

**Truck Regulation Upload,
Compliance, and Reporting
System (TRUCRS)**



2021 TRUCRS Online Reporting Guide

Last Revised: December 11, 2020

This user guide is intended to help vehicle owners report online to meet the reporting requirements of the California Air Resources Board's Truck and Bus and Solid Waste Collection Vehicle regulations. The Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) allows you to report and update your company, vehicle, and engine information to meet the reporting requirements. The next open reporting period is **January 1, 2021 through January 31, 2021**.

Beginning January 1, 2021, private utilities will be subject to Truck and Bus regulation and reporting in TRUCRS may be required. Please visit the programs website to determine if this applies to your fleet: <https://ww2.arb.ca.gov/resources/fact-sheets/public-agencies-and-utilities-fact-sheet>

The Three Day Pass option will no longer be available starting January 1, 2021. Affected vehicles will be denied registration by the California Department of Motor Vehicles (DMV) if they are not compliant with the Truck and Bus Regulation. For the Truck and Bus Regulation, every affected vehicle must comply with the upgrade requirements of the applicable Engine Model Year Schedule unless the vehicle is reported in TRUCRS as currently in compliance with a flexibility option offered by the regulation. Diesel vehicles classified as Solid Waste Collection Vehicles or Heavy Cranes as defined in the Solid Waste Collection Vehicle regulation are required to report in TRUCRS.

DMV will use the vehicle identification number (VIN) reported in TRUCRS for vehicles taking advantage of regulatory flexibility options to confirm the vehicles' compliance status. **To ensure you will not experience DMV registration denial for your affected vehicle, it is crucial that the VIN reported matches the vehicle registration to prevent delays registering your vehicle with DMV.** It is important that the information reported to the California Air Resources Board (CARB) is accurate.

Please visit the TruckStop Website to determine any other regulations that may apply to your fleet: <https://ww3.arb.ca.gov/msprog/truckstop/truckstop.htm>

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Introduction

This guide describes how you can report online to demonstrate compliance with the Truck and Bus and Solid Waste Collection Vehicle (including Heavy Cranes) regulations. You should be familiar with the terms and upgrade requirements defined in the regulations, as well as the eligibility criteria to determine what exemptions or extensions for which the vehicle may qualify. Regulation language, advisories, fact sheets, and other compliance tools for the regulations can be found at www.arb.ca.gov/dieseltruck. If you already have an account and cannot remember your TRUCRS login, **DO NOT CREATE ANOTHER ACCOUNT**. If you create another account, the system will automatically lock both accounts and you will have to email 8666DIESEL@arb.ca.gov in order to clear this up.

Who Needs to Report for the 2021 Compliance Year?

Vehicles in compliance with the Engine Model Year Schedule do not need to report and will not be affected by DMV registration denials until the vehicles' replacement date. Owners of vehicles using mileage-based options must report the vehicle's end of the year odometer reading annually, during the open reporting period, and update to the "2021" compliance path if they wish to continue using the option.

- All **lighter diesel vehicles** (GVWR between 14,000 and 26,000 lbs.) with a 2006 or older model year engine must be removed from the fleet or upgraded with a 2010 or newer model year engine unless the vehicle is currently using a flexibility option that excludes it from the upgrade requirement such as Low Use or the NOx Exempt Area Extension.
- **Heavier diesel vehicles** (GVWR greater than 26,000 lbs.)
 - With a 2004 or older model year engine must be removed from the fleet or upgraded with a 2010 or newer model year engine unless the vehicle is currently using a flexibility option that excludes it from the upgrade requirement such as Low Use or the NOx Exempt Area Extension.
 - With a 2005 or newer model year engine must have a particulate matter (PM) filter (either retrofit or OEM) unless the vehicle is using a flexibility option that excludes it from the upgrade requirement, such as the Low Use.
- **Log Truck Phase-In** – To comply with the January 1, 2021 compliance deadline, diesel vehicle owners already using the Log Truck Phase-In option must upgrade 80% of the vehicles to 2010 or newer model year engines. The opt-in period for this option has closed, only vehicle owners already in the Log Truck Phase-In option may continue to utilize this option.

Diesel vehicle owners that are in compliance and wish to use a flexibility option in the regulation must report each January to identify which vehicles will use an option for the duration of the compliance year.

A vehicle must meet the eligibility criteria to use a flexibility option and meet the upgrade requirements by the applicable deadline. Vehicle owners using mileage-based options must provide odometer readings and read dates as close to January 1, 2021 as possible and must confirm whether they will continue to use the same mileage-based option for 2021. Following is a list of compliance options that are currently available:

- Low-Use Exemption
- NOx Exempt Area Extension (PM filter must already be installed)

Diesel vehicles classified as a Solid Waste Collection Vehicle or Heavy Crane as defined in the Solid Waste Collection Vehicle regulation are required to report in TRUCRS.

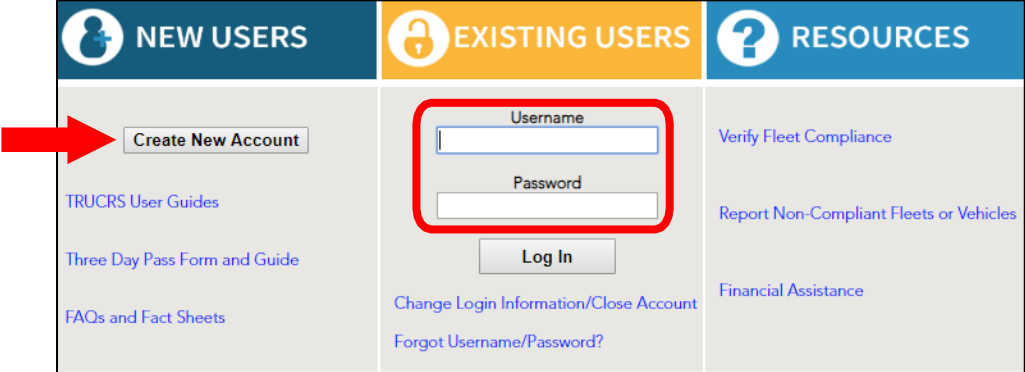
Accessing TRUCRS

The TRUCRS login page can be accessed by selecting “TRUCRS Reporting” at the bottom of the Truck and Bus program home page (www.arb.ca.gov/dieseltruck):

The screenshot shows the 'Truck and Bus Regulation' website. The main heading is 'Truck and Bus Regulation' with a link to 'BACK TO ALL PROGRAMS'. The left sidebar contains a navigation menu with items: 'Truck and Bus Regulation', 'About', 'News', 'Resources', 'Fact Sheets', 'Regulation & Advisories', 'Rulemaking Documents', 'Truck & Bus Regulation Reporting (TRUCRS)', and 'Subscribe'. The main content area features a 'Trump Administration' section with a 'LEARN MORE' button and a text block stating that the regulation did not require a waiver. Below this are three category tiles: 'TRUCRS Reporting' (with a laptop icon and a red arrow pointing to it), 'Verify Fleet Compliance' (with a document icon), and 'Fact Sheets' (with a person icon). The bottom of the page shows the 'PRIMARY CONTACT' information for TRUCRS Staff, including email and phone numbers, and 'CATEGORIES' for 'On-Road Heavy-Duty Vehicles' and 'Mobile Source Control Division'.

First Time Reporting

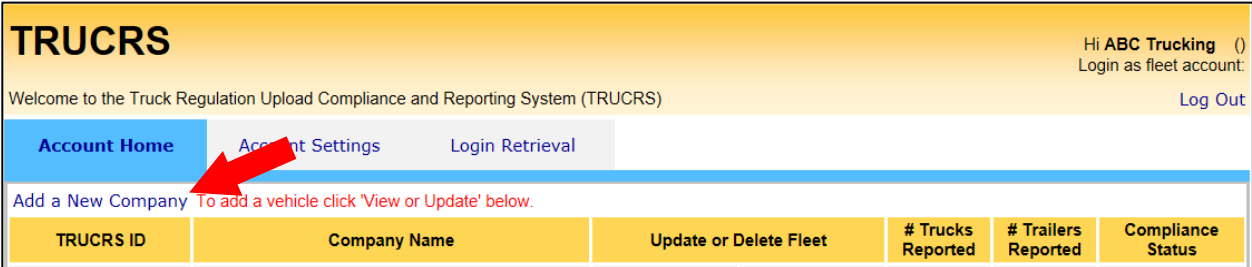
If you have never reported before you will need to create an account. To create an account, locate the New Users heading on the login page and click the “Create New Account” button in the New Users header shown by the arrow below.



You will be redirected to the Create Account page where you will be required to enter the contact’s first and last names, phone number, email address, the account username of your choosing (**be sure you make note of the username requested**). Once you have completed all of the fields, click the “Create Account” button. The system will auto-generate a password on your behalf and email it to the email address provided on the Create Account page within an hour. After receiving the email with the account password, return to the login page and input the username and password in the applicable fields under the Existing Users column to login as shown inside the box above.

a. Reporting Company Information & Creating a TRUCRS ID

Once logged in you will see the Account Home tab, click the “Add a New Company” link on the top left to input your company information and create a TRUCRS ID. By clicking on the “Add a New Company” link, TRUCRS will direct you to the Company information page.



On the company page (see photo below), you will need to fill out all of the required fields and check the box at the bottom of the page attesting under penalty of perjury that the information provided is true and correct. If CARB staff ever needs to contact

you or if you call in asking for help on this account, this is the information that we will use. Click Submit on the bottom of the company page after providing all of the required information to obtain a TRUCRS ID.

Business Information

Business Type:

If Business Type is 'Construction, Contractor', enter CSLB#:

Is this a farming business?:

By checking this box, I attest that the information above is true and correct.

If any information is missing or incorrect, an error message will appear at the top of the page. All errors must be corrected or the information will not be saved. After you are able to save your information, you will receive an email with your TRUCRS ID confirming that your account was created.

After your TRUCRS ID is created, TRUCRS will direct you back to the *Account Home* tab. If your company has multiple divisions or subsidiaries, you will repeat the steps above for every division or subsidiary that needs to be reported in TRUCRS.

b. Adding Vehicles

From the *Account Home* tab, click the “*View or Update*” link to the right of the company name you are trying to edit (see photo below). Selecting this will redirect you to the TRUCRS “*Message Center*.”

TRUCRS Hi ABC Trucking ()
Login as fleet account.

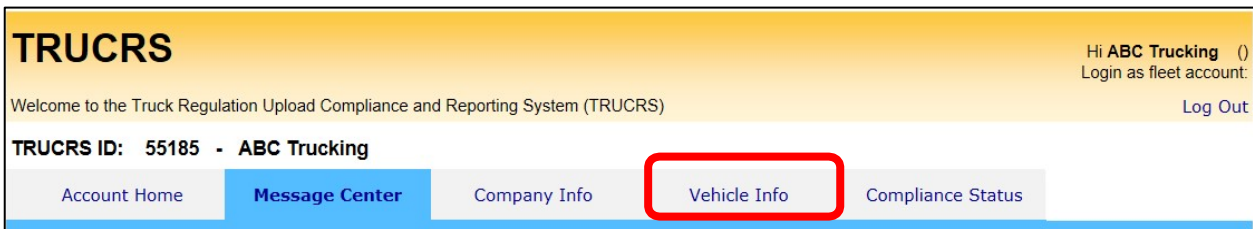
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) [Log Out](#)

[Account Home](#) [Account Settings](#) [Login Retrieval](#)

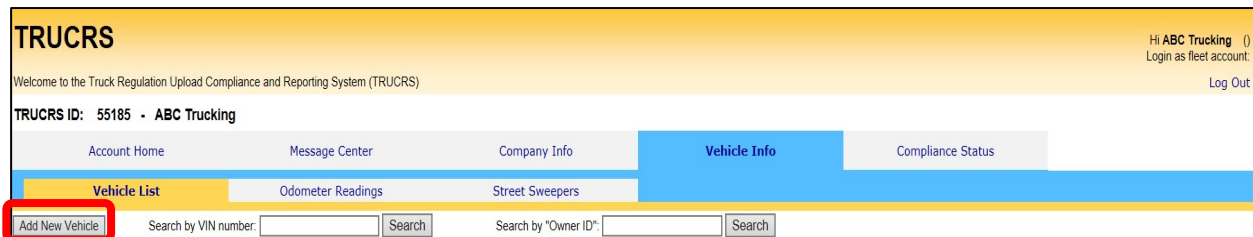
Add a New Company To add a vehicle click 'View or Update' below.

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

The ‘*Message Center*’ is where CARB provides current Truck and Bus regulation information and updates that have occurred in TRUCRS over the past year (see photo below). **This is important information, so please review everything on this page before continuing as it could influence your reporting decisions.** The *Vehicle Info* tab allows you to add, edit, and remove vehicles. If you created a duplicate account, TRUCRS will give you a pop-up error message telling you to contact the diesel hotline. The only way to resolve the issue is to call 866-634-3735 or email 8666DIESEL@arb.ca.gov.



To report a vehicle for the first time, click the “Add New Vehicle” button just below the Vehicle List on the top left of the page. This will take you to a blank page where you will need to fill out information pertaining to the vehicle. The Vehicle Identification Number (VIN) is one of the required fields and the system will not save the information without it.



You must also report information about the engine installed in the vehicle being reported, including the engine family name (EFN). The EFN (may also be called engine family number or emission family name/number) can be found on the emissions control label (ECL) on the engine and is 10-12 characters long. It is required that you have a legible intact ECL on your engine while operating in California. If you do not have one, you cannot read it, or you cannot locate the EFN, contact the manufacturer of your engine. The engine manufacturer can typically provide a new ECL and should be able to provide you with your EFN. For additional information about the ECL, go to http://www.arb.ca.gov/msprog/truckstop/azregs/ecl_label.htm

If you have a two engine street sweeper, you will also be asked for information regarding your auxiliary engine and hour meter readings if it is a Tier 0.

c. Selecting a Body Type

When adding a vehicle you will need to select the specific body type, which is best suited for the vehicle being added. If you have a vehicle subject to the Solid Waste Collection Vehicle Regulation, and you are reporting a heavy crane, you must select “Crane Heavy Request” and send picture proof of the Gross Vehicle Weight Rating label, and a picture of the entire vehicle to TRUCRS@arb.ca.gov. If the vehicle is solid waste related you will select one of the “Garbage” options related to the body type. Compliance for Heavy Cranes and Solid Waste Vehicles can be found under the *Compliance Status* tab.

d. Selecting a Compliance Option

If you try to claim a compliance option for which you do not qualify, or you did not provide required information such as odometer readings, you will receive an error message and the information will not be saved.

Note: You must keep mileage records to document travel inside and outside California borders, and emergency miles to support reported miles traveled. Documentation accepted includes, but is not limited to, Periodic Smoke Inspection Program (PSIP) test results (if subject), BIT inspection records or third party maintenance records (if not subject to PSIP), and IFTA/IRP fuel tax reports for out of state mileage and emergency dispatch documents. Other records that may be requested include Emission Control Label (ECL) picture, vehicle registration, and bills of lading.

Returning Users

a. Retrieving Password

If you do not recall your password or reported for the first time, using paper forms, you will need to use the Forgot Username/Password link under the Existing User header to obtain your login information. Your TRUCRS ID is not your username or password. If you cannot remember your TRUCRS login, **DO NOT CREATE ANOTHER ACCOUNT**. If you create another account, the system will automatically lock both accounts and you will have to email 8666DIESEL@arb.ca.gov in order to clear this up.

If you need to change login information (changing a previous contact person, etc.) or would like to close your TRUCRS account, then click on "[Change Login Information/Close Account](#)" under existing users and print the form, fill it out completely and submit a signed copy per the directions provided on the form to send it in once it's completed.

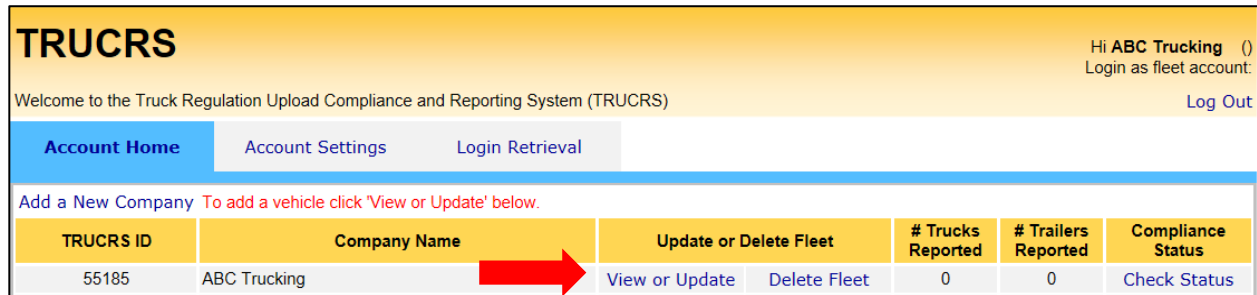
The screenshot shows the TRUCRS user interface. At the top, there are three main sections: 'NEW USERS' (dark blue), 'EXISTING USERS' (orange), and 'RESOURCES' (blue). The 'EXISTING USERS' section is highlighted with a red box and contains a login form with 'Username' and 'Password' input fields and a 'Log In' button. Below the login form, there are two links: 'Change Login Information/Close Account' and 'Forgot Username/Password?'. Red arrows point from these links towards the center of the page. The 'RESOURCES' section on the right contains links for 'Verify Fleet Compliance', 'Report Non-Compliant Fleets or Vehicles', and 'Financial Assistance'. The 'NEW USERS' section on the left contains a 'Create New Account' button and links for 'TRUCRS User Guides', 'Three Day Pass Form and Guide', and 'FAQs and Fact Sheets'.

By clicking the Forgot Username /Password link, you will be taken to a page asking for the username of the account and the email address used when the account was created. Input the information and click *Email Password*. TRUCRS will immediately send an email to the email address on the account created providing the password.

At this point, you may return to the login page and input the username and password for the account.

b. Managing Fleet Information

After you log in, you will see the *Account Home* tab. To update your company information or fleet information click the “*View or Update*” link to the right of the company name you wish to update (as shown below).



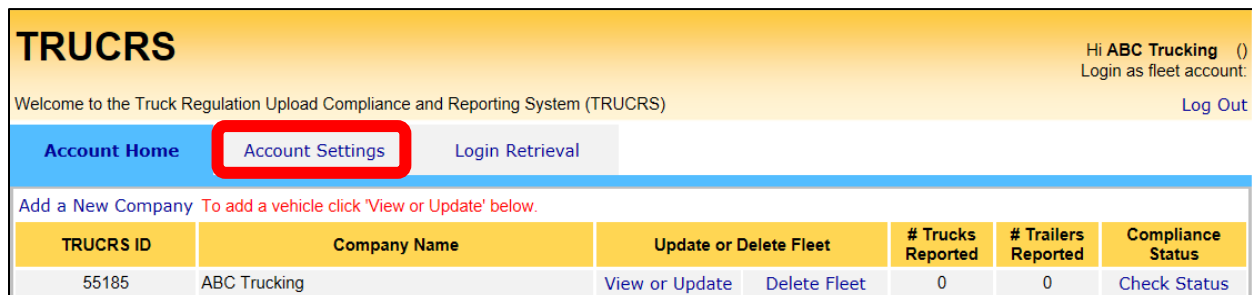
The screenshot shows the TRUCRS dashboard. At the top left is the TRUCRS logo. At the top right, it says "Hi ABC Trucking ()" and "Login as fleet account:". Below that is a "Log Out" link. A navigation bar contains "Account Home" (selected), "Account Settings", and "Login Retrieval". Below the navigation bar, there is a message: "Add a New Company To add a vehicle click 'View or Update' below." Below this is a table with columns: TRUCRS ID, Company Name, Update or Delete Fleet, # Trucks Reported, # Trailers Reported, and Compliance Status. The first row shows TRUCRS ID 55185, Company Name ABC Trucking, and a red arrow pointing to the "View or Update" link. Other links in the row are "Delete Fleet" and "Check Status".

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

If you need to delete your reporting account, select the “*Delete Fleet*” link as shown below. A screen will pop-up asking you to confirm the deletion request, select “yes” if you wish to continue with the deletion. An email confirming the deletion will be sent to the email address used when the account was created and you will have 72 hours to cancel the deletion. The hard copy form for closing your account is located at <https://ww3.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf>.

c. Updating Login Information Online

You can update your password and the contact information associated with the username from inside the reporting account. To update the information you will need to select the *Account Settings* tab, here you can change the account password, email address, and the name and phone number of the authorized account contact. **TRUCRS does not allow you to change your username.**



The screenshot shows the TRUCRS dashboard. At the top left is the TRUCRS logo. At the top right, it says "Hi ABC Trucking ()" and "Login as fleet account:". Below that is a "Log Out" link. A navigation bar contains "Account Home", "Account Settings" (highlighted with a red box), and "Login Retrieval". Below the navigation bar, there is a message: "Add a New Company To add a vehicle click 'View or Update' below." Below this is a table with columns: TRUCRS ID, Company Name, Update or Delete Fleet, # Trucks Reported, # Trailers Reported, and Compliance Status. The first row shows TRUCRS ID 55185, Company Name ABC Trucking, and links "View or Update" and "Delete Fleet". Other links in the row are "Check Status".

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

d. Updating Company Information Online

Be sure the contact information on the Company Info page remains up to date. This includes your email address, mailing address, and phone number. If the CARB staff need to contact you, this is the information we will use. If CARB has attempted to contact you via mail and the mail is returned to our office, your address will be

invalidated in TRUCRS. If your address is invalidated in the system, the next time you log into your TRUCRS account you will receive an error message informing you of this. TRUCRS will not allow you to make any changes to your account until your mailing address is updated.

e. Removing Vehicles that Have Been Sold

Changes to the fleet should be reported within 30 days. When a vehicle has been sold from the fleet, it will need to be retired from the active vehicles list in the TRUCRS account. To remove the vehicle you will need to begin from the Vehicle Info tab, find the row with the sold vehicle and click the "Delete" link to the far right of the vehicle found under the Delete Vehicle column (as shown below). You will need to provide an odometer reading at the time of sale in addition to the date of sale. Once you click "Process" the vehicle will be moved to the Deleted Vehicles section of the Vehicle Info tab. Repeat this for every vehicle that has been sold or retired.

f. Adding Newly Purchased Vehicles

Changes to the fleet should be reported within 30 days. To add additional vehicles to an existing fleet, click the "Add New Vehicle" button (as shown below) on the top left portion of the Vehicle Info tab. This will take you to a page where you will need to fill out information pertaining to the vehicle. The Vehicle Identification Number (VIN) is a required field and the system will not save the information without it. See Section II (b) for Adding a Vehicle.

g. Editing Vehicle Information

To edit a vehicle that is already reported in TRUCRS, click the "edit" link to the left of the VIN from the Vehicle Info tab (as shown below). You will see existing information reported on the vehicle. You can edit most of the vehicle information with the exception of the VIN, vehicle model year, Gross Vehicle Weight Rating (GVWR), and engine model year. If you need to update any of the following, you must email TRUCRS@arb.ca.gov for assistance as noted below.

- For VIN or vehicle model year changes, please submit a copy of the vehicle registration.
- For updates to the engine information, please submit a photo of the ECL located on the vehicle's engine.

TRUCRS staff will review the submitted documentation and update the vehicle information accordingly.

TRUCRS
Truck Regulation Upload Compliance and Reporting System

Hi ARB
Log Out

TRUCRS ID: 119083 - Air Resources Board

Account Home Message Center Company Info **Vehicle Info** Compliance Status

Vehicle List Odometer Readings Street Sweepers

Add New Vehicle Search by VIN number: Search Search by "Owner ID": Search

Active Vehicles: 4 Reported Download To CSV Large Fleet Upload Download For Fleet Calculator Sort By Order Vehicle Enter

Show Page 1 (100 rows per page, Total 4 vehicles.)

Edit Vehicle	#	VIN	Plate	Owner ID	Vehicle Model Year	Vehicle Make (Model)	Vehicle Type	GVWR >26,000 lbs?	Engine Year	Purchase Date	Compliance Option	Delete Vehicle
Edit	1	EMYH5	EMYH5PL		2005	KENWORTH ()	Tractor Trailer	Y	2005	2006-03-04	PM Filter - Retrofi	Delete

h. Updating the Vehicle's Compliance Option Online

Before updating the compliance option(s) for your fleet you will need to add all newly purchased vehicles, delete any vehicles that were sold or retired, and report any PM filter retrofits that were installed. Updating the fleet prior to selecting the compliance option ensures the compliance calculations will run appropriately.

i. Continuing to use a Mileage Based Compliance Option/s (Low Use and Ag Mileage)

To continue using the same mileage option in 2021 that your vehicle used in 2020, you will need to navigate to the *Odometer Readings* tab (as shown below). The *Odometer Readings* tab will only list vehicles using a mileage option in the previous compliance year. You can also edit each vehicle's odometer readings individually. Vehicles not currently using a mileage option will not appear on this page. To renew the compliance option you will need to provide an odometer reading as close to January 1 as possible in the *New Odometer Reading* column (as shown below) in addition to the date the reading was taken. If the vehicle travelled out of state or was used for, emergency operations be sure to report those miles in the appropriate columns. Finally, **check the box that says "Update Compliance Path for 2021."** You can update each mileage- based option individually or update them all at once from this page (see the example on the next page). **Once updated, check your vehicle list to confirm your mileage-based options have updated to "2021"**

Account Home	Message Center	Company Info	Vehicle Info	Compliance Status							
Vehicle List	Odometer Readings	Street Sweepers									
Truck and Bus Odometer Readings : 1 Low Mileage/Low Use Vehicles Sort by Order Vehicle Entered											
Line #	Engine Year	Your Own ID	License Plate	VIN	Compliance Path	Latest Reading (Click for history)	New Odometer Reading	New Odometer Read Date (YYYY-MM-DD)	Emergency Use Miles 2019	Out of State Miles 2019	Update Compliance Path for 2020?
1	1994		TEST123	TEST	2020 Low Use Exemption	236655 (2020-01-31)					<input type="checkbox"/>
Save											

Only vehicles that are currently in compliance with the appropriate engine model year schedule or are being reported within 30 days of purchase by the new owner, who is not under common ownership or control of the previous owner (as defined in the Truck and Bus Regulation), can claim the Low Use option for the first time. To claim the option you will need to edit the vehicle from the *vehicle info* tab. Scroll to the bottom of the “*Engine Information*” section and use the “*Compliance Option*” drop down menu and indicate your desired compliance option for the current year.

Note: You must keep mileage records documenting travel inside and outside California as well as any emergency miles. Acceptable documentation includes but is not limited to, Periodic Smoke Inspection Program (PSIP) test results (if subject), BIT inspection records or third party maintenance records (if not subject to PSIP), and IFTA/IRP fuel tax reports for out of state mileage and emergency dispatch documents. Other records that may be requested include a photo of the Emission Control Label (ECL), a copy of the vehicle registration, and copies of bills of lading.

To indicate the vehicle is using a non-mileage based option or has a PM Filter Retrofit installed, you will need to edit the vehicle from the *vehicle info* tab. Scroll to the bottom of the *Engine Information* section and use the “*Compliance Option*” drop down menu and indicate your desired compliance option or provide the PM Filter Retrofit Information.

Engine Information

Engine Family Name (Example: WCPXL14.6ERK)	<input type="text"/>
Engine Manufacturer	Please Choose... ▾
Engine Model	<input type="text"/>
Engine Year	Please Choose... ▾
Select PM Filter Type or Extension for Vehicle	2021 Low Use Exemption ▾
Odometer Reading - No Decimals or Commas	<input type="text"/>
Read Date (YYYY-MM-DD)	<input type="text"/>
Out of State Miles	<input type="text"/>
Emergency Miles	<input type="text"/>
Hub Serial Number (Only if applies)	<input type="text"/>
Hourmeter Reading - No Decimals or Commas	<input type="text"/>
Hourmeter Read Date (YYYY-MM-DD)	<input type="text"/>
Out of State Hours	<input type="text"/>
Emergency Hours	<input type="text"/>
Odometer Date Form Received (YYYY-MM-DD)	<input type="text"/>

Finish Reporting and Determining Compliance Status

Once you have completed updating the vehicle list, you can review the fleet's 2021 compliance status on the *Compliance Status* tab, which summarizes the reported fleet information and current compliance status. If the fleet information has been reported completely and correctly and the fleet is in compliance, there will be a link to "*Print Certificate.*" If the fleet is out of compliance or the account has been flagged as a duplicate, you will see a red button stating the fleet is out of compliance. If the vehicle information has not been reported completely you may see an error table on the compliance tab. The error table outlines the information that is missing. Once the information is completed, TRUCRS will be able to determine your compliance status. You can print a certificate of compliance immediately by clicking on the *Compliance Status* tab. For a step-by-step guide on how to print a certificate, go to <https://www.arb.ca.gov/msprog/onrdiesel/documents/printcert.pdf>

Verification of eligibility of claimed flexibility options is continuously enforced. Vehicle owners must keep records and provide proof in a timely manner to CARB staff upon request or the TRUCRS account could be blocked which disables the ability to print a certificate.

If you failed to meet the eligibility requirements of an option or extension for a given vehicle, that vehicle must immediately be brought into compliance with the upgrade requirements of the engine model year schedule or it must be retired. That vehicle will not be eligible to claim another flexibility option in any future compliance year.