

Truck Regulation Upload, Compliance, and Reporting System (TRUCRS)



TRUCRS Online Reporting Guide

Last Revised: May 6, 2024

This user guide is intended to help owners with the online reporting process for several California Air Resources Board's (CARB's) medium and heavy-duty vehicle regulations. This guide does not provide regulatory guidance.

The Truck Regulations Upload, Compliance, and Reporting System (TRUCRS) allows you to report and update your company, vehicle, and engine information to meet reporting requirements for the following regulations:

- Advanced Clean Fleets (ACF)
- Truck and Bus
- Solid Waste Collection Vehicle (SWCV)
- Zero-Emissions Airport Shuttle (ZEAS)

Please note that TRUCRS has been updated in 2024 with some modifications to include reporting for the ACF regulation. If you already have a TRUCRS account and cannot remember your login, **DO NOT CREATE ANOTHER ACCOUNT**. For instructions on how to retrieve your login information review the "Managing Your Account" section of this guide.

To ensure you will not experience Department of Motor Vehicles (DMV) registration denial or delay when registering, it is crucial that the vehicle identification number (VIN) reported in TRUCRS matches the vehicle information registered with DMV.

Reporting for Clean Truck Check is NOT included in TRUCRS. To report or to pay fees for the Clean Truck Check program, please visit the California Clean Truck Check, Vehicle Inspection System at: <http://cleantruckcheck.arb.ca.gov/>.

Table of Contents

TRUCRS Online Reporting Guide	1
Table of Contents.....	2
2024 Updates.....	4
Who Needs to Report?	4
Advanced Clean Fleets Regulation.....	4
Truck and Bus Regulation	5
Solid Waste Collection Vehicle Regulation	5
Zero-Emissions Airport Shuttle Regulation	5
Accessing TRUCRS.....	6
Managing Your Account.....	7
Updating Login and Contact Information Online	7
Reporting Company Information	8
Company/Agency Type	8
Tax ID.....	8
Parent ID	8
Motor Carrier ID Number	9
Addresses.....	9
Additional Information Section	9
Creating a TRUCRS ID.....	10
Updating Company Information	11
Deleting Your Fleet	11
Message Center.....	11
Adding a Vehicle.....	12
VIN.....	13
Vehicle Type	14
Fuel Type.....	14
Vehicle Weight Class.....	14
Vehicles owned by another entity under common ownership or control	15
License Plate	15
Date Added and Date Purchased	15
Engine Family Name	15
Engine Model Year	16

Compliance Options 16

Submitting Your Vehicle Information..... 16

Removing Vehicles from the Fleet 17

Using the “Odometer Readings” Tab 17

Finish Reporting and Determine Compliance Status 18

Large Fleet Upload 19

2024 Updates

Updates have been made in TRUCRS to update reporting for the ACF regulation. For TRUCRS to determine fleet compliance, you will need to provide information that you may not have previously reported. In the Company Information tab, a new section has been added for fleet owners answer questions identifying if they are a High Priority Fleet (HPF), if they are opting into Zero-Emission Vehicle (ZEV) milestones compliance option, or if they are an interstate rental, waste, or wastewater fleet. In the Vehicle Information tab, the vehicle gross vehicle weight rating (GVWR) options have been replaced with vehicle weight classes, in addition to the “date vehicle purchased” now the “date vehicle added to the California fleet” must be provided, and the vehicle body type drop-down options have been updated to include body types not previously listed and remove those no longer applicable. The Compliance tab has been updated to include a compliance summary table and the certificate of reported compliance has also been updated to include all regulations to which a fleet is subject.

Previously reported information is still in your TRUCRS account. However, next time you log into your account, you will need to review the company and vehicle tabs and update the new sections.

Who Needs to Report?

Advanced Clean Fleets Regulation

The ACF regulation applies to trucks performing drayage operations at seaports and railyards, fleets owned by State, local, and government agencies, and high priority fleets. High priority fleets are entities that have either \$50 million or more in gross annual revenue, or that own, operate, or direct the operation of a total of 50 or more. Federal government agencies that own, operate, or direct the operation of at least one vehicle in California are also subject to this regulation. References in this document to high priority fleets will also apply to federal government fleets because both are covered by the same requirements. Vehicles affected are those with a gross vehicle weight rating greater than 8,500 pounds, light-duty package delivery vehicles, or off-road yard tractors that are operated in California.

Reporting Deadlines

The regulation requires “legacy” drayage trucks to be reported by December 31, 2023. Starting January 1, 2024, only zero-emissions drayage trucks can be newly reported in TRUCRS.

The regulation requires high priority fleets to report vehicles in their California fleet and the initial report is due no later than February 1, 2024. Only zero-emissions vehicles can be newly reported in TRUCRS unless the fleet owner elects to use the ZEV Milestones Option to phase-in ZEVs into their California fleet. Annual reporting for high priority and

federal fleets is required by February 1 of each following year. Vehicle additions or removals from the California fleet must be reported within 30 days.

State and local government fleets must report their California fleet no later than April 1, 2024, and must comply with the ZEV Purchase Schedule. Annual reporting is required by April 1 each year. State and local government fleets may alternatively elect to comply with the ZEV Milestones Option when they report.

For more information on the Advanced Clean Fleets regulation, fact sheets, and compliance tools, please see the ACF webpage: <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>.

Truck and Bus Regulation

The Truck and Bus regulation affects diesel powered vehicles with a GVWR greater than 14,000 pounds (Class 4 and up) operating in California and requires annual reporting for vehicles using one of the few remaining flexibility options. The reporting of school buses and vehicles with 2010 or newer model year engines is not required. However, local air districts sometimes require school bus fleets to report in TRUCRS to show compliance as a condition of receiving funding.

For more information on the Truck and Bus Regulation, please see the Truck and Bus webpage: <http://www.arb.ca.gov/our-work/programs/truck-and-bus-regulation>.

Solid Waste Collection Vehicle Regulation

Solid Waste Collection Vehicles

The Solid Waste Collection Vehicle (SWCV) regulation requires diesel-powered garbage packer or garbage roll-off vehicles with a 2006 model year or older engines and a GVWR greater than 14,000 pounds, to be equipped with a particulate matter (PM) filter and reported in TRUCRS. For more information on the SWCV regulation, please see the SWCV fact sheet at: <http://www.arb.ca.gov/resources/fact-sheets/swcv-garbage-roll-and-garbage-packer-requirements>.

Heavy Cranes

The SWCV regulation requires heavy crane fleets to phase-in 2010 or newer engines beginning in 2019 and reach 100 percent by 2027. Large, specialized cranes with a single diesel engine that meet the heavy crane regulatory definition must be reported in TRUCRS each January until all heavy cranes in the fleet have 2010 or newer model year engines.

Additional Heavy Crane regulatory information is available on at: <http://www.arb.ca.gov/resources/fact-sheets/swcv-heavy-crane-requirements>.

Zero-Emissions Airport Shuttle Regulation

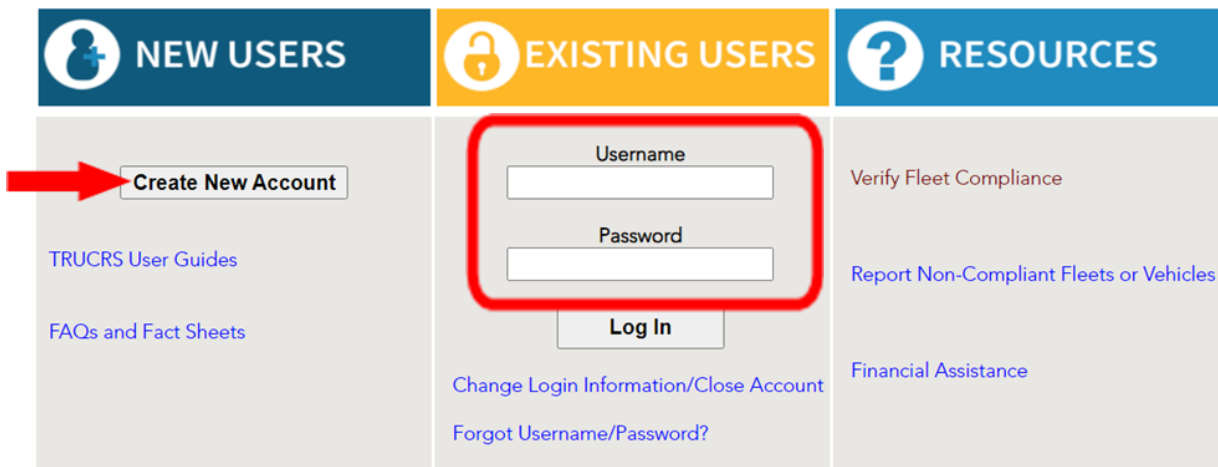
All airport shuttle fleet owners or operators are required to report company and vehicle

information by March 1, 2022, and must annually review and update the information submitted no later than March 1 each subsequent year until March 1, 2036. Additional regulatory information for zero-emission airport shuttles is available at: <http://www.arb.ca.gov/our-work/programs/zero-emission-airport-shuttle>.

Accessing TRUCRS

The TRUCRS login page can be accessed by selecting the “Reporting” option on the left most menu of affected program pages. You may also use the following link: https://ssl.arb.ca.gov/trucrs_reporting/login.php

If you have not reported previously 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 under the New Users header shown by the arrow below.



You will be redirected to the “Create Account” page where you will be required to enter the contact’s first and last name, phone number, email address, and the account username of your choosing, do not lose your username. Make sure the contact email address reported can be accessed even if the account administrator changes, any password reset requests will be sent to the email address on file.

Once you have completed all required fields, click the “Create Account” button. The system will automatically generate a password and send it to the email address provided on the “Create Account” page within the hour. Check your spam or junk folder if you don’t see the email in your inbox.

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 column to login as shown inside the box above.

Managing Your Account

If you need to change your login information in TRUCRS (changing a previous contact person, etc.) or would like to close your TRUCRS account, click on “Change Login Information/Close Account” under existing users, fill out the form completely and submit a signed copy per the directions provided on the form.

If you cannot remember your TRUCRS username or password, DO NOT CREATE ANOTHER ACCOUNT. Use the “Forgot Username/Password” link under the “Existing Users” header to obtain your login information.

The image shows a screenshot of the TRUCRS website's user interface. At the top, there are three navigation tabs: "NEW USERS" (dark blue), "EXISTING USERS" (orange), and "RESOURCES" (blue). Below these tabs are three columns of content. The "NEW USERS" column contains a "Create New Account" button and links for "TRUCRS User Guides" and "FAQs and Fact Sheets". A red arrow points from "TRUCRS User Guides" to the "EXISTING USERS" column. The "EXISTING USERS" column contains a login form with fields for "Username" and "Password", a "Log In" button, and links for "Change Login Information/Close Account" and "Forgot Username/Password?". A red arrow points from the "Log In" button to the "RESOURCES" column. The "RESOURCES" column contains links for "Verify Fleet Compliance", "Report Non-Compliant Fleets or Vehicles", and "Financial Assistance".

By clicking the “Forgot Username/Password” link, you will be redirected to a page where you must input the username of the account and the email address used when the account was created. Once the information is entered, click “Email Password”. TRUCRS will send an email to the address used when the account was created and provide the password, check your spam, or junk folder if you don’t see the email in your inbox. Then return to the login page and input the username and password for the account.

Updating Login and Contact Information Online

You can also update password and contact information associated with the username by logging into your TRUCRS account. Password and contact information cannot be updated over the phone. To update account information, you will need to select the “Account Settings” tab. Here you can change the account password, email address, name and phone number of the authorized account contact associated with the login. TRUCRS does not allow you to change your username.

The screenshot shows the TRUCRS dashboard. At the top left is the TRUCRS logo. At the top right, it says "Hi ABC Trucking ()" and "Login as fleet account." Below this is a "Log Out" link. The main navigation bar has three tabs: "Account Home", "Account Settings" (which is highlighted with a red box), and "Login Retrieval". Below the navigation bar, there is a link "Add a New Company" and a note "To add a vehicle click 'View or Update' below." At the bottom of the dashboard is a table with the following columns: TRUCRS ID, Company Name, Update or Delete Fleet, # Trucks Reported, # Trailers Reported, and Compliance Status.

Reporting Company Information

Once logged in, first time users will see the "Account Home" tab. Click the "Add a New Company" link on the top left to be directed to the "Company Info" page.

This screenshot is identical to the one above, but with a red arrow pointing to the "Add a New Company" link in the navigation area.

On the "Company Info" page, you will need to fill out all 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.

Company/Agency Type

New options have been added to the "Company/Agency Type" menu to help identify State and Government fleets reporting for ACF. Please update your fleet accordingly.

To select the State and Local Government Fleet default ZEV Purchase Schedule, please select "City", "County", "Joint Powers Authority", "Special District", "State", "Other Public", or "Local Government".

Tax ID

The "Company/Agency Tax ID" is a mandatory field intended to help identify your fleet in TRUCRS. Do NOT enter random numbers for your "Company/Agency Tax ID". If you do not have a company or agency Tax ID, then you may report using an Employee Identification Number (EIN). You can sign up for an EIN through the Internal Revenue Service.

Parent ID

The "Parent Entity TRUCRS ID" field is intended to be used by subsidiary fleets to identify their controlling party. The parent entity is responsible for providing the subsidiary fleet

with their TRUCRS ID to enter in this section.

Subsidiary fleets should report the TRUCRS ID of the fleet they are working for in this section. The parent entity does not need to report any information in this field. The ID can be removed from the system if the owner stops working for the parent entity.

The ACF regulations require fleets using the ZEV Milestone option to report subsidiary fleets separately and link the fleets using the "Parent Entity TRUCRS ID" to show joint compliance.

Government fleets under ACF that wish to show joint compliance may also use the parent ID linking function to show their connection.

Motor Carrier ID Number

This section allows users to add more forms of identification for your fleet. You may report California (CA), United States Department of Transportation (USDOT), International Registration Plan (IRP), Public Utilities and Commission (PUC) or other numbers. If you do not have a Motor Carrier ID number, enter "NA" on the first line.

Addresses

Owners may list up to three addresses for their company. If all the company addresses are the same, fill out the mailing address section and toggle the boxes showing the addresses are the same.

If CARB has attempted to contact you using the mailing address listed in your TRUCRS account, and the mail is returned to as undeliverable, that mailing address will be invalidated in your TRUCRS account and the next time you log into TRUCRS account you will receive an error message informing you that you will not be able to make any changes until your mailing address has been updated.

Additional Information Section

A new section has also been added to the company information page to help classify and report fleets subject to different regulations. The following is a list of the questions:

If subject to Zero Emission Airport Shuttle Regulation, which category applies to your entity? Use the drop down menu to identify if the fleet falls into one of the applicable categories. Options like "15 miles" and "30 miles" refer to shuttles based or housed within the specified distances of a regulated airport. "Regulated Airport" is for vehicles stored and operated directly out of the regulated airport. If none of this applies to your fleet, select the "N/A" option.

Does your entity meet any of the High Priority Fleets applicability criteria below? Use the dropdown menu to select Yes or No.

- Part of an entity with \$50 million or more gross annual revenue in prior calendar year.
- Owns or operates 50 or more vehicles, including ones under common ownership or control.

Do you want to comply with the ZEV Milestone Option?

Use the dropdown menu to select “Yes” or “No”. When selecting “Yes”, a popup window will appear with a disclaimer stating the fleet is voluntarily waiving “minimum useful life” protections to use the option. The regulation requires fleet owners to confirm they knowingly and voluntarily waive their right to a useful life to use the ZEV Milestones Option.


High priority fleets may opt-in or remove themselves from the ZEV Milestones Option before January 1, 2030. State and Local Government fleets may also opt-in before January 1, 2030, however, they are “locked-in” once the option has been selected and the fleet has saved the information.

Fleets in ACF that own eligible interstate rental, waste, or wastewater fleets may be eligible for extra flexibility when claiming the ZEV Milestone option. You can find more information about these options and how they are defined at:

<http://www.arb.ca.gov/our-work/programs/advanced-clean-fleets/advanced-clean-fleets-fact-sheets>.

Creating a TRUCRS ID

Click “Submit” on the bottom of the company page after providing all required information.

 By checking this box, I attest that the information above is true and correct.



If any information is missing, incomplete, 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.

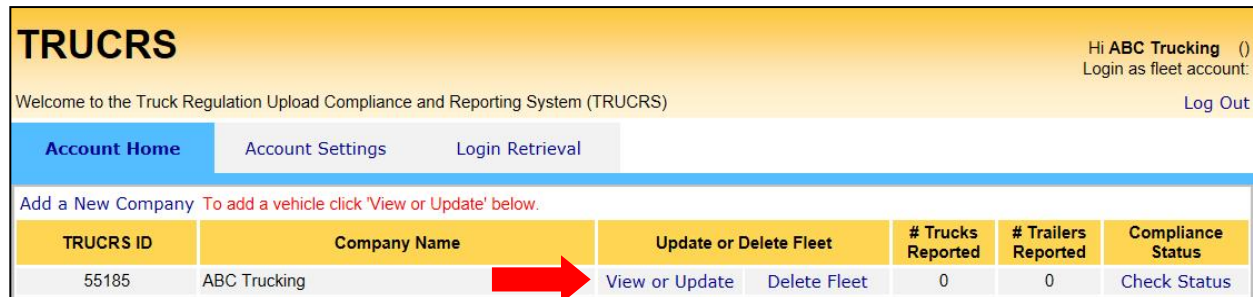
After you save your information, TRUCRS will automatically generate a TRUCRS ID for your fleet. The TRUCRS ID issued is a 6-digit number. You will receive an email with your TRUCRS ID confirming that your account was created. Once your TRUCRS ID is generated, TRUCRS will direct you back to the “Account Home” tab. If your company has multiple divisions or subsidiaries, they will need to be linked in TRUCRS using the “Parent Entity TRUCRS ID” field.

If you created a duplicate account, TRUCRS will give you a pop-up error message telling

you to contact CARB’s Hotline at (866) 634-3735 or by emailing TRUCRS@arb.ca.gov. This is the only way to resolve a duplicate account issue.

Updating Company Information

To update your company or vehicle information click the “View or Update” link to the right of the “Company Name” you wish to update.



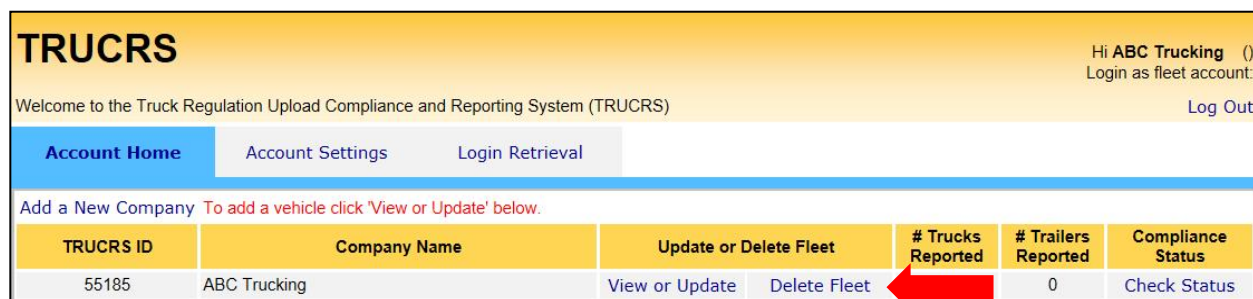
The screenshot shows the TRUCRS account home page. At the top, it says "Hi ABC Trucking () Login as fleet account: Log Out". Below that is a navigation bar with "Account Home", "Account Settings", and "Login Retrieval". A message says "Add a New Company To add a vehicle click 'View or Update' below." Below this is a table with the following data:

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

A red arrow points to the "View or Update" link in the table.

Then navigate to the “Company Info” tab to make any necessary changes. Be sure all contact information on the “Company Info” tab remains up to date. If CARB staff need to contact you, this is the information that will be used.

Deleting Your Fleet



The screenshot shows the TRUCRS account home page. At the top, it says "Hi ABC Trucking () Login as fleet account: Log Out". Below that is a navigation bar with "Account Home", "Account Settings", and "Login Retrieval". A message says "Add a New Company To add a vehicle click 'View or Update' below." Below this is a table with the following data:

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

A red arrow points to the "Delete Fleet" link in the table.

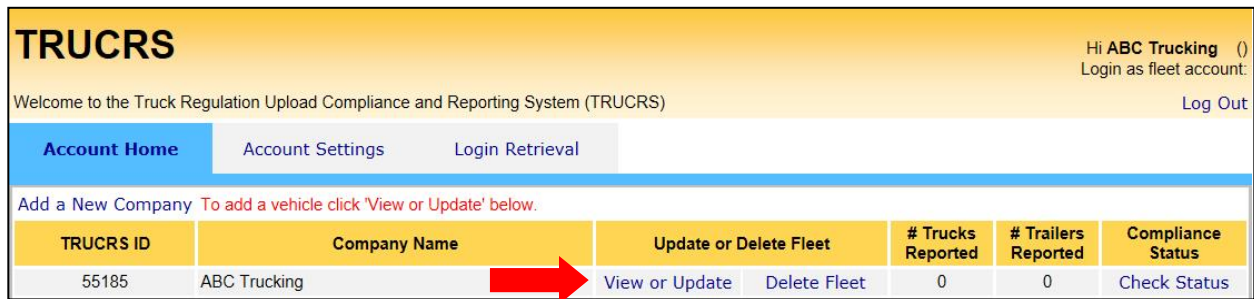
If you need to delete your reporting account, click the “Delete Fleet” link, you will get a pop-up asking to confirm the deletion request, select “yes” if you wish to continue with the deletion. An email confirming the deletion will be sent to the email address used when the account was created, you will have 72 hours to cancel the deletion.

The hard copy form for closing your account is the Form 157 (<http://www.arb.ca.gov/sites/default/files/2022-02/MSCD TACTB 157 Update Account Contact Information or Close Reporting Account Form 0.pdf>)

Message Center

From the “Account Home” tab, click the “View or Update” link to the right of the

account with the company name you are trying to edit (see photo below).



TRUCRS

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Hi ABC Trucking ()
Login as fleet account: Log Out

Account Home Account Settings Login Retrieval

Add a New Company To add a vehicle click 'View or Update' below.

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
55185	ABC Trucking	View or Update Delete Fleet	0	0	Check Status

Selecting this will redirect you to the TRUCRS “Message Center.”



TRUCRS

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Hi ABC Trucking ()
Login as fleet account: Log Out

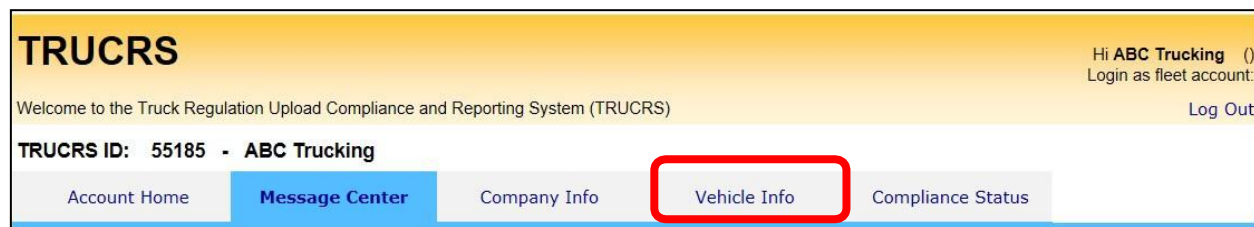
TRUCRS ID: 55185 - ABC Trucking

Account Home **Message Center** Company Info Vehicle Info Compliance Status

The “Message Center” tab is where CARB provides current information and updates to vehicle regulations reported in TRUCRS. Information posted on this page could influence your reporting decisions, please review it frequently.

Adding a Vehicle

From the “Message Center” tab, click the “Vehicle Info” tab. The “Vehicle Info” tab allows you to add, edit, and remove vehicles.



TRUCRS

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Hi ABC Trucking ()
Login as fleet account: Log Out

TRUCRS ID: 55185 - ABC Trucking

Account Home Message Center Company Info **Vehicle Info** Compliance Status

To report a vehicle for the first time, click the “Add New Vehicle” button just below the “Vehicle List” tab on the top left side of the page. This will take you to a blank form where you must fill out information pertaining to the vehicle and engine.

TRUCRS Hi ABC Trucking ()
Login as fleet account.
Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

TRUCRS ID: 55185 - ABC Trucking

Account Home Message Center Company Info **Vehicle Info** Compliance Status

Vehicle List Odometer Readings Street Sweepers

Add New Vehicle Search by VIN number: Search Search by *Owner ID*: Search

On the "Vehicle Info" page, you will need to fill out all required fields before submitting your vehicle.

Account Home Message Center Company Info **Vehicle Info** Compliance Status

Vehicle List Odometer Readings Street Sweepers **Add Vehicle**

Add Vehicle

Vehicle Identification Number (VIN)

Your Own ID

Vehicle Model Year

Vehicle Make/ Model /

Vehicle Type

Fuel Type

Vehicle Class (GVWR)

The vehicle is owned by another entity under my control

Registration Type

License Plate

Registration State / Province

Date Purchased (YYYY-MM-DD)

Date Vehicle Added Into California Fleet (YYYY-MM-DD)

Engine Information

Engine Family Name (Example WCPXL14.6ERK)

Engine Manufacturer

Engine Year

Flexibility Options

Compliance Option

If you would like to edit a specific vehicle by searching its VIN, please enter the VIN here:

If you would like to edit a specific vehicle by searching "Your Own ID", please enter it here:

If you have questions, please contact ARB Diesel Hotline at 866-6DIESEL (866-634-3735) or e-mail 8666diesel@arb.ca.gov

VIN

The VIN is a required field, and the system will not save vehicle information without it. Please double check the VIN before reporting. After the vehicle information has been saved, editing will be unavailable. TRUCRS allows alternative VIN reporting for yard truck

body types and short VINs on vehicles with 1980 or older model year engines.

If you experience any problems adding a vehicle or are receiving VIN related errors when you attempt to save, please email TRUCRS@arb.ca.gov with a copy of the vehicle registration and an explanation of the problem.

Vehicle Type

Selecting the correct vehicle body type is critically important as the information will be used when determining compliance. Select the specific body type that is best suited for the vehicle from a list of drop-down options.

Class 7 or 8 tractors that enter California's seaports or intermodal railyards should select either "Tractor - Day Cab Drayage" or "Tractor - Sleeper Cab Drayage". This information will be used by ports and railyards to verify compliance and allow entry.

Owners with a "Garbage Packer" or "Garbage Roll-off" SWCV with a 2006 model year or older engine that is equipped with a PM filter, should select the matching body type as applicable.

Starting in 2024 vehicles labeled with a "Garbage Packer" body type should be prepared to update their body type to one of the newly separated garbage packer variants to maintain compliance. The original "Garbage Packer" option is going to be phased out of TRUCRS. The new "Garbage Packer" options include: "Garbage - Packer Front loader", "Garbage - Packer Rear Loader", and "Garbage - Packer Side Loader".

Fuel Type

Selecting the correct fuel type for a vehicle will reveal the options available for specific regulations. "Battery Electric" or "Fuel Cell" type vehicles are considered ZEVs and have different reporting requirements in the system.

Aside from "Diesel", the system also accepts "CNG/LNG/LPG" and "Gasoline".

Vehicle Weight Class

New options have been added to the vehicle class drop down menu to account for vehicle types in ACF. Fleets may need to update their selections to reflect the correct information. The GVWR is assigned by the vehicle manufacturer and represents the maximum weight of the vehicle and what it can carry when fully loaded. The GVWR includes the weight of the vehicle itself plus fuel, passengers, cargo, and trailer tongue weight. Vehicle classifications are typically divided into classes based on GVWR. These classes range from light-duty passenger vehicles to heavy-duty commercial trucks and are broken down as follows:

- Class 1-2a: GVWR of 0 to 8,500 pounds (0 to 2,722 kg)

- Class 2b: GVWR of 8,501 to 10,000 pounds (2,722 to 4,536 kg)
- Class 3: GVWR of 10,001 to 14,000 pounds (4,536 to 6,350 kg)
- Class 4: GVWR of 14,001 to 16,000 pounds (6,351 to 7,257 kg)
- Class 5: GVWR of 16,001 to 19,500 pounds (7,258 to 8,845 kg)
- Class 6: GVWR of 19,501 to 26,000 pounds (8,846 to 11,793 kg)
- Class 7: GVWR of 26,001 to 33,000 pounds (11,794 to 14,969 kg)
- Class 8: GVWR of over 33,000 pounds (14,969 kg)
- Class 8 w/ Heavy Front Axle: if the vehicle has a heavy front axle rated to exceed 12,500 lbs.

Vehicles owned by another entity under common ownership or control

If you direct the operation of vehicles in California, you will need to report those vehicles into TRUCRS. From your TRUCRS account, go to the "Vehicle Info" tab, and when you enter a new vehicle or edit an existing vehicle select the "Yes" drop-down option when answering the "vehicle is owned by another entity under my control" question. Selecting "no" verifies that the vehicle is only owned, operated, and controlled by the owner listed in the account.

See <http://www.arb.ca.gov/resources/fact-sheets/advanced-clean-fleets-regulation-common-ownership-or-control> for more information about reporting vehicles under your fleet's common ownership or control.

License Plate

At purchase, some vehicles may not have a registered license plate. You may enter "PENDING" temporarily while you wait for the correct information. Once the correct information has been obtained you have 30 days to correct the license plate in the system. You may need to email TRUCRS@arb.ca.gov for assistance with the change. Please be sure to include a picture of the license plate.

Date Added and Date Purchased

The date a vehicle is added to the California fleet should be the date it is placed in service in California. The purchase date should be the purchase order date.

Engine Family Name

The ACF regulation requires vehicles to report their Engine Family Name (EFN) if the vehicle Engine Model Year is 12 years or older but does not require it for newer vehicles.

The EFN (may also be called engine family number or emission family name/number) is 10-12 characters long and can be found on the emission control label (ECL) on the engine. It is a requirement that you have an intact and legible ECL on your engine while operating in California.

If you do not have an ECL, it cannot be read, or you cannot locate the EFN, then contact the manufacturer of your engine. The engine manufacturer can typically provide a new ECL and should be able to provide you with your EFN. For additional information about the ECL, go to Truckstop's ECL page (http://www.arb.ca.gov/msprog/truckstop/azregs/ecl_label.htm)

Engine Model Year

Information regarding the engine model year can be found on the ECL. The date of manufacturing determines the vehicle model year.

The ACF regulation requires vehicles to report their Engine Model Year if the engine is 12 years or older. ACF vehicles will be allowed to save their vehicles without this information but does not require it for newer vehicles.

Compliance Options

The compliance option drop-down is used to select a flexibility option for a specific vehicle. The only ACF exemptions included in the dropdown are the Backup Vehicle and 5-day pass exemptions. All remaining ACF exemptions require fleet owners to email TRUCRS@arb.ca.gov and request the specific exemption and provide all needed documentation. If the exemption request is approved, CARB staff will update the vehicle compliance option to reflect the exemption.

The Backup Vehicle Exemption or the 5-day pass for ACF is available in the compliance option dropdown list and can be selected by the vehicle owner. More information about exemptions and extensions for ACF can be found at <http://www.arb.ca.gov/resources/fact-sheets/advanced-clean-fleets-regulation-exemptions-and-extensions-overview>.

Vehicle owners already using one of the two remaining Truck and Bus flexibility options, Low Use or NOx Exempt Area, must report annually and update their vehicle's compliance option for the current compliance year. Newly purchased vehicles under the Truck and Bus Regulation have 30-days from the date of purchase to claim applicable flexibility options. Please claim "None" as the compliance option if you are claiming Low-Use then email TRUCRS@arb.ca.gov requesting the low-use exemption, provide the TRUCRS ID and proof of vehicle purchase documentation.

Submitting Your Vehicle Information

Once you have entered the necessary information about your vehicle you may click "submit" to finish adding the vehicle to your fleet. If any information is missing, incomplete, or incorrect, an error message will appear at the top of the page. Please follow the directions included in the error message to complete reporting.

Vehicle information should be updated regularly. Open reporting is a good time to

revisit the vehicle information page and check if any changes have been made to the system that could affect vehicle compliance. The vehicle may be missing information after a system update that may be required to finish reporting in a new compliance year. Follow the instructions in this section to update vehicle information.

Before updating the compliance option for your vehicle you must add all newly purchased vehicles and delete any vehicles that are no longer a part of the fleet. Updating the fleet prior to selecting compliance options ensures the compliance calculations will run appropriately.

To edit vehicle information, click the “edit” link to the left of the VIN from the “Vehicle Info” tab (as shown below). You will see existing information reported on the vehicle.

The screenshot shows the TRUCRS interface with the 'Vehicle Info' tab selected. Below the navigation tabs, there are search fields for VIN number and Owner ID. A summary bar indicates 'Active Vehicles: 1 Reported'. Below this is a table with the following data:

Edit Vehicle	#	VIN	Plate	Owner ID	Vehicle Model Year	Vehicle Make (Model)	Vehicle Type	Vehicle Class	Engine Year	Purchase Date	Compliance Option	Delete Vehicle
Edit	1	76784	23423C2		2007	CATERPILLAR (28000)	Tractor Trailer Othe	Class 8 (Over 33,000lbs)	2006	2010-01-01	2023 Low Use Exemption	Delete

If you are unable to update vehicle information, email TRUCRS@arb.ca.gov.

- For VIN or vehicle model year changes, please also submit a copy of the vehicleregistration.
- For updates to the engine information, please submit a photo of the ECL located on the vehicle’s engine.

TRUCRS staff will review the submitted documentation and update the vehicle information accordingly.

Removing Vehicles from the Fleet

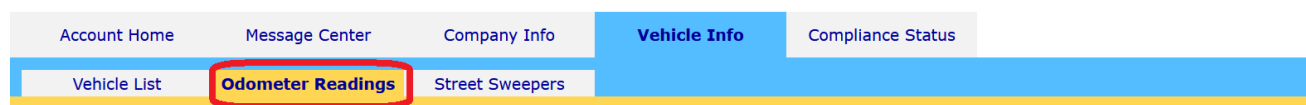
To remove the vehicle, you will need to go to the “Vehicle Info” tab and click the “Delete” link to the far right of the vehicle found under the “Delete Vehicle” column. You will need to provide an odometer reading at the time of removal and the associated date. Once you click “Process” the vehicle will be moved to the Deleted Vehicles section of the Vehicle Info tab.

Using the “Odometer Readings” Tab

The “Odometer Readings” tab is used to update odometer reading information for vehicles using mileage-based exemptions or compliance requirements such as the

low-use exemption in the Truck and Bus regulation, The backup vehicle exemption and useful life odometer readings required for vehicles complying with the Model Year Schedule of the Advanced Clean Fleets regulation. Reported odometer readings should be as close to January 1 of the current compliance year as possible. If the low use vehicle traveled out of state, or if the low use or backup vehicle was used for emergency operations, be sure to report the odometer readings in the appropriate columns.

Each year you can use this tab to update mileage readings for all trucks on a single screen. Once updated, check the vehicle list to confirm your mileage-based option has updated to the current compliance year. You must keep the applicable records to claim mileage-based options and provide it to CARB staff upon request within the timeframes specified in the applicable regulation and as noted below.



The Agricultural Vehicle extensions are no longer available. Please report your end of year reading and either check the box to change your compliance option to Low-Use for 2023 (with a 1,000 mile limit) or save your readings and go to the Vehicle tab to claim a different compliance option for 2023.

Truck and Bus Odometer Readings : 1 Low Mileage/Low Use Vehicles Sort by Order Vehicle Entered

Line #	Engine Year	Your Own ID	License Plate	VIN	Compliance Path	Latest Reading (Click for history)	New Odometer Reading	New Odometer Read Date (YYYY-MM-DD)	Emergency Use Miles 2022	Out of State Miles 2022	Update to Low Use for 2023?
1	2006		QWERTY	1FDKF37H7KKA65643	2022 Low Use Exemption	1500 (2022-01-01)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Finish Reporting and Determine Compliance Status

Once you have completed updating the TRUCRS with your regulated vehicles, you can review the fleet compliance status on the "Compliance Status" tab. This tab summarizes the reported fleet information and current compliance status under each applicable CARB regulation in TRUCRS.

If the fleet is out of compliance with any of the applicable regulations, you will see a red text stating the fleet is not in compliance. Until these compliance issues are resolved for all applicable regulations then a certificate will not be made available.

If the fleet is compliant with all applicable regulations, then you will see a box labeled "Click to Confirm", selecting this will verify you have finished reporting your fleet information and the page will reload with a link to "Print Certificate." After clicking on "Print Certificate", you will be asked to read and affirm the statement that information has been reported accurately and follow the prompts to print the certificate. Only after the affirmation is complete and the certificate is printed will a fleet show up on our

compliance look-up page.

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, use Internet Explorer. Under the File menu go to the "Page Setup" and choose "landscape". Next, under "Margins and Headers", blank out all headers and footers and set margins to "0". To print the State Seal, check "Print Background" (colors & images).

Large Fleet Upload

TRUCRS has a large fleet upload function for fleet owners to import large amounts of vehicle information into the system all at once. The spreadsheet needed to create the upload file is available for download within the owner's TRUCRS account. After logging into TRUCRS, go to the "Vehicle Info" tab and click the "Large Fleet Upload" button, right under the VIN search box near the top of the page, this will take you to the upload web page. The spreadsheet is Microsoft Excel based and may not function properly if opened using a browser or through any non-Microsoft Excel program. To ensure proper functionality, the spreadsheet needs to be downloaded, saved, and run on your local computer. The download link is in the first sentence of the instruction.

When the spreadsheet is first open, depending on your system settings, it may show 'Enable Editing' in a yellow bar on the top of the screen, if it does then you must select it to use the spreadsheet. After enabling editing, you will see an 'Enable Content' (macros) warning on a yellow bar just below the menu icons. You must select 'Enable Content' to activate the macros so that the upload file can be created once the spreadsheet is completed.

The spreadsheet contains various formulas to validate the information entered. To add unreported vehicles to the fleet, except Owner ID and Vehicle Model, all other fields in the "General Vehicle Information" section need to be filled in. For fields with a dropdown selection, the entry must match one of the items in the selection. The available selections are listed in the "Dropdown Lists" tab. In the "Drivetrain" section, the only field that is required to be completed is the "Diesel Filter" column. Other fields in the section are optional.

The information can be typed or pasted in. When pasting data, it is critical that only the values are pasted since some fields have underlying formula that are needed for data verification. Pasting data with format may inadvertently erase the formula. The last column in the sheet, "Information Status", will display whether the information entered contains errors. If completed without error, it would display "OK for upload", and only those can be uploaded. In other words, those with error(s) will not be included in the upload file. To update existing vehicle information, you may download a copy of the fleet summary in CSV format and copy and paste the content from the CSV file to the spreadsheet. The fleet summary download is available by clicking the "Download to CSV" button located to the left of the "Large Fleet Upload" button under the Vehicle

Info” tab. Because the upload process will replace the existing information already in the reporting system with the new data, reporting data online through your TRUCRS account is recommended when updating existing vehicle information for vehicles using flexibility options such as the Low Use Exemption.

Once the spreadsheet is completed and the macros are enabled, click the “Create Upload File” button, this will activate the macros and generate a file with the following name pattern: trucrs_ID_XXXXX_vehicle_update.prn. After the upload file is obtained, navigate back to the web page where the spreadsheet was originally downloaded, at the bottom of that page click the “Choose File” button, select the generated *.prn file, and click the “Upload File” button to complete the upload. Please note that the upload will mass insert new vehicles or mass update (replace) existing vehicle information, and the process is not reversible. Currently, the spreadsheet does not have the functionality to perform mass deletion. If you need assistance or have questions, please call our Hotline at (866) 634-3735.Editing Existing Vehicle Information