

Email to: Fleets who have not submitted the 2018 ROAR

Date Sent: March 26, 2018

Subject: CARB Off-Road Regulation – 2018 ROAR Not Submitted

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 was 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. Your fleet is currently not in compliance with the annual reporting requirements of the Off-Road Regulation. **Submit your ROAR or e-ROAR by April 25, 2018. Failure to take action may subject you to enforcement action.**

To complete the e-ROAR fleets must:

- Log into DOORS and report all changes made to the fleet in 2017, including updated contact and Responsible Official (R.O.) information. To enter R.O. information, you must update the required fields on the "Owner Information" page.
- If your fleet designated low-use equipment, enter engine hour meter readings for the 2017 calendar year on the "Low-Use" page. You must enter the hours for January 1st and December 31st 2017.
- 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:
 - Log into your DOORS account and click on your **company name**;
 - Click on [**e-ROAR and Other Tools**];
 - Click on the link [**ROAR Forms**];
 - On the e-ROAR checklist, incomplete information is indicated by a red "x." Click the link to the left of each red "x" to access the reporting pages to update the required information;
 - Click the blank box to enter a check mark in the disclosure box and click on [**Request PIN and Proceed to e-ROAR page**];
 - A PIN will immediately be emailed to the R.O. and contact person. Check your email for the PIN but **DO NOT CLOSE THE DOORS REPORTING SYSTEM**;
 - Enter the PIN in the bright green box on the e-ROAR page, click the message box to submit, then confirm.

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 the DOORS hotline at (877) 59DOORS (877-593-6677) or doors@arb.ca.gov.

Sincerely,
Off-Road Implementation Staff