# Instructions for Preprinted Green Intermediate-stage Certification Labels

## INTRODUCTION

### Changes to Labels – 2006

The new regulations affect the Green Intermediate-stage Certification Label by simplifying it from its current form. The new labels require the name of the intermediate manufacturer; the month and year that intermediate manufacture operations were completed; the gross vehicle weight rating (GVWR) in metric and English format if different than the incomplete vehicle manufacturer; and the vehicle identification number. The Incomplete Vehicle Document (IVD) must still be amended by the intermediate manufacturer to reflect any changes to the original statements of conformity made by the incomplete vehicle manufacturer affected by the manufacturing operations performed on the incomplete chassis affecting any applicable Federal Motor Vehicle Safety Standard (FMVSS) requirement. This new Intermediate-stage Certification Label differs significantly from the previous label with the listing of affected FMVSS occurring only in the IVD, not in both the IVD and on the intermediate certification label as previously required.

### Federal Requirements

The Green Intermediate-stage Certification Label is used by intermediate-stage manufacturers to satisfy the statutory requirements for labeling contained in Title 49 of the United States Code, Chapter 301 (Motor Vehicle Safety) and the regulatory requirements contained in 49 Code of Federal Regulations (CFR) Parts 567 (Certification) and 568 (Vehicles Manufactured in Two or More Stages).

An "intermediate manufacturer" means a person, other than the incomplete vehicle manufacturer or the final-stage manufacturer, who performs manufacturing operations on a vehicle manufactured in two or more stages. If the intermediate manufacturer makes any changes in the vehicle that affect the validity of the statements in the IVD provided by the incomplete vehicle manufacturer, the intermediate manufacturer must furnish an addendum to the IVD in addition to affixing an Intermediate-stage Certification Label (Green).

Examples of manufacturing operations that would require the use of an Intermediate-stage Certification Label include the addition of a lift axle or a wheelbase change to a chassis-cab prior to the completion of the vehicle with a body by the final-stage manufacturer.

For complete information concerning motor vehicle certification regulations, refer to 49 CFR Parts 567 and 568. A book containing the certification requirements, as well as all other National Highway Traffic Safety Administration (NHTSA) standards (FMVSS) and regulations, can be purchased from the NTEA. Call 1-800-441-NTEA (6832) for current pricing, or visit the "Storefront" on www.ntea.com.

All NTEA certification labels have a self-voiding feature that meets the requirements of 49 CFR 567.4. If there is any attempt to remove the label once properly affixed, the word "VOID" will appear across the entire label. The label is made of the highest-grade materials available and is meant to last for the life of the vehicle under normal operating conditions.

### Label Storage

The labels should be stored flat at room temperature between 65° and 75° Fahrenheit. Although the adhesive used is the best available, the NTEA recommends that under normal conditions the labels should be used within one year from date of purchase for maximum adhesion. **Caution:** storage at high temperatures will cause the adhesive to age prematurely.

## INSTRUCTIONS

### *Step One: Completing the Labels*

Complete the labels by providing the following information in the English language, lettered in

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block CAPITALS and numerals not less than 2.4 millimeters (3/32") high. This information can be found in the IVD provided by the chassis manufacturer pursuant to 49 CFR Part 568.

When using a typewriter, carbon ribbons work best. Cloth ribbons will provide satisfactory results after a drying time of two to three minutes.

**INTERMEDIATE MANUFACTURE BY:** Fill in your company name in this space.

**DATE OF INTERMEDIATE MANUFACTURE:** Fill in the month and year (not the day) in which the last manufacturing operation was performed on the incomplete vehicle (e.g., September 2006 or 9/06).

**GVWR:** Fill in the GVWR for the vehicle in both kilograms and pounds if it is different than the value specified by the incomplete vehicle manufacturer. The figure should reflect the GVWR of the vehicle at the time you have finished your alterations.

**GAWR-FRONT, INTERMEDIATE-1, INTERMEDIATE-2 & GAWR-REAR:** Fill in the GAWR for each axle in both kilograms and pounds. These figures should reflect the GAWR for each axle at the time you have finished your manufacturing operations. If you have not changed any of the axle ratings or tire and rim sizes, you can use the corresponding data contained in the IVD. The axles are listed in order from front to rear. Adjacent axles with the same GAWR rating can be combined if the tire size, tire pressure and rim size are the same. For example, on a truck with a tandem set of drive axles with a GAWR of 17,000 lbs., each can be entered as a GAWR REAR of 34,000 lbs.

**VEHICLE IDENTIFICATION NUMBER:** Fill in the 17-digit vehicle identification number that can be found in the IVD, or on the chassis manufacturer's certification label.

*After completing all of the above information, make a photocopy of the labels to keep with your records.*

## *Step Two: Addendum to the IVD*

If the intermediate manufacturer makes any changes in the vehicle that affect the validity of the statements in the IVD provided by the incomplete vehicle manufacturer, the intermediate manufacturer must furnish an addendum to the IVD. The addendum must contain the name and mailing address of the intermediate manufacturer, an indication of all changes to the vehicle **and an amended conformity statement for the standards affected**.

## *Step Three: Applying the Protective Covers*

After completing Step One, affix the clear, Mylar covers over the face of the label. The protective covers are the same size as the certification labels. To apply, peel the backing from one edge (from the top edge) of a cover and carefully line up the top edges of the label and cover. Carefully apply the adhesive side of the cover to the face of the label starting at one edge. Peel the backing from the cover while at the same time smoothly applying the cover to the label to avoid wrinkles. Use a pin and small squeegee to remove any air bubbles.

## *Step Four: Positioning and Applying the Labels*

Before removing the backing from the labels, test fit the labels in the locations listed below. Do not obscure or remove the incomplete vehicle manufacturer's label.

The labels (with the exception of trailer labels) must be placed next to the driver's side of the vehicle at the following locations:

(a) Hinge pillar,
(b) Door latch post, or
(c) Door edge that meets the door latch post.

If none of these positions is available, the label can be placed on either the:

(a) inward-facing surface of the driver's door, or
(b) left side of instrument panel.

The final-stage manufacturer may petition NHTSA for alternate label locations if none of the above is practical. The location of the label must be easily readable without moving any part of the vehicle except an outer door.

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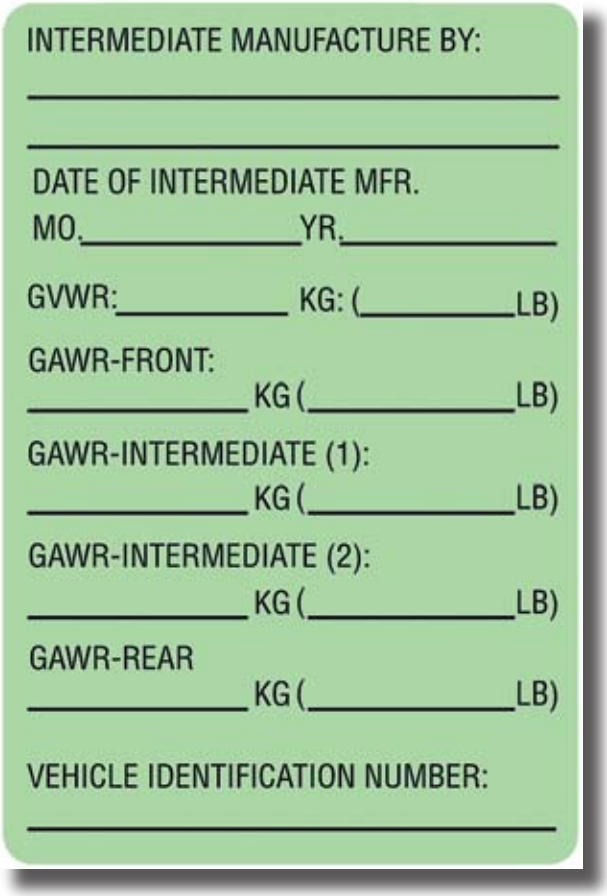
The label must be applied to a clean (free of dirt, wax and grease), dry and smooth surface. For maximum adhesion, the surface temperature should be above 50° Fahrenheit. The labels will adhere to a smooth, curved surface, but it must be clean and dry. The NTEA suggests using a commercially available wax and grease remover on the area before label application.

To apply, peel the backing from one edge (from the top edge) of the label and carefully line up in the designated location. Carefully apply the adhesive side of the label to the surface starting at one edge. Peel the backing from the label while at the same time smoothly applying the label to avoid wrinkles. Use a pin and small squeegee to remove any air bubbles.

If you have any questions or need to order additional labels, call the NTEA at 1-800-441-NTEA (6832) or visit the "Storefront" on www.ntea.com. If you have any questions regarding labeling requirements, please contact the NTEA Technical Services Department at 1-800-441-NTEA, or e-mail info@ntea.com.


INTERMEDIATE MANUFACTURE BY:

_____

_____

DATE OF INTERMEDIATE MFR.

MO._____YR._____

GVWR:_____ KG: (_____LB)

GAWR-FRONT:

_____ KG (_____LB)

GAWR-INTERMEDIATE (1):

_____ KG (_____LB)

GAWR-INTERMEDIATE (2):

_____ KG (_____LB)

GAWR-REAR

_____ KG (_____LB)

VEHICLE IDENTIFICATION NUMBER:

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