

Truck and Bus Reporting

IMPORTANT TRUCRS HINTS

1) If you previously reported your fleet information then you do not need to report the same vehicle(s) a second time. You must update any changes to your fleet and report annual odometers readings for vehicles that are using a mileage based extension (low-use, low-mileage ag. and low-mileage construction). Refer to the [Online Reporting Guide](#) for additional reporting information.

2) Be sure to **report in the correct reporting or registration system**. Double-check the website to verify you are in the correct system. You can find the appropriate reporting sites here: www.arb.ca.gov/truckstop



3) If you misplaced your username and cannot log-on to the Truck and Bus reporting system or to the Tractor Trailer GHG reporting system please email trucrs@arb.ca.gov with your company information and TRUCRS ID to request assistance.

4) To claim the Small Fleet option of the Truck and Bus Regulation you must have 3 or fewer diesel trucks. When you report your owner information answer yes to the question "Does this fleet have 3 or fewer vehicles with a GVWR above 14,000 lbs?" at the bottom of the owner information page.

5) If you have more than three vehicles, you reported in 2012 and were in compliance with the regulation as of January 1, 2012, you are automatically eligible to use the [PM filter phase-in option](#). There is no box in the reporting system to select this option

6) If you missed the January 31, 2012 reporting deadline to use flexibility options in the Truck and Bus regulation, you may be able to report late until the end of 2012; however, your fleet may be subject to late reporting penalties. For more information, about late reporting see <http://www.arb.ca.gov/msprog/truckstop/tb/tbnote.htm>

7) When you report vehicle and engine information, you can use the pull down menu at the bottom of the screen labeled “PM Filter Or other Compliance Option” to identify if the engine has a PM filter or if the vehicle qualifies for an extension like being designated as low use. If you do not need an extension for the vehicle, you can select “None” for this box. Small fleets can select “None” because they are already exempt from the PM filter requirements until January 1, 2014.

The screenshot shows a web form titled "Engine Information". It contains several input fields: "Engine Family Name" (text box), "Engine Manufacturer" (dropdown menu with "Please Choose..." selected), "Engine Model" (text box), and "Engine Year" (dropdown menu with "Please Choose..." selected). Below these is the "PM Filter Or other Compliance Option" dropdown menu, which is open and shows a list of options: "None", "Please Choose...", "PM Filter - Original Equipment", "PM Filter - Retrofit", "Ag Mileage Extension", "Ag Specialty - Outside SJV", "Ag Specialty - Statewide", "Low Mileage Construction Truck", "Low Use Exemption", "Log-Truck Phase-in Option", "NOx Exempt Area Operation", "Ordered 4 mos. early", "Low Use Non-Op", and "PM Filter Early". The "None" option is highlighted in blue. To the right of the dropdown menu are buttons for "Save", "Save and Add S...", "Edit by VIN", and "Edit by Your Own ID". At the bottom of the form, there is a link for "Truck Regulation Upload, Compli..." and a date "Updated November 12, 2012".

8) If the reporting status for your vehicle is shown as “incomplete”, check the errors highlighted in red at the top of the page. Make sure all requested information is provided and accurate. You can save your vehicle information even if it is incomplete by clicking the “**Save Data Anyway**” button. Be sure to come back and make corrections so that your reporting status is complete by the January 31, 2013 reporting deadline. If you see an error that states “Cannot Save” you will need to change your selection or make corrections before your vehicle information will be saved.

9) The Engine Family Number is required to “complete” vehicle reporting. The engine family name is on the emission control label (ECL) attached to the engine. Visit our [ECL webpage](#) for tips on locating the label and engine family name. The engine family name has a combination of letters and number for 1988 model year and newer engines that is unique to a given model year, build, and manufacturer. Here are some examples of engine family names: TCP629EZDBRM or 2DDXH13.7FG. The engine family name

for 1987 and older engines may only be a few characters long. Note that the engine family name is not the engine model or serial number.

10) If you are attempting to **change the status of an already reported vehicle**, such as removing your vehicle from California, or designating your vehicle as retired or junked, you can “delete” the vehicle from the existing fleet list. The “delete” button will then prompt two options: 1) Entered in error or 2) Sold, scrapped, or transferred out of state.

11) Once you have reported all the required information and your status is complete, you can immediately print the optional **Certificate of Reporting Completion** for your records.

See [Truck and Bus reporting](#) or [Tractor Trailer GHG reporting](#) for more information.