



Travel Reduction Program
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Maricopa.gov/AQ
CleanAirMakeMore.com



Completing the Travel Reduction Program (TRP) Employer Report Frequently Asked Questions

Q. Why do I need to fill this out?

- A. The number and type of surveys sent to an employer are based on the information submitted on this employer report. This report verifies the number of employees at each location, the number of each survey type needed and the employer's contact information. All employers are required to submit this information per Arizona Law (A.R.S. §49-588) and Maricopa County Ordinance P-7.

Q. What are the different survey types?

- A. * Paper surveys are available in both English and Spanish.
* Internet surveys, also available in both English and Spanish, may be completed via the web.
* Intranet surveys (English only) may be completed via your company's internal server.
* Individual sites may use a combination of both paper and internet surveys if needed.

Q. What information do I need to enter in this report/email?

- A. * Current Sites: Make any changes to names or addresses. Enter the number of surveys requested per survey type. ***Extra surveys will be sent – Do not inflate your counts.***
* New Sites: Add any new sites with 50 or more employees where the employees work at least three days per week for at least six months of the year.
* Volunteer Sites: Add any site you wish to survey that has less than 50 employees. These sites will receive credit.
* Transportation Coordinator (TC): This is the person responsible for facilitating the survey process as well as creating and implementing the travel reduction plan. Please confirm that we have the correct address on file. If you are requesting paper surveys we must have a physical address because surveys will be hand-delivered rather than mailed. Confirm contact information is correct. Make changes as needed.
* Highest Ranking Local Official (HRLLO): This is the person responsible for company operations within Maricopa County. In relation to the TRP, this person is responsible for approving the TRP budget/plan and will be notified of any violations or issues with the survey and/or plan processes. Confirm contact information is correct. Make changes as needed.

All updates may be entered in the email. For site updates, please enter data into the table.

Q. Do I include contractors or seasonal/temporary/field workers in my employee counts?

- A. No. Please only include those employees/students who report to the site three or more times per week for at least six months of the year. Field workers are considered to be a field based employee that regularly commutes/reports to other worksites in and around Maricopa County instead of the main worksite that the employee is primarily assigned to. These employees are not required to survey and should not be included in the employee count. Please contact us at (602) 506-6750 if you have field workers and need to obtain an exemption for them.

Q. Where do I send this report once I have completed it?

- A. You may simply reply to this email. Or if you would prefer, you may fax it to 602-506-6669.