Attachment 1

Guidance to Manufacturers Regarding Submittal of Production Volume Reports for Small Spark-Ignited Evaporative Families

The applicable small spark-ignited evaporative regulations, CCR, Title 13, Section 2761 require that manufacturers submit end-of-year volume reports within 90 days of the end of the model year and final volume reports within 270 days of the end of the model year for the California production volume for each evaporative family. The electronic file format for California production volume report is contained in the MS Excel file.

File Templates

To assist manufacturers with submittal of the electronic forms, the MS Excel file template for data entry is posted on CARB's web site. Manufacturers can download the template for Model Year 2018 and Later at the following web link under Emissions Compliance, Automotive Regulations and Science (ECARS) Division:

https://www.arb.ca.gov/msprog/offroad/sore/sorectp/sorectp.htm

The file template is in the Microsoft Excel format. The first row of the file template contains the cell headings for the given data name. Production volume reports must be submitted using the Microsoft Excel template found on the ARB web site.

This file template has the appropriate headings on the first row, and the manufacturer only needs to add the specific data to each cell for submittal. The data are entered in the rows below the corresponding field headings (i.e. columnar report format). Cells that do not apply should be left blank. Spaces outside the highlighted cells are not to be used.

Electronic Report Submittals and DMS File Naming Convention

To ensure accuracy and confidentiality, manufacturers are requested to submit their electronic files to CARB Document Management System (DMS).

File Naming Convention

Each file should be named in accordance with the DMS file naming convention. For example, a file may be named as follows:

CBI_J*ABC*S_COMMON_CR1APVR_.xlsx, where:

Section 1 Confidentiality (3 characters + underscore)	Section 2 Applicability (12 characters + underscore)	Section 3 Information Type (7 characters + underscore)
CBI_: a confidential file that will not be released to the public	XXXXX_COMMON_: any Common Information submittals *"XXXXX" is the first five characters, e.g. "model year + EPA MFR code + vehicle/engine category code"*	CR#*PVR_: Production Volume Report *"*" alphanumeric (A,B,C,etc... or 1,2,3,etc...)* *"#" Represents Report No.; for end of year summary report "#" should be 1; for final report "#" should be 9.*

DMS Workflow Process Naming Convention

The workflow process name should be in accordance with the DMS workflow process naming convention. A workflow process should be named as follows;

PVR Reports: Model Year_Category_CARB Mfr. Code_PVR End-of-Year Reports / Final Reports	
Examples of Types of Submittals	2018_SSIE_*ABCD*_PVR End-of-Year Reports 2018_SSIE_*ABCD*_PVR Final Reports