

**Email to:** Fleets who have not completed 2018 Annual Reporting

**Date Sent:** February 16, 2018

**Subject:** Off-Road Regulation – 2018 ROAR Reminder

You are receiving this e-mail because the California Air Resources Board (CARB) has not received your Responsible Official Affirmation of Reporting (ROAR) or electronic ROAR (e-ROAR) that is required per CARB's In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation). It is important that you read this entire email as it contains valuable information to help you comply. **Please submit your ROAR or e-ROAR by March 1, 2018. Failure to take action may subject you to enforcement action.**

It is important that you complete annual reporting. To complete annual reporting all fleets must:

- Log into DOORS and report all changes made to the fleet in 2017, including updated contact and Responsible Official information.
- If your fleet designated low-use equipment, enter engine hour meter readings for the 2017 calendar year on the "Low-Use" page.
- 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 [[hardcopy form MSCD ISB-145 \(REV 4/14\)](#)].
- Submit the e-ROAR by taking the following steps:
  - Selecting your fleet name;
  - Clicking [e-ROAR and Other Tools];
  - Clicking the link [ROAR Forms];
  - Checking the disclosure box and clicking [Request PIN and Proceed to e-ROAR page.
  - A PIN will immediately be emailed to the Responsible Official and contact person email addresses you provided.
  - Enter the PIN in the bright green box on the e-ROAR page.

**Note:** If your company is no longer in business or you do not operate in California and do not plan on operating in California in the future, send us an email that includes your DOORS ID number, a note informing us of your status and the date your company went out of business or left California.

For more information on the annual reporting requirements of the Off-Road Regulation, review the [ROAR and Annual Reporting frequently asked questions](#). If you would like additional guidance on how to submit an annual report or e-ROAR, review the DOORS User Guide [How to Submit an Annual Report & Electronic ROAR](#).

For questions regarding reporting, contact us through the DOORS Hotline at 1-877-59-DOORS (877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

Sincerely,  
Off-Road Implementation Staff