

Email to Small Fleets

Date Sent: September 26, 2017

Subject: Reminder Regarding Upcoming Off-Road Regulation Deadlines

Thank you for utilizing the California Air Resources Board (CARB) online reporting system, DOORS, for the "Regulation for In-Use Off-Road Diesel-Fueled Fleets" (Off-Road Regulation). CARB is sending this courtesy notification of upcoming deadlines and action items to small fleets (2,500 horsepower and less) that have reported in DOORS.

HIGH CORRESPONDENCE VOLUME FOR 2018

CARB is anticipating high correspondence volumes during the 2018 reporting period (January 1 through March 1) due to the first annual reporting deadline for over 10,000 small fleets. A high volume of calls and emails will result in a longer waiting period for return calls and emails, and form processing times. We strongly encourage fleets to contact us before December 15, 2017 for help with accessing your account or questions regarding reporting and compliance requirements.

CONTACT INFORMATION

It is important that fleets provide valid contact information in order to receive notifications regarding the regulation and reporting information. Valid contact information is required to be reported and kept updated under section 2449(g). Please log into DOORS to verify and update your contact information.

If the contact is no longer with your company you must complete the Contact Update form and submit it via fax, mail, or email, as instructed on the form. The Changing Contact Information form is available at

https://www.arb.ca.gov/msprog/ordiesel/documents/doors/form_contactinfo.pdf.

DOORS LOGIN

If you are the fleet contact and need your DOORS username and password we can provide your username and password over the phone or send it to the email address we have on file. Please contact us by calling the DOORS Hotline at (877) 59-DOORS [(877) 593-6677] or by sending us an email request to doors@arb.ca.gov.

If the fleet contact is no longer with your company you will need to update your contact information and request a new username and password by submitting the Changing Contact Information form which is available at

https://www.arb.ca.gov/msprog/ordiesel/documents/doors/form_contactinfo.pdf.

ANNUAL REPORTING REQUIRED BY MARCH 1, 2018 FOR SMALL FLEETS

Small fleets must begin annual reporting by March 1, 2018 as required under section 2449(g)(2) of the Off-Road Regulation.

Electronic Reporting - Fleets are encouraged to submit their Responsible Official Affirmation of Reporting (ROAR) forms electronically in DOORS. The electronic ROAR (e-ROAR) includes a checklist to ensure all required annual reporting information has been submitted. Fleets who submit their e-ROAR will not be subject to the processing time for hardcopy forms and will receive instant access to their updated compliance calculations available on the DOORS Compliance Snapshot.

To complete annual reporting, fleets must log into DOORS on or after January 1, 2018, and report any changes made to the fleet in 2017. Enter engine hour meter readings for the 2017 calendar year on the “Low-Use” webpage, report engine hour meter readings for vehicles used for agricultural operations 51-99% of the time [hardcopy form MSCD ISB-145 (REV 4/14)], and submit the e-ROAR. Fleets who submit their e-ROAR will automatically receive updated Compliance Certificates on March 1, 2018 in their DOORS account.

For more information on the annual reporting requirements of the Off-Road Regulation, please review the *ROAR and Annual Reporting* FAQ, available at https://www.arb.ca.gov/msprog/ordiesel/faq/roar_faq.pdf. If you would like additional guidance on how to submit an annual report or e-ROAR, please review the DOORS User Guide *How to Submit an Annual Report & Electronic ROAR*, available at <https://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm#guides>. Hardcopy forms are available at <https://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm#forms>.

In preparation to the first annual reporting deadline, CARB is providing the following checklist:

- VERIFY CONTACT INFORMATION:** Log into DOORS to validate your contact information in order to receive notifications and instructions for annual reporting. Valid contact information is required to be reported and kept updated under section 2449(g). To update your contact information:
 - log into DOORS,
 - click “Edit Account” located on the top right corner of the home page, and
 - update your contact information.

If your fleet needs login information or the contact is no longer with your company you must complete the Contact Update form and submit it via fax, mail, or email, as instructed on the form. The Contact Update form is available at:

- https://www.arb.ca.gov/msprog/ordiesel/documents/doors/form_contactinfo.pdf.
- VERIFY RESPONSIBLE OFFICIAL:** Verify your fleet’s Responsible Official and enter the Responsible Official’s email address and phone number. The Responsible Official is required to be reported and kept updated under section 2449(g). To update Responsible Official information:
 - log into your DOORS account,
 - click your fleet name, and
 - click the “Owner Information” button at the top of the page.
- CHECK MESSAGE CENTER:** Clear reporting errors in the Message Center. If your fleet has any reporting errors, the system will automatically direct you to the

Message Center after you click your fleet name. You can access the message center at any time by clicking "Message Center" in the first row of buttons of your reporting pages.

ADDING VEHICLES REQUIREMENTS

The Off-Road Regulation prohibits fleets from adding vehicles with older engine tiers [section 2449(d)(6)]. Small fleets are currently prohibited from adding Tier 0 and Tier 1 engines to their fleet.

For more information on the adding vehicles requirements, please review the *Regulatory Advisory #14-1* at: <https://www.arb.ca.gov/msprog/mailouts/msc1401/msc1401.pdf>, or the *Adding Vehicles* FAQ at: <https://www.arb.ca.gov/msprog/ordiesel/faq/addingvehicles.pdf>.

CREDIT FOR INTERIM REPLACEMENT AND RETIREMENT

This provision is set to expire December 31, 2017 for small fleets. Small fleets that replace or retire over eight percent of the fleet's total max horsepower in Tier 0 and Tier 1 vehicles in any one year during March 1, 2011 through December 31, 2017 will accumulate carryover Best Available Control Technology (BACT) credit (in horsepower) [section 2449.1(b)(18)].

CREDIT FOR EARLY REPOWERS AND REBUILDS

This provision is set to expire December 31, 2017 for small fleets. Small fleets that repower their Tier 0 or Tier 1 engines with Tier 2 or higher engines, or rebuild Tier 0 or Tier 1 engines to Tier 2 or more stringent emission standards prior to January 1, 2018, will accumulate carryover BACT credit (in horsepower) [section 2449.1(b)(13)].

DOUBLE CREDIT FOR EARLY VDECS INSTALLATIONS

This provision is set to expire December 31, 2017 for small fleets. Small fleets that install a highest level Particulate Matter Verified Diesel Emission Control System (VDECS) or VDECS verified to reduce NOx prior to January 1, 2018 will accumulate carryover Best Available Control Technology (BACT) credit [section 2449.1(b)(15)].

FOR MORE INFORMATION

For more information about the Off-Road Regulation, please visit our website at <https://www.arb.ca.gov/ordiesel>. The Knowledge Center contains many guidance documents that are intended to assist fleets with their compliance efforts. These guidance documents do not alter or modify the terms of the Off-Road Regulation, nor do they constitute legal advice.

For questions regarding reporting or any of these upcoming deadlines, please contact the DOORS Hotline at (877) 59-DOORS [(877) 593-6677] or by email at doors@arb.ca.gov. For general questions about diesel regulations, please contact the Diesel Hotline at (866) 6-DIESEL [(866) 634-3735].

Sincerely,

The California Air Resources Board
Off-Road Implementation