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STATE OF NEW JERSEY

**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Raymond P. Martinez**  
Acting Chief Administrator

Dear IRP Registrant:

Effective July 1, 2013, amendments to the International registration Plan (IRP) will go into effect. The items listed below are some of the major implications.

**Article X: Records & Audit**

- **1005: Adequacy of Records** – defines the purpose for which Registrants are required to keep Records: to allow the base jurisdiction to (1) verify the distances a Registrant has reported on its application, and (2) evaluate the Registrant's distance accounting system. If the Records made available by a Registrant for audit are (a) sufficient and (b) appropriate for these purposes, they are deemed to be adequate.
- **1010: Contents of Records** - Records containing the items listed in this section shall be accepted by the base jurisdiction as adequate under section 1005.
  - **For Records produced by a means other than a vehicle tracking system,**
    - the beginning and ending dates of the trip to which the Records pertain
    - the origin and destination of the trip (city & state)
    - the route of travel
    - the beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
    - the total distance of the trip
    - the distance traveled in each jurisdiction
    - the Vehicle Identification Number or vehicle unit number
  - **For Records produced wholly or partly by a vehicle tracking system, including a system based on global positions system (GPS),**
    - the original GPS or other location data for the vehicle to which the Records pertain
    - the date and time of each GPS or other system reading
    - the location of each GPS or other system reading
    - the beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the period to which the Records pertain
    - the calculated distance between each GPS or other system reading
    - the route of the vehicle's travel
    - the total distance traveled by the vehicle
    - the distance traveled in each jurisdiction
    - the Vehicle Identification Number or the vehicle unit number

○ **Summaries,**

- a summary of the fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- a summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by the Vehicles in the Fleet during the calendar quarter and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- a summary of the quarterly summaries

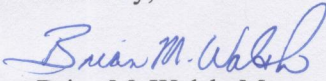
**Note:** Summaries must be made available for the audit upon due notice and demand by the Base Jurisdiction.

**Note:** Records which do not contain all of the elements set out in **Section 1010** may still, depending on the nature of the Records and the Registrant's operations, be fully adequate for an Audit.

- **1015: Inadequate Records Assessment** – If the Registrant fails or refuses to make records available for audit, or if the records made available are, as a whole, so inadequate they cannot be audited, the Base Jurisdiction shall impose an assessment in the amount of twenty percent (20%) of the Apportionable fees paid by the Registrant for the registration of its fleet in the Registration Year to which the Records pertain including fees based on estimated distances. For second offenses, fifty percent (50%), and third offenses, one hundred percent (100%).

If you have any questions, please contact the audit section by dialing **(609) 633 9400 and selecting option #4.**

Sincerely,

  
Brian M. Walsh, Manager  
Motor Carrier Service