



eTRIP Measure Resource and Guidance Manual Phase 2



Rule 9410

Employer Trip Reduction Implementation Plan

An eTRIP (Employer Trip Reduction Implementation Plan) is a set of measures an employer chooses that will encourage employees at the worksite to use alternative transportation and ridesharing for their morning and evening commutes. Each measure contributes to a workplace where it is easier for employees to choose to use ridesharing or alternative transportation. Employers have the flexibility to choose the options that work best for their employees and work environments, and employers also have the option of suggesting measures that are not yet on the list. Each eTRIP measure has a point value. An employer's eTRIP plan needs to meet the point targets specified in the rule.



INTRODUCTION TO eTRIP MEASURES RESOURCE AND GUIDANCE MANUAL

To our partners in cleaner air:

Each day throughout the San Joaquin Valley air basin, more than 93 million miles are driven in and around our communities. A significant number of these miles result from work-related commutes, and the majority of those are conducted by people driving alone.

In order to address these commute-related emissions, the San Joaquin Valley Air Pollution Control District developed the eTRIP rule (Rule 9410, Employer Based Trip Reduction) as a critical step in reaching our health-based, clean air goals.

With the adoption of the eTRIP rule, larger employers are now required to establish an Employer Trip Reduction Implementation Plan (eTRIP). An eTRIP is a set of measures, chosen by an employer, designed to encourage employees at the worksite to use alternative transportation and ridesharing for their morning and evening commutes, thus reducing pollutant emissions associated with work commutes. Attaining these standards is a crucial part of improving the quality of life for everyone in the Valley.

This collection of guidance documents was designed to assist employers in complying with the eTRIP Rule by helping to determine which eTRIP measures are appropriate for their worksites and by demonstrating how to easily implement those measures. These strategies are presented in a concise, logical, easy-to-follow format with accompanying resources and guidelines. On the title for each measure you will find the point value for that given measure.

The Valley's business community has been, and continues to be, an important and valued partner in our common work of cleaning up our air. It is our desire to provide you with information that is useful and easy implemented, regardless of your workplace configuration.

As always, we welcome your feedback and look forward to continuing to work with you to make our Valley a better place to live.

For more information or assistance in submitting your eTRIP plan, please visit www.valleyair.org/tripreduction.htm or contact the eTRIP Rule Small Business Assistance office by email at tripreduction@valleyair.org or by phone at (559) 230-6000.



Guidance and Resource Manual

Phase 2

eTRIP MEASURES

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MEASURE 22 **7 points**

ONSITE FOOD SERVICE

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.49)

Employer provides an onsite area where Eligible Employees can consistently purchase meals, such as a cafeteria or lunch truck service. External food service within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain seven (7) points toward their eTRIP point total by providing food service to their Eligible Employees. This includes but is not limited to having a cafeteria onsite, arranging for food trucks/vendors to be onsite during lunch breaks, and being located within ¼ mile of restaurants or other eateries.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that onsite food services are made available to Eligible Employees with the goal of reducing vehicle trips.
- This measure does not award points for having vending machines onsite. See Measure #8 of Phase 1

III. SUPPORT MATERIALS

- Not applicable



MEASURE 23 **7 points**

ONSITE CHILD CARE



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.48)

Daycare service provided to Eligible Employees. External child care within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain seven (7) points toward their eTRIP plan point total by providing child care onsite. Employers will be required to childcare services sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer. Childcare services located within ¼ mile of the worksite will also satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that child care services are made available to Eligible Employees with the goal of reducing vehicle trips.
- The employer is required to periodically evaluate Eligible Employee demand for child care and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 24 **7 points**

SHOWERS AND/OR LOCKERS ONSITE



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain seven (7) points toward their eTRIP plan point total by providing showers and/or lockers to their Eligible Employees. Employers will be required to provide a number of showers sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to walk or bike to work by providing onsite showers and/or lockers.
- The employer is required to periodically evaluate Eligible Employee demand for showers and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 25 **5 points**

ONSITE BREAK ROOM AND KITCHENETTE

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.50)

Eating area for employees at the worksite that includes at least a sink and a microwave or conventional stove.

GUIDANCE

Employers can gain five (5) points toward their eTRIP plan point total for providing an area for food preparation. This area must include a sink and a microwave or conventional stove.

II. KEY ELEMENTS

- The purpose of this measure is reduce vehicle trips by encouraging Eligible Employees to stay onsite during breaks and lunches by providing a space for personal food preparation.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 26 5 points

ELECTRIC VEHICLE RECHARGING



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain five (5) points toward their eTRIP plan point total for providing electric vehicle recharging stations. Employers must provide sufficient recharging stations to meet the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to use electric vehicles.
- The employer is required to periodically evaluate Eligible Employee demand for electric vehicle recharging and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 27 2 points

ONSITE BICYCLE REPAIR

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.47)

Services that would allow a bicycle repair person to repair and/or tune up employee bicycles by appointment when Eligible Employees sign up and agree to pay for said services.

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing onsite bike repair for their Eligible Employees. This service may be provided by a third party.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to bike to work.
- Employers are responsible for making arrangements with a third party bike repair service and promote these services to Eligible Employees.
- This measure does not require Employers to pay for Employees' bike repairs.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 28 2 points

ONSITE ATM

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing an automatic teller machine (ATM) to all Eligible Employees. A system where employees are allowed a payroll advance would also satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by reducing the need for Eligible Employees to visit a bank during the work day.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 29 2 points

ONSITE VENDING MACHINES



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total for providing a number of vending machines sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees snack options onsite.
- The employer is required to periodically evaluate Eligible Employees demand for vending machines and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 30 2 points

BICYCLE RACKS



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.50)

Racks and secure bicycle parking is provided to accommodate Eligible Employees who bicycle to work. The employer must provide secure bicycle parking for the foreseeable need of the bicycle commuters.

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing bike racks for their Eligible Employees. Employers must provide bicycle parking sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to bike to work.
- The employer is required to periodically evaluate Eligible Employee demand for bicycle racks and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 31 2 points

HEALTH FACILITIES



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.39)

Services that provide first aid to Eligible Employees including, but not limited to, first aid, onsite nurse, etc. External health facilities within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing health care services on-site. Health care services located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that health care services are made available to Eligible Employees with the goal of reducing vehicle trips.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 32 2 points

EMPLOYER-PROVIDED BICYCLES

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.23)

Bicycles that are provided by the employer and made available for employee use during lunch and breaks.

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing a number of bicycles sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that bicycles are made available to Eligible Employees with the goal of reducing vehicle trips.
- The employer is required to periodically evaluate Eligible Employee demand for bicycles and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 33 2 points

FITNESS AREA AND/OR CLASSES

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.37)

Employer-provided area to exercise during breaks or lunches. Examples may include, but are not limited to a fitness area with exercise equipment available for employee use or a room designated for an exercise video or fitness instruction during lunch at least once per week. External fitness area or classes within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain two (2) points toward their eTRIP plan point total by providing a fitness area and/or classes onsite. Employers will be required to provide a fitness area and/or classes sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer. Fitness area or classes located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that fitness services are made available to Eligible Employees with the goal of reducing vehicle trips.
- The employer is required to periodically evaluate Eligible Employee demand for fitness area and/or classes and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 34 **1 point**

LUNCH DELIVERY



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.45)

Employer-organized lunch delivery at least twice per month available to all Eligible Employees.

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by organizing and administering lunch delivery from a local restaurant or vendor, at least twice per month, and making it available to all Eligible Employees.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the options to purchase meals onsite.
- This measure does not require Employers to pay for Employees' lunches.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 35 **1 point**

CHECK CASHING

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by providing check cashing services to their Employees. A system where employees are allowed to cash a personal check at work would satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees check cashing options onsite.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 36 1 point

DIRECT DEPOSIT

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by providing direct deposit of payroll checks into an account of the Employee's choosing.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the options for direct deposit of payroll checks.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 37 1 point

BREAK AND/OR LUNCH ACTIVITIES

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.6)

Employer-sanctioned or employer-promoted activities that may reduce the amount of Eligible Employees going offsite during breaks and/or lunches at least two times per month. May include activities such as games, movies, etc.

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by providing and promoting break and/or lunch time activities at least twice per month. All such activities must take place onsite. Activities may include but are not limited to games, movies, potlucks, or guest speakers.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to remain onsite during their breaks.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 38 **1 point**

DRY CLEANING

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.18)

Onsite pick up and delivery of Eligible Employees personal laundry through an outside agency.

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by organizing, administering, and making available to all Eligible Employees, the delivery of personal laundry to and from a local dry cleaner or laundry service. This measure does not mandate that Employers pay for laundry service.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the options of using an onsite laundry pick up service.
- This measure does not require Employers to pay for Employees' dry cleaning.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 39 **1 point**

POSTAL SERVICE

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: 3.57)

Stamps for sale onsite and onsite mail pick up for Eligible Employees' personal mail. Post office within ¼ mile of worksite also qualifies.

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by providing Eligible Employees the opportunity to purchase postal stamps and personal mail pick-up. A post office located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the option of using onsite postal services.
- This measure does not require Employers to pay for Employees' stamps, postage, etc.

III. SUPPORT MATERIALS

- Not applicable

MEASURE 40 1 point

ONSITE PICNIC TABLES



I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by providing onsite picnic tables made available to Eligible Employees for lunch and breaks. Employers are required to provide a number of picnic tables sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to stay on-site during lunch breaks by providing picnic tables.
- The employer is required to periodically evaluate Eligible Employee demand for picnic tables and to ensure that the demand is being met.

III. SUPPORT MATERIALS

- Not applicable



MEASURE 41 1 point

MAPS TO LOCAL CONVENIENCES

I. eTRIP MEASURE DESCRIPTION

Rule Definition (Rule reference: n/a)

Not applicable

GUIDANCE

Employers can gain one (1) point toward their eTRIP plan point total by making available to all Eligible Employees, maps or advertisements to restaurants and other services within walking/biking distance. These resources can be made available via the work-site's eTRIP coordinator or by posting to a centrally located bulletin board.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to visit local conveniences within walking or biking distance.

III. SUPPORT MATERIALS

- Not applicable

Northern Region

Serving San Joaquin, Stanislaus and Merced counties

4800 Enterprise Way, Modesto, CA 95356-8718

Tel: 209-557-6400 FAX: 209-557-6475

Complaint Line: 1-800-281-7003

Central Region (Main Office)

Serving Madera, Fresno and Kings counties

1990 E. Gettysburg Avenue, Fresno, CA 93726-0244

Tel: 559-230-6000 FAX: 559-230-6061

Complaint Line: 1-800-870-1037

Southern Region

Serving Tulare and Valley air basin portions of Kern counties

34946 Flyover Court, Bakersfield, CA 93308

Tel: 661-392-5500 FAX: 661-392-5585

Complaint Line: 1-800-926-5550



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT
www.valleyair.org



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