

# The Innovative Clean Transit Reporting Tool Guidance Document

April 28, 2021

The Innovative Clean Transit ([ICT](#)) Regulation was adopted in 2018, and became effective October 1, 2019. It replaces the previous [Fleet Rule for Transit Agencies](#). The ICT regulation requires all California public transit agencies to gradually transition their bus fleets to zero-emission technologies with a goal for full transition by 2040. The ICT regulation also requires annual reporting by transit agencies starting 2021 (title 13, CCR, sections 2023.8). To facilitate the reporting process, the California Air Resources Board (CARB) has created the online Innovative Clean Transit Reporting Tool (ICTRT).

In conjunction, this reporting guidance document provides clarification on the ICT reporting requirements, explains what ICTRT does, and guides transit agencies through the reporting process. This guidance does not replace the [ICT regulatory text](#), which controls in all instances.

This guidance document is written in a question-and-answer format with 21 questions listed below.

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## **Q1. What is the ICT Reporting Tool (ICTRT)?**

ICTRT is a web-based platform hosted by CARB to help transit agencies streamline their reporting requirements to comply with the ICT regulation. The modular structure of this tool provides a user-friendly interface and guides transit agencies to add or edit necessary information electronically for each required reporting category. The tool also enables CARB to electronically track fleet information and retain a history of changes, which are essential to provide updates on technology deployment status, determine the compliance status of transit agencies, and make the ICT regulation enforceable.

Here is the link to the ICTRT site: [Innovative Clean Transit Reporting Tool](#).

## **Q2. Who is subject to the ICT annual reporting requirements?**

- Each transit agency that owns, operates, leases, rents, or contracts with other entities to operate buses in California is subject to the ICT regulation and its reporting requirements.
- The ICT regulation and its reporting requirements do not apply to the following entities: Caltrans, Caltrain, Amtrak, school districts, correctional facilities, airports, colleges or universities, national parks, tour bus service providers, or an entity that provides shuttle services solely for patrons of its organization.

## **Q3. Are small transit agencies with only a few buses subject to the reporting requirements?**

All transit agencies, regardless of size, are subject to the ICT reporting requirements starting 2021.

## **Q4. What buses are subject to the ICT reporting requirements?**

- All passenger transporting vehicles with rubber tires that have a gross vehicle weight rating (GVWR) greater than 14,000 pounds are subject to the reporting requirements.
- Overhead-wired electric trolleybuses, school buses, and other vehicles that operate on rails are not subject to the reporting requirements even if they are operated by a transit agency.

## **Q5. What is the ICT reporting timeline?**

- The annual reporting is due March 31<sup>st</sup> of every year starting 2021 through 2050.
- The first reporting deadline is March 31, 2021; however, the ICTRT website will remain open through June 30, 2021, to allow sufficient time for reporting.

## **Q6. A transit agency has a lot of activities throughout a year. How does reporting capture these activities?**

When reporting, a transit agency should capture the fleet status on December 31<sup>st</sup> of the previous calendar year, which is the data year. December 31<sup>st</sup> of each year will be used to determine the compliance status of zero-emission bus (ZEB) purchase requirements of that calendar year (title 13, CCR, section 2023.1(a)(7)).

For example, when a transit agency reports the 2020 data in April 2021, it should identify how many ZEBs it had in its active fleet on December 31, 2020, unless asked specifically.

Another example is the bus status. An old bus was placed into the emergency contingency roster on March 3, 2020, and sent away for scrappage on September 2, 2020. This bus was no longer with this transit agency on December 31, 2020. This transit agency still needs to report this bus in 2021 with its status as retired, and enter the bus retirement date. This is the last time this bus is being reported. There is no need to report this retired bus in the following years.

## **Q7. What information is required in the annual reporting?**

Transit agencies are required to report the following categories of information in each annual reporting (title 13, CCR, section 2023.8):

- Transit agency's information
- Vehicle, and engine and propulsion system information on each bus purchased, owned, operated, leased, or rented by a transit agency
- Bus purchase information including the number of buses on order and delivered, the status of purchased buses (new or used), the effective date of a Notice to Proceed, and actual or expected bus delivery date
- Whether a pre-existing bus is converted to a ZEB (battery electric bus or fuel cell electric bus)
- Low NO<sub>x</sub> engine information (if applicable)
- Use of renewable fuels for large transit agencies (if applicable)

- Zero-emission passenger miles for Zero-Emission Mobility Programs (if applicable)

## **Q8. How is the reporting in 2021 different from reporting in subsequent years?**

2021 is the first year of reporting (initial report) under the ICT regulation. In 2021, in addition to the information from the data year 2020, transit agencies are also required to report information from the data year 2017. The transit agency's information on December 31, 2017 helps determine the fleet size (title 13, CCR, section 2023 (b)(30)), new entrant (title 13, CCR, section 2023 (b)(36)), and bonus credits (title 13, CCR, section 2023.3).

## **Q9. Our transit agency has hundreds of buses. Do we need to enter each vehicle information one-by-one into ICTRT?**

No. For the 2021 initial reporting, ICTRT provides a downloadable spreadsheet for transit agencies to fill out their vehicle inventory information and import the spreadsheet back to ICTRT. However, if a transit agency only has a few buses and would like to enter bus information onto ICTRT one-by-one, it can do so. For more details regarding how to report bus information onto ICTRT, please refer to Q16.

## **Q10. Can a transit agency submit everything required under the ICT regulation through ICTRT?**

All information required for the annual reporting (title 13, CCR, section 2023.8) can be submitted by a transit agency directly through ICTRT. Other ICT required information can be submitted to CARB staff to be later reflected on the ICTRT, including the following:

- Electric trolleybus information identified in title 13, CCR, section 2023.3(a)(4) should not be reported through ICTRT and must be submitted separately to [ict@arb.ca.gov](mailto:ict@arb.ca.gov) by 5:00 p.m. on March 31, 2021.
- ICTRT does not provide features for transit agencies to upload their own ZEB Rollout Plans. Transit agencies need to submit their ZEB Rollout Plans to CARB separately through email or mail. Submission of an electronic copy via email is strongly recommended. A CARB staff member will upload the submitted ZEB Rollout Plans onto ICTRT, after which transit agencies will be able to review them on their Transit Agency Detail page.

- Bonus Credits will be assigned by CARB staff based on a transit agency's reported data and can be viewed by the individual transit agency.
- Zero-Emission Mobility Program information will be uploaded by CARB staff and can be viewed by the transit agency.
- Joint Group information will be uploaded by CARB staff when available and can be viewed by every participating transit agency within the same Joint Group.

## **Q11. How is ICTRT structured?**

ICTRT comprises several modules with each serving a specific function. The full version of ICTRT will include all of the following modules or pages: Transit Agency Detail, Bus Information, Bus Purchases, Fuel Contract, Joint Group, Bonus Credits, Transit Agency Exemption, Rollout Plans, Zero-Emission Mobility Option, and Compliance.

For the initial reporting in 2021, only the following modules or pages are relevant and available for use: Transit Agency Detail, Bus Information, Bus Purchases, and Fuel Contract.

The rest of the modules (Joint Group, Bonus Credits, Transit Agency Exemption, Rollout Plans, Zero-Emission Mobility Option, and Compliance) are relevant to future reporting years and will be available to use in late 2021. This guidance document goes over the currently available modules and will be updated accordingly once the other modules become available.

## **Q12. How to create a transit agency account?**

A transit agency account must be created before any reporting takes place. To facilitate this process, CARB sent out a [public notice](#) on March 10, 2021, providing a downloadable [Transit Agency Information Spreadsheet](#) for transit agencies to fill out and send back to [ict@arb.ca.gov](mailto:ict@arb.ca.gov). Once received, CARB staff enters the transit agency's information and creates a new Transit Agency account before each transit agency starts with the initial reporting. Transit agencies that have not provided their initial transit agency information to CARB should submit that as soon as possible. The transit agency information includes: (a) name of the transit agency; (b) transit agency mailing address; (c) national transit database (NTD) identification number; (d) name of related metropolitan planning organization (MPO) or Regional Transportation Planning Agency (RTPA); (e) air district; (f) air basin; (g) name of the contact person; (h) contact person's email address; (i) contact person's title; and (j) phone number. Some of this information is explained below:

- **MPO-** An MPO is a federally mandated and funded transportation policy-making organization in the United States that is made up of representatives from local government and government transportation authorities.
- **RTPA-** An RTPA is an organization that plans, develops, and programs multimodal transportation projects and facilities in its area.
- **Air District-** California's 35 local air districts are responsible for regional air quality planning, monitoring, and stationary source and facility permitting. The districts also administer some air quality improvement grant programs such as Assembly Bill 2766 (Sher, Chapter 1705, 1990), Assembly Bill 923 (Firebaugh, Chapter 707, 2004), and Carl Moyer Memorial Air Quality Standards Attainment Program. Transit agencies can find the complete list of air districts on CARB's California Air Districts website through this link: [California Air Districts](#).
- **Air Basin-** California is divided geographically into air basins to manage the air resources of the state on a regional basis. An air basin generally has similar meteorological and geographic conditions throughout. The state is currently divided into 15 air basins. A transit agency can find the air basin it is located within from CARB's California Air Basin Map through this link: [Emissions by California Air Basin](#).

### **Q13. How many types of user roles are there in ICTRT? What does each user role do? What role should I request and what will be granted?**

ICTRT is designed in a way that different user roles are assigned with different permission levels. These permission levels dictate access to certain ICTRT features such as creating an account, adding reporting data, viewing reporting data, etc.

There are two kinds of transit agency roles: Transit Agency User and Transit Agency Administrator.

- The Transit Agency User role refers to transit agency staff who have access to ICTRT and can submit information under applicable modules, such as current bus inventory, annual bus purchase, purchase of low NOx engines, and use of renewable fuels. Transit agency staff who are normally responsible for annual reporting should submit a request for the approval of this role.
- The Transit Agency Administrator role refers to transit agency staff that can approve Transit Agency User roles. The Transit Agency Administrator role also has the same levels of permissions to ICTRT features as described for Transit Agency User role.

If errors happen, please contact CARB by sending an email with details of the issue to [ict@arb.ca.gov](mailto:ict@arb.ca.gov) so CARB staff can investigate for potential solutions.

## **Q14. How to create a transit ICTRT user account?**

A transit agency staff person can request to have either a "Transit Agency Admin" or "Transit Agency User" role. Each transit staff person can have only one role, but multiple staff can be assigned the same role. If a person (e.g. a contracted consultant) needs to support multiple transit agencies, this person may request to have either a Transit Agency Admin role or a Transit Agency User role, but such request can only be approved by CARB. Once a role is assigned, this person will have the same role for every transit agency he/she supports.

Before obtaining access to ICTRT, all potential transit agency staff, regardless of assigned role, have to be approved. Please see the approval process below:

- The first request from a transit agency will be approved by CARB (regardless of role, Transit Agency Admin or Transit Agency User).
- If the first approved transit agency staff person has an active Transit Agency Admin role, then this staff person will receive email notifications when other intended staff persons from the same transit agency request a user account. At this point, the designated Transit Agency Admin can approve the requests and assign the new users to their roles. The newly approved staff persons can be assigned to either Transit Agency User roles or additional Transit Agency Admin roles. If a transit agency does not have any approved Transit Agency Admin users, all of its requests will be reviewed and approved by CARB.
- The designated Transit Agency Admin can administer roles for any transit agency(ies) this person is approved for. For example, if a Transit Agency Admin is assigned to both Transit Agency A and Transit Agency B, then this person may approve users for both of these transit agencies.

When a transit agency account is established by CARB staff based on pre-gathered Transit Agency Information (see Q12), this transit agency's email hostname (e.g. @myagency.ta.gov) is entered into the ICTRT database table. Such information will be extracted and retained in ICTRT for transit user verification. If a user tries to register to ICTRT and the email hostname is not in the database, the user will not be added to the system and an error message will be displayed. If a transit agency does not have an official email server/domain and needs to use other web hosting services like @gmail.com or @yahoo.com, then the transit agency should send an email to [ict@arb.ca.gov](mailto:ict@arb.ca.gov) and request access. The email should include the transit agency's staff name, title, and affiliation so CARB can verify the email and provide access manually.

The following steps illustrate the procedures of creating a transit agency staff person account in ICTRT:

**Step 1:** Go to the ICTRT webpage (<https://ictrt.carb.arb.ca.gov>) and click on “Register” at the upper right corner of the webpage. This will lead you to the sign-in page as shown in Figure 1(a).

**Step 2:** Click on “Sign up” button as shown in Figure 1(a). You have to enter email address and create a password. The password must be at least 15 characters long containing at least a lower case letter, an upper case letter, a special character, and a number (shown in Figure 1(b)). After clicking on “Sign Up”, a message window will pop out (Figure 1(c)) requesting you to check your email to verify it.

**Step 3:** Check your email and follow the instructions to verify your email address.

**Step 4:** Return to the message window on ICTRT (Figure 1(c)) and click on the “Continue” button will lead you to the sign in page as shown in Figure 1(a) to sign in with the email and password just created to go to the registration page. You also can go back later directly to the sign in page as shown in Figure 1(a) to sign in to go to the registration page.

**Step 5:** On the registration page, click on your email address located at the upper right corner (Figure 1(d)), then click on the “Complete Registration” note.

**Step 6:** On the “Complete Registration” page (Figure 1(e)), please do the following:

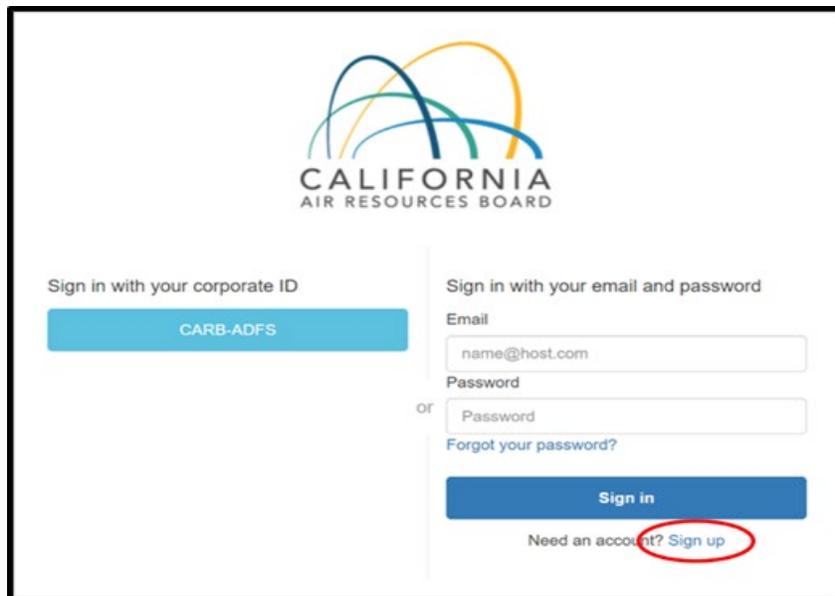
- 1) Enter your first name, last name, and phone number.
- 2) Select a “User Role.” This can be a “Transit Agency Admin” or “Transit Agency User.” Please refer to Q13 for more details.
- 3) Select the transit agency(ies) you are planning to report data for under the “User Transit Agencies” tab. You can select one or multiple transit agencies, but make sure you only select those that apply to you.
- 4) Click on the “Submit Registration” button. A “Pending Approval” notice will pop out, indicating your registration request has been received and is currently pending approval. You will also receive an email confirming the receipt of your registration request

**Note:** *If your transit agency(ies)’s name(s) is(are) not on the drop-down list when trying to register, it could mean your transit agency has not provided the necessary information to CARB to pre-create your agency account. Please email your “**Transit Agency Information**” to [ict@arb.ca.gov](mailto:ict@arb.ca.gov) and expect a few business days for CARB to process your information and enter it to ICTRT. Please see “Q12. How to Create a Transit Agency Account” for further information. For other questions, please contact CARB at the email provided above.*

**Step 7:** Please log out. You are now done with the registration process.

**Step 8:** Wait until CARB or an active Transit Agency Admin process your registration request within 48 hours of its submission. You will receive an email notifying you about the result.

**Step 9:** Once your registration request is approved, please go back to the ICTRT webpage again, enter your email address and password, and click on the “Sign In” button (Figure 1 (a)). You will arrive at the ICTRT main page (Figure 2).



The screenshot shows the sign-in page for the California Air Resources Board (CARB). At the top center is the CARB logo, which consists of three overlapping arcs in blue, green, and orange, with the text "CALIFORNIA AIR RESOURCES BOARD" below it. The page is divided into two main sections. On the left, under the heading "Sign in with your corporate ID", there is a blue button labeled "CARB-ADFS". On the right, under the heading "Sign in with your email and password", there are two input fields: "Email" with the placeholder text "name@host.com" and "Password". Below these fields is a link that says "Forgot your password?". A blue "Sign in" button is positioned below the password field. At the bottom of the right section, the text "Need an account? Sign up" is displayed, with the "Sign up" link circled in red.

**Figure 1(a).** Screenshot of the ICTRT sign in page

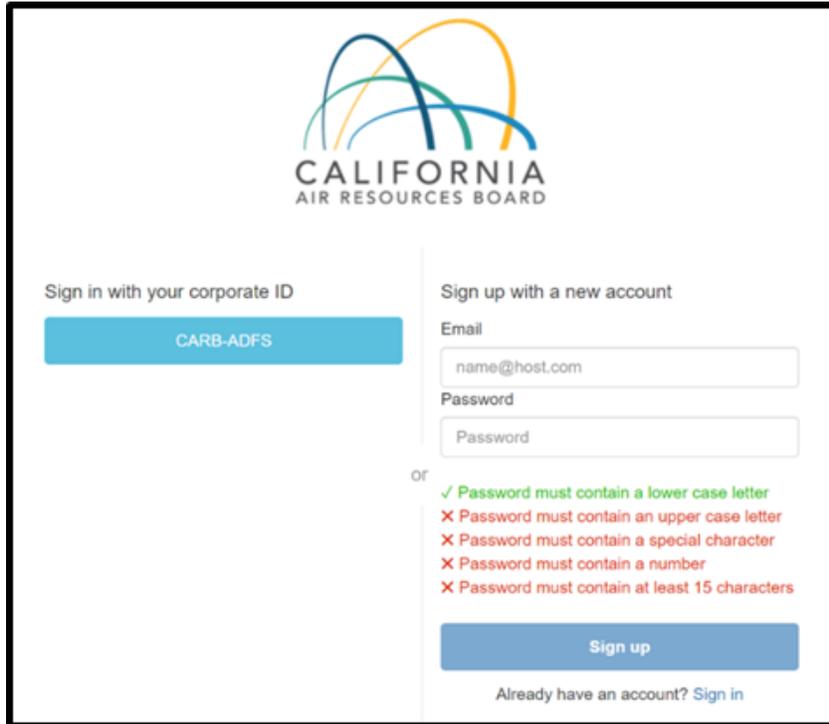


Figure 1(b). Screenshot of user account sign up page

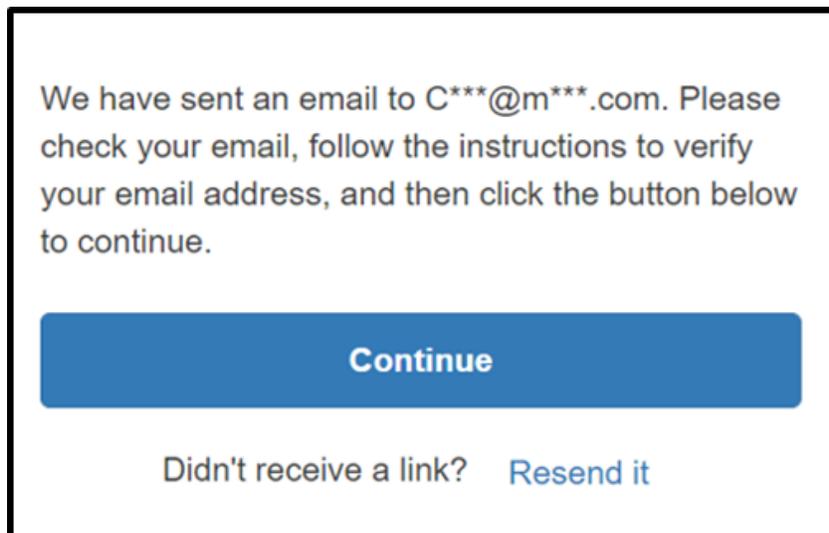


Figure 1(c). Screenshot of message window after signing up on ICTRT

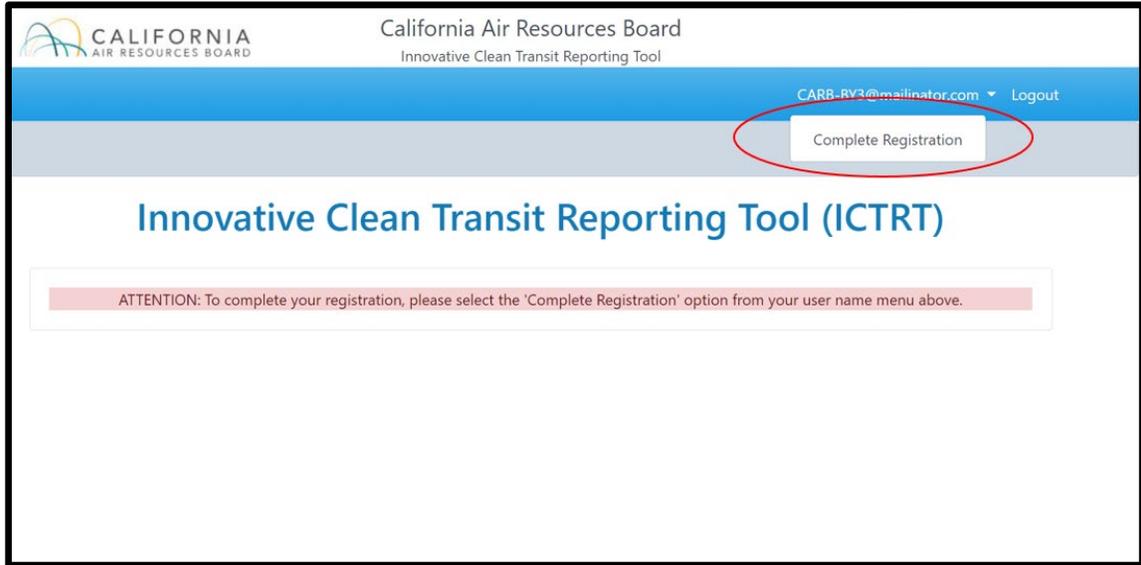


Figure 1(d). Screenshot of the registration page

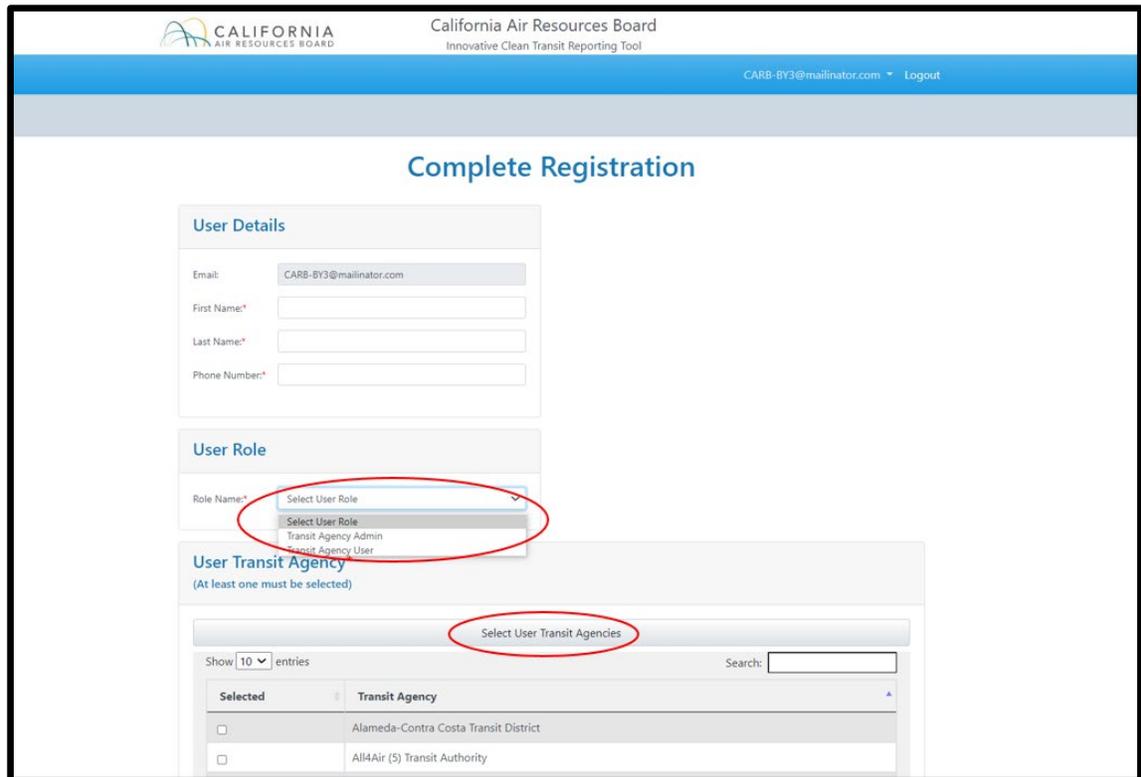


Figure 1(e). Screenshot of the complete registration page



**Figure 2. ICTRT main interface page**

On the ICTRT main page, there is a navigation bar on the top containing “Home”, “About”, “Transit Agency”, and “Administration” options.

- **Home** option leads you to the main page as shown in Figure 2;
- **About** option leads you to brief description of ICTRT and its main functions;
- **Transit Agency** option leads you to more details of this “Transit Agency” module which is the only module transit agencies can use to submit reporting data in 2021. Q15-Q19 provide detailed instructions on how to submit data through this module.
- **Administration** option leads you to the list of pending registration requests from the transit agencies you are assigned to. If you are assigned as a Transit Agency Admin role, you will be able to see the list and also able to approve or deny these requests. Under this option, if you are an active Transit Agency Admin role, you will also see the list of the active users assigned to your transit agencies.

## Q15. What does the *Transit Agency* module do?

This module contains transit agency information that is preloaded by CARB as described in Q12. This module can be accessed by selecting the Transit Agency tab on the top of the navigation panel which will take the user to the page with the list of Transit Agencies (see Figure 3(a)). Within this page, the user can then select the intended transit agency to access its Transit Agency Detail module and input bus information, fuel contract (only available to large transits), and bus purchase information (Figure 3(b)).

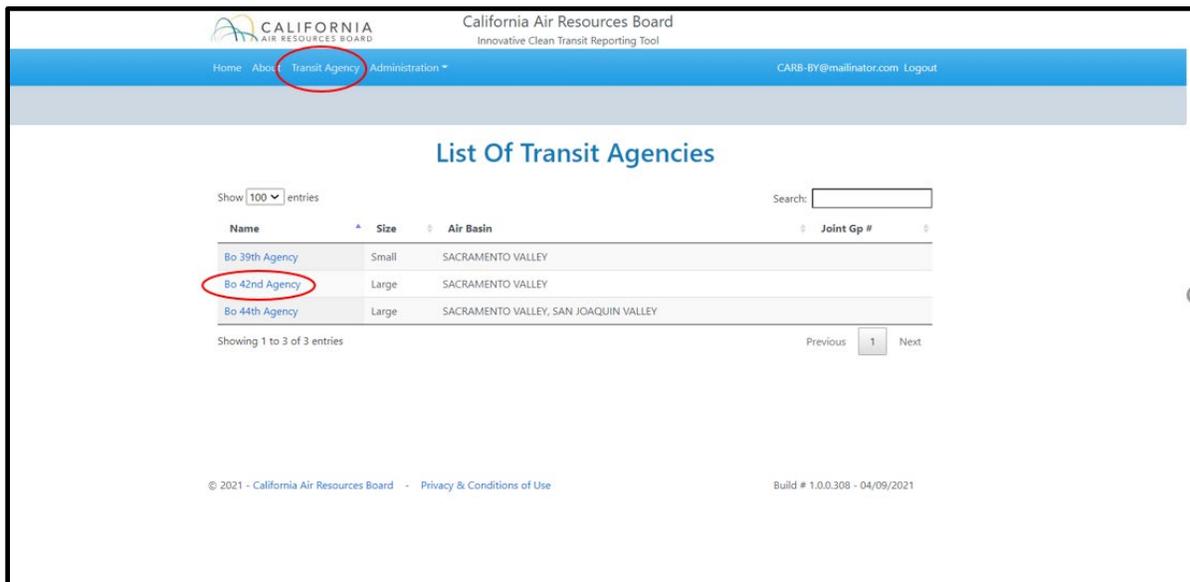


Figure 3(a). Screenshot of List of Transit Agencies page



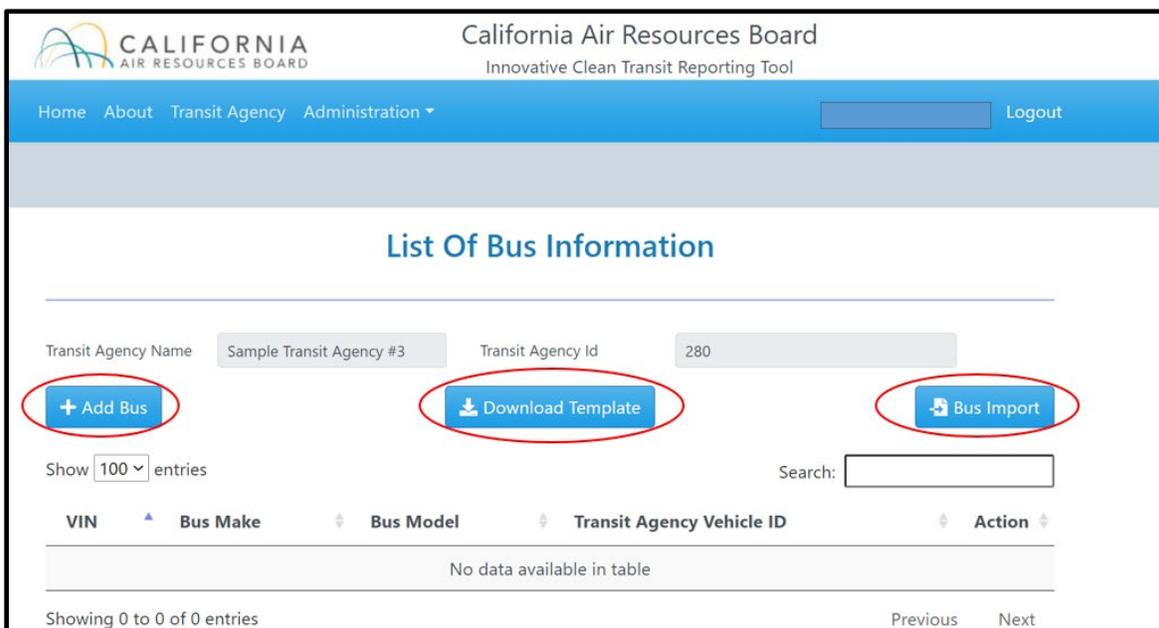
Figure 3(b). Screenshot of Transit Agency Detail page

## Q16. What does the *Bus Information* module do?

This module is accessible through the Transit Agency Detail page and allows a transit agency to build its initial bus inventory in ICTRT. A transit agency can either use a downloadable spreadsheet to import its bus information to ICTRT or enter each bus' information one-by-one. To use the spreadsheet, a transit agency will download the Bus Information spreadsheet from the Bus Information module, fill in all fields on the spreadsheet for each bus, and then upload the filled spreadsheet back into the Bus Information module. **A user should not alter the spreadsheet to a different format.** Any alteration will prevent the spreadsheet from uploading. If desired, a transit agency can use several different spreadsheets to upload the information of their buses, but all the spreadsheets need to use the same template provided in ICTRT to have smooth uploading. Please note that each VIN should only appear once. If a second batch contains a VIN that was previously uploaded in the first batch, the second batch will over-write all bus information associated with that VIN. Information in the first batch that is not associated with that VIN will not be affected by the second batch.

To download the spreadsheet from ICTRT, first click on the "Bus Information" button in the "Transit Agency Detail" page as shown in Figure 3(b), which will lead to the page shown in Figure 4. By clicking the "Download Template" button as shown in Figure 4, the transit agency will be able to download the spreadsheet. After bus information has been filled, click on the "Bus Import" function button as shown in Figure 4, the transit agency will now be able to upload the completed bus information spreadsheet. Depending on the size of the spreadsheet, it may take some time for ICTRT to complete the uploading process.

One-by-one data entry is also available for transit agencies with only a few buses. To use this option, a transit agency would need to click on the “+Add Bus” button as indicated in Figure 4 to add the information for each bus individually.



**Figure 4. Screenshot showing Bus Information Import function**

Descriptions for each column in the bus information spreadsheet are listed below.

**Note: on the downloadable bus information spreadsheet, if an information item contains finite options to choose from, there will a drop-down list provided for transit agencies to choose the proper answer.**

- **Column A - VIN:** Enter the Vehicle Identification Number of this bus.
- **Column B - License Plate:** Provide the license plate number of this bus.
- **Column C – Transit Agency Vehicle ID:** Some transit agencies use an internal Transit Agency Vehicle ID system to identify or track the vehicles they have. If applicable, provide such ID for each bus; otherwise, leave the cell blank.
- **Column D – Bus Ownership Type:** Choose owned, leased/rented, or contracted out from the drop-down list.
- **Column E – Bus Make:** Type in the bus manufacturer name.
- **Column F – Bus Model:** Provide the model number of the bus.
- **Column G – Bus Type:** Choose from the drop-down list about the bus type: articulated, cutaway, double-decker, over-the-road, or standard bus.
- **Column H – Bus Length (ft.):** Provide the length of the bus in feet.

- **Column I – Chassis (if applicable):** Provide the chassis manufacturer name or model number if the chassis is provided by another supplier. It is more relevant for cutaway buses. If this field is not applicable or the information is not available, leave the cell blank.
- **Column J – Bus Fuel Type:** Select the fuel type from a drop-down list of choices, including diesel, electricity (for battery electric bus), hydrogen (for fuel cell electric bus), gasoline, CNG, LPG, propane, diesel hybrid, and gasoline hybrid.
- **Column K – Is the bus Zero-Emission?** Select “Yes” or “No” from a drop-down list to answer this question. Only battery electric buses and fuel cell electric buses are considered zero-emission. This includes buses converted from conventional buses.
- **Column L – Is the Bus Converted from a Conventional to a ZEB?** Select “Yes” or “No” from the drop-down list.
- **Column M – ZEB Conversion Year:** If a ZEB is converted from a conventional bus, please provide the year (a 4-digit integer) when it was converted. Leave the cell blank if it is not a converted bus to avoid an error message.
- **Column N – Bus GVWR (lbs.):** Enter the gross vehicle weight rating in pounds. This is a fixed number and is typically provided in the bus specifications.
- **Column O – Bus Manufacture Year:** Enter the bus manufacturer year as a 4-digit integer.
- **Column P – Propulsion Technology Type:** Choose from the drop-down list: zero-emission, hybrid, and conventional.
- **Column Q – Was the Bus Active on 12/31/2017?** Select “Yes” or “No” from the drop-down list to answer this question. This information helps determine the size of a transit agency (large vs. small), new entrant, and bonus credits.
- **Column R – Bus Status on 12/31/2020:** There is a drop-down list for choices: active, emergency/contingency, inactive, and retired. Descriptions or examples are given below as references.
  - An “**active**” bus means that a bus in a particular fleet was available to operate in revenue service on December 31, 2020. This includes spare buses and buses temporarily out of service for routine maintenance and minor repairs.
  - A “**retired**” bus is no longer being used in active service and has been or will be disposed of, usually by means of auction or being sold to another entity or junkyard. A bus removed from the active bus fleet and awaiting sale can also be considered as retired.
  - An “**inactive**” bus may include a bus in storage (these buses should not be considered as retired unless they meet the definition previously mentioned). One possible reason for placing a bus in storage instead of retiring, is if an agency has too many buses due to ridership decline while the buses still have useful life. A bus out of service for an extended period of time for major repairs can be considered inactive as well.

- A “contingency/emergency” bus is not used in revenue service. It might be used to respond to special events or emergencies. In many occasions, these buses may be in storage.
- **Column S – Bus Date in-Service:** Enter the date when the bus was first placed into revenue service.
- **Column T – Bus Retired Date:** Enter the date when the bus was retired.
- **Column U – Engine Manufacturer:** Provide the engine manufacturer name. The information can be obtained from the engine label placed on the engine of the bus.
- **Column V – Engine Model:** Enter the model of the engine used in the bus. The information can be obtained from the engine label placed on the engine of the bus.
- **Column W – Engine Model Year:** Enter the model year of the engine used in the bus. This information can be obtained from the engine label placed on the engine of the bus.
- **Column X – Engine Family Name:** Provide the family name of the engine used in the bus. The information can be obtained from the engine label placed on the engine of the bus.
- **Column Y – Engine Cylinder Displacement Size (L):** Enter the displacement size of the engine cylinder in the unit of liters. The information can be obtained from the engine label placed on the engine of the bus.
- **Column Z – Does the bus have a Low NOx Engine?** Select “Yes” or “No from a drop-down list. Low NOx engine certification started from the 2016 engine model year. Currently there is no Low NOx certified engines for diesel buses.
- **Column AA – Low NOx Certificate Standard (g/hp-hr):** If the engine used on the bus is a low NOx engine, indicate its certificate standard. Please refer to Table 1 below for the Low NOx Certificate Standard of the Low NOx Engine and other related information such as the Executive Order number of the certification, engine family name, and engine displacement. Leave it blank if the engine is not a Low NOx certified engine.
- **Column AB – Low NOx Executive Order Number:** Leave it blank if the engine is not a Low NOx certified engine. Refer to Table 1 for information on low NOx Executive Order Number and associated Certification Standard.
- **Column AC – Dispatch Location Zip Code:** Enter the ZIP Code of the location from where a conventional internal combustion engine bus is dispatched.
- **Column AD – Battery Rated Capacity (kWh):** Battery Electric Buses (BEBs), Fuel Cell Electric Buses (FCEBs), and Hybrid Buses have on-board battery packs. The battery rated capacity information can be obtained from the bus specifications. Leave it blank for conventional buses.
- **Column AE – Bus Charging Strategy Type:** This only applies to BEBs. Choose from the drop-down list: on-route, in-depot, combination of these two, or N/A which should be selected for a non-BEB.

- **Column AF- Fuel Cell System Manufacturer:** This only applies to FCEBs. If the bus is not an FCEB, leave the cell blank.
- **Column AG – Fuel Cell System Model:** This also only applies to FCEBs. If the bus is not an FCEB, leave the cell blank.
- **Column AH – Fuel Cell System Rated Power (kW):** This also only applies to FCEBs. This information could be obtained from the bus specifications. Do not confuse this with the capacity of the on-board battery pack that a normal FCEB usually has as discussed in Column AD. If the bus is not an FCEB, leave the cell blank.
- **Column AI – Odometer Reading (miles):** Enter the last odometer reading of the bus on the day indicated in Column AJ.
- **Column AJ – Odometer Reading Date:** Enter the date when the last odometer reading in Column AI was taken.

**Table 1. Optional Low NOx Certified Heavy-Duty Engines**

EO Year	Low NOx Engine	Engine Family	Displacement (Liters)	NOx Certification Standard (g/hp-hr)	EO Number	NOx Reduction (%)	Fuel	Intended Service Class
2021	Cummins 8.9	MCEXH0540LDB	8.9	0.02	A-021-0734	90	NG	UB
2021	Cummins 11.9	MCEXH0729XDA	11.9	0.02	A-021-0736	90	NG	HHDD-UB
2020	Cummins 8.9	LCEXH0540LBM	8.9	0.02	A-021-0714	90	NG	UB
2020	Cummins 11.9	LCEXH0729XBC	11.9	0.02	A-021-0711	90	NG	HHDD-UB
2019	Cummins 11.9	KCEXH0729XBC	11.9	0.02	A-021-0703	90	NG	HHDD-UB
2018	Cummins 8.9	JCEXH0540LBM	8.9	0.02	A-021-0679	90	NG	UB
2018	Cummins 11.9	JCEXH0729XBC	11.9	0.02	A-021-0674	90	NG	HHDD-UB
2017	Cummins 8.9	HCEXH0540LBI	8.9	0.02	A-021-0659	90	NG	UB

Note: EO – Executive Order; UB – Urban Bus; HHDD – Heavy-Heavy Duty Diesel Cycle; NG – Natural Gas

Data source: [Optional Low NOx Certified Heavy-Duty Engines](#)

## Q17. What are the frequently encountered error messages when importing bus information?

ICTRT will give error messages due to conflicting information. For example, a bus cannot be a zero-emission bus and use diesel as the fuel at the same time. When ICTRT receives conflicting information, it will show an error message. ICTRT also does not allow certain cells left blank for the purpose of data integrity. If an error message

occurs, the transit agency user will not be able to proceed before the error is fixed. Below is a list of frequently made mistakes that would trigger error messages:

- Leaving the following columns blank: Columns A (VIN), B (License Plate), E (Bus Make), F (Bus Model), H (Bus Length (ft.)), N (Bus GVWR (lbs.)), or S (Bus Date in-Service).
- Not selecting anything from the drop-down lists for Columns D (Bus Ownership Type), G (Bus Type), J (Bus Fuel Type), P (Propulsion Technology Type), Q (Was the Bus Active on 12/31/2017?), or R (Bus Status on 12/31/2020).
- Selecting "Yes" for Column L (Is the Bus Converted from a Conventional to a ZEB?) if a non zero-emission fuel type in Column J (Bus Fuel Type) is selected. Zero-emission fuel types include electricity and hydrogen (fuel cell).
- Entering any data (including N/A) into Column M (ZEB Conversion Year) if Column L (Is the Bus Converted from a Conventional to a ZEB?) is "No" or if the bus is not zero emission.
- Entering anything but a 4-digit integer into Columns M (ZEB Conversion Year) if Column L (Is the Bus Converted from a Conventional to ZEB?) is "yes."
- Entering anything but a 4-digit integer into Columns O (Bus Manufacture Year) and W (Engine Model Year).
- Leaving Column T (Bus Retired Date) blank if Column R (Bus Status on 12/31/2020) is Retired.
- Leaving Columns U (Engine Manufacturer), V (Engine Model), W (Engine Model Year), X (Engine Family Name), or Y (Engine Cylinder Displacement Size (L)) blank if Column K (Is the Bus Zero-Emission?) is "No".
- Leaving Columns AA (Low NOx Certificate Standard (g/hp-hr)) or AB (Low NOx Executive Order Number) blank if Column Z (Does the Bus have a Low NOx Engine?) is "Yes".
- Leaving Column AD (Battery Rated Capacity (kWh)) blank if the answer for Column J (Bus Fuel Type) is electricity, hydrogen (fuel cell), diesel hybrid, or gasoline hybrid.
- Leaving Column AE (Bus Charging Strategy Type) blank if the answer for Column J (Bus Fuel Type) is electricity.
- Leaving Columns AF (Fuel Cell System Manufacturer), AG (Fuel Cell System Model), or AH (Fuel Cell System Rated Power) blank if the answer for Column J (Bus Fuel Type) is hydrogen (fuel cell).
- Leaving Column AJ (Odometer Reading Date) blank if Column AI (Odometer Reading) is not blank.

## Q18. What does the Bus Purchases module do?

The Bus Purchase module allows a transit agency to input the bus purchase contract information of each data year. Information on bus purchases includes the bus purchase contract type (Notice to Proceed/Purchase Agreement or Lease Agreement) and its effective date. Other information to be reported under this module includes the propulsion technology of buses being purchased under each contract (ZEB, conventional, or conversion), the status of the buses being purchased as brand new or used, bus type (articulated, cutaway, double decker, over-the road, or standard buses), expected or actual bus delivery date, and quantity of buses. **To decide if transit agencies have collectively met the first discharge target (850 ZEBs) (Section 2023.1(b)(1)), it is important to capture the ZEB purchase and delivery information made before January 1, 2021. For the 2021 reporting, each transit agency should provide ZEB purchase information from 2020. In addition, each transit agency should report any ZEB purchase made prior to 2020 but has not received the delivery yet.**

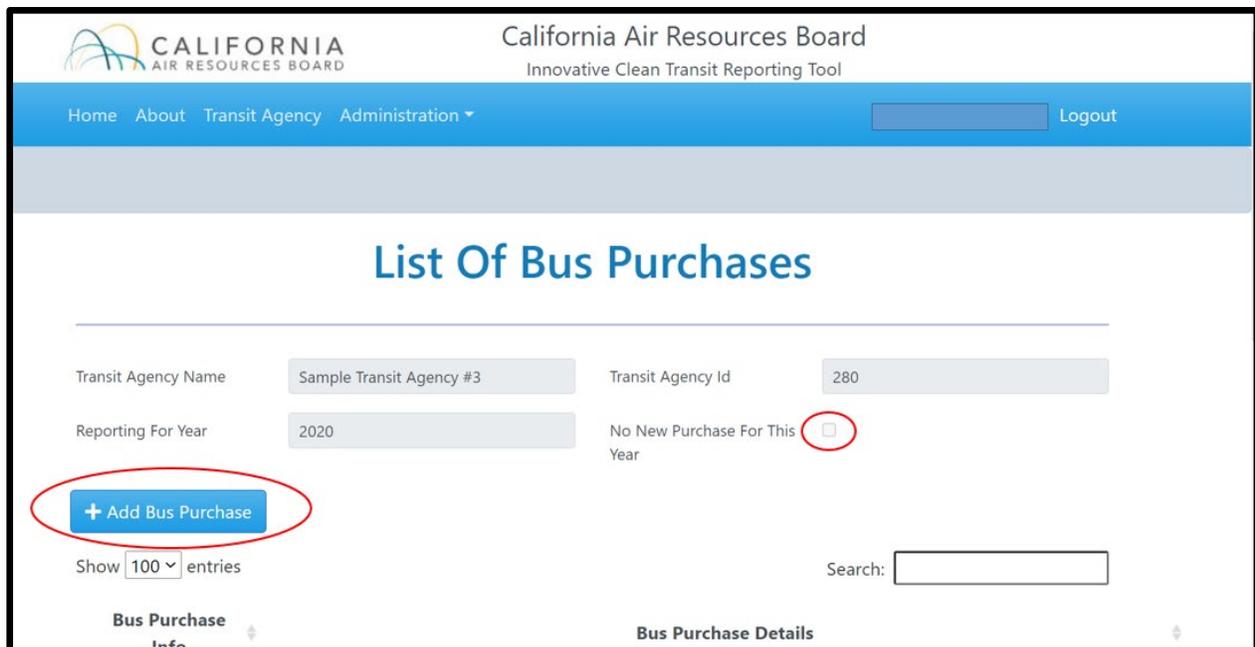


Figure 5. Screenshot of List of Bus Purchases page

Transit agencies can access the Bus Purchase module through the Transit Agency Detail page (see Figure 3(b)). Clicking on the “Bus Purchase” button takes the user to the “List of Bus Purchases” page as shown in Figure 5. Transit agencies can see details of their bus purchase here once they are reported. If the transit agency has no new bus purchase to report for the data year, please check the small square next to “No New Purchase For This Year” (see Figure 5). If the user realizes later that they have bus purchase to report for this year, he/she can come back to uncheck this box to report. To add new bus purchases, click on the “+Add Bus Purchase” button (Figure 5) to enter new bus purchase contract information (Bus purchase contract type, contract number, and contract effective date) as shown in Figure 6.

The screenshot shows the 'Add Bus Purchase' page. At the top, there is a blue header with the California Air Resources Board logo and the text 'California Air Resources Board Innovative Clean Transit Reporting Tool'. Below the header, there are navigation links: 'Home', 'About', 'Transit Agency', and 'Administration'. A 'Logout' button is also present. The main heading is 'Add Bus Purchase'. The form contains the following fields:

Transit Agency Name	Sample Transit Agency #3	Transit Agency Id	280
Bus Purchase Contract Type	<input checked="" type="radio"/> Notice to Proceed/Purchase Agreement <input type="radio"/> Lease Agreement		
Contract Number	Bus 2021 #1	Contract Effective Date	04/06/2021

A red circle highlights the '+ Add' button at the bottom left of the form.

**Figure 6. Screenshot of Add Bus Purchase page**

After the contract information is entered, click on the “+Add” button (Figure 6) to add the detailed information of bus purchases under this contract (see Figure 7). As shown in Figure 7, please indicate (a) if the bus is ZEB, Conventional, or Conversion; if the bus is converted from conventional internal combustion engine to zero-emission, please indicate the fuel type before and after conversion from the drop down list; if the bus is a ZEB, please indicate the fuel type (Hydrogen for fuel cell electric buses or Electricity for battery electric buses); (b) if the bus is New or Used; (c) if the bus type is articulated, over-the-road, standard, cutaway, or double decker; (d) expected delivery date; (e) actual delivery date if applicable; and (f) quantity of buses purchased. This

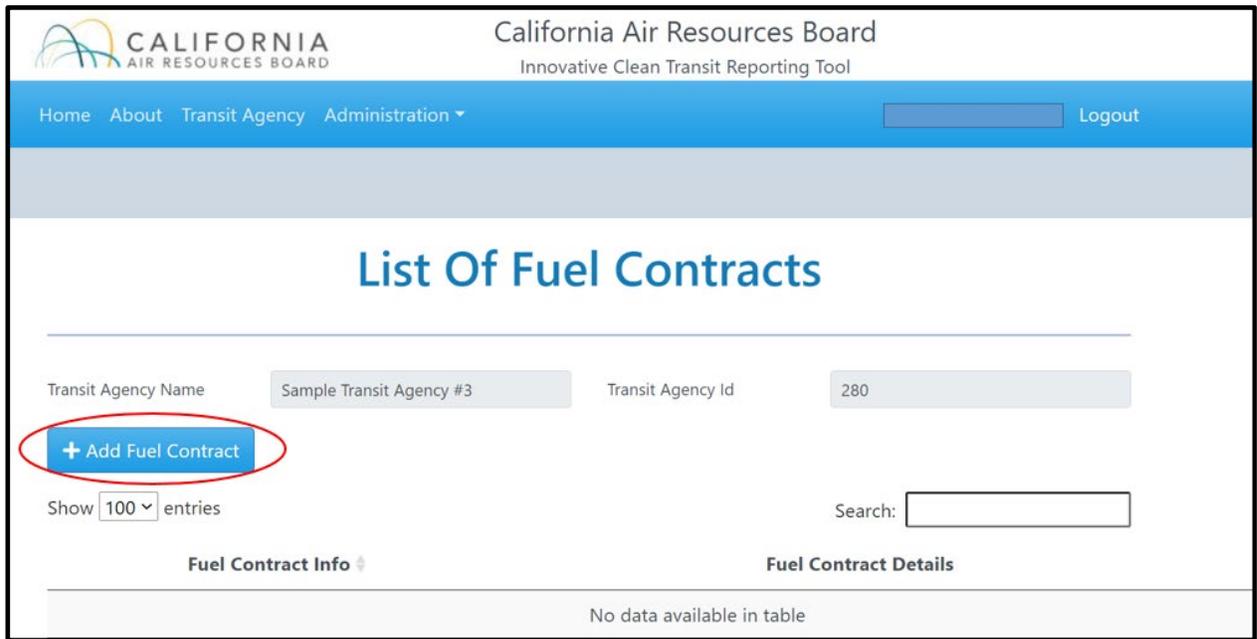
process may be repeated until the information of all batches of buses purchased under this contract is entered.

Figure 7. Screenshot of the page for entering detailed bus purchase information

## Q19. What does the Fuel Contract module do?

The ICT regulation requires large transit agencies to procure renewable diesel or renewable natural gas when renewing fuel purchase or delivery contracts for diesel or natural gas (title 13, CCR, section 2023.7(b)) starting in 2020. This module is available to large transit agencies only. It allows large transit agencies to report annually the quantity of renewable and non-renewable diesel and natural gas they purchase, as well as the associated fuel contract numbers, their effective dates, and expected or actual end dates.

To report the Fuel Contract information, first click the “Fuel Contract” button on the “Transit Agency Detail” page (see Figure 3(b)), which will lead the user to the “List of Fuel Contracts” page shown in Figure 8.



**Figure 8. Screenshot of List of Fuel Contracts page**

By clicking the “+Add Fuel Contract” function button, the transit agency will now be able to enter the fuel contract information (Fuel Contract #, Effective Date, Expected or Actual End date) on the “Add Fuel Contract” page (see Figure 9). After the fuel contract information is entered, click the “+Add” button to continue to add each fuel type and quantity under this contract (see Figure 10). Only fuel information of diesel and CNG (renewable and non-renewable) needs to be reported. Please enter the quantity and corresponding unit for each fuel type.

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Home About Transit Agency Administration Logout

## Add Fuel Contract

TransitAgency Name: Sample Transit Agency #3  
Transit Agency Id: 280  
Fuel Contract #: 2021 FC #1  
Effective Date: 04/06/2021  
Expected End Date: 04/30/2023  
Actual End Date:

**+ Add**

[Back to List](#)

Figure 9. Screenshot of Add Fuel Contract page

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### Add Fuel Type

Fuel Type:

Quantity of Renewable Fuel Purchased Annually:  Unit:

Quantity of Non-Renewable Fuel Purchased Annually:  Unit:

**Save**

UAT

TransitAgency Name: Sample Transit Agency #3  
Fuel Contract #: 2021 FC #1  
Effective Date: 04/06/2021  
Expected End Date: 04/30/2023  
Actual End Date:

Enter Fuel Types :

**+ Add Fuel Type**

Figure 10. Screenshot of Add Fuel Type page

**Q20. Should transit agencies retain copies of the reported information? If so, for how long?**

Yes, each transit agency must retain copies of all information reported to ICTRT for at least 3 years after a bus is retired, or a bus or fuel contract is expired. Transit agencies must make the records available to CARB in case of an audit to verify the accuracy of the reported information. Record retention requirement begins in 2020.

**Q21. Where can I go for more information?**

For additional information on the Innovative Clean Transit regulation, please check our ICT regulation websites about the [ICT-Regulation](#) and [ICT-Guidance Package](#) in which this ICTRT guidance document is also included.

For any further questions regarding the Innovative Clean Transit (ICT) Regulation and this Reporting Guidance Document, please contact CARB staff at [ict@arb.ca.gov](mailto:ict@arb.ca.gov).