



NOTICE

In-Use Off-Road Diesel-Fueled Fleets Regulation

April 27, 2018

[Responsible Official Name]
[Company Name]
[Company Mailing Address]
[City, State, Zip Code]

This is the final notification that you are not in compliance with the California Air Resources Board's (CARB) In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation) annual reporting requirements. March 1, 2018 was the annual reporting deadline for all fleets. Our records indicate that we have not received your 2018 Responsible Official Affirmation of Reporting (ROAR) or electronic ROAR (e-ROAR) for **DOORS ID [Fleet Number] – [Company Name]**. It is important that you read this entire notice as it contains valuable information to help you comply. **Submit your ROAR or e-ROAR by May 28, 2018. Failure to take action by this date may subject you to enforcement action.**

To report electronically (e-ROAR) fleets must:

1. Log into DOORS and report all changes made to the fleet in 2017, including verifying all owner information is accurate. Do not create a new account.
2. Submit the e-ROAR by taking the following steps:
 - Click [e-ROAR and Other Tools].
 - Click the link [ROAR Forms].
 - The ROAR requirements checklist will identify incomplete information, such as missing low-use hours. A red "x" indicates incomplete information. Click the text link to the right of each red "x" to access the reporting pages.
 - Click the blank box to enter a check mark in the disclosure box and then click [Request PIN and Proceed to e-ROAR page].
 - A PIN will immediately be emailed to the Responsible Official and contact person. Do not close DOORS.
 - Enter the PIN in the bright green box on the e-ROAR submittal page, click [Submit Electronic ROAR], and then confirm submittal.

Fleets that do not complete the e-ROAR must submit the hardcopy ROAR form available at https://www.arb.ca.gov/msprog/ordiesel/documents/doors/form_roar.pdf.



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To report hardcopy, fleets must:

1. Log into DOORS and report all changes made to the fleet in 2017, including verifying all owner information is accurate. Do not create a new account.
2. If you have low-use vehicles, enter engine hour-meter readings for January 1st and December 31st for the 2017 calendar year on the “Low-Use” page in DOORS.
3. If you designated vehicles used for agricultural operations 51-99% of the time, report engine hour meter readings by submitting Reporting Form: Vehicles used for Agricultural Operations [MSCD ISB-145 (REV 4/14)].
4. Complete and submit the hardcopy ROAR form [MSCD/ORB-143 (REV 12/17)]:
 - Provide the correct 2-digit reporting year “2018” on the top right of the form.
 - Only check “yes” if the fleet is a Captive Attainment Area fleet and did not operate vehicles outside of the designated Captive Attainment Areas.
 - Completely fill out all requested information.
 - Provide the signature of the Responsible Official listed in DOORS.

Note: If your company is no longer in business or you do not operate in California and do not plan to operate in California in the future, send an email to doors@arb.ca.gov that includes:

- your DOORS ID number,
- a note informing CARB of your status,
- the date your company went out of business or left California, and
- the date your vehicles were sold.

Additional information on the annual reporting requirements are available at https://www.arb.ca.gov/msprog/ordiesel/faq/roar_faq.pdf.

Detailed annual reporting instructions are available at <https://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-annualreporting.pdf>.

For questions regarding reporting or to access your DOORS account, contact the DOORS Hotline at (877) 59DOORS (877-593-6677) or at doors@arb.ca.gov.

Sincerely,
Off-Road Implementation Staff