

BUREAU OF AUTOMOTIVE REPAIR

AMENDMENTS TO HANDBOOKS FOR BRAKE AND LAMP ADJUSTERS AND ADJUSTER STATIONS

TITLE 16, CALIFORNIA CODE OF REGULATIONS, SECTION 3305

SECTION 100. CHANGE WITHOUT REGULATORY EFFECT

Pursuant to Title 1, Division 1, Chapter 1, Article 2, Section 100(b)(3), of the California Code of Regulations, the Department of Consumer Affairs' (DCA) Bureau of Automotive Repair (BAR or Bureau) hereby submits this written statement explaining why the proposed amendments to the Bureau's Handbook for Brake Adjusters and Stations and Handbook for Lamp Adjusters and Stations do not materially alter any requirement, right, responsibility, condition, prescription, or other regulatory element of any CCR provision. The handbooks are incorporated by reference in section 3305, Article 2, Chapter 1, Division 33, Title 16, California Code of Regulations¹ (CCR).

Both handbooks contain the same outdated references to the Governor of California, Agency name, and BAR contact information. Also, logos throughout these documents have changed. The handbooks will be updated with a Section 100 Change Without Regulatory Effect as follows:

- I. Section 3305(4) – Handbook for Brake Adjusters and Stations
 - a. Change handbook revision date throughout.
 - i. The revision date on the handbook and in regulatory text for the purpose of incorporation by reference is being updated to May 2015, the month and year in which the changes described below were made.
 - b. On the front cover, change the logos.
 - i. The BAR logo at the top of the front cover has been updated since the date this handbook was last incorporated in regulation.
 - ii. The DCA logo at the bottom of the front cover has been updated since the date this handbook was last incorporated in regulation.
 - c. On the letter that immediately follows the front cover and contains re-order information:
 - i. Update the DCA logo at the top of the page. See explanation above.
 - ii. Update the Agency name to Business, Consumer Services, and Housing Agency.

¹ All references made hereafter to the California Code of Regulations apply to Title 16, Division 33, Chapter 1, unless otherwise specified.

1. Senate Bill 1039 (Steinberg, Chapter 147, Statutes of 2012) established the Business, Consumer Services, and Housing Agency, which has within it the Department of Consumer Affairs.
- iii. Delete the reference to Governor Gray Davis.
 1. Governor Gray Davis is no longer in office.
- iv. Update BAR contact information in header.
 1. BAR moved its headquarters location from Sacramento to Rancho Cordova in July 2012.
 2. BAR's Web site address and fax number are being added as contact information.
- v. Remove the date.
 1. No date is required, since the information contained in this letter consists of basic procedures one may follow to re-order copies of the handbook from BAR. Such information is not contingent on a specific date.
- vi. In the first paragraph, add "copies of this" and delete the "s" in "handbooks."
 1. This change makes clear that additional copies of the handbook containing the letter may be purchased from BAR.
- vii. State BAR's full name and add parentheses around "BAR."
 1. "[T]he Bureau of Automotive Repair" is being added before the acronym "BAR" to clarify the name of the organization to contact in regards to the handbooks.
- viii. Add "The," delete "Order forms," add "Certificate and Handbook Order Form," delete "are also," and add "is."
 1. These changes clarify there is one applicable order form to access and print from the website and provide the name of the form to make it easier to find. The order form is an optional method by which to order materials from BAR. Consistent with these changes, "are" is changed to the singular "is."
 2. "Also" is deleted as it is unnecessary and potentially confusing.
- ix. Delete "Internet web page" and add "website" and "at."
 1. The word "Internet" is deleted because it is redundant with "website."

2. An organization's web presence is more commonly referred to as a "website" than as a "webpage."
 3. Adding "at" provides a more proper lead-in to the website link.
- x. Delete the comma after "website."
1. The comma is unnecessary.
- xi. Delete the second paragraph and add "For current pricing, refer to the order form or contact BAR's Mail Room at (916) 403-8472."
1. This change removes the actual statement of the price, as the price is subject to change, while still describing how anyone can ascertain the price.
 2. The change directs people to the location of the price more precisely by referring to the order form and not simply to the website.
 3. The change provides the current phone number for BAR's Mail Room. As noted above, BAR recently moved the location of its headquarters. As a result, numbers for BAR units such as the Mail Room have changed.
- d. On the Foreword and on page "Brake - 4," update BAR address.
- i. As noted above, BAR recently moved the location of its headquarters.
- e. On page "iv" of the Table of Contents, update BAR Mail Room telephone number and address.
- i. As noted above, BAR recently moved the location of its headquarters. As a result, numbers (and the address) for BAR units such as the Mail Room have changed.
- f. On Certificate of Compliance, page 41, change DCA logo.
- i. The DCA logo has been updated since the date this handbook was last incorporated in regulation.
- g. Remove the last page of the handbook, which is the Automotive Repair Information Request.
- i. This order form is no longer used by the Bureau and has become obsolete. It has been replaced by the Certificate and Handbook Order Form on BAR's website. Like the old form, the new form is not required to apply for or maintain licensure and is an optional method by which to purchase materials from BAR.

II. Section 3305(5) – Handbook for Lamp Adjusters and Stations

- a. Change handbook revision date throughout.
 - i. The revision date on the handbook and in regulatory text for the purpose of incorporation by reference is being updated to May 2015, the month and year in which the changes described below were made.
- b. On the front cover, change the logos.
 - i. The BAR logo at the top of the front cover has been updated since the date this handbook was last incorporated in regulation.
 - ii. The DCA logo at the bottom of the front cover has been updated since the date this handbook was last incorporated in regulation.
- c. On the letter that immediately follows the front cover and contains re-order information:
 - i. Update the DCA logo at the top of the page. See explanation above.
 - ii. Update the Agency name to Business, Consumer Services, and Housing Agency.
 1. Senate Bill 1039 (Steinberg, Chapter 147, Statutes of 2012) established the Business, Consumer Services, and Housing Agency, which has within it the Department of Consumer Affairs.
 - iii. Delete the reference to Governor Gray Davis.
 1. Governor Gray Davis is no longer in office.
 - iv. Update BAR contact information in header.
 1. BAR moved its headquarters location from Sacramento to Rancho Cordova in July 2012.
 2. BAR's Web site address and fax number are being added as contact information.
 - v. Remove the date.
 1. No date is required, since the information contained in this letter consists of basic procedures one may follow to re-order copies of the handbook from BAR. Such information is not contingent on a specific date.
 - vi. In the first paragraph, add "copies of this" and delete the "s" in "handbooks."
 1. This change makes clear that additional copies of the handbook containing the letter may be purchased from BAR.

- vii. State BAR's full name and add parentheses around "BAR."
 - 1. "[T]he Bureau of Automotive Repair" is being added before the acronym "BAR" to clarify the name of the organization to contact in regards to the handbooks.
- viii. Add "The," delete "Order forms," add "Certificate and Handbook Order Form," delete "are also," and add "is."
 - 1. These changes clarify there is one applicable order form one may access and print from the website and provide the name of the form to make it easier to find. The order form is an optional method by which to order materials from BAR. Consistent with the changes, "are" is changed to the singular "is."
 - 2. "Also" is deleted as it is unnecessary and potentially confusing.
- ix. Delete "Internet web page" and add "website" and "at."
 - 1. The word "Internet" is deleted because it is redundant with "website."
 - 2. An organization's web presence is more commonly referred to as a "website" than as a "webpage."
 - 3. Adding "at" provides a more proper lead-in to the website link.
- x. Delete the comma after "website."
 - 1. The comma is unnecessary.
- xi. Delete the second paragraph and add "For current pricing, refer to the order form or contact BAR's Mail Room at (916) 403-8472."
 - 1. This change removes the actual statement of the price, as the price is subject to change, while still describing how anyone can ascertain the price.
 - 2. The change directs people to the location of the price more precisely by referring to the order form and not simply to the website.
 - 3. The change updates the phone number for BAR's Mail Room. As noted above, BAR recently moved the location of its headquarters. As a result, numbers for BAR units such as the Mail Room have changed.
- d. On the Foreword, update BAR address.
 - i. As noted above, BAR recently moved the location of its headquarters.
- e. On Certificate of Adjustment, page 20, change DCA logo.

- i. The DCA logo has been updated since the date this handbook was last incorporated in regulation.
- f. Remove the last page of the handbook, which is the Automotive Repair Information Request.
 - i. This order form is no longer used by the Bureau and has become obsolete. It has been replaced by the Certificate and Handbook Order Form on BAR's website. Like the old form, the new form is not required to apply for or maintain licensure and is an optional method by which to purchase materials from BAR.

Benefits of Proposal:

The proposed amendments would update the brake adjuster and lamp adjuster handbooks to remove or amend incorrect references to the Governor and the Agency. The latter update ensures consumers know the correct name of the government agency to which the Bureau regulating brake or lamp adjusters belongs.

The amendments would also provide the correct contact information for BAR. This update ensures technicians and others attempting to contact BAR can reach their intended audience.

The amendments also update the logos for BAR and DCA. This update ensures the logos are the most current and are visibly consistent with other documents containing the current logos.

Finally, the amendments make other minor changes such as removing a date from the letter containing handbook re-order information and naming the correct order form. These changes remove unnecessary information and promote clarity, respectively.

The changes being proposed do not materially alter any requirement, right, responsibility, condition, prescription, or other regulatory element of any CCR provision.