

**Frequently Asked Questions
In-Use Off-Road Diesel-Fueled Fleets Regulation**

**Responsible Official Affirmation of Reporting (ROAR) and Annual Reporting FAQ
Revised September 2014**

Q – What is a ROAR?

A – A Responsible Official Affirmation of Reporting (ROAR) is an affirmation signed by a responsible official or a designee thereof that the information reported for the In-Use Off-Road Diesel Vehicle Regulation (Off-Road Regulation) is accurate and that the fleet is in compliance with the Off-Road Regulation. ROAR forms are available from each fleet’s DOORS account, or in the “DOORS Resources” page under “ORD Annual Reporting Forms” in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone.

The ROAR is part of the annual reporting requirements and is based on the vehicles that were in the fleet as of December 31st of the prior year. For example, a ROAR that is due by March 1, 2013, would be for the fleet as it was on December 31, 2012.

Q – Who can sign the ROAR form?

A – Only the responsible official or the designated official (see below) of the company or agency may sign a ROAR form. A responsible official is the owner of a sole proprietorship, the general partner in a business partnership arrangement, or a person who performs similar 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 would be 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).

Q – What is the Designated Official form?

A – The Designated Official form is an optional form that allows the responsible official to designate another individual within the company or agency to act as the responsible party in signing the ROAR form for the legal owner’s fleet(s). Once submitted to ARB, the Designated Official form remains on file for the fleet until or unless the fleet designates a different individual.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel-Fueled Fleets.

Q – Besides submitting a ROAR, is there anything else that I need to do or turn in to fulfill my annual reporting requirements?

A – Prior to submitting a ROAR, a fleet must verify that their reported information is accurate as of the prior December 31st. Any changes to the fleet that have not been reported during the calendar year, such as Verified Diesel Emission Control Strategy (VDECS) installations or removals and engine repowers, must be reported as part of the annual reporting requirements. For more information on the general reporting requirements, please see the Reporting Requirements FAQ, which is available in the “Regulation FAQs” page under the “Off-Road Diesel Regulations FAQs” in the “Reporting” section in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone.

Additionally, if you have designated vehicles as “low-use” (operating less than 200 hours in a calendar year in California), you are required to report engine hour meter readings for the previous calendar year by March 1st of each year in which reporting is required (beginning in 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). This information can be reported in the “Low-Use” pages of your DOORS account. For more information on reporting low-use vehicles in DOORS, please see our “How to Report Low-Use Vehicles” DOORS User Guide in the “DOORS Resources” page under “ORD Userguides” in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone.

If your designated low-use vehicles are used both inside and outside of California, you will need to submit by March 1st of each year in which reporting is required (based on your fleet size, as stated above) the DOORS Reporting Form for “Hour Meter Reading Log for Designated Low-Use Vehicles Operated Inside and Outside of California”, which is available in the “DOORS Resources” page under “ORD Annual Reporting Forms” in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone. On the form, you must provide, for the previous calendar year, each date the vehicle entered California and the hour meter reading upon entry, and each date the vehicle exited California and the hour meter reading upon exit.

For more information on the low-use provisions, please see our Frequently Asked Questions (FAQ) on “Low-Use Provisions” which is available under “Regulation FAQ’s” in the “Reporting” section of the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone

For vehicles that are used a majority of the time, but not solely, for agricultural operations (i.e., 51-99% agricultural), the fleet owner must complete and submit by March 1 of each year (based on your fleet size, as stated above) the DOORS “Hour

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Meter Reading Log for Vehicles Designated as Agricultural”, which is available under “DOORS Resources” page under “ORD Annual Reporting Forms” in the in the [Off-Road Zone](#) at www.arb.ca.gov/offroadzone. This form requires, for each vehicle that was designated as 51%- 99% agricultural in DOORS, an hour meter reading from on or before January 1st of the previous calendar year, an hour meter reading from on or after December 31st of the previous calendar year, and the total number of hours the vehicle was used for non-agricultural purposes in the previous calendar year.

Q – When is annual reporting required?

A – As part of the annual reporting requirements, a completed ROAR is due by March 1st for each reporting year, as explained below:

- Large fleets must report annually from 2012 to 2023;
- Medium fleets must report annually from 2016 to 2023; and
- Small fleets must report annually from 2018 to 2028.

A ROAR should not be submitted prior to January 1st of the reporting year, since it pertains to the fleet as the fleet was on December 31st of the prior year.

Additionally, any fleet that fails to meet the fleet average target for the final target date must continue to report annually each year until the final fleet average target is met, as explained in section 2449(g)(2) of the Off-Road Regulation.

Q – If I have more than one DOORS fleet, do I need to turn in more than one ROAR form?

A – You can turn in one ROAR form for all of your fleets or fleet portions, as long as all of the fleets or fleet portions have the same responsible official or designee. In order to submit one ROAR for multiple fleets, you must identify each fleet covered by the affirmation by including the DOORS ID for each fleet covered on the ROAR, as shown below.

The image shows a sample form with four fields. The first field is 'DOORS Fleet ID Number' with the handwritten value '0000,00000,000' and a red box around it. The second field is 'Company/Agency Name' with the handwritten value 'Sample Company'. The third field is 'Name of Responsible Official or Designee' with the handwritten value 'Sample Owner'. The fourth field is 'Job Title' with the handwritten value 'Owner'.

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Q – If I have fleet portions, do I need to submit a ROAR form for the parent fleet?

A – Yes. All of the fleet portions, including the parent fleet, must submit a ROAR form in order to meet the annual reporting requirements of the Off-Road Regulation. Even if a parent fleet has no vehicles reported in DOORS, they must submit a ROAR form to ARB. As stated above, all of the fleet portions, including the parent fleet, may submit one ROAR form with all of the appropriate DOORS IDs on the same form if all of the fleets have the same responsible official or designee.

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