal, the Office of Administrative Hearings (OAH) will be notified by the Division. The OAH will then set a hearing date, at which time, all facts concerning the matter will be presented by both sides to an Administrative Hearing Judge. Once the hearing is held, the Administrative Hearing Judge will render a decision and a written report to the Division within 90 days.
- D. The Administrative Hearing Office (AHO), will assign a prosecutor to prepare and present the case at the OAH hearing. The A.S.E.D. transportation inspector or trooper, who initiated the investigation, will ensure that the prosecutor is aware of all witnesses in the case, and will attend the hearing, unless other arrangements are made by AHO.
- E. The Administrative Hearing Judge's decision will serve as a recommendation to the Division Commander regarding the final penalty. The Division Commander has the authority to reverse or modify an Administrative Hearing Judge's decision with documented justification and good cause. All parties would be advised in writing of this type of action.
- F. A copy of the Administrative Hearing Judge's report and a letter of proposed final order, containing the penalty to be imposed, will be sent to the licensee. Upon receipt of these reports, the licensee is allowed 15 days to file a written appeal for an exceptions hearing. If after 15 days, the Division has not received an appeal request, a Final order will be sent.
- G. In cases where the penalty involves the suspension or revocation of a mechanic's registration, the station owner is faced with three alternatives upon the vehicle owner returning the vehicle for reinspection within 30 days of a failed initial inspection: 1) refund the initial inspection fee; 2) if there is another authorized inspection mechanic at the station, have the vehicle completely reinspected and only charge the allowed prorated fee; or 3) do nothing, and possibly be liable in civil proceedings for reimbursement of the initial inspection fee.
- H. In cases where the penalty involves the suspension or revocation of the station license, there would be two alternatives for the station owner: 1) refund the initial inspection fee; or 2) do nothing, and possibly be liable in civil proceedings for reimbursement of the initial inspection fee.

Exceptions Hearing:

- A. If a licensee files a written appeal for an exceptions hearing after the proposed penalty and the appeal to OAH, the Division Commander, or his designee, will contact the

SUBJECT: Emergency Suspension Hearings and Administrative Hearings

Commander, Administrative Hearing Office (AHO). The licensee must notify the Division in writing of the reasons for the request for an exceptions hearing, outlining the specific areas of the OAH hearing that the licensee wishes to contest. The Commander, AHO, will schedule an exceptions hearing, and the licensee will be notified to appear.

- B. The Commander, AHO, will notify the Division Commander of the results of the exceptions hearing. The Division Commander will then subsequently notify the licensee of the Final Order of administrative action.
- C. The licensee may appeal the Final Order to Circuit Court. When any correspondence is received from Circuit Court regarding any actions by the Division, the Maryland State Police Legal Counsel Unit will be promptly notified. A member of the Legal Counsel Unit will represent the Department in the Circuit Court.

This Order cancels Special Order 23-9909, and supercedes any other orders or memoranda in conflict therewith.

This Special Order is to be inserted in the inspection manual (COMAR), following Section 11.14.01.17, page 152-6.



Robert F. Bambarly, Lieutenant
Commander - A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT. GOVERNOR

STATE OF MARYLAND
MARYLAND STATE POLICE

Automotive Safety Enforcement Division
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THOMAS E. "TIM" HUTCHINS
SECRETARY

March 1, 2007

SPECIAL ORDER NO: 23-0702

TO: All Automotive Safety Enforcement Division Personnel and
All Authorized Inspection Station Personnel

SUBJECT: Temporary Transfer of Class C/D Registered Inspection Mechanics

PURPOSE:

To establish a program to permit a Class C or D registered inspection mechanic to be temporarily transferred to another inspection station, owned by the same licensee, for the purpose of conducting inspections on the approved class of vehicle. This program will ONLY be applicable to Class C or D registered inspection mechanics due to the justified demand by the trucking industry to have Class C commercial vehicles inspected and available for commercial use as expeditiously as possible.

POLICY:

The Code of Maryland Regulations (COMAR) requires that an inspection mechanic may only be registered at one inspection station on a full-time basis. This program will still require that a Class C or D inspection mechanic be registered at one inspection station; however, it will provide flexibility to a station licensee who owns more than one authorized Class C or D inspection station. Upon the extended unavailability of a Class C or D registered inspection mechanic at one of the licensee's stations, the licensee will be permitted to temporarily transfer an inspection mechanic to the other station during the period of unavailability, providing the original station still has an inspection mechanic available. This temporary transfer will only be permitted if the below procedures are strictly followed.

PROCEDURE:

Effective April 1, 2007, the following procedures shall be implemented and be adhered to by all Class C or D inspection station personnel, and are ONLY applicable to Class C or D licensed inspection stations. Any deviation, without prior approval from the Division Commander, may result in administrative action being taken against the registered inspection mechanic, the station licensee, or both.

- A. Class C or D inspection mechanics shall ONLY be registered under one inspection station licensee on a full time basis. Full time is defined as being employed by the licensee for at least 35 hours a week for the purpose of performing mechanical repairs or maintenance.

"Maryland's Finest"

SUBJECT: Temporary Transfer of Class C/D Registered Inspection Mechanics

- B. Class C or D inspection mechanics shall be assigned at one primary inspection station; however, may be temporarily transferred to another Class C or D inspection station owned by the SAME licensee for the purpose of conducting inspections. The Class C or D inspection mechanic shall comply with the following requirements prior to being temporarily transferred to any secondary Class C or D inspection station:
 - 1. Be approved by the Division to conduct inspections at the secondary Class C or D inspection station;
 - 2. Pass the required demonstrative ability examination at the secondary Class C or D inspection station, prior to conducting any inspections at the secondary location;
 - 3. Notify the Division if going to be assigned to any secondary station for the purposes of conducting inspections. The notification will be to the assigned ASED station supervisor of the primary station;
 - 4. Be available for re-inspections, or complaint investigations, at the inspection station where the original inspection was conducted upon request of the Division, or within three (3) days of the vehicle owner requesting an appointment.

- C. The Class C or D inspection station licensee shall comply with the following requirements prior to, or during, the temporary transfer of a Class C or D inspection mechanic:
 - 1. Ensure that the Class C or D inspection mechanic has complied, or is able to comply, with the above requirements listed in paragraph B;
 - 2. Ensure that the primary inspection station will still have a Class C or D inspection mechanic available at the station to conduct inspections after the temporary transfer to the secondary station is made;
 - 3. Ensure that the secondary station will not have a Class C or D inspection mechanic available for a minimum period of three (3) consecutive business days;
 - 4. Justify to the Division, upon request, the reason for the temporary transfer.
 - 5. Notify the Division immediately if the transfer may be longer than six (6) months.

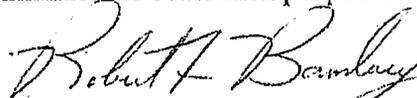
- D. A transfer of the Class C or D inspection mechanic by the licensee from the primary station to a secondary station shall only be permitted if the Class C or D inspection mechanic primarily assigned to the secondary station will be unavailable for inspections for a minimum period of three (3) consecutive business days.

SUBJECT: Temporary Transfer of Class C/D Registered Inspection Mechanics

- E. The temporary transfer shall only be for a maximum period of six (6) months. After six months, the transfer will become permanent and the secondary station will become the primary station for the Class C or D inspection mechanic. Any transfer back to the originally assigned station shall be handled through normal procedures.
- F. To determine the Class C or D inspection mechanic's ability to use all required inspection tools and equipment at secondary stations, the mechanic must pass the appropriate transfer demonstrative ability examination administered by Division personnel prior to conducting inspections at the secondary station. This is a one time event unless the inspection mechanic meets the conditions outlined in paragraph J.
- G. The Class C or D inspection mechanic or station licensee will contact the ASED assigned station supervisor of the primary station to request a transfer demonstrative ability examination to be conducted at the secondary station. This request may be made at any time to make the inspection mechanic eligible for a temporary transfer to the secondary station.
- H. The ASED assigned station supervisor will, upon receiving a request for the transfer demonstrative ability examination at a secondary station, notify the ASED assigned station supervisor for the secondary station for scheduling purposes. The examination will be administered within 30 days of the initial request, unless approval is obtained from the ASED Region Commander to extend this time period.
- I. The ASED assigned station supervisor administering the transfer examination will complete a Transfer Record; Form 23-33, Rev. 03-07, if the Class C or D inspection mechanic passes the transfer examination. The Transfer Record will be submitted to the Office Secretary for computer entry into the ASED personnel record. The Office Secretary will edit the personnel computer record for the mechanic by adding a new status and placing the mechanic "Inactive" at the secondary station, with an entry of "Eligible" in the notes section. The mechanic will remain "Active" at the primary station.
- J. The Class C or D inspection mechanic must take and pass a subsequent transfer demonstrative ability examination if the mechanic has not conducted any inspections at the secondary station for more than six (6) months.
- K. The following procedures for the transfer demonstrative ability examination shall be followed by Division personnel:
 - 1. Class C registered inspection mechanics shall be tested on the tools only, utilizing the "Transfer of Class C Mechanic" examination.
 - 2. Class D registered inspection mechanics shall be tested the same as a Class C above; however, the "DC Ammeter" and the "Tire Tread Depth Gauge" will be added to the required list of tools.

SUBJECT: Temporary Transfer of Class C/D Registered Inspection Mechanics

3. The transfer demonstrative ability examination shall be administered to the Class C or D mechanic within 30 days upon the request of the mechanic or the station licensee. The 30 day period may be extended if exigent circumstances exist, with approval of the ASED Region Commander.
4. All Division personnel assigned to supervise Class C and/or D stations will maintain a list of those Class C or D inspection mechanics that have successfully passed a transfer demonstrative ability examination, and are eligible to be temporarily transferred to a secondary station by the licensee.
- L. When the ASED station supervisor receives notification from the Class C or D inspection mechanic that they will be transferring to a secondary station, the ASED station supervisor will complete a Transfer Record; Form 23-33 Rev. 03-07. The Transfer Record will be forwarded to the Office Secretary for computer entry into the ASED personnel record. The Office Secretary will edit the status of the mechanic by changing "Inactive" at the secondary station to "Active" and placing "Temporary" in the notes section. The mechanic will remain "Active" at the primary station as well.
- M. Upon the return of the inspection mechanic to the primary station, another Transfer Record will be completed and submitted. The Office Secretary will again edit the status of the mechanic by changing "Active" at the secondary station to "Inactive" and changing "Temporary" to "Eligible" in the notes section.
- N. If the inspection mechanic becomes ineligible by not having worked at the secondary station for a period of more than six (6) months, the ASED assigned station supervisor at the primary station will complete a Transfer Record; Form 23-33 Rev. 03-07. The Transfer Record will be forwarded to the Office Secretary to update the mechanic's record by removing "Eligible" from the notes section.
- I. This order does not in anyway permit a registered inspection mechanic to conduct inspections on any vehicle that the mechanic is not registered to inspect.
- J. An on-going evaluation of this program will be conducted by the Division Commander to determine: 1) if the program can be successfully managed; 2) if it should continue; and 3) if Class C or D inspection mechanics and/or station licensees are complying with the above procedures. The program may be discontinued or modified as needed by the Division at any time. Any problems, concerns, or comments on this program shall be forwarded procedurally to the Division Commander for evaluation purposes.



Robert F. Bambarly, Captain
Commander - ASED
Department of State Police



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COLONEL
TERRENCE B. SHERIDAN
SUPERINTENDENT

April 29, 2008

SPECIAL ORDER NO: 23-0801

TO: All Automotive Safety Enforcement Division Personnel
All Inspection Station Personnel

SUBJECT: Penalty Assessment Guide

PURPOSE:

To provide a standardized guide for the administering of penalties for COMAR violations committed by inspection station personnel, along with reinstatement policy and procedures. The guide, to be identified as the Penalty Assessment Guide, will provide an effective tool in ensuring that the suspensions and revocations of inspection station licenses and inspection mechanic registrations are being administered impartially and consistently throughout the State. In addition, it will provide and ensure that progressive discipline is being followed.

POLICY:

The Maryland State Police, Automotive Safety Enforcement Division (ASED), is responsible by law for the licensing of inspection stations, as well as the registration of inspection mechanics. Under the Maryland Vehicle Law, Transportation Article, Section 23-103 and 23-103.1, the Division may also, for just cause, suspend or revoke an inspection station license, as well as the registration of an inspection mechanic. Therefore, it must be the policy of the Division to ensure that these suspensions and revocations are being conducted and handled fairly and consistently throughout the State.

PROCEDURE:

- A. All complaints received by ASED personnel will be documented on a Complaint Investigation Report, ASED Form 23-35, and properly investigated. This includes suspected violations observed by ASED personnel. Personnel conducting investigations into possible violations of the inspection laws will ensure that no partiality is being shown towards anyone involved in the investigation. Supervisors will review all investigations for thoroughness and impartiality.
- B. Prior to taking any enforcement action against any inspection station personnel, ASED personnel will consult with their immediate supervisor. This consultation

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SUBJECT: Penalty Assessment Guide

will provide the opportunity for both parties to properly review the investigation and the past history of the involved personnel. The supervisor will assist in determining the proper charges to be placed, if any, along with the recommended penalty. Whenever possible, administrative action will be taken through the enforcement of COMAR violations, rather than the Transportation Article, in order to effectively utilize the Penalty Assessment Guide, and ensure that progressive discipline is followed. The penalty recommendation(s) will be noted on the cover report of ASSED Form 23-35 and forwarded through channels to the Field Operations First Sergeant. The Field Operations First Sergeant will then review and forward the final recommendation through channels to the Division Commander for determination of final administrative action to be taken. The violator will then be notified of the proposed penalty and his/her right to appeal, through established procedures.

- C. As part of the complaint investigation, an NCIC/MILES check for any outstanding warrants/violations will be made on the suspected violator(s), as well as obtaining an updated driving record to check for any suspension or revocation.
- D. The recommended penalty will be in accordance with the attached Penalty Assessment Guide. The Guide is not meant to be all-inclusive, but should cover all of the routine violations that are normally encountered. Other violations will be handled on a case-by-case basis.
- E. The important issue to remember is that this is only a guide. If there is proper justification to deviate from the recommended penalty that is proposed in the guide, then consideration will be given to the recommendation. The Division Commander will be the final authority in determining the proposed penalty.
- F. The Penalty Assessment Guide will only be able to address repeat offenders, if the appropriate action is taken on ALL violations. Overlooking violations will defeat the purpose of progressive discipline, as there will be no documentation to support past violations. Therefore, it is important that proper action be taken on each offense. Progress Reports, ASSED Form 23-17, can still be used to document violations and follow up action to be taken; however, these violations will not be considered progressive discipline in regards to the Penalty Assessment Guide. A Progress Report does not count as a Category "A" penalty.

SUSPENSIONS/REVOCATIONS

- A. An inspection station licensee and/or a registered inspection mechanic serving an administrative suspension/revocation from the vehicle safety inspection program shall be placed in a "revoked/suspended" status and is prohibited from participating in the program in any manner throughout the suspension/revocation period.

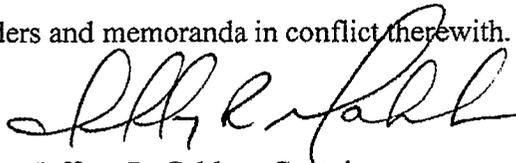
SUBJECT: Penalty Assessment Guide

- B. An inspection station licensee and/or registered inspection mechanic serving a suspension/revocation may submit a request to the Division Commander to modify the suspension/revocation ONLY if circumstances have changed that resulted in the initial suspension/revocation, i.e. driver's license suspension/revocation withdrawn and/or a criminal conviction overturned, etc.
- C. Upon serving a suspension period of less than six months, a registered inspection mechanic shall be permitted to return to the vehicle safety inspection program without any additional testing or reapplication, provided there are no other issues that would prevent reinstatement; i.e. suspended/revoked driver's license, criminal conviction, etc.
- D. Upon serving a suspension period of six months or longer, a registered inspection mechanic shall be required to take and successfully pass the appropriate written and demonstrative ability examinations prior to being reinstated to the vehicle safety inspection program.
- E. Upon serving any suspension period, a station licensee shall be permitted to return to the vehicle safety inspection program without any additional testing or reapplication, provided there are no other issues that would prevent reinstatement; i.e. change of ownership, criminal conviction, etc.
- F. It shall be the responsibility of the affected licensee and/or inspection mechanic to notify the Division of their desire to return to the program at the end of the suspension period. Division personnel shall then follow established procedures to reinstate the licensee and/or registered inspection mechanic.
- G. An inspection station licensee and/or registered inspection mechanic who is serving a revocation for the first time may apply for reinstatement after five years. The licensee and/or inspection mechanic shall apply for reinstatement by submitting a new application, and passing the written examination in case of an inspection mechanic. Upon receipt of the application, the Division shall facilitate establishment of a three member board consisting of a minimum of one person assigned to ASED and two Commissioned Officers assigned to the Field Operations Bureau to review the application and submit a recommendation to the Division Commander on whether the licensee and/or inspection mechanic should be reinstated. The Division Commander shall make the final decision on the reinstatement based on board recommendation and ensuring consistency with the ASED Penalty Assessment Guide. If the reinstatement is approved, the application shall be processed as a new application, and subsequent approval shall be based on the applicant meeting all COMAR requirements.
- H. Any subsequent Category "D", "E", "F" and/or "G" Violation after serving one revocation period would result in permanent revocation. An inspection station licensee and/or registered inspection mechanic whose license or registration is

SUBJECT: Penalty Assessment Guide

revoked for the second time shall not be permitted to return to the vehicle safety inspection program. Any such reapplication will be denied.

This Order supersedes all other orders and memoranda in conflict therewith.

A handwritten signature in black ink, appearing to read "Jeffrey R. Gahler". The signature is fluid and cursive, with a large initial "J" and "G".

Jeffrey R. Gahler - Captain
Commander, ASED
Maryland State Police

AUTOMOTIVE SAFETY ENFORCEMENT DIVISION
PENALTY ASSESSMENT GUIDE FOR ADMINISTRATIVE PROPOSED PENALTIES

Category "A" Violations - WRITTEN REPRIMAND

- 1) Formal Counseling of the Inspection Mechanic and the station owner by the station supervisor or in combination with the work group supervisor; and/or a Written Reprimand Letter from the Division Commander
- 2) Second occurrence of same or similar violation within 24 months enhances the second violation to Category "B".
- 3) Combination of any three Category "A" violations within 24 months enhances the third violation to Category "B"

Category "B" Violations - SUSPENSION FOR 30 DAYS

- 1) Enhanced violation from Category "A".
- 2) Second occurrence of same or similar violation within the past 36 months enhances the second violation to Category "C".
- 3) Combination of any three Category "B" violations within the past 36 months enhances the third violation to Category "C".

Category "C" Violations - SUSPENSION FOR 89 DAYS

- 1) Enhanced violation from Category "B".
- 2) Second occurrence of same or similar violation within the past 36 months enhances the second violation to Category "D".
- 3) Combination of any three Category "C" violations within the past 36 months enhances the third violation to Category "D".

Category "D" Violations - SUSPENSION FOR 6 MONTHS

- 1) Enhanced violation from Category "C".
- 2) Second occurrence of same or similar violation within the past 48 months enhances the second violation to Category "E".
- 3) Combination of any three Category "D" violations within the past 48 months enhances the third violation to Category "E".

Category "E" Violations - SUSPENSION FOR 1 YEAR

- 1) Enhanced violation from Category "D".
- 2) Second occurrence of same or similar violation within the past 60 months enhances the second violation to Category "F".
- 3) Combination of any three Category "E" violations within the past 60 months enhances the third violation to Category "F".

Category "F" Violations - SUSPENSION FOR 3 YEARS

- 4) Enhanced violation from Category "E".
- 5) Second occurrence of same or similar violation within the past 60 months, enhances the second violation to Category "G".
- 6) Combination of any three Category "F" violations within the past 60 months enhances the third violation to Category "G".

Category "G" Violations - REVOCATION

- 1) Enhanced violation from Category "F"
- 2) An Inspector and/or Station having served a revocation period of 5 years may apply for reinstatement.
- 3) Any Subsequent Category "D" "E", "F" and/or "G" Violation after serving one revocation period would result in permanent revocation.
- 4) Refer to Automotive Safety Enforcement Division Special Order 23-0801 for guidance.

**AUTOMOTIVE SAFETY ENFORCEMENT DIVISION
PENALTY ASSESSMENT GUIDE**

COMAR Reference Section	ALLEGATION	Category						
		A	B	C	D	E	F	G
1. 11.14.01.03, D-4	Failure of Controller to maintain strict security of unused certificates	X						
2. 11.14.01.04, A-6	Issuing an inspection certificate for a vehicle that does not meet or exceed established standards, with minimal safety risks	X						
3. 11.14.01.04, A-6	Issuing an inspection certificate for a vehicle that does not meet or exceed established standards, with a defect that involves a substantial safety risk		X					
4. 11.14.01.04, A-4	Issuing an inspection certificate for a vehicle without having inspected its equipment							X
5. 11.14.01.04, A-7	Issuing a repair order certification for any specified equipment if that equipment does not meet or exceed the standards established (Defects involving a minimal safety risk)	X						
6. 11.14.01.04, A-7	Issuing a repair order certification for any specified equipment if that equipment does not meet or exceed the standards established (Defects involving a substantial safety risk)		X					
7. 11.14.01.04, A-5	Issuing a repair order certification for any specified equipment without having inspected that equipment					X		
8. 11.14.01.03, B-1	Failing to have at least one mechanic on duty during work hours	X						
9. 11.14.01.04, A-1	Misrepresentation of facts				X			

COMAR Reference Section		ALLEGATION						
		A	B	C	D	E	F	G
10.	11.14.01.04, A-1						X	
11.	11.14.01.04, A-3				X			
12.	11.14.01.04, A-9							X
13.	11.14.01.04, A-12				X			
14.	11.14.01.04, A-13				X			
15.	11.14.01.04, A-14						X	
16.	11.14.01.04, A-14							X
17.	11.14.01.04, A-15				X			
18.	11.14.01.04, A-15						X	
19.	11.14.01.10, D				X			
20.	11.14.01.10, D						X	
21.	11.14.01.10, D						X	
22.	11.14.01.10, E						X	

COMAR		ALLEGATION	A	B	C	D	E	F	G
Reference Section									
23.	11.14.01.04, B	Failure of inspection mechanic to discontinue inspections and notify the Division when required		X					
24.	11.14.01.07, B-1	Failure to maintain inspection tools and test equipment in proper working condition	X						
25.	11.14.01.10, C	Failure of licensee to have available for use by all inspection personnel the Vehicle Inspection Handbook, including all supplements	X						
26.	11.14.01.07, D	Failure of station licensee to have specification charts or manuals, to include alignment, brakes, suspension, and emission control equipment	X						
27.	11.14.01.07, E	Failure of station licensee to calibrate their equipment once a month, or as required in COMAR	X						
28.	11.14.01.10, G	Failure of licensee or supervisor to discontinue inspections and notify the Division when required		X					
29.	11.14.01.10, H-1	Failure of licensee or supervisor to immediately notify the Division of stolen, lost, or damaged inspection certificates			X				
30.	11.14.01.10, J	Failure to display required documents	X						
31.	11.14.01.10, K	Failure to keep inspection area clear	X						
32.	11.14.01.11	Failure to complete and/or retain required records	X						

NOTE: This is only a guide that will be utilized when deciding the appropriate administrative penalty, based on the most serious violation(s) at the time. The Division Commander an appropriate designee, and/or a convened Review Board has the authority to deviate from the Guide, based on the seriousness of the violation(s), the number of violations, and the circumstances of the case. The Guide is not all inclusive; penalties for other violations of COMAR will be administered based on the circumstances surrounding the violation, and past history of the violator.



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
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COLONEL
TERRENCE B. SHERIDAN
SUPERINTENDENT

May 27, 2008

SPECIAL ORDER NO: 23-0802

TO: All Automotive Safety Enforcement Division Personnel and
All Authorized Inspection Station Personnel

SUBJECT: Drive-over Scuff Gauge

PURPOSE: To cancel the requirement of a Drive-over Scuff Gauge as a required inspection tool.

POLICY:

As a result of information obtained by the Automotive Safety Enforcement Division from the manufacturer of the Align-a-matic (61100) scuff gauge, S.& G. Tool Aid Corporation in Newark, New Jersey, the Align-a-matic scuff gauge is no longer manufactured.

Due to the present lack of tools/ gauges currently on the market measuring side slip of tires in feet per mile, effective August 1, 2008, the requirement and use of a Division approved scuff gauge or toe bar will no longer be necessary for state inspection. The following sections of COMAR will be affected by this ruling:

- COMAR 11.14.01.06C.(1) Inspection Area Requirements;
- COMAR 11.14.01.07A.(2) Inspection Test Equipment and Tools;
- COMAR 11.14.01.11B.(11) Records;
- COMAR 11.14.02.02B.(1) and 11.14.04.02B.(1) Steering, Alignment and Suspension.
- Special Order 23-0103

Inspection mechanics will, on the motor vehicle inspection report, draw a line entirely through "Toe In/Out" box including P/F/R under "Alignment" and place a similar line through the "Toe" box under "Required Readings."

With the inability to check toe reading in side slip feet per mile, the required road test and inspection of vehicle components will become even more critical in determining if the vehicle meets or exceeds minimum safety standards.

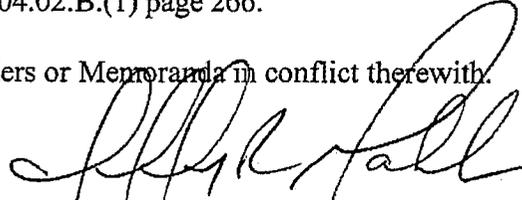
Appropriate revisions will be forthcoming in the Code of Maryland Regulations.

"Maryland's Finest"

SUBJECT: Drive-over Scuff Gauge

This Special Order is to be inserted in the inspection manual in the following Sections: 11.14.01.06C.(1) and 11.14.01.07A(2), page 142; 11.14.01.11B.(11), page 152-1; 11.14.02.02B.(1), page 161; and 11.14.04.02.B.(1) page 266.

This order supercedes all other Orders or Memoranda in conflict therewith.



Jeffrey R. Gahler, Captain
Commander - A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
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COLONEL
TERRENCE B. SHERIDAN
SUPERINTENDENT

June 18, 2008

SPECIAL ORDER NO. 23-0804

**TO: All Authorized Inspection Station Licensees and Applicants
All Automotive Safety Enforcement Division Personnel**

SUBJECT: Initial / Renewal Application Procedures and Fees for Inspection Stations

The following procedures and fees apply to the preparation and submission of initial and renewal applications by Authorized Inspection Station Licensees and applicants:

1. **INITIAL APPLICATION:**

Those business owners' wishing to license their business as an authorized inspection station to conduct vehicle safety inspections for the State of Maryland, will complete an initial application in strict accordance with the instructions included. Once submitted, the Division will conduct a background investigation to determine if the business and personnel meet the Code of Maryland Regulations (COMAR) defined under Title 11, Subtitle 14, Chapter .01. Approved applicants will be issued an Inspection Station License and be permitted to conduct safety inspections in the Vehicle Safety Inspection Program.

- a. All required documentation must be included with the initial application before it will be accepted, i.e. copy of Business License, Fire Safety Inspection Report, etc.
- b. The initial application fee for an inspection station license is \$100.00, which is non-refundable. This fee is to be forwarded in the form of a certified check, money order, or a business check made payable to the Maryland State Police (No personal checks or cash), and submitted along with a completed initial application.
- c. Initial applications approved prior to April 1st will expire on June 30th of that same year, and will require the licensee to submit a renewal application and fee by June 30th. Initial applications approved April 1st or later will not expire until June 30th of the following year.

2. **RENEWAL APPLICATION:**

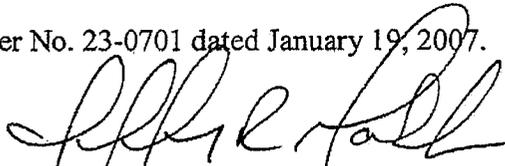
All current authorized inspection station licensees who wish to remain active in the Vehicle Safety Inspection Program must submit an annual renewal fee with a renewal application. The annual renewal fee for stations currently in the Inspection Program is \$50.00. The renewal fee is due prior to July 1st of each year and must be submitted with a completed renewal application. This fee is to be forwarded in the form of a certified check, money order, or business check made payable to Maryland State Police, (no personal checks or cash).

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SUBJECT: Initial / Renewal Application Procedures and Fees for Inspection Stations

- a. Renewal applications will be accepted each year between April 1st and June 30th. All renewal applications MUST be postmarked or received at the ASED Headquarters office by June 30th. Any application that is not postmarked or delivered by June 30th will not be accepted, and will require the inspection facility to submit an initial application and a fee of \$100.00.
 - b. It is the responsibility of the inspection station licensee to obtain a renewal application and submit it prior to the expiration date.
 - c. When the renewal requirements have been satisfied, a Validation Sticker will be delivered to the licensee, which will be affixed to the Authorized Inspection Station License.
3. The initial and renewal applications are available for download on the Maryland State Police website at <http://www.mdsp.org/ased/> or the Maryland Motor Vehicle Administration website at <http://mva.state.md.us/OnlineServices/Docs/default.htm>. If unable to download the renewal application, station personnel are to contact the station's assigned ASED Trooper or Vehicle Safety Inspector. If unable to download the initial application, please call the ASED Headquarters at 410-768-7388 and request a mailing of the application.
 4. All initial and renewal applications must be submitted containing original signatures; no facsimile or photocopies accepted.

This Special Order supersedes Special Order No. 23-0701 dated January 19, 2007.



Jeffrey R. Gahler, Captain
Commander – A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
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Fax: 410-760-5466



COLONEL
TERRENCE B. SHERIDAN
SUPERINTENDENT

May 19, 2009

SPECIAL ORDER NO: 23-0903

TO: All Automotive Safety Enforcement Division Personnel and Authorized Inspection Station Personnel

SUBJECT: Additional Required Tool for all Authorized Inspection Stations, except Class "B" and "T", reference Inspection of Post Manufacture Window Tint

PURPOSE:

To require the inspection and certification by Maryland Authorized Inspection Stations of vehicles equipped with post manufacture window tint. The implementation of a process requiring Maryland Authorized Inspection Stations to inspect and certify post manufacture window tint is intended to:

- A) Expedite the Maryland Vehicle Safety Inspection process for vehicles undergoing a complete vehicle safety inspection and equipped with post manufacture window tint to regulated windows.
- B) Increase the availability for Maryland motorists needing inspection of tinted windows as a result of the issuance of a Safety Equipment Repair Order for "TINT".
- C) Assist Maryland motorists who simply wish to have their tinted windows tested for compliance with the Code of Maryland Regulations.

POLICY:

The Automotive Safety Enforcement Division will permit, except as noted, all classes of authorized vehicle inspection stations to inspect vehicles under their approved classification and to certify the application of post manufacture window tint when in compliance with the Code of Maryland Regulations.

Effective October 1, 2009, all authorized inspection stations, except Class "B" and "T", will be required to have, in addition to their required tools, an approved window tint meter.

"Maryland's Finest"

Requirements for Division approved tint meter:

- Two piece, portable and compact with digital readout to nearest percent.
- Suitable for testing standard automotive glazing on roll down and fixed windows.
- Designed to be operated by one person.
- Equipped with an alignment aid feature to assist in obtaining and maintaining accuracy throughout period of measurement.
- Activation switch or button, off switch or button or self deactivation.
- Equipped with manufacturer's reference sample(s) / calibration standard(s) labeled with manufacturer's name, serial number (if equipped), and percentage of light transmittance.
- Light transmittance meter shall maintain unit accuracy within + or - two (2) percentage points (certified by an independent testing laboratory).
- Maintain repeatability within + or - one (1) percentage point.
- Portable carrying case.
- The manufacturer must provide information to the Division regarding any change in specifications of any approved products used for tint inspection and certification in Maryland.

Current Division approved tint meters:

- **Advanced Light Transmittance Meter**

Advanced Design Systems
P.O. Box 893459
Mililani, HI. 96789

Phone # 1- 808-623-0018
Toll Free # 1- 800-865-1820
Fax # 1- 808-623-4542
www.advanceddesignsystems.com

- **Pocket Detective Window Tint and Reflectivity Meter
(Window Tint Meter) For Use On All Windows part # 804-0**

MONROE PMP
68 S. Squirrel Rd
Auburn Hills, MI 48326
Toll Free # 1-800-334-2843
Fax # 1-800-453-9683
www.promotorcarproducts.com/deluxe-window-tint-meter.htm

- **Laser Labs**
Model 400 Tint Meter

Laser Labs, Inc.
454 First Parish Road
Scituate, Massachusetts 02066
Toll Free # 1- 800-452-2344
Fax# 1-508-923-1985
www.laser-labs.com
www.LaserTintMeter.com

Only the above listed tint meters are currently approved for use in the Maryland Vehicle Inspection Program. No other tint meters are authorized for use in determining whether post manufacture window tint on a vehicle passes the minimum standards of a safety inspection. Authorized inspection mechanics will be required to be familiar with the operation and use of the station's tint meter and will be tested and approved by Division personnel before use in an inspection.

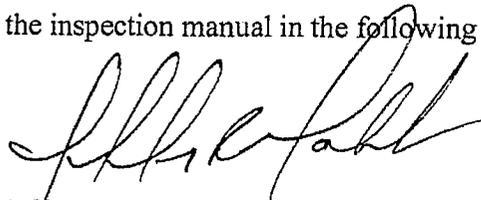
On July 1, 2009 the Division will provide the above listed tint meter manufacturers a list of all authorized inspection stations required to purchase a tint meter. This will provide the manufacturers an opportunity to inform authorized inspection stations about their product and hopefully assist the stations in their decision on which tint meter to purchase.

PROCEDURES:

Revisions to the Code of Maryland Regulations (COMAR) authorizing, regulating and establishing inspection procedures for post manufacture window tint by Maryland Authorized Inspection Stations are currently being formulated. These new regulations are scheduled to take effect on or about October 1, 2009. Until the newly proposed regulations are approved and effective, all required inspection and certification of post manufacture window tint will continue to be the responsibility of and performed by the Automotive Safety Enforcement Division of the Department of State Police as required under COMAR.

Appropriate revisions will be forthcoming in the next revision to the Code of Maryland Regulations.

This special order is to be inserted in the inspection manual in the following section, 11.14.01.07 on page 142.



Jeffrey R. Gahler - Captain
Commander, A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT GOVERNOR

STATE OF MARYLAND
MARYLAND STATE POLICE
Automotive Safety Enforcement Division
Maryland State Police
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062



COLONEL
MARCUS L. BROWN
SUPERINTENDENT

October 20, 2011

SPECIAL ORDER NO: 23-1102

TO: All Automotive Safety Enforcement Division Personnel and Authorized Inspection Station Personnel

SUBJECT: Additional Required Inspection Form for all Authorized Inspection Stations, except Class "B" and "T", reference Inspection of Post Manufacture Window Tint

PURPOSE:

To document inspections by Maryland Authorized Inspection Stations of vehicles equipped with post manufacture window tint applied to regulated windows, the Automotive Safety Enforcement Division has developed a Post Manufacture Window Tint Inspection Report form.

POLICY:

Therefore, the Automotive Safety Enforcement Division shall require all classes of authorized vehicle inspection stations, except Class "B" and "T", to obtain the Division inspection form, **MSP ASED 23-04 (10-11)**, entitled "**POST MANUFACTURE WINDOW TINT INSPECTION REPORT**" by December 31, 2011.

To enable the station to order new or replacement forms, the "POST MANUFACTURE WINDOW TINT INSPECTION REPORT" is available for download on the Maryland State Police web site at www.mdsp.org/ased and select "Downloads" on the left side of the page. A sample copy of the form is attached, however, is not to be utilized for duplication. If unable to download the window tint inspection report form, station personnel are to contact their station's assigned ASED Trooper or Vehicle Safety Inspector.

The Post Manufacture Window Tint Inspection Report shall be designed as follows:

- Two-part inspection report printed in black ink and made from carbonless paper, so that the second part will have the exact information on it as the first part.
- The original shall be white in color and the carbonless copy shall be yellow in color.

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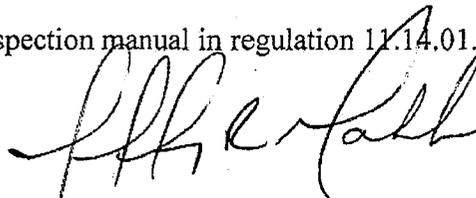
Once the two part forms are obtained by the station, the assigned ASED Trooper/VSI shall review the form to ensure that it is the most current approved for use in the Vehicle Inspection Program.

Additional regulations governing the completion and maintenance of post manufacture window tint inspection reports by authorized inspection stations will be forthcoming in a separate Division Special Order.

Revisions to the Code of Maryland Regulations (COMAR) authorizing, regulating and establishing inspection procedures for post manufacture window tint by Maryland Authorized Inspection Stations have been approved by the Administrator of the Motor Vehicle Administration, Secretary of State Police and the Secretary of the Department of Transportation and are currently under review by the Administrative, Executive and Legislative Review (AELR) Committee. It is anticipated that the new regulations will be fully adopted in January 2012.

Until the newly proposed regulations are approved and effective, all required inspection and certification of post manufacture window tint will continue to be the responsibility of and performed by the Automotive Safety Enforcement Division of the Department of State Police as required under COMAR.

This Order is to be inserted in the inspection manual in regulation 11.14.01.11 after page 152-2.



Jeffrey R. Gahler - Captain
Commander, A.S.E.D.
Department of State Police

MARYLAND AUTHORIZED INSPECTION STATIONS

POST MANUFACTURE WINDOW TINT INSPECTION REPORT

Date of Inspection: _____ INSP CERT # _____ (if applicable)

SERO # _____ (if applicable)

Year: _____ Make: _____

Model: _____ VIN: _____

Vehicle Owner's Name: _____

Owner's Address: _____

City, State, Zip: _____

Owner's Phone # Home: _____ Work: _____ Cell: _____

The completion of this form is required by an authorized inspection station conducting an inspection of a vehicle or the inspection of a vehicle issued a Safety Equipment Repair Order for defect #61 TINT and the vehicle is equipped with post manufacture window tint applied to regulated window(s). The vehicle is otherwise compliant with all other post manufacture window tinting regulations established in the Code of Maryland Regulations. (Regulated windows are windows required to have at least 35 percent light transmittance after the application of post manufacture window tint.)

Registered inspection mechanics will place a check mark in the appropriate box(s) listed below noting all regulated windows equipped with post manufacture window tint. Registered inspection mechanics will test with a Division approved window tint meter each regulated window equipped with post manufacture window tinting and record the light transmittance reading obtained from the window in the appropriate location.

Left Front _____% Right Front _____%

Left Rear _____% Right Rear _____%

Left Wings:

Right Wings:

Front _____%

Front _____%

Rear _____%

Rear _____%

Rear Glass _____%

(Check appropriate box)

PASS The post manufacture window tinting material applied to the noted regulated windows of the above vehicle meets or exceeds the minimum requirement of 35% light transmittance established in the Code of Maryland Regulations. The vehicle is also compliant with all other post manufacture window tinting regulations established in the Code of Maryland Regulations.

Note to vehicle owner - Under Transportation Article, § 23-109(i), Annotated Code of Maryland, it is a violation to materially alter or change any equipment of a vehicle for which an inspection certificate or a repair order certification has been issued. (Penalty for violation up to \$500 or 6 months in jail or both)

FAIL The application of post manufacture window tint is not in compliance with requirements in the Code of Maryland Regulations.

I certify that the above information is accurate as of the date of the inspection.

(Only valid when signed and officially stamped by an authorized registered inspection mechanic)

(Signature of Registered Inspection Mechanic)

(Printed Name of Registered Inspection Mechanic)

Distribution: Original - Station Copy
Copy - Owner Copy

MSP ASED 23-04 (10-11)

(INSPECTION STATION STAMP)



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT. GOVERNOR

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Automotive Safety Enforcement Division
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January 18, 2012



COLONEL
MARCUS L. BROWN
SUPERINTENDENT

SPECIAL ORDER NO: 23-1201

TO: All Automotive Safety Enforcement Division (ASED) Personnel and
All Authorized Inspection Station Personnel

SUBJECT: Notice of Amendments to the Code of Maryland Regulations (COMAR);
Purchase of New Vehicle Inspection Handbook by Authorized Inspection
Stations; Issuance of Division Special Orders for new Vehicle Inspection
Handbook; and Cancellation of Listed Special Orders

PURPOSE:

- A. To provide all Division and Authorized Inspection Station personnel with information regarding amendments to COMAR - Vehicle Inspections, effective February 1, 2012.
- B. To require all Authorized Inspection Stations to purchase a new Vehicle Inspection Handbook from the Division of State Documents by April 30, 2012.
- C. To provide all Division and Authorized Inspection Station personnel with access to all active Division vehicle inspection Special Orders and instructions on their placement in the new Vehicle Inspection Handbook.
- D. To provide all Division and Authorized Inspection Station personnel with notification of cancellation of Special Order No. 23-9526; 23-0006; 23-0113; 23-0304; and 23-0803.

POLICY:

- A. Amendments to the Code of Maryland Regulations

The proposed amendments to the Code of Maryland Regulations submitted to the Division of State Documents by the Administrator of the Motor Vehicle Administration and the Secretary of the Department of State Police regarding vehicle inspections and safety standards shall become effective **February 1, 2012**.

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Amendments have been made to the following regulations:

**Title 11 Department of Transportation, Subtitle 14 Motor Vehicle
Administration – Vehicle Inspections**

Chapter 01 General Inspection

.01 Definitions; .03 Personnel Requirements; .04 Administrative Penalties;
.06 Inspection Area Requirements; .07 Inspection Test Equipment and Tools;
.10 Obligations of Authorized Inspection Stations, Maryland Manufacturers, Second-Stage
Manufacturers, and Dealers; .11 Records; .14 Vehicle Sale or Transfer of Ownership;
.15 Inspection Certificate; and .16 Safety Equipment Repair Orders.

**Chapter 02 Safety Standards for Passenger Cars, Taxicabs, Light Trucks, Vans,
Multipurpose Passenger Vehicles, and Type II School Vehicles**

.01 Applicability; .06 Exhaust System; .12 Interior and Emergency Equipment—Applicable to
Type II School Vehicles Only; .14 Vehicle Glazing; and .17 Doors, Handles and Latches.

**Chapter 04 Safety Standards for Trucks, Truck Tractors, Commercial Buses, and Type I
School Vehicles**

.14 Interior and Emergency Equipment—Applicable to School Vehicles Only; .16 Vehicle
Glazing; and .19 Doors, Handles, and Latches.

B. Purchase of new Vehicle Inspection Handbook

The Division of State Documents has recently redesigned the look and usefulness of the printed Code of Maryland Regulations. The newest printed version is in 8-1/2 x 11 format. The 6 x 9 format is no longer available for purchase. As a result of amendments to COMAR and the redesign by the Division of State Documents of the regulations, all authorized inspections stations will be required to purchase a new vehicle inspection handbook from the Division of State Documents by **April 30, 2012**.

C. Existing and future ASED Special Orders related to the Vehicle Inspection Program

Due to the redesign of the printed COMAR into the new 8-1/2 x 11 format and the new amendments to the regulations, the Division will reproduce currently required Division vehicle inspection Special Orders (green sheets) and future Special Orders in an 8-1/2 x 11 format. A document titled "Special Order Table of Contents" will also be developed which will list all required Division Special Orders and designate their placement in the new Vehicle Inspection Handbook.

D. Cancellation of Special Orders

Due to amendments to the Code of Maryland Regulations (Vehicle Inspection Handbook) the following Special Orders shall be cancelled and removed from the handbook effective February 1, 2012:

23-9526 Subject – Add on Window Tinting (dated September 8, 1995)

23-0006 Subject – Additional Required Tools For Class “M” Inspection Stations (dated March 14, 2000)

23-0113 Subject – Certification of Safety Equipment Repair Orders for Window Tint Violations (dated April 10, 2001)

23-0304 Subject – Additional Required Tool for Class A, C, D, R and F Inspection Stations (dated April 16, 2003)

23-0803 Subject – Additional Required Tool for Class “M” Inspection Stations (dated May 27, 2008)

PROCEDURES:

A. To enable the Division and authorized inspection station personnel to become familiar with the new amendments to the vehicle inspection regulations and permit the implementation of these regulations on February 1, 2012, the Division has provided a preview of the new regulations on our website, www.mdsp.org/ased. In order to access the new regulations, please following steps:

1. Click on the “Downloads” link on the left side of the home page.
2. Click on “Amended Code of Maryland Regulations (Feb 2012)”.
3. Each amended regulation will be listed and contain amended language in ***bold italic***. Until a new Vehicle Inspection Handbook obtained from the Division of State Documents containing the newly enacted regulations is in your possession, Division and Authorized Inspection Station personnel shall be required to review, become thoroughly familiar with and be guided by the new regulations posted on the Division’s website which become effective on February 1, 2012.
4. All Authorized Inspection Stations are required to print the download titled “Amended Code of Maryland Regulations (Feb 2012)” and shall maintain a copy in the current Vehicle Inspection Handbook until the acquisition of the new handbook.

B. To assist authorized inspection stations in purchasing a **new vehicle inspection handbook** from the Division of State Documents, a blank order form will be posted on the

Division's website (www.mdsp.org/ased) under "Downloads" link on the left side of the home page. Please print and complete the order form along with payment and mail to:

Office of the Secretary of State
Division of State Documents
State House
Annapolis, MD. 21401

****NOTICE ****

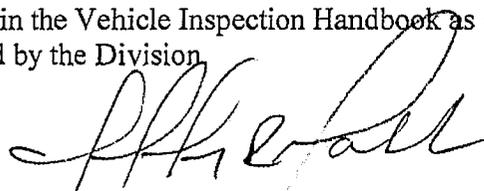
Authorized Inspection Stations are requested not to order a new Vehicle Inspection Handbook until February 1, 2012 to insure that the handbook contains the newly enacted regulations.

C. To enable the Division and authorized inspection station personnel access to required Division vehicle inspection Special Orders, the Division will post the Special Orders on the Division's website (www.mdsp.org/ased) under "Downloads" link on the left side of the home page. Authorized Inspection Stations will be required to print each listed Special Order and insert it in their new Vehicle Inspection Handbook as directed in the Special Order Table of Contents.

If unable to access the Division's website and/or print any required information once it is made available on the website, station personnel are to contact their station's assigned ASED Trooper or Vehicle Safety Inspector.

This order supersedes all other orders or memorandums in conflict therewith.

This special order is to be inserted in the Vehicle Inspection Handbook as directed in the Special Order Table of Contents issued by the Division.



Jeffrey R. Gahler - Captain
Commander - A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
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COLONEL
MARCUS L. BROWN
SUPERINTENDENT

January 27, 2012

SPECIAL ORDER NO: 23-1202

TO: All Automotive Safety Enforcement Division Personnel and Authorized
Inspection Station Personnel

SUBJECT: Post Manufacture Window Tint Inspection Report; Medical Exemption Form;
Medical Exemptions; and Vehicle Inspection Report

PURPOSE:

To provide additional information on the completion and maintenance by authorized inspection stations of Post Manufacture Window Tint Inspection Reports; maintenance by authorized inspection stations of Post Manufacture Window Tint Medical Exemption Forms issued by the Division; note regarding Medical Exemptions; and notation of post manufacture window tint on Vehicle Inspection Reports when applicable

POLICY:

A. Post Manufacture Window Tint Inspection Report

The completion of this form is required by an authorized inspection station conducting an inspection of a vehicle or the inspection of a vehicle issued a Safety Equipment Repair Order for defect #61 "TINT" and the vehicle is equipped with post manufacture window tint applied to regulated window(s). The vehicle must first be compliant with all other post manufacture window tinting regulations established in the Code of Maryland Regulations.

Note: Regulated windows are windows required to have at least 35 percent light transmittance after the application of post manufacture window tint under the Code of Maryland Regulations.

B. Post Manufacture Window Tint Medical Exemption Form

1. Division has created a "POST MANUFACTURE WINDOW TINT MEDICAL EXEMPTION FORM" MSP ASED 23-04(A) to provide notification and documentation to an authorized inspection station performing an inspection of a vehicle that is owned by a person who must be protected from the sun for medical reasons and has been

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determined by the Division that the owner has met the medical exemption requirements established in Transportation Article 22-406, Annotated Code of Maryland, and excluding the light transmittance requirement, the vehicle is compliant with all other post manufacture window tinting regulations under the Code of Maryland Regulations.

2. The issuance of the post manufacture window tint medical exemption form by the Division shall permit the registered inspection mechanic to exempt the vehicle's windows equipped with post manufacture window tint from meeting the light transmittance requirement.

C. Medical Exemptions

Vehicles undergoing an inspection, or issued a safety equipment repair order for defect #61 "TINT" and the owner indicates to the authorized inspection station their compliance with a medical exemption, shall be referred to the Automotive Safety Enforcement Division of the Department of State Police for examination of the vehicle owner's medical documentation and the vehicle's post manufacture window tint, before an inspection on the vehicle is performed.

PROCEDURE:

A. Post Manufacture Window Tint Inspection Report

1. The post manufacture window tint inspection report shall be completed as required in Regulation .11 Records under the Code of Maryland Regulations 11.14.01 General Inspection.
2. Upon completion of the post manufacture window tint inspection report the carbonless copy shall be given to the vehicle owner, owner's agent, or the dealer for their records.
3. The original of the post manufacture window tint inspection report shall be maintained at the authorized inspection station as follows:
 - (i) Vehicles undergoing an inspection, the report shall be attached to the station's copy of the vehicle inspection report and maintained for the same time period required for vehicle inspection reports.
 - (ii) Vehicles issued a safety equipment repair order for defect #61 "TINT", the report shall be retained separate from the repair order and maintained in chronological order by the date of inspection, beginning with the most recent and maintained by calendar year for at least two years from the date of inspection.

B. Post Manufacture Window Tint Medical Exemption Form

The post manufacture window tint medical exemption form shall be attached to the station's copy of the vehicle inspection report and maintained for the same time period as required for vehicle inspection reports.

C. Vehicle Inspection Report

1. Until appropriate revisions are made to the Vehicle Inspection Report, registered inspection mechanics when inspecting a vehicle equipped with any post manufacture window tint shall print the word, "Tint", in the "Damage or Glazing Indicate Window" box under "GLAZING" on the Vehicle Inspection Report.
2. In those cases where the vehicle being inspected has failed from the application of post manufacture window tint on regulated windows and all post manufacture window tint has now been removed from regulated windows, the inspector shall indicate in the "INSPECTORS ADDITIONAL COMMENTS" box, "Tint Removed".

This special order is to be inserted in the Vehicle Inspection Handbook as directed in the Special Order Table of Contents issued by the Division.



Jeffrey R. Gahler - Captain
Commander, A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

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January 30, 2012



COLONEL
MARCUS L. BROWN
SUPERINTENDENT

SPECIAL ORDER NO: 23-1203

TO: All Automotive Safety Enforcement Division Personnel and Authorized Inspection Station Personnel

SUBJECT: Approved Headlight Machines with Floor Slope Alignment Procedures

PURPOSE:

- A. To identify those headlight machines approved for use in the Maryland Vehicle Inspection Program.
- B. To establish procedures for determining floor slope alignment for use in the approved headlight machines.

POLICY:

- A. The following headlight machines are approved for use in the Maryland Vehicle Inspection Program. No other machines are authorized for use in determining whether headlight alignment on a vehicle passes the minimum standards of a safety inspection.
 - 1) Hoppy Vision 1
 - 2) Hoppy Vision 100
 - 3) Symtech Corporation "HBA 5"
 - 4) American Aimers Vision II Pro
- B. Before authorized inspection stations are permitted to use any new headlamp machine in determining vehicle headlamp aim on vehicle inspections or Safety Equipment Repair Orders, all registered inspection mechanics at the authorized inspection station must successfully demonstrate their ability to use the headlight machine to Division personnel.
- C. Prior to utilizing an approved headlight machine during a vehicle safety inspection, the floor slope specification for the inspection area will be determined and programmed into the machine utilizing procedures established in this Order.

PROCEDURES:**A. Hoppy Vision 1 and 100 and American Aimers Vision II Pro**

To determine the floor slope specification required for programming of the Hoppy Vision 1, Hoppy Vision 100 and American Aimers Vision II Pro, the following procedures will be followed by authorized inspection station personnel for obtaining measurement reference points when using the Hoppy Split Image Transit.

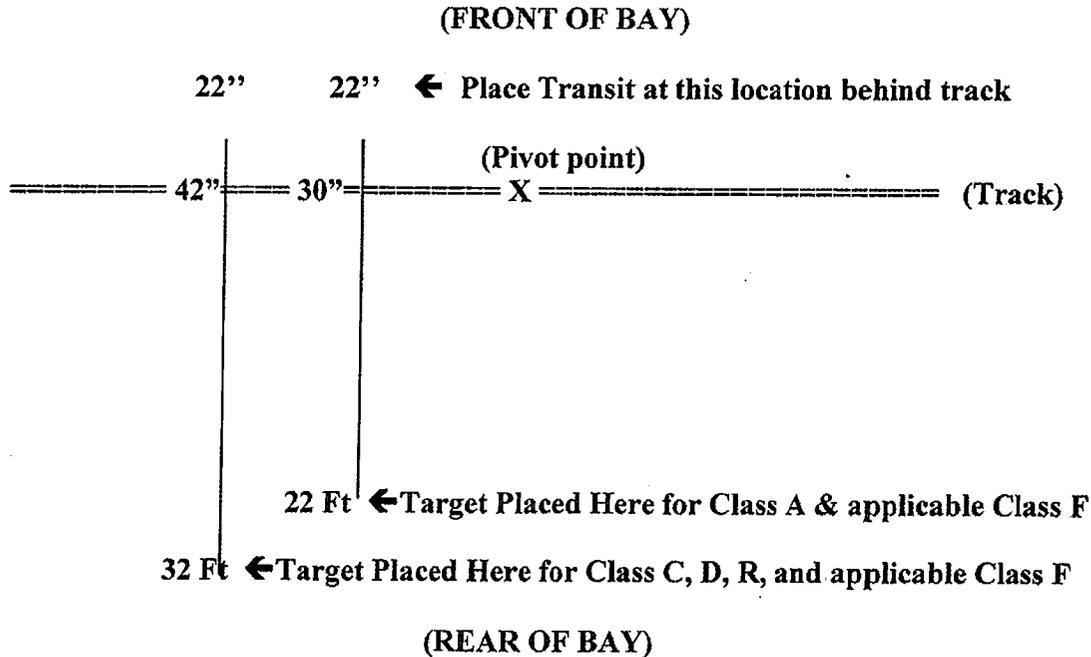
1. For Class "A" and those Class "F" stations inspecting vehicles 10,000 pounds and under GVWR - Measure 30 inches from the center pivot point of the headlight track out towards the driver's side of the track and mark this point.
For Class C, D, R, and those F stations inspecting vehicles over 10,000 lbs. GVWR - Measure 42 inches from the center pivot point of the headlight track out towards the driver's side of the track and mark this point.

2. For All Class Stations - Measure 22 inches behind the headlight machine track, towards the front of the bay, at the above point marked in step 1, and place the transit at that location.

3. For Class "A" and those Class "F" stations inspecting vehicles 10,000 pounds and under GVWR - Measure 22 feet from the transit toward the rear of the bay and place the target.

For Class C, D, R, and those F stations inspecting vehicles over 10,000 lbs. GVWR - Measure 32 feet from the transit toward the rear of the bay and place the target.

4. Follow the Hoppy Split Image Transit instructions to obtain the floor slope degree reading from the transit using the above established reference point procedures, and program the Hoppy Vision 1, 100 and Vision II Pro per the headlight machine instruction manual for programming floor slope. (See diagram A)
5. When conducting a vehicle inspection utilizing these machines, the readings will be entered on the Motor Vehicle Inspection Report (Checklist) as a "P" for pass or an "F" for fail in the block for headlight readings.

Diagram (A)**For use with: Hoppy Vision 1 and 100 and American Aimers Vision II Pro****B. Symtech Corporation "HBA 5"**

To determine the floor slope specification required for programming of the Symtech Corporation "HBA 5", the following procedures will be followed by authorized inspection station personnel for obtaining measurement reference points required for calculating the slope.

1. For Class "A" and those Class "F" stations inspecting vehicles 10,000 pounds and under GVWR - Measure 30 inches from the center pivot point of the headlight track out towards the driver's side of the track and mark this point.

For Class C, D, R, and those F stations inspecting vehicles over 10,000 lbs. GVWR - Measure 42 inches from the center pivot point of the headlight track out towards the driver's side of the track and mark this point.
2. For All Class Stations - Measure 22 inches in front of the headlight machine track, towards the rear of the bay, at the above point marked in Step 1, to obtain the **first** reference measurement point. Mark this point using tape or other method for identification.
3. For Class "A" and those Class "F" stations inspecting vehicles 10,000 pounds and under GVWR - Measure 20 feet in front of the headlight track, towards the rear of

the bay, to obtain **second** reference point. Mark this point using tape or other method of identification.

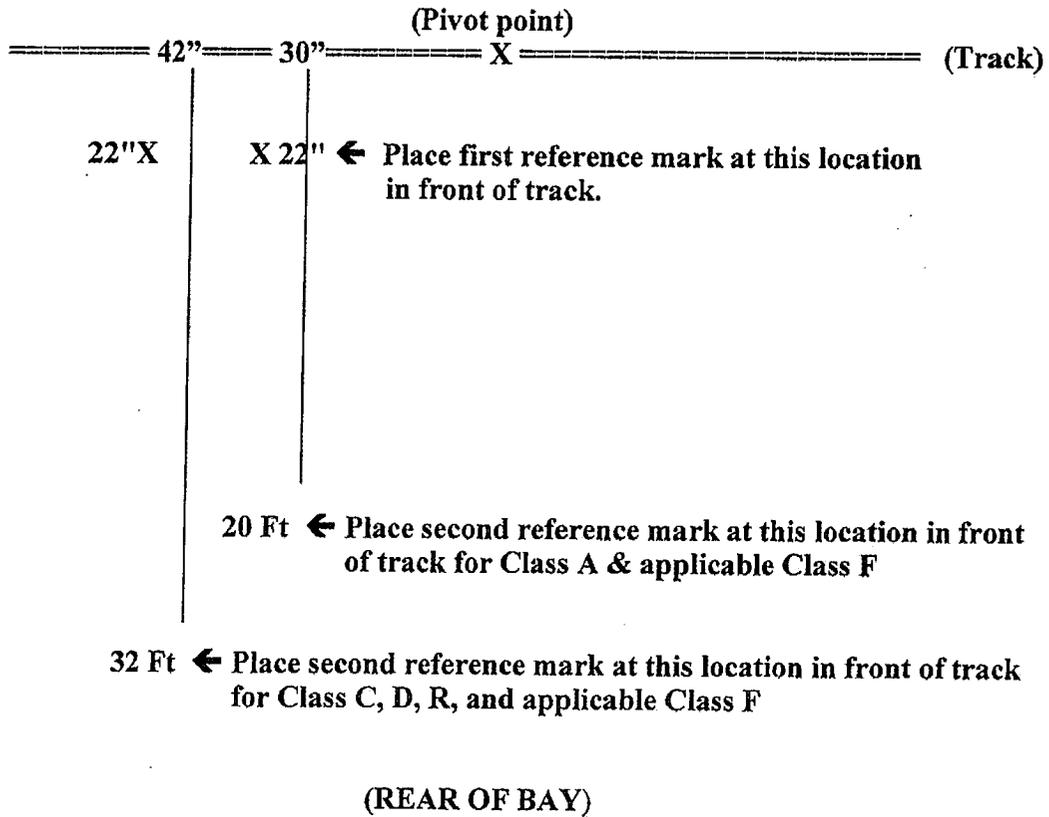
For Class C, D, R, and those F stations inspecting vehicles over 10,000 lbs. GVWR
- Measure 32 feet in front of the headlight track, towards the rear of the bay, to obtain **second** reference point. Mark this point using tape or other method of identification.

4. Follow instructions in the Symtech Corporation "HBA 5" manual for Floor Slope Alignment procedures, using the reference point locations obtained in the above steps, to program the headlight machine floor slope (See diagram B).
5. When conducting a vehicle inspection utilizing this machine, the readings will be entered on the Motor Vehicle Inspection Report (Checklist) as a "P" for pass or an "F" for fail in the block for headlight readings.

Diagram (B)

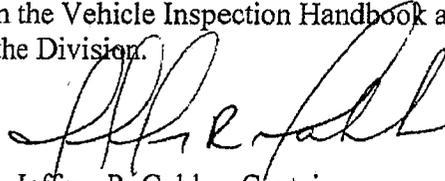
For use with: Symtech Corporation "HBA 5"

(FRONT OF BAY)



This order supersedes all other orders or memorandums in conflict therewith; specifically cancelling Special Order 23-0303.

This special order is to be inserted in the Vehicle Inspection Handbook as directed in the Special Order Table of Contents issued by the Division.

A handwritten signature in black ink, appearing to read "Jeffrey R. Gahler". The signature is fluid and cursive, with the first name being the most prominent.

Jeffrey R. Gahler, Captain
Commander - A.S.E.D.
Department of State Police



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
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March 5, 2012



COLONEL
MARCUS L. BROWN
SUPERINTENDENT

SPECIAL ORDER NO: 23-1204

TO: All Automotive Safety Enforcement Division and Authorized Inspection Station Personnel

SUBJECT: Introduction of Electronically generated Safety Equipment Repair Order (E-SERO)

BACKGROUND:

The Automotive Safety Enforcement Division (ASED) of the Department of State Police has been developing and will be implementing in the near future an E-SERO. The use of an E-SERO by participating police departments will reduce the time it takes the officer to issue the safety equipment repair order and will decrease the internal processing time for the Automotive Safety Enforcement Division in clearing the repair order once certified.

This Division Special Order is intended to make all Authorized Inspection Stations aware of the E-SERO and provide a sample copy along with instructions for certifying the repair order. Authorized Inspection Stations presented with an E-SERO are instructed to follow the guidelines listed below.

POLICY:

- A. The E-SERO will have the same authority as the conventional hand written Safety Equipment Repair Order (SERO) currently in use. The E-SERO will contain much of the same information as the current hand written repair order; however, the design and the number of copies will be different. The E-SERO will be a single page document with printing only on one side. The document will have two separate parts.
1. Part 1 will be identified as the "Vehicle Owner/Agent Copy" which will contain the information regarding repair order number and bar code, the date and time of issuance, operator, owner and vehicle information, location of

traffic stop, noted defective equipment, officer’s information and a space for certification of the repair order.

2. Part 2 will be identified as the “State Police Compliance Copy” which will contain important instructions for the vehicle owner to follow regarding the certification process of the repair order and provides a space for certification of the repair order along with the repair order number and related bar code.

(See Sample copy attached)

PROCEDURES:

- A. The registered inspection mechanic will continue to comply with the requirements established in the Code of Maryland Regulations (COMAR) for the inspection and certification of the defects noted on the safety equipment repair order.

(Note: Registered inspection mechanics are required to use care when certifying the E-SERO to avoid smearing their certification information, including stamp.)

- B. Guidelines for certifying the E-SERO

1. The registered inspection mechanic **MUST** certify the E-SERO by completing Parts 1 and 2 as follows:

- (i) Sign the repair order in the box labeled “Registered Inspection Mechanic’s/Officer’s Signature”.
- (ii) Print registered inspection mechanic's name in the box labeled “Registered Mechanic’s Printed Name/Officer’s ID Number”.
- (iii) Print authorized inspection station number and classification in the box labeled “Station Number/Dept. Code”.
- (iv) Print the date of inspection (in the appropriate format) (ie. January 12, 2012) in the box labeled “Date”.
- (v) Stamp the name, address, station number, and classification of the authorized inspection station using a legible stamp and black ink in the blank box below the E-SERO number and bar code.

2. Once certified, the mechanic shall return both parts of the E-SERO to the vehicle owner/agent. (Please instruct him/her to follow the instructions noted in Part 2.)

*****(Part 2, denoted in the bold black box, instructs the owner to enclose Part 2 in an envelope and mail to the MARYLAND STATE POLICE, Automotive***

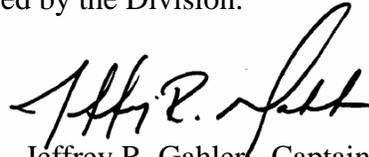
Safety Enforcement Division, 6601 Ritchie Highway, Glen Burnie, Maryland 21062)

RECORDS:

- A. The design of the E-SERO does not provide the authorized inspection station with an “inspection station copy” of the repair order; therefore, the station is NOT required to retain a copy of the E-SERO. It is however, the recommendation of the Division that when possible, a copy of the repair order be made by the inspection station for their records.
- B. The E-SERO contains both numbers and letters in the repair order number. If copies are maintained by the Inspection Station, it is the recommendation of ASED that E-SEROs are maintained in chronological order by the date of certification, beginning with the most recent and maintained by calendar year for at least two years from the date of certification
- C. Locally retained E-SEROs will be maintained separate from the conventional repair orders.

Any questions regarding the policy or procedures for certifying an electronically E-SERO should be referred to the Division’s supervisor assigned to the Authorized Inspection Station or by contacting the ASED at 410-768-7388, Mon. - Fri., 8:30 a.m. to 4:30 p.m.

This special order is to be inserted in the Vehicle Inspection Handbook as directed in the Special Order Table of Contents issued by the Division.



Jeffrey R. Gahler - Captain
Commander - A.S.E.D.
Department of State Police

MARYLAND SAFETY EQUIPMENT REPAIR ORDER

(PURSUANT TO TITLE 23 OF THE TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND)



Date: **2/14/2012** S0D8603F Time: **14:54**

Operator Soundex: NONE	State: XX	Class:
Operator Name: DEF UNKNOWN		

Vehicle Owner Name: DEF UNKNOWN		
Owner Current Address: UNKNOWN		
City: UNKNOWN	State: XX	Zip: 00000

Vehicle Reg: [REDACTED]	State: MD	Type: 03 - Station Wagon
Year: 2008	Make: CHEVROLET	Model: TRAILBLAZER
VIN: 1GNDT13[REDACTED]	Title: [REDACTED]	
Location: 123 TEST ROAD		
County: HOWARD - 13		

You have received a Repair Order for the following equipment:

- 61 : Window Tint
- 74 : Floor / Trunk Pan
- 53 : Exhaust System

Officer's Signature: _____	Officer Signature
Officer's Name: F/SGT R. [REDACTED]	ID Number: [REDACTED] Agency: MSP

I hereby certify that the described vehicle has been inspected and that the indicated defect(s) has (have) been corrected.

Registered Inspection Mechanic's / Officer's Signature	S0D8603F
Registered Mechanic's Printed Name / Officer's ID Number	
Station Number/ Dept Code	
Date	

IMPORTANT NOTICE TO VEHICLE OWNERS

The defective equipment noted hereon must be corrected within ten (10) days of the issuance of this order. The repairs may be made at any garage or repair shop of your choice

Once repairs have been made, this repair order must be signed and certified by a registered mechanic at an Authorized Maryland Inspection Station. Be sure your copy is completed and returned to you. It is your proof of having complied with the law.

If the certified Equipment Repair Order is not received within thirty (30) days of the date the Equipment Repair Order was issued, the registration of the vehicle will be suspended.

REMEMBER you must, within thirty (30) days of issuance of an Equipment Repair Order:

Return the State Police Compliance Copy Part2 of the Equipment Repair Order with a certified signature to:
MARYLAND STATE POLICE, Automotive Safety Enforcement Division, 6601 Ritchie Highway, Glen Burnie, Maryland 21062

If this vehicle has been traded, sold, repossessed, junked or otherwise disposed of submit a notarized statement and include the vehicle serial number and the date of the applicable transaction. Attach the notarized statement to the State Police Compliance Copy of the Safety Equipment Repair Order and return both to the Maryland State Police at the address above.

I hereby certify that the described vehicle has been inspected and that the indicated defect(s) has (have) been corrected.

Registered Inspection Mechanic's / Officer's Signature	S0D8603F
Registered Mechanic's Printed Name / Officer's ID Number	
Station Number/ Dept Code	
Date	