

### Introduction

The Diesel Off-Road On-Line Reporting System (DOORS) is an online tool designed to help fleet owners report off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the Air Resources Board (ARB), as required by the In-Use Off-Road Diesel Regulation (Off-Road Regulation).

This user guide provides a summary of the information required to complete Off-Road Regulation initial reporting and step-by-step instructions on how to report using DOORS online forms.

Both the DOORS reporting tool and this DOORS user guide were created to help fleet owners comply with the regulation, but they are not a substitute for reading and comprehending the regulation. Many portions of the DOORS system will require fleet owners to understand terms and conditions defined in regulation, and to know which portions of the regulations apply to their vehicles, and where they are eligible for full or partial exemptions. It is strongly recommended that, prior to using the DOORS system, fleet owners determine how the regulation applies to their fleets.

The regulation, fact sheets, and additional user guides can be found at <http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

### Information Required to Complete Initial Reporting

The following information must be included when reporting vehicles for the Off-Road Regulation.

#### Owner and Contact Information

Information about the company or agency will be required prior to inputting vehicle information. You will be required to supply:

- **Contact Name**
- **Mailing Address**
- **Federal Tax ID**
- **Responsible Official:** The responsible official is the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
- **Parent DOORS ID (if applicable):** A parent DOORS ID is required when reporting fleet portions or for State and federal agencies. Federal agencies must report a Parent DOORS ID of 9, and State agencies must report a Parent DOORS ID of 10. For more information on fleet portions, please see our "Fleet Portions" Frequently Asked Questions (FAQ) guide which is available at: <http://www.arb.ca.gov/msprog/ordiesel/faq/fleetportions.pdf>.

### Vehicle and Engine Information

The following information will be required for each vehicle and engine:

Vehicle Information	Engine Information
Vehicle Serial Number	Engine Serial Number
Your Identifier (optional)	Engine Manufacturer
Vehicle Type (from ARB's list)	Engine Model
Vehicle Manufacturer	EPA Engine Family
Vehicle Model	Engine Model Year
Vehicle Model Year	Maximum Horsepower
	Displacement (liters)

Tier 0 vehicles (those with engines built prior to 1996 for most engine sizes) will not have an engine family. ARB has also released a guide on how to report if you are missing some of the information listed above, available at:

<http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-missinginfo.pdf>.

### Special Circumstances

If the vehicle falls under any of the following categories, additional information will be required.

- Vehicles with verified exhaust retrofits installed
- Low use, emergency use, part-time agricultural use, or snow removal vehicles
- Vehicles involved in Carl Moyer, Showcase, SOON, or other incentive funding programs\*
- Demonstration vehicles, or vehicles awaiting sale
- Non-diesel vehicles or systems being claimed for credit towards the off-road diesel regulation\*
- Vehicle has an engine with non-standard emissions certification\*
- Vehicles sold for early retirement credit
- Vehicle is in a captive attainment area fleet, or a municipal fleet in a low population county
- Vehicle is a two-engine vehicle subject to the Off-Road Regulation.

\*Vehicles or engines that fall under these special circumstances have additional reporting requirements after the fleet has gone through the review process and assigned Equipment Identification Numbers (EINs).

### **Online Forms for Initial Reporting (Entering Information into DOORS)**

This guide was created to assist fleet owners using Online Screens to report fleet information during the initial reporting period. This section of this guide contains instructions on how to create an online account with ARB in DOORS, navigate to the online screens, enter the data, receive a review from ARB and receive EINs.

### **Steps to Report Fleet Data Using DOORS**

Instructions on how to complete the following steps to report your fleet using our online forms are provided below:

- A. Create a DOORS account with ARB
- B. Determine applicable vehicles
- C. Log in to DOORS, and open the online forms
- D. Complete the owner information form
- E. Enter the vehicle information
- F. Enter the engine information, and if necessary, the Verified Diesel Emission Control System (VDECS)<sup>1</sup> information
- G. Review the data, and make changes if necessary
- H. Request a review from ARB and receive EINs

#### **A. Create a DOORS Account with ARB**

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html)
2. Request an account

If you do not have an account, you will be asked to create one, and the account information will be sent to an email address you supply within a few minutes. In order to ensure that you receive the email, you may need to add our email ([doors@arb.ca.gov](mailto:doors@arb.ca.gov)) to your contacts list. If you do not see the email, check your “Spam” or “Trash” folders to ensure the email was not blocked by your email server. If you do not receive your email within 15 minutes, re-apply for one on the DOORS homepage. If this does not work, contact ARB for assistance by emailing [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

#### **B. Determine applicable vehicles**

Prior to reporting vehicle information to ARB, fleet owners will need to determine which of their off-road diesel vehicles are covered by the regulation. Some vehicles will likely be fully subject to the regulation, however some vehicles will be exempt from all requirements except labeling and reporting, and some will be fully exempt from the regulation.

Note: For more information regarding which vehicles are subject to the In-Use Off-Road Diesel Vehicle Regulation, please see the “General Applicability” FAQ document, which is available in the Off-Road Knowledge Center at <http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

Create a complete list of vehicles subject to the regulation, including those which are only required to be reported and labeled.

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<sup>1</sup> VDECS (Verified Diesel Emission Control Strategy) is an emission control strategy, designed primarily for the reduction of diesel particulate matter emissions, which has been verified pursuant to the *Verification Procedures*.

- **Early Credit:** If you wish to claim early credit, report each vehicle that was included in the fleet from March 1, 2006, to the present, including vehicles you have retired or sold. You will be able to designate which vehicles you have retired or replaced to receive credit in the on-line screens after receiving EINs.
- **Non-diesel or electric:** You will be able to report vehicles using alternative fuels or electric vehicles that have replaced diesel vehicles in your fleet in the on-line screens after updates, for now please include information on the diesel vehicle that was replaced.

### C. Log in to DOORS, open the online forms

1. Return to the DOORS login screen, and log in to the system using the login name and password emailed to you. Do not hit “Enter”; you must click on the Login button directly. If DOORS does not accept your password, copy the password from the email, and paste it into the DOORS login screen.
2. Once you have logged in to DOORS, you will need to click on the button that says “Create a New Fleet.” 

### D. Complete the owner Information form

1. The first screen you will be taken to is the Owner Information screen. Complete this form, and then select [Enter Data]. 

#### Notes:

- “Responsible Official” means the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
  - A “Parent DOORS ID” is required when reporting fleet portions or for State and federal agencies. Federal agencies must report a Parent DOORS ID of 9 and State agencies must report a Parent DOORS ID of 10.
  - Third-party reporters (such as consultants): Please enter the fleet’s contact information for initial reporting. Once you have requested a review of the reported information for the fleet, and the fleet has been notified that their fleet review is complete, you will be able to add your contact information, as a third-party reporter, on the Edit Login Account & Contact Info page, which will appear when you log into the approved DOORS account.
2. If DOORS rejects any of your information, it will supply an error message and reason at the top of the screen. Attempt to fix the cause of the error, and resubmit the data.

## E. Enter vehicle information

- Once your owner information has been successfully entered, select the option [Enter Vehicle] at the top of the screen.



- This will take you to the screen where you may add, delete or edit vehicle information.

Line #	Veh serial num	Your veh num	Type	Manufacturer
1			Bore/Drill Rigs	A&L

Model	MY	Emergency	Snow removal	Agri- culture	Non-diesel
sdgdf	1945	No	No	No	No

SOON	Moyer	Demo	Awaiting Sale	Island	Loan
No	No	No	No	No	No

- Enter the vehicle information required, then select [Enter Data]
- After the information on the previous vehicle is entered into a table, continue to use the form to add additional vehicles until your entire inventory is reported. For each successive vehicle, enter the vehicle information required, then select [Enter Data]

### Notes:

Vehicles used exclusively for emergency purposes, dedicated snow removal vehicles, and vehicles used primarily, but not exclusively, for agricultural purposes must be reported and labeled but are not required to meet the Off-Road Regulation’s performance requirements to reduce emissions. An explanation of each of these vehicle types is included below. Please be certain that your vehicle meets the appropriate criteria below before designating it as such in DOORS:

- Emergency:** Only vehicles used exclusively for emergency operations should be designated as “Emergency”. An emergency operation means helping alleviate an immediate threat to public health or safety. Routine maintenance or construction to prevent public health risks does not constitute emergency operation. Additional information is available in our

“General Applicability” FAQ document at

<http://www.arb.ca.gov/msprog/ordiesel/faq/applicabilityfaq.pdf>.

- Snow removal:** This designation is only for dedicated snow removal vehicles. A vehicle is considered to be a dedicated snow removal vehicle if it is operated exclusively to remove snow from public or private roads or other paths from which snow must be cleared to allow on-road vehicle access. Designated snow removal vehicles owned by private companies must have permanently affixed snow removal equipment, such as a blower or auger; publically owned designated snow removal vehicles are not required to have a permanently affixed attachment. Additional information is available in our “General Applicability” FAQ document at <http://www.arb.ca.gov/msprog/ordiesel/faq/applicabilityfaq.pdf>.
- Agricultural:** This designation is only for vehicles that are used primarily (more than 50% of the time), but not exclusively, for agricultural operations. Vehicles used exclusively for agricultural operations should not be reported to DOORS. Agricultural operations means the growing or harvesting of crops from soil (including forest operations) and the raising of plants at wholesale nurseries, or the raising of fowl or animals for the primary purpose of making a profit, providing a livelihood, or conducting agricultural research or instruction by an educational institution. It also includes agricultural crop preparation services for first processing after harvest. Additional information is available in our “Agricultural Equipment” FAQ document at <http://www.arb.ca.gov/msprog/ordiesel/guidance/ag-operations.pdf>.

If you have questions about any of the above vehicle designations, please contact the DOORS hotline at 1-877-59-DOORS (1-877-593-6677).

## F. Enter engine information, and if necessary, VDECS information

- After entering information on all of the vehicles you wish to report, select the option to [\[Enter Engine\]](#)  at the top or the bottom of the screen.
- For each vehicle you have entered, select “Edit” at the left side of the screen, and input the engine information. Then select [\[Enter Data\]](#) . You will only be able to add engine information to vehicles you have already added, and you will only be able to add VDECS information if you have already entered the

The screenshot shows the DOORS web application interface. At the top, there are navigation buttons: Home, Edit Owner, Enter Vehicle, Enter Engine, Enter VDECS, and Exit. Below these buttons, the DOORS ID is 17147 and the Name is FAKE COMPANY-PARENT. A message states: "You need to click on 'edit' or 'repower' in the left column in front of the appropriate vehicle to open an edit window." Below this message is a table of vehicles. The table has columns for Edit, Delete, Sell, Line #, EIN, Veh serial num, Your veh num, Eng serial num, Eng Manufacturer, Eng Model, Eng Family, Eng MY, Eng HP, Eng Tier, Displacement (liters), Date Purchase, and Date Installed (Repowered). The first row is highlighted in gray, indicating it has been sold. The second row is not highlighted.

Edit	Delete	Sell	Line #	EIN	Veh serial num	Your veh num	Eng serial num	Eng Manufacturer	Eng Model	Eng Family	Eng MY	Eng HP	Eng Tier	Displacement (liters)	Date Purchase	Date Installed (Repowered)
Edit	Delete	Sell	20000-00-00	UJ3T67	8645132		325556	AGCO	8956	8645132	2007	60		3	2007-01-01	2007-01-01
Edit	Delete	Sell	10000-00-00	UV4U79	975210956		987420	AGCO	asdv	86452130	2009	60		2.5	2009-01-01	2009-01-01

engine information.

3. Complete the same steps to enter VDECS information, if you have any VDECS installed on your vehicles.

## G. Review the data, and make changes if necessary

Before continuing, it is recommended that you review the data you have entered. On the Reporting Home page (the first page in DOORS), the following options are available for fleets you have entered into the system:

1. Click on the name of the fleet you wish to review.

DOORS Home

Step 1: Choose a Fleet	Step 2: Choose an Option	Announcements / Quick Links
<p>Test - DOORS TestFleet (86608)</p> <p>Create a New Fleet</p>	<p>Edit Owner</p> <p>Enter Vehicle</p> <p>Enter Engine</p> <p>Request Review</p> <p>Edit Login Account &amp; Contact Info</p> <p>Steps To Reporting:</p> <ul style="list-style-type: none"> <li>Enter Owner Info</li> <li>Enter Vehicle Info</li> <li>Enter Engine Info (must enter vehicles first)</li> </ul>	<p>How to report:</p> <ul style="list-style-type: none"> <li>Using Excel to Upload Data</li> </ul> <p>The User Guides for DOORS are currently being updated and will return soon. In the meantime, please check the Knowledge Center for available updates.</p> <p>Knowledge Center Overview, Answers, Fact Sheets</p>

Questions? Contact us: 1(877) 59-DOORS or doors@arb.ca.gov

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2. Then click on [Edit Owner], [Enter Vehicle], or [Enter Engine].
3. If there are any mistakes in any of these pages, you may correct them and then click on [Enter Data]  to submit the changes. If there are no changes to be made, you may move on to the next sections by clicking on the buttons on the top of the screen.

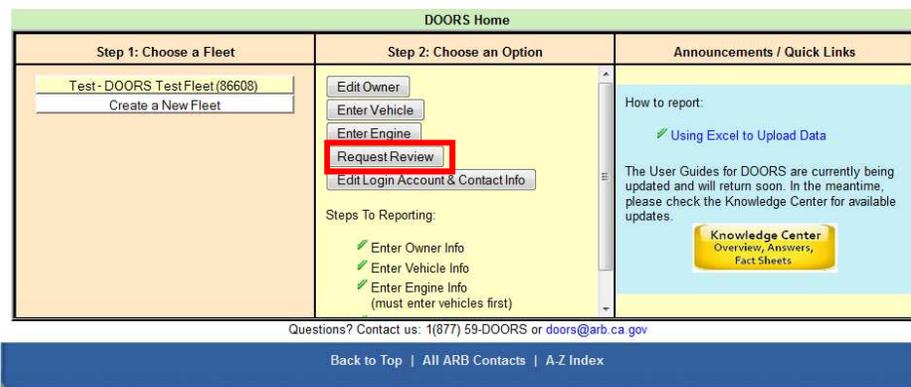


## H. Request a review from ARB and receive EINs

The information you have entered so far will be saved, and you can access it again and make changes at a later time before submitting it to ARB for review. After ARB reviews the information, you will be able to edit and add to your vehicle inventory, and will receive your ARB-designated Equipment Identification Numbers, which must be displayed on your vehicles. The information will not be reviewed by ARB staff, or assigned EINs, until you choose to submit it to ARB for review. To access the fleet information you have entered at a later date, log back in to the DOORS system.

Once you are satisfied with the information and are prepared to send it to ARB for review and receive EIN assignments for your vehicles, return to the Reporting Home page in the DOORS system.

1. Select the Fleet you wish to submit to ARB
2. In the center column, you should see the “Request Review” button. Click on the button to request a review.



3. After you have successfully requested a review on your account, you will receive an e-mail from us (doors@arb.ca.gov) stating that we have received your request and that we will notify you when we are finished reviewing your fleet.
4. Once we have reviewed your fleet, we will send you another e-mail letting you know that your fleet has been successfully reviewed. It takes approximately 2-3 business days for your fleet to be reviewed.
5. After your fleet has been reviewed, you may make additional changes to your fleet as necessary.

For more information on reporting, please refer to our DOORS user guides, which are available in the Off-road Knowledge Center at <http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

If you require additional assistance or information, please contact the DOORS hotline by phone at 877-59-DOORS (877-593-6677), or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).