How to Submit an Annual Report & Electronic ROAR

Introduction

As part of the reporting requirements of the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation), fleets are required to submit annual reports by March 1st of the years below:

- 2012 through 2023 for large fleets;
- 2016 through 2023 for medium fleets; and
- 2018 through 2028 for small fleets.

<table>
<thead>
<tr>
<th>Fleet Size Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Fleet or municipality &lt;= 2,500 hp, or Municipality fleet in a low population county, captive attainment area fleet, or non-profit training center, regardless of total hp</td>
</tr>
<tr>
<td>Medium</td>
<td>Fleet with 2,501 to 5,000 hp</td>
</tr>
<tr>
<td>Large</td>
<td>Fleet with more than 5,000 hp, or All state and federal government fleets, regardless of total hp</td>
</tr>
</tbody>
</table>

After 2023 for large and medium fleets, or after 2028 for small fleets, fleets that fail to meet their final fleet average target must continue to report annually each year until the final target is met. Additionally, fleets with one or more low-use vehicles must continue to report annually as long as they own or operate those vehicles.

All fleets must submit a Responsible Official Affirmation of Reporting (ROAR), including the parent fleet, even if a parent fleet has no vehicles reported. Fleets have the option to submit a hardcopy ROAR form or an electronic ROAR (e-ROAR). If an e-ROAR is submitted, each fleet or fleet portion must submit a separate e-ROAR. A single hardcopy ROAR form can be submitted for all fleets or fleet portions that have the same responsible official or designee. The hardcopy ROAR form must appropriately identify each fleet covered by the affirmation.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
The annual report must include the following:

- A completed hardcopy ROAR form or e-ROAR, which certifies that the reported information is accurate and the fleet is in compliance with the regulation. Fleets utilizing the e-ROAR must submit one e-ROAR for each individual fleet or fleet portion even if the fleets or fleet portions have the same responsible official or designee;
- Engine hour meter readings for the previous calendar year for vehicles designated as low-use, if applicable;
- Hour meter logs for vehicles designated as low-use that operate both inside and outside of California, which are available at https://ww2.arb.ca.gov/forms, under MSCD - Mobile Source Control Division, Form Number MSCD/HDORSB-144 if applicable;
- Hour meter logs for vehicles designated as 51-99 percent agriculture, which are available at https://ww2.arb.ca.gov/forms, under MSCD - Mobile Source Control Division, Form Number MSCD/HDORSB-145 if applicable; and
- Any changes made to the fleet since the last report.

This user guide will explain the annual reporting process, including step-by-step instructions on how to submit an e-ROAR in DOORS.

**Annual Reporting**

To submit an annual report electronically, follow the steps below:

A. Log into your DOORS account and select your fleet
B. Go to the Submit e-ROAR page
C. Review the ROAR Requirement Checklist
D. Request a PIN
E. Submit an e-ROAR
F. Receive e-ROAR confirmation and view submitted documents
G. Access the Certificate of Reported Compliance (optional)

A. **Log into DOORS account and select your fleet**
   1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
   2. Use your User Name and Password to log into your account.
   3. If you have forgotten how to access your account information, you can use the password retrieval option (see screenshot below) or contact the DOORS hotline at (877) 59DOORS (877-593-6677) or doors@arb.ca.gov for assistance.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
4. After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its name.

B. Go to the Submit e-ROAR page

Go to the Submit e-ROAR page by selecting [Submit e-ROAR] on the top left.

C. Review the ROAR Requirement Checklist

Review the ROAR Requirement Checklist. If there is a red “X” next to any of the requirements, review and complete the requirement by selecting the blue text and submitting the required information.

In the example below, the user has low-use vehicles in their fleet, but failed to enter the engine hour meter readings. The user can select the link named, “low-use hour meter readings,” and it will lead the user directly to the page to report engine hour meter readings. Once the engine hour meter readings have been entered, return to the ROAR Requirement Checklist and the requirement should have a green checkmark next to it.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
D. Request a PIN

After all ROAR requirements have been met, and the Responsible Official contact information has been entered, users must request a PIN to submit their e-ROAR. To request a PIN, users must agree to the terms by selecting the checkbox and button to “Request PIN and Proceed to e-ROAR Page,” as shown below. An alert will appear letting the user know an email containing your PIN has been sent to contact and Responsible Official email address on file. Do not leave this page once a PIN has been requested. A new PIN would be required if the user leaves this page without entering in the PIN before exiting the [Submit Electronic ROAR] page.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
F. Receive e-ROAR confirmation and view submitted documents

Users will receive the following message once they submit their e-ROAR successfully. To view a copy of their completed e-ROAR, select the link to go to the “View Submitted Documents” page, as shown below.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
From the [View Submitted Documents] page, users can view e-ROARs they have submitted in the past (in PDF format) by selecting the link, as shown below.

G. Access the Certificate of Reported Compliance (optional)

To access the Certificate of Reported Compliance, select [Other Tools] on the top left.

Click on [Compliance Certificate] to get to the “Compliance Certificate” page.

To access the certificate, click on the [View Certificate] button.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.
For more information on reporting, refer to our DOORS user guides, which are available in the Off-Road Zone at www.arb.ca.gov/offroadzone.

If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677), or doors@arb.ca.gov.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel Fueled Fleets.