Demonstration of the Innovative Clean Transit Reporting Tool

Tutorial Webinar
May 5, 2021
Outlines

• Housekeeping
• What is ICTRT?
• Reporting timeline
• Record keeping requirements
• Sign up procedure
• ICTRT walk-through
• Questions and answers
Housekeeping

- This webinar is being recorded
- Recording and related materials will be available on the ICT- Meetings & Workshops
- Presentation slides and reporting guidance document are available as handouts during the webinar
- All attendees are muted
- Use the question box for questions and comments
- Questions will be answered at the end of the webinar
  - Send any unanswered questions to the ICT@arb.ca.gov for follow up
Innovative Clean Transit Reporting Tool (ICTRT)

- Is a web-based platform for transit agencies to electronically submit their data to comply with the ICT reporting requirements [https://ictrt.carb.arb.ca.gov](https://ictrt.carb.arb.ca.gov)
- Allows CARB to track fleet information and ZEB deployment status and enforce the ICT regulation
- Launched in April 2021 with limited modules necessary for the initial reporting
  - Rest of modules will be available by the end of the year for future use
ICTRT Modules

- Transit Agency
- Bus Information
- Bus Purchase
- Fuel Contract

Modules available for 2021 initial reporting

- Bus Delivery
- Joint Groups
- Bonus Credits
- Rollout Plans
- Transit Agency Exemptions
- Zero-Emission Mobility Option
- Compliance

Modules to be added for 2022 Reporting
ICT Reporting Timeline

• Mandatory annual reporting through 2050
• For the 2021 reporting, ICTRT remains open through June 30, 2021
  • Provide adequate time for transit agencies to familiarize themselves with the new reporting site, gather data, and build their bus inventory
Record Keeping Requirements

- Ensure reported data is correct and accurate
- Retain a copy of reported information (§2023.9(a))
- Retain the following records (§2023.9(b))
  - Contracts, agreements, or notice to proceeds related to purchase, lease, rent, conversion, and outsource of any new or used bus
  - Vehicle registration and proof of delivery
  - Fuel contracts for large transit agencies
  - Records of passenger miles generated under Zero Emission Mobility Option
- Retain the records for 3 years after a bus is retired, ownership changed, or a fuel contract is expired
Contacts and Resources

- Reporting Guidance Document
- Transit Agency Information Spreadsheet
  https://ww2.arb.ca.gov/sites/default/files/2021-03/ICTRT-Transit-Agency-Information.xlsx
- ICT regulation
  https://ww2.arb.ca.gov/sites/default/files/2019-10/ictfro-Clean-Final_0.pdf
- Contacts
  - Yachun Chow, Manager  yachun.chow@arb.ca.gov
  - Shirin Barfjani, Lead Staff  shirin.barfjani@arb.ca.gov
  - ICT Team  ICT@arb.ca.gov
User Sign-Up Stage

- Enter your email, choose a password, and click on the **Sign Up**
Email Domain Name

- ICTRT recognizes the email domain (e.g. @actransit.org) to allow user sign up when transit agency information is pre-populated.
- It displays an error message when signing up with an unknown domain to the system or using commercial domains like @gmail.com.
  - If you have not submitted the transit agency information spreadsheet yet, send it to ICT@arb.ca.gov now.
  - If you are using a commercial domain, please email us your name, title, and affiliation to provide you access manually.
Email Verification

- Check your email inbox and follow the instruction to verify your email. Then, click on **Continue** to go to ICTRT.
- Once in ICTRT, at the upper right corner, click on the small triangle symbol next to your email, and click on the **Complete Registration**.
Complete Registration

- Enter your name and phone number
- Select a user role
  - Transit Agency User can view and edit data
  - Transit Agency Admin can view and edit data and approve access of transit agency’s users
- Select the transit agencies you are reporting for
- Click Submit Registration
Registration Approval

- CARB or your preapproved Transit Agency Admin will process your request to approve or deny you
- You will receive a confirmation email
- If approved, you can sign in and start reporting
ICTRT Walk-Through

Innovative Clean Transit Reporting Tool (ICTRT)