How many “Eligible Employees” do you have for the eTRIP Rule (Rule 9410)?

Applicability for the eTRIP Rule is determined by the number of Eligible Employees at a single worksite. A worksite is:

- Location, structure, building, portion of a building, or grouping of buildings in close proximity in and around which employees work for the same employer
- Close proximity: individual buildings in a group…
  - No more than one mile from central work location with the largest number of employees reporting
  - Served by a common circulation or access system (such as a common parking area or driveway)
  - Not separated by an impassable barrier to pedestrian travel (freeway, flood control channel, railroad, etc.)

Complete this worksheet for each worksite to determine which worksites need to comply with the eTRIP Rule.

<table>
<thead>
<tr>
<th>Employee count for Worksite:</th>
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<tbody>
<tr>
<td>Line 1</td>
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<td>Line 2</td>
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<td>Line 3</td>
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<td>Line 4</td>
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<td>Line 5</td>
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</tbody>
</table>
| Line 6 | How many employees are assigned an employer-owned vehicle for commutes? These employees are designated as “Home garage employees.”  
(Section 3.41 of Rule 9410) |
| Line 7 | How many employees are required to have authorized emergency response vehicle at home or on-call basis? Also, how many employees are sworn peace officers or firefighters? These employees are designated as “Emergency health and safety employees.”  
(Section 3.20 of Rule 9410) |
| Line 8 | How many employees are required to be on-call for at least 50% of work time per year AND either  
- Receive monetary compensation for on-call/standby time OR  
- Have geographic movement and personal activities restricted, and cannot trade on-call responsibilities without approval  
These employees are designated as “On-call employees.”  
(Section 3.52 of Rule 9410) |
| Line 9 | How many employees report to worksite for fewer than 32 hours per week? These employees are designated as “Part-time employees.”  
(Section 3.53 of Rule 9410) |
| Line 10 | How many employees are employed less than 16 consecutive weeks per year (based on employer’s fiscal year)? These employees are designated as “Seasonal workers.”  
(Section 3.66 of Rule 9410) |
| Line 11 | How many employees report to your worksite as a temporary employee under a contractual arrangement with an employment agency? These employees are designated as “Employment agency personnel.”  
(Section 3.29 of Rule 9410) |
| Line 12 | How many people reporting to your worksite do not receive wages, salary, or other form of financial compensation from employer for services provided? These individuals are designated as “volunteers.”  
(Section 3.77 of Rule 9410) |
| Line 13 | Add Lines 2 through 12. These are “Excluded Employees.” |
| Line 14 | Subtract Line 13 from Line 1. These are your “Eligible Employees.”  
If a worksite has less than 100 Eligible Employees, then it does not need to comply with the eTRIP Rule.  
If a worksite has 100 or more Eligible Employees, then it needs to comply with the eTRIP Rule. For more information, please visit www.valleyair.org/tripreduction.htm. |