



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada



Completing the Transition Engine Annual Report (TEAR)

Off-Road Compression-Ignition Emission Regulations

Regulatory Administration Section
Transportation Division

Disclaimer

The following information is intended for guidance only. It does not in any way supersede or modify the requirements of the *Canadian Environmental Protection Act, 1999* (CEPA) or the [Off-Road Compression-Ignition Engine Emission Regulations](#) (Regulations) made under the CEPA. In the event of inconsistency between this information and the CEPA and/or the Regulations, the CEPA and the Regulations shall prevail.



Who needs to submit a TEAR?

- If you import transition engines or machines containing a transition engine into Canada, or are a Canadian manufacturer of transition engines or machines containing a transition engine, you must submit a transition engine annual report (TEAR) as set out in section 13.1 of the Regulations.
 - A transition engine is an engine that meets a previous emission standard as set out in Section 13 of the Regulations.
- For transition engines imported or manufactured during the 2019 calendar year, the report must be submitted **no later than March 30, 2020.**



Suggested Template

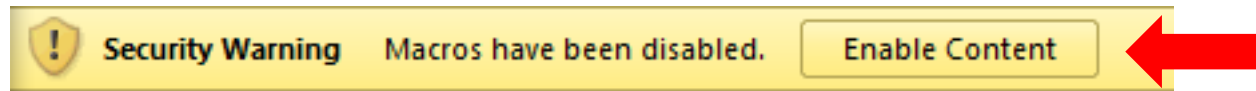
- The latest version of the template (vers.18-2-r0) was distributed along with this slideshow. We recommend you use this version of the template.
- It is important to have the latest version of the template to ensure that
 - the guidance provided is the best available; and
 - the information entered is properly validated.



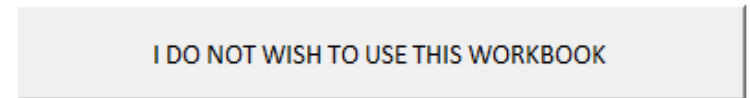
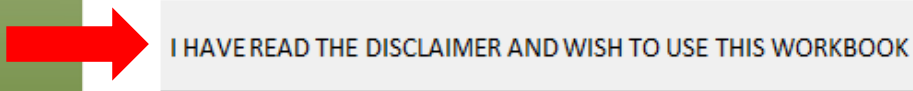
Completing the TEAR

Step 1: Open and save the template on your computer.

- Upon opening, you may need to click “Options” or “Enable Content” near the top of your screen to ensure Excel Macros are enabled for this workbook
 - The workbook will not function as intended if Excel Macros are not enabled



Step 2: After you have read the disclaimer, click the button at the bottom.



New Email Address

If you are using a previous version of the template, please take note of the **Regulatory Administration Section's new email address:**

ec.VehicleAndEngineInfo.ec@canada.ca

The email addresses, indicated on older versions of the template, are no longer valid. Upon completion, please submit the report to the new email address.



Introduction Worksheet

Step 3: Complete all required fields (cells highlighted in purple).

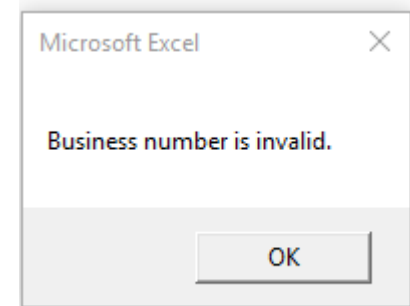
This report is for the calendar year: <input type="text"/>					
A) Company Name			B) Business number assigned to the company by the Minister of National Revenue		
<input type="text"/>			<input type="text"/>		
C) Civic Address					
Street:	<input type="text"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text"/>	Postal Code:	<input type="text"/>	Country:	Canada
D) Mailing Address of Company (if different)					
Street:	<input type="text"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text"/>	Postal Code:	<input type="text"/>	Country:	<input type="text"/>
E) Did the company referred in (A) above, import and/or manufacture loose transition engines (i.e. engine not installed in/on a machine)?					
<input type="text"/>					
F) Did the company referred in (A) above, import and/or manufacture installed transition engines (i.e. engine installed in/on a machine prior to importation)?					
<input type="text"/>					
G) Did the company referred in (A) above, import and/or manufacture non-transition engines (i.e. conforming to the standards referred to in sections 9 to 11, 11.1, 12 or 14 of the Regulations)?					
<input type="text"/>					
Signature of the person who is authorized to act on behalf of the company		Name of Signee		Date (DD/MM/YYYY)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Phone Number (Optional): <input type="text"/>					
Submitting Company's Name (if different from (A))			E-mail		
<input type="text"/>			<input type="text"/>		
Mailing address of person authorized to act on behalf of the company (if different from (C) or (D))					
Street:	<input type="text"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text"/>	Postal Code:	<input type="text"/>	Country:	<input type="text"/>



Introduction Worksheet (cont'd)

- Invalid entries will be highlighted **red**.

This report is for the calendar year: <input type="text" value="2018"/>					
A) Company Name		B) Business number assigned to the company by the Minister of National Revenue			
<input type="text" value="ABC Company"/>		<input type="text" value="123456789"/>			
C) Civic Address					
Street:	<input type="text" value="15 Random Street"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text" value="Ontario"/>	Postal Code:	<input type="text" value="K1F3B4"/>	Country:	<input type="text" value="Canada"/>
D) Mailing Address of Company (if different)					
Street:	<input type="text"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text"/>	Postal Code:	<input type="text"/>	Country:	<input type="text"/>
E) Did the company referred in (A) above, import and/or manufacture loose transition engines (i.e. engine not installed in/on a machine)?					
<input type="text" value="Select"/>					
F) Did the company referred in (A) above, import and/or manufacture installed transition engines (i.e. engine installed in/on a machine prior to importation)?					
<input type="text" value="Select"/>					
G) Did the company referred in (A) above, import and/or manufacture certified engines (i.e. conforming to the standards referred to in sections 9 to 11, 11.1, 12 or 14 of the Regulations)?					
<input type="text" value="Select"/>					
Signature of the person who is authorized to act on behalf of the company		Name of Signee		Date (DD/MM/YYYY)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Phone Number (Optional): <input type="text"/>					
Submitting Company's Name (if different from (A))			E-mail		
<input type="text"/>			<input type="text"/>		
Mailing address of person authorized to act on behalf of the company (if different from (C) or (D))					
Street:	<input type="text"/>	Apt. #/P.O.Box:	<input type="text"/>	City:	<input type="text"/>
Prov./Ter.:	<input type="text"/>	Postal Code:	<input type="text"/>	Country:	<input type="text"/>



Example:

If the nine-digits business number (assigned to the company by the Minister of National Revenue) is entered incorrectly or is invalid, an error message will be shown and the cell will be highlighted red.



Introduction Worksheet (cont'd)

- Responses to sections E, F and G help determine which details of the imported engines are required.
 - Answering “Yes”, as applicable, will cause a relevant worksheet to appear as a tab at the bottom of the window.

E) Did the company referred in (A) above, import and/or manufacture loose transition engines (i.e. engine not installed in/on a machine)?

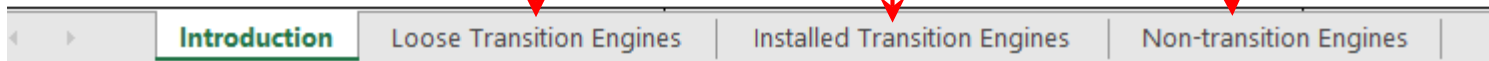
Yes

F) Did the company referred in (A) above, import and/or manufacture installed transition engines (i.e. engine installed in/on a machine prior to importation)?

Yes

G) Did the company referred in (A) above, import and/or manufacture non-transition engines (i.e. conforming to the standards referred to in sections 9 to 11, 11.1, 12 or 14 of the Regulations)?

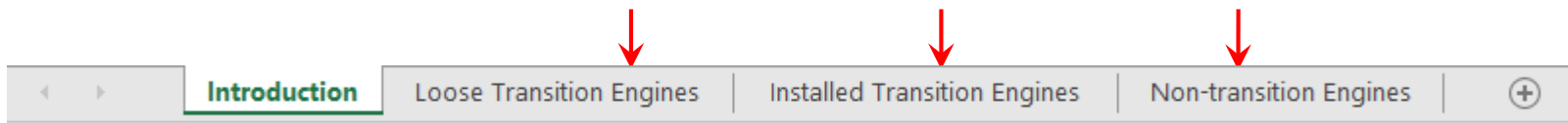
Yes



Engine Detail Worksheets

Step 4: Click on each worksheet tab that appear near the bottom of your screen to complete information, as applicable, with respect to:

- **Loose Transition Engines:**
 - Transition engines not installed in/or on a machine
- **Installed Transition Engines**
 - Transition engines installed in/or on a machine
- **Non-transition Engines include:**
 - certified engines
 - engines meeting current emission standards (Tier 4) or the standards in place at the time of their manufacture,
 - replacement engines,
 - transportation refrigeration units, or
 - engines that do not meet current emission standards but that conform to the certification and in-use standards in the EPA certificate



Emission Standards

- Consult Chapter F of the guidance document for information on the emission standards for engines subject to the Regulations. The guidance document is available at <https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/publications/guidance-document-engine-emission-regulations.html>
 - **Emission standards** → Chapter F → Tables 2 to 5
 - **Transition engines timeframes** → Chapter F → Table 6
- The validation properties of the workbook will also assist in determining if a particular engine is a transition engine or a non-transition engine.
- If you imported both transition and non-transition engines in 2018, you are required to also include the non-transition engines in your TEAR report.



Certified Engines

- Engines meeting final Tier 4, or
- Engines meeting the emission standards in place at the time of their manufacture, listed in the tables below, depending on the model year and power category.

	<< Tier 2 >>	<< Tier 3 >>
Power (kW)	Model Year	Model Year
<8	2006–2011	n/a
≥8<19	2006–2011	n/a
≥19<37	2006–2011	n/a
≥37<75	2006–2007	2008–2011
≥75 <130	2006	2007–2011
≥130<560	n/a	2006–2011
>560	2006– 2011	n/a

<< interim Tier 4 >>	
Power (kW)	Model Year
≥19<37	2012
≥37<56	2012
≥56<75 ^a	2012–2013
≥75<130 ^a	2012–2013
≥130≤560	2012–2013
>560≤900	2012–2014
>900	2012–2014

^a For the 2011 model year, the Tier 3 standards apply



Transition Engines Timeframes

- Engines meeting either of the previous-tier standards (e.g. interim Tier 4 standards)

Power (kW)	Applicable model years ¹	Emission Standard	End of general availability provisions
$56 \leq \text{kW} < 75$	2014+	Interim Tier 4 ²	Dec 31, 2020
$75 \leq \text{kW} < 130$	2014+	Interim Tier 4 ²	Dec 31, 2020
$130 \leq \text{kW} \leq 560$	2014+	Interim Tier 4 ²	Dec 31, 2020
$\text{kW} > 560$	2015+	Interim Tier 4	Dec 31, 2021

¹Previous model years are not considered transition engines

²Phase-out



Transition Engines

- Transition engines must be installed in or on a machine before the end of the set time frames (indicated in the transition engine timeframe tables)
- If you have loose transition engines in Canada that are not installed into machines before the end of the applicable time frames, your options may include:
 - **exporting the engines** to a place outside of Canada, if they meet the requirements of the destination country;
 - **selling the engines back** to the engine manufacturer or vendor, if they accept them; or
 - **destroying the engines.**



Engine Detail Worksheets (cont'd)

- Enter all required details (cells highlighted in **purple**).
- Drop-down lists are used for certain fields.
- If you require more space on any worksheet, click on the **'Add Table'** button available on the bottom of each worksheet.
- If invalid information is entered, an error message will appear.
 - Review the information and enter the correct data
 - *If you are still uncertain, and the workbook continues to show error messages or red cells, contact the Regulatory Administration Section (refer to Slide 25 for contact information).*
- After clicking “OK” on the error message, the cell with invalid entry will be highlighted **red** to indicate need for correction.
- Do not submit a report with red fields.
 - Reports submitted with red fields will be identified as “incomplete” or “non-compliant”



Check Details with Declarations


- Ensure that the details in your TEAR align with your company's importation declarations submitted for that year
- All engines/machines must be declared prior to importation. Therefore, the number of engines in your TEAR should correspond to those in the declarations for the same calendar year.



Sign and Submit

Step 5: Sign the report

- You may sign the report electronically; or
- Print the Introduction worksheet, sign where indicated, and scan it.

Signature of the person who is authorized to act on behalf of the company	Name of Signee	Date (DD/MM/YYYY)
	Joe Importer	24/03/2019
Phone Number (Optional):		

Step 6: Send an email to ec.VehicleAndEngineInfo.ec@canada.ca with the following attachments:

- the completed Excel workbook file, and
- a scan of the signed Introduction worksheet.

In Summary...

- Complete the transition engine annual report (TEAR) if, in 2018, you imported or manufactured transition engines for the purpose of sale.
- Use the latest version of the template
 - Enable Content/Macros and read the disclaimer
- Complete the *Introduction* worksheet
 - Fill in all required cells (in purple)
 - Respond to sections E, F and G to activate applicable tabs
- Complete the *Loose transition engines*, *Installed transition engines*, and/or *Non-Transition engine* worksheets, as applicable
 - Correct errors if **red flags** appear
- Validate TEAR with importation declarations
 - Total number of engines and/or machines should match
- Sign and submit the report to ec.VehicleAndEngineInfo.ec@canada.ca



Questions

- For questions related to your submission, please do not hesitate to contact:

Regulatory Administration Section

Transportation Division

Environment and Climate Change Canada

351 St. Joseph Boulevard

Gatineau, QC K1A 0H3

Phone number: 1-844-454-9017

Email address: ec.VehicleAndEngineInfo.ec@canada.ca



Useful Links

- **CEPA Environmental Registry**
<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry.html>
- **Off-Road Compression-Ignition Engine Emission Regulations**
<https://pollution-waste.canada.ca/environmental-protection-registry/regulations/view?Id=68>
- **Guidance Document**
<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/publications/guidance-document-engine-emission-regulations.html>
- **Importation Declaration Form**
<https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/importation-declaration-form-compression-engines.html>

