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# Air Resources Board

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Arnold Schwarzenegger  
Governor

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Mail-out MSO #2005-05

To: All On-Road Engine and Vehicle Manufacturers  
All Off-Road Engine and Vehicle Manufacturers  
All Other Interested Parties

SUBJECT: PUBLIC WORKSHOP TO PRESENT NEW PROCEDURES AND  
REQUIREMENTS FOR SUBMITTING MOBILE SOURCE EMISSIONS  
CERTIFICATION SUPPORT DOCUMENTS ELECTRONICALLY

The California Air Resources Board (ARB) staff invites you to participate in a public workshop to update manufacturers on ARB's Information Technology Initiative for emissions certification of new on-road and off-road vehicles and engines. The staff will present a project timeline, and a demonstration of ARB's new electronic Document Management System (DMS). The meeting will be held at the following time and location:

Date: February 1, 2006  
Time: 8:30 a.m. – 4:30 p.m. (PST)  
Location: Annex IV Auditorium  
9480 Telstar Avenue  
El Monte, CA 91731

The goal of the initiative is to design and put into use an electronic certification information submittal system. To date, the ARB has generally required manufacturers to submit certification documents to ARB in hard copy form. The new electronic system is intended to address manufacturers' concerns over the cost and time required to prepare and mail hard copy documents, and is anticipated to improve the efficiency of ARB's certification review process. Overall, this system will have two major parts:

- a) A new Oracle database to receive engine-family specific certification application information, named E-Cert, which is being developed together with United States Environmental Protection Agency.
- b) A new DMS for storing the supporting certification documents.

The workshop will primarily focus on the status, design, and use of the DMS. The primary objective of the system is to facilitate ARB's ability to electronically accept, organize, and track the review of manufacturers' supporting certification documents, including durability plans, warranty statements, and alternative test procedures. Manufacturers will be able to directly access the DMS via the internet to load their document, place their submission in a review queue according to their own order of priority, and to receive notification of approval, denial, or requests for information from

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

## All Interested Parties

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ARB certification engineers. Electronic submission will also facilitate the filing, storage and retrieval of these documents, and will greatly reduce paper and storage space needs.

At the workshop, staff will describe in detail the capabilities and features of the DMS, discuss procedures and requirements that manufacturers must follow while submitting documents to the DMS, and the roll-out schedule for the various on-road and off-road categories. Staff will include a demonstration of the process that manufacturers will need to follow to submit documents to the DMS system. Specifically, the demonstration will cover:

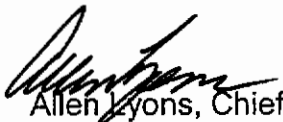
1. Required standardized file naming conventions
2. Uploading document files in the appropriate format (content, structure and metadata requirements) into the correct DMS directories
3. How to set document review priorities
4. Communication with certification engineers within the DMS
5. How to mark and protect Confidential Business Information (CBI).
6. Submitting document file updates.

The ARB plans to switch to use of the DMS for all on-road and off-road categories in a phased-in manner during the calendar year 2006. As a result, manufacturers need to learn how to use the DMS in order to ensure a smooth transition. Prior to the workshop, a more detailed meeting agenda and any relevant handouts will be available on ARB's website at <http://www.arb.ca.gov/msprog/mailouts/mailouts.htm>.

If you have a disability-related accommodation need, please go to [www.arb.ca.gov/html/ada/ada.htm](http://www.arb.ca.gov/html/ada/ada.htm) for assistance or contact the ADA Coordinator at (916) 323-4916. If you are a person who needs assistance in a language other than English, please go to [www.arb.ca.gov/as/eeo/languageaccess.htm](http://www.arb.ca.gov/as/eeo/languageaccess.htm) or contact the Bilingual Coordinator, at (916) 324-5049.

We welcome your participation. If you cannot attend, but would like to provide comments, or if you have questions regarding the workshop, please contact Ms. Ivonne Guzman-Cicero, Staff Air Pollution Specialist, at (626) 575-6718 or by e-mail at [iguzmanc@arb.ca.gov](mailto:iguzmanc@arb.ca.gov).

Sincerely,



Allen Lyons, Chief

Mobile Source Operations Division