

REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS OWNER INFORMATION FORM

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This form must be submitted to complete the initial reporting requirements of the Regulation for In-Use Off-Road Diesel-Fueled Fleets. Instructions on how to submit the form and definitions are provided on pages 3-4.

PART I: CONTACT INFORMATION

Check the box to confirm if you are authorized to submit this form. I am the: <input type="checkbox"/> Responsible Official	
Fleet Contact Name:	Job Title:
Telephone Number:	Email Address:
Username*:	Password:

NOTE: Username may include letters, numbers, "at" signs (@), periods (.), and underscores (_) only. It must be 5-20 characters.

PART II: CONSULTANT/THIRD PARTY INFORMATION (If applicable)

Consultant/Third Party Name:	Consultant Company/Agency Name:
Consultant/Third Party Phone Number:	Consultant/Third Party Email address:
Consultant/Third Party Mailing Address:	City:
State:	Zip Code:

PART III: OWNER INFORMATION

Legal Owner Name:	Company/Agency Name:
Company/Agency Type:	Company/Agency Tax ID:
Physical Address (include suite/apartment/floor):	City:
State:	Zip Code:
Mailing Address (if different):	City:
State:	Zip Code:
Responsible Official Name:	Responsible Official Title:
Responsible Official Phone Number:	Responsible Official Email:
Parent Company DOORS ID (if applicable):	

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PART IV: FLEET INFORMATION

QUESTION	YES	NO
Is your fleet a low-population county local municipal fleet?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	<input type="checkbox"/>	<input type="checkbox"/>
Is your fleet a non-profit training center?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a documented idling policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Captive Attainment Area Fleet?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Job Corps fleet?	<input type="checkbox"/>	<input type="checkbox"/>

PART III: SIGNATURE

By signing below, I affirm and certify under penalty of perjury, under the laws of the State of California, that I have reviewed this form and the information reported on this form for the off-road fleet indicated above is true, accurate, and complete to the best of my knowledge. I understand that I am responsible for recordkeeping as required in section 2449(h). I understand that all statements made in this form are subject to investigation, and that any false or dishonest statements may result in fines and may subject me to criminal investigation and possible prosecution. By signing below, I further certify that I have the authority to request and submit these changes on behalf of the off-road fleet indicated above.

Signature of Responsible Official:

Date:

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INSTRUCTIONS AND DEFINITIONS

Submit the completed form and applicable attachments by email to DOORS@arb.ca.gov, by fax to (916) 322-3923, or by mail to California Air Resources Board, Attention: Off-Road Diesel Reporting, MSCD, Mail Stop 5B, P.O. Box 2815, Sacramento, CA 95812.

For questions regarding this form, contact the DOORS Hotline at: (877) 59DOORS (877-593-6677).

Responsible Official: One of the following: (A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation. (B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively. (C) For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA). [Cal. Code regs., Title 13 § 2449, subd. (c) (44)].

Fleet Contact Person: The fleet contact is an employee who will be the point of contact for the reporting fleet.

Username: The account username for the online reporting tool, DOORS, if you choose to report online. The Username may include letters, numbers, "at" signs (@), periods (.), and underscores (_) only. It must be 5-20 characters.

Password: The account password for the online reporting tool, DOORS, if you choose to report online.

Company/Agency Name: This is the legal name of the entity, business, organization, agency, or individual that owns and has possession of each vehicle in the fleet, not a third party (i.e., consultants, distributors, sales representatives, etc.).

Consultant/Third Party: A person or entity that is not an employee of the reporting fleet that is paid for information or advice related to the Regulation for In-Use Off-Road Diesel Fueled Fleets.

Legal Owner Name: List the individual or corporate entity with legal ownership of the fleet.

Company/Agency Type: Sole Proprietorship, General Partnership, Corporation (for profit), Corporation (nonprofit), Limited Liability, Limited Liability Partnership, Other Private, City, County, Joint Powers Authority, Special Districts, State, Federal, or Other Public Agency.

Company/Agency Tax ID: The federal tax identification for a company or agency. If the fleet is owned by an individual, the field may be filled in with 00-0000000.

Mailing Address: The mailing address for the reporting company or agency. This does not need to be the address where the vehicles are used or stored.

City: City for the mailing address.

State: State of the mailing address. Owners may use an out-of-state address.

Zip Code: Zip code for the mailing address.

Parent Company DOORS ID: The Off-Road regulation allows companies or agencies that have different divisions, subsidiaries, or other organizational structures to report all vehicles owned by the company as one fleet, or to report as individual fleet portions. If you are reporting as a fleet portion, you must list a Parent DOORS ID. The Parent DOORS ID is the ID of the "parent" company (the

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main company/agency DOORS ID) that will be used to link all of the individually reported fleet portions together.

For federal agency fleets, a Parent DOORS ID of 9 must be used. For State agency fleets, use a Parent DOORS ID of 10.

Are you a low-population county local municipal fleet? Check Yes or No. For a list of low-population counties, see the Municipal Fleets in Low-Population Counties website: <http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm>. Local municipal fleets that operate in low-population counties are treated as small fleets, regardless of their total horsepower.

Have you received Executive Officer approval to be treated as a low-population county municipality fleet? Check Yes or No. For a list of fleets that have been granted this status, see the Municipal Fleets in Low-Population Counties website: <http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm>. Local municipal fleets that have been granted low-population county status are considered small fleets, regardless of their total horsepower.

Is your fleet a non-profit training center? Check Yes or No. Non-profit training center means an entity that operates a program for training in the use of off-road vehicles and that:

- Is a community college program that trains students in the use of off-road vehicles; or
- Qualifies as a non-profit or not for profit organization under title 26 Internal Revenue Code section 501(a), (c)(3), (c)(5), or (c)(6). Any vehicles that are not used for an off-road training program are not considered part of a non-profit training center and must be considered a separate fleet.

Non-profit training centers are considered small fleets, regardless of their total horsepower.

Do you have a documented idling policy? Check Yes or No. Medium and large fleets were required to have a written idling policy by Mar. 1, 2009, and must make the policy available to vehicle operators.

Are you a Captive Attainment Area Fleet? Check Yes or No. Captive attainment area fleet is a fleet or fleet portion in which all of the vehicles in the fleet or fleet portion operate exclusively within the following counties: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Trinity, Tehama, Yuba, and the portion of Sonoma County that lies within the boundaries of the North Coast Air Basin.

Captive attainment area fleets are considered small fleets, regardless of their total horsepower. State and federal fleets are considered large fleets, regardless of their total horsepower, and therefore cannot be captive attainment area fleets.

Are you a Job Corps fleet?: Check Yes or No. Vehicles used by the Job Corps nonprofit apprenticeship training program are exempt from the performance requirements of the Off-Road regulation, but still must be labeled and reported.

Signature: This is the handwritten signature of the Responsible Official or Designated Official. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

NOTE: These instructions are provided as a courtesy, but do not supersede or alter the regulation. It is your responsibility to understand and comply with the regulation.