How to Report Online in TRUCRS: Solid Waste Collection Vehicles and Heavy Cranes

This user guide is intended to help vehicle owners report online to meet the reporting requirements of the California Air Resources Board’s (CARB) Solid Waste Collection Vehicle (SWCV) Regulation. The Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) allows reporting and updating company and vehicle information to meet the reporting requirements of the regulation.

The Solid Waste Collection Vehicle regulation applies to publicly and privately-owned single engine on-road heavy cranes with a GVWR of 54,000 lbs. or more. It also affects individuals, private companies, and government entities that own diesel-fueled garbage packers or garbage roll-off vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 14,000 lbs. that operate in California.

The first reporting deadline for SWCVs and Heavy Cranes is August 30, 2019. Thereafter, the annual reporting deadline is January 31 of each compliance year.

Important updates regarding Senate Bill 1

Senate Bill 1 (SB1), allows only vehicles compliant with the Truck and Bus regulation to be registered by the California Department of Motor Vehicles (DMV) beginning in 2020. SWCVs and Heavy Cranes may not be allowed to register with DMV unless the vehicles are accurately reported in TRUCRS to otherwise show compliance with the requirements of the SWCV regulation. The DMV will use the vehicle identification number (VIN) to confirm compliance of vehicles, so it is vital to accurately report VINs and plate numbers in TRUCRS.

Information about SWCV and Heavy Crane fleets must be reported to CARB to prepare for the new law. Failure to report required information could delay DMV registration starting in 2020.

Your fleet may be subject to multiple regulations. Please visit the Truck Stop Website to determine which other regulations apply to your fleet:
https://www.arb.ca.gov/msprog/truckstop/truckstop.htm
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1. Introduction

This guide is not a substitute for reading and understanding the SWCV regulation in its entirety. You should be familiar with the terms and upgrade requirements defined in the regulation, as well as exemption or extension eligibility criteria for which vehicles may qualify. Regulation language, advisories, fact sheets, and other information for the Solid Waste Collection Vehicle regulation can be found at https://www.arb.ca.gov/msprog/swcv/swcv.htm

2. Garbage Packers or Garbage Roll-off Trucks Compliance Requirements

All garbage packers or garbage roll-off trucks with 1960-2006 model year engines must meet PM BACT with a retrofit PM filter. All garbage packers or garbage roll-off trucks with 2007-2009 model year engines must be upgraded to 2010 or newer model year engines by January 1, 2023, because they are subject to the upgrade requirements of the Truck and Bus regulation. All 2010 model year and older diesel-fueled garbage packers or garbage roll-off trucks in the fleet must be reported in TRUCRS.

Garbage transfer trucks are subject to the Truck and Bus regulation and must comply with the upgrade requirements of that regulation or report to use flexibility options. See the Truck and Bus Online Reporting Guide for assistance.

Many garbage packers or garbage roll-off trucks meet the upgrade requirement by replacing diesel-fueled trucks with alternative fueled vehicles. However, the regulatory requirements can also be met with a PM Filter upgrade or by complying with the low use requirement. Only diesel-fueled SWCVs must be reported.

   a. Particulate Matter Best Available Control Technology (PM BACT)

To meet PM BACT, a diesel vehicle must have a PM Filter, as either a retrofit or originally equipped. Owners of garbage packers or garbage roll-off trucks must report the vehicles and select either “PM Filter – Retrofit” or “PM Filter – Original Equipment” as the vehicle compliance path. Vehicle, engine, and retrofit information must be reported.

   b. Low Use Exemption

Garbage packers or garbage roll-off trucks that operate less than 1,000 miles per year in California qualify for an exemption from the upgrade requirements. To use this exemption, fleets must report the vehicle in TRUCRS, select the Low-Use Exemption for the current year, and provide January 1 odometer readings annually to qualify for and continue to use the exemption. Third party records to demonstrate compliance with the mileage limits will typically be requested, and must be retained by the owner.
3. Heavy Crane Compliance Requirements

Owners of Heavy Cranes must upgrade to 2010 or newer model year engines for 20 percent of the cranes in the fleet by July 31, 2019 and by January 1 of each subsequent year, an additional 10 percent until January 1, 2027. See Table 1 below for specific examples. Heavy crane owners must report annually until all Heavy Cranes in the fleet have been upgraded to 2010 model year or newer engines.

Alternatively, heavy crane fleets may follow the model year schedule in Table 2 for the applicable engine model years.

Heavy crane fleets may comply with either schedule, as long as the entire fleet of heavy cranes remains in compliance. All Heavy Cranes in the fleet must be reported in TRUCRS.

a. Heavy Crane Phase-In Schedule

Fleet owners must phase-in 2010 or newer model year engines for heavy cranes per the table below. Any heavy crane that had a PM filter installed (retrofit or OEM) by January 1, 2018 will be treated as having a 2010 equivalent engine. The cranes must be reported in TRUCRS and “Crane Phase-in” selected as the compliance path.

Table 1. Heavy Crane 2010 Engine Model Year Phase-In Schedule

<table>
<thead>
<tr>
<th>Compliance Deadline as of January 1</th>
<th>Owner of 1 Crane</th>
<th>Owner of 2 Cranes</th>
<th>Owner of 3 Cranes</th>
<th>Owner of &gt;= 4 Cranes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td>1</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td>1</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>1</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>1</td>
<td>1</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td></td>
<td></td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>2025</td>
<td>1</td>
<td></td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>2026</td>
<td></td>
<td>1</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>2027</td>
<td></td>
<td></td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

*The 2019 Compliance Deadline is July 31, 2019

b. Heavy Crane Model Year Schedule

Fleet owners planning on using the model year schedule for their cranes must still report their cranes for the Crane Phase-in compliance path if it did not have a PM filter (retrofit or OEM) by January 1, 2018. If the model year schedule provides more time then the phase-in schedule for cranes in the specific Engine Year brackets shown in the table below, the TRUCRS system will show that the fleet is compliant on the Compliance Status tab.
Table 2. Heavy Crane 2010 Engine Model Year Schedule

<table>
<thead>
<tr>
<th>Engine Year</th>
<th>Upgrade to 2010 Engine January 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998 – 2003</td>
<td>2019</td>
</tr>
<tr>
<td>2004 – 2006</td>
<td>2022</td>
</tr>
<tr>
<td>2007 – 2009</td>
<td>2025</td>
</tr>
</tbody>
</table>

c. Low-Use Exemption

Heavy cranes that operate less than 1,000 miles per year in California qualify for an exemption from the engine replacement requirements. To use this exemption, fleets must report the vehicle in TRUCRS, select the :"Low-Use Exemption" compliance option for the current year, and provide January 1 odometer readings annually to qualify for and continue to use the exemption. Third party records to demonstrate compliance with the mileage limits will typically be requested and reviewed by CARB staff, and copies must be retained by the crane owner.

d. PM Filter Equipped by January 1, 2018

Heavy cranes equipped with a PM filter prior to January 1, 2018 are considered to be equivalent to a 2010 model year engine and are counted the same as a 2010 model year engine when calculating the annual phase-in requirement.

- For retrofit PM filters, select “PM Filter- Retrofit” as the compliance path and upon CARB review and approval, the Heavy Crane will be placed into the Heavy Crane Retrofit compliance option.
- For OEM PM filters on 2007 to 2009 engines, select “PM Filter – Original Equipment” as the compliance path, and upon review and approval, the Heavy Crane will be placed into the Heavy Crane OEM Final Requirement compliance option

This option does not need to be updated annually. This option will transfer with the vehicle upon sale.

e. Heavy Crane Manufacturer Delay

If a replacement crane is ordered at least 4 months in advance (by September 1 prior to the compliance deadline) but expected delivery is after January 1 due to manufacturing delays, fleet owners can report to extend the compliance deadline for the vehicle being replaced until May 1 of the applicable compliance year. The vehicle being replaced must be reported and an email sent to trucrs@arb.ca.gov in January of the applicable compliance year requesting to use this option (Ordered 4 Mo.s Early). You must submit a copy of the purchase order with the request.

4. Newly Reported Heavy Cranes

Heavy cranes that are entered into TRUCRS must be deemed eligible to use the option before they can claim heavy crane as the vehicle body type. If you believe your vehicle meets the definition of a heavy crane, select the body type of “Crane Heavy Request” when adding the vehicle. If the vehicle has an OEM or Retrofit filter, please report that information as well. However, if you plan to use the phase-in option, low use option or model year schedule, leave the compliance path as none. TRUCRS will not allow you to select the Crane Heavy body type until CARB staff have confirmed the vehicle meets the definition.
a. Heavy Crane Verification

After you have reported all of the vehicles in your fleet that you believe meet the definition of a heavy crane (with the body type of “Crane Heavy – Request”), you will need to e-mail trucrs@arb.ca.gov with your TRUCRS ID, list of VINs to be reviewed, the desired compliance option if applicable and the items listed below:

1. Photos
   - *A picture of the vehicle from the front*
   - *A picture of the vehicle from the side*
   - *A picture of the vehicle from the back*
   - *A picture of the GVWR label*

2. Confirmation that all of the following are true:
   - *The vehicle is an on-road single engine crane that is certified as power-operated equipment that can hoist, lower, and horizontally move a suspended load.*
   - *The vehicle is required to be operated by a licensed crane operator.*
   - *The vehicle has a gross vehicle weight rating of 54,000 pounds or more.*
   - *The vehicle is **NOT** a crane truck that is designed to transport cargo*
   - *The vehicle is **NOT** a truck mounted derrick, sideboom crane, concrete pump truck, loader crane, knuckle-boom crane, or low truck.*

3. In addition, you may be requested to submit a picture of the label on the engine that shows the Engine (or Emission) Family Name, and must be submitted if stating that the vehicle has an engine with an Original Equipment PM Filter and was purchased prior to January 1, 2018.

4. If a retrofit PM filter was installed prior to January 1, 2018, include a copy of the purchase order of the PM filter and a picture of the label on the filter.

If the vehicle is **not** determined to be a heavy crane but is determined to be a crane truck, it is subject to the Truck and Bus regulation and must meet the applicable upgrade requirements.

b. Who Needs to Report for the Current Compliance Year?

Owners of garbage packers, garbage roll-off trucks, and Heavy Crane fleets as defined in the regulation must report all diesel-fueled SWCV and heavy cranes in their fleet.

A vehicle must meet the eligibility criteria to use an option and meet annual compliance deadlines, typically January 1 of the compliance year. Vehicles designated as low-use must have the vehicles’ end of the year odometer reading reported annually and must update the compliance path to continue using the option for the following compliance year. Fleet owners using the low-use exemption must provide their December or January odometer reading and read date as close to January 1 as possible. Owners must report vehicle changes to the fleet within 30 days of selling or adding vehicles to the fleet.

c. Notice of Verification and Enforcement

Verification of eligibility of claimed compliance options is continuously enforced. This is accomplished by CARB staff reviewing third party documentation and verification.
programmed into TRUCRS. In addition, enforcement staff possesses the authority to place holds on vehicle registration if the vehicle is out of compliance or if requested records are not provided to demonstrate compliance. Fleets must keep records and provide requested proof in a timely manner to CARB staff or the reporting account may be blocked which disables the ability to print a certificate. The regulation requires that requested records must be provided within 5 days unless a fleet is based out of state, in which case they must be provided within 30 days.

If the eligibility requirements of an exemption or extension are not met for a given vehicle, the vehicle must be immediately brought into compliance by retrofitting or retiring the vehicle as specified by the SWCV or Heavy Crane replacement schedules. The vehicle will not be eligible to claim another flexibility option in any future compliance year.

5. Getting Started with Online Reporting

The TRUCRS login page is at https://ssl.arb.ca.gov/ssltrucrstb/trucrs_reporting/login.php. If you have never reported before, either online or with hard copy forms, you will need to create an account. To create an account, locate the New Users heading on the login page and click the Create New Account button directly under the New Users header.

This will take you to the Create Account page which requires you to enter the fleet owner’s first name, last name, email address, contact phone number, and the desired username. Be sure you make note of the username requested. Once you have completed all of the fields, click the Create Account button. TRUCRS will auto-generate a password on your behalf and email it to the email address provided on the Create Account page within an hour.

After receiving the email with the account password; return to the login page and input the username and password in the applicable fields under the Existing Users header to login.
a. Reporting Company Information & Creating a TRUCRS ID

Once logged in you will be taken to the Account Home tab where you will need to click the Add a New Fleet link on the top left to provide your company information and obtain a TRUCRS ID. By clicking on the Add a New Fleet link TRUCRS will direct you to the Company information page.

On the company page, you will need to fill out all of the required fields and check the box at the bottom of the page attesting under penalty of perjury that the information provided is true and correct. Be sure this information remains up to date. You will receive an error message if it needs to be updated in future. If the California Air Resources Board needs to contact you, this is the information we will use. Click submit on the bottom of the company page after providing all of the required information to obtain a TRUCRS ID.
If any information is missing or incorrect, an error message will appear at the top of the page. All errors must be corrected or the information will not be saved. After you are able to save your information, you will receive an email with your TRUCRS ID confirming that your account was created.

After your TRUCRS ID is created, TRUCRS will direct you to Account Home. If your company has multiple divisions or subsidiaries, you will repeat the steps above for every company that needs to be reported in TRUCRS. If you have multiple TRUCRS IDs, you will need to designate one as the parent company and note in all of the other TRUCRS IDs, the ID of the parent company on the company info page.

The next step in reporting is to add your vehicles. From the Account Home tab, click the View or Update link to the left of the company name you wish to edit. This will direct you to the TRUCRS Message Center. The Message Center is where CARB provides information regarding updates that have occurred in TRUCRS over the past year. This information is important. Please review the information on this page before continuing as it may influence your reporting decisions.

b. Adding Vehicles

From the Message Center click the Vehicle Info tab near the top of the page. The Vehicle information tab allows you to add, edit and remove vehicles. If you have created a duplicate account, TRUCRS will give you a pop-up error message telling you to contact the diesel hotline. To resolve the issue, you must call 866-634-3735 or email trucrs@arb.ca.gov.

To report a vehicle for the first time, click the Add New Vehicle button on the top left portion of the page. This will take you to a blank page where you will need to fill out information pertaining to the vehicle. The Vehicle Identification Number (VIN) is a required field and the system will not save the information without it.
TRUCRS has a VIN decoder that will verify the reported information. If the data reported is not consistent with the VIN, or the VIN is invalid, you will receive an error message telling you to correct the information. If the information is correct and you are still receiving an error you will need to email trucrs@arb.ca.gov to resolve the issue.

You must also report engine information such as the engine family number. The engine family number (may also be called engine family name or emission family name/number) can be found on the emissions control label (ECL) on the engine and is 10-12 characters long. It is required by law that you have a legible intact emissions control label on your engine while operating in California. If you do not have one, you cannot read it, or you cannot locate the engine family name (EFN), contact the manufacturer of your engine. The engine manufacturer can provide you the EFN and should be able to send you a new ECL. The following link may help you find your EFN http://www.arb.ca.gov/msprog/truckstop/azregs/ecl_label.htm

c. Selecting a Compliance Option
If you try to claim a compliance option for which you do not qualify, or you did not provide required information such as odometer readings, you will receive an error message and the information will not be saved.

Located on the Vehicle Edit page to the right of the PM Filter Type or Extension for Vehicle drop down menu is a Click for Help link that provides a document with a brief description of eligibility and compliance requirements for the flexibility options available for selection. Click the option that you wish to use.

d. Reporting for a Mileage Based option for the first time (Low Use)
To claim the low use option for the first time, you will need to add a new vehicle from the “Vehicle Info” tab or click “Edit”. Scroll to the bottom of the edit vehicle page to the Select PM Filter Type or Extension for Vehicle drop down menu – this is the field in which you must indicate your desired compliance option for the current compliance year.
Owners of garbage packers, garbage roll-off trucks, and Heavy Cranes do not need to report hourmeter readings; these fields can be left blank.

Note: You must keep mileage records to document travel inside and outside California borders and emergency miles to support reported miles traveled. Documentation accepted includes but is not limited to Periodic Smoke Inspection Program (PSIP) test results, BIT inspection records, fuel tax reports, emergency dispatch documents, and third party maintenance records. Other records that may be requested include Emission Control Label (ECL) picture, GVWR label, and vehicle registration. Records requested by CARB staff must be provided within 5 business days, unless the records are kept outside of California, in which case the records must be made available within 30 days of the request.
6. Returning Users with a TRUCRS ID

If you do not recall your username and/or password or you reported for the first time on paper forms, you will need to use the Forgot Username/Password link under the Existing Users header to obtain your login information. Your TRUCRS ID is not your username or password. **DO NOT CREATE A DUPLICATE ACCOUNT.** If you create a secondary account, it will be identified as a duplicate, and both of the accounts will be blocked until you contact TRUCRS staff for assistance and resolve the issue.
By Clicking on the *Forgot Username/Password* link you will be taken to a page asking for the username on the account and the email address used when the account was created. Input the information and click *Email Password*. TRUCRS will immediately send an email to the email address used when the account was created and provide the password. You may then return to the login page and input the username and password for the account.

If you do not recall the information necessary to obtain your password by using the *Forgot Username/Password* feature you may fill out the forgot password form located here [https://www.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf](https://www.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf)

### a. Managing fleet information

Upon logging in you will be taken to the *Account Home* tab. If you already have a TRUCRS ID for your fleet, **DO NOT add a new fleet** unless you would like to report another company that is under common ownership or management. To update your company or fleet information, click the *View or Update* link to the left of the company you wish to update.
If you need to delete your reporting account because you no longer operate in California or closed your business, you may do so by logging into your reporting account and selecting the Delete Fleet link. A screen will pop-up asking you to confirm the deletion request. Select yes if you wish to continue with the deletion. An email confirming the deletion will be sent to the email address used when the account was created and you will have 72 hours to cancel the deletion. After 72 hours the account will be deleted.

b. Updating Login Information
You may update your password and the contact information associated with the username once you log in to your reporting account. To update the information you will need to be on the Account Home tab. To the left of that tab is the Account Settings tab. The Account Settings tab is where you can change the account password, the email address the password is sent to, and the name and phone number of the authorized account contact. TRUCRS does not allow you to change your username.

c. Updating Company Information
Be sure the contact information on the company page remains up to date. This includes your email address, mailing address, and phone number. If the California Air Resources Board needs to contact you, this is the information we will use. If CARB has attempted to contact you via mail and the mail was returned to our office, your address has been invalidated. You will receive an error message telling you that your address is invalid. TRUCRS will not allow you to make any changes to your account until your mailing address is updated.

d. Removing Vehicles that Have Been Sold
Changes to the fleet should be reported within 30 days. When a vehicle has been sold from the fleet it will need to be retired from the active vehicles list in the TRUCRS account. To remove the vehicle you will need to begin from the Vehicle Info tab. Once on the Vehicle Info tab, click the delete link to the far right of the vehicle. TRUCRS will ask you for the odometer reading at the time of sale in addition to the date of sale. Once you click process the vehicle will be moved to the deleted vehicles section of the vehicle info tab. Repeat this for every vehicle that has been sold. In some cases you may need to submit documentation of the sale of the vehicle, such as a copy of the release of liability, to TRUCRS@arb.ca.gov to have the vehicle removed.
DMV data will be used to confirm the sale. If you report the vehicle as sold and it has not been sold, your account will likely be blocked and you will not be able to renew registration on your vehicle until the issue is resolved.

e. Adding Newly Purchased Vehicles

Changes to the fleet should be reported within 30 days. To add a vehicle to the fleet, click the Add New Vehicle button on the top left portion of the Vehicle Info tab. This will take you to a blank page where you will need to fill out information pertaining to the vehicle. The Vehicle Identification Number (VIN) is a required field and the system will not save the information without it.

f. Editing Vehicle Info

To edit a vehicle that has already been reported in the fleet, click the edit link to the left of the VIN from the Vehicle Info tab. This will take you to a page similar to the add vehicle tab, however this page will display all of the information reported about the vehicle. You may edit most of the vehicle information with the exception of the VIN, vehicle model year, purchase date, Gross Vehicle Weight Rating (GVWR), and engine year. If you need to update any of these fields you will need to contact TRUCRS@arb.ca.gov for assistance and will need to provide documentation supporting the changes. If you need to update the VIN or vehicle model year, please email a copy of the vehicle registration. If you need to update the GVWR, please submit a picture of the doorjamb showing the vehicle GVWR and VIN. If you need to update any of the engine information, please email a picture of the ECL. TRUCRS staff will review the documentation submitted and update the vehicle information accordingly.
g. Updating the Compliance Option

Before updating the compliance option(s) for your fleet you will need to add all newly purchased vehicles, remove any vehicles that were sold, and report any PM filter retrofits that were installed. Updating the fleet prior to selecting the compliance option ensures the compliance calculations will run optimally.

h. Continuing Low Use Annually

To continue using the same mileage option used in the prior compliance year, you will need to navigate to the Odometer Readings tab. The Odometer Reading tab will only list vehicles that used a mileage option in the previous compliance year. To renew the compliance option you will need to provide an odometer reading as close to January 1 as possible in the new odometer reading column to the right of the vehicle in addition to the date the reading was taken. If the vehicle travelled out of state or was used for emergency operations you must report those miles as well. Lastly, update the compliance option for the current compliance year. On this screen you must check the box that says “Update Compliance Path for 20XX”. You can update each mileage-based option individually or update them all at once from this page.
i. Reporting a PM Filter Installation or Claiming a Non-Mileage Based Compliance Option

To indicate the vehicle has installed a PM Filter Retrofit or that the vehicle is using a non-mileage based option, you will need to edit the vehicle from the Vehicle Info tab. Scroll to the bottom of the Edit Vehicle page to the Select PM Filter Type or Extension for Vehicle drop down menu – indicate your desired compliance option or provide the PM Filter Retrofit Information.

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j. Finishing Reporting and Determining Compliance Status

Once you have completed updating the vehicle list, you may review the fleet’s current year compliance status and print a certificate of compliance instantly by clicking on the “Compliance Status” tab if the fleet complies. The Compliance Status tab summarizes the reported fleet information and current compliance status. Regulation compliance pages are broken into sub tabs for “Truck and Bus” and “SWCV and Heavy Crane”. Other subtabs may appear as additional regulations are required to report in TRUCRS.

Click on the subtab for the regulation that applies to your fleet. If the fleet information has been reported completely and the fleet is in compliance there will be a link to print the certificate. If the fleet is out of compliance or the account has been flagged as a duplicate you will see a red button stating the fleet is out of compliance. If the vehicle information has not been reported completely you may see an error table on the compliance tab. The error table outlines the information that is missing; once the information is provided TRUCRS will be able to determine your compliance status. Once completed, you may select another regulation tab if your fleet has vehicles subject to different regulations.

For detailed instructions on printing a certificate, go to: 
https://www.arb.ca.gov/msprog/onrdiesel/documents/printcert.pdf