

Attachment 1

Guidance to Manufacturers Regarding Submittal of Electronic Files and Hard Copy Reports

The applicable small off-road engine (SORE) regulations, CCR, Title 13, Sections 2408(i) and 2409(h) require that manufacturers submit end-of-year reports within 90 days from the end of the model year and final reports within 270 days of the end of the model year for the Certification and Production Emission Reduction Credit (Credit) programs. The electronic file formats for certification credit reports are contained in Attachments 2 and 3, and the electronic reporting formats for the production credit program are contained in Attachments 5 and 6. The hard copy format for certification credit reports is contained in Attachment 4 and the hard copy format for the production credit reports is provided in Attachment 7.

Identification of Each Field in the Electronic Files

Each record or field in the electronic files (Attachments 2, 3, 5, and 6) is identified by:

- Sequence** – Order of the data
Data Name – Name of the data field
Type – Three types of data: C= Characters (i.e. alpha-numeric)
N= Numeric
D= Date (format: year/month/day)
Maximum Length – Specifies the maximum number of characters for each field.
For numeric data, the number before and after the decimal point indicates the digits to be reported
Range or Domain – Defines the possible inputs or shows the format for the data.
Description – Explanation of the information to be reported in the specified field.

File Templates

To assist manufacturers with submittal of the electronic forms, four file templates for data entry are posted on ARB's web site. ~~Manufacturers may also request to have the file templates mailed to them on a 3.5" floppy disk.~~ Manufacturers can download the templates for Model Year 2007 and Later at the following weblink under **Mobile Source Mailouts MSO 0014**:

<http://arb.ca.gov/msprog/offroad/sore/sorectp/sorectp.htm>

The file templates are in the Microsoft Excel and Access format. The first row of each file template contains the field headings for the given data name. Manufacturers are encouraged to use the Microsoft Excel and Access file templates on ARB web site. These file templates have the appropriate headings on the first row for each file, and the manufacturer only needs to add the specific data to each field for submittal. The data are entered in the rows below the corresponding field headings (i.e. columnar report format). All characters should be entered in uppercase. Fields that do not apply to an engine family or a test engine, should be left blank. Spaces are not to be used.

Hard Copy Reports

~~The hard copy formats (Attachments 4 and 7) can be automatically generated using the Microsoft Access file posted on ARB's web site. A manufacturer may elect to prepare the hard copy information using another software program as long as the required information is provided.~~

Identification of Electronic Files

Each file should be named as follows: YYMMMMF.XXX (ex. 00XYXZ2.XLS)

YY	=	Last two digits of the model year
MMMM	=	Manufacturer code (see Attachment 8 for codes, <u>for new manufacturer, please ask your certification engineer to obtain a new 4 letter code before report submittal</u>)
F	=	2 for Certification Engine Family Credits File 3 for Certification Summary Credits File 5 for Engine Family Production Credit File 6 for Manufacturer Summary Production Credits File
XXX	=	file extension: XLS for Excel MDB for Access TXT for comma delimited ASCII Text file

Report Submittals

~~To ensure accuracy and confidentiality, manufacturers are requested to submit their electronic files on 3.5 inch floppy disks or CD's along with the hard copies of the reports.~~
To ensure accuracy and confidentiality, manufacturers are requested to submit their electronic files to ARB Document Management System (DMS).