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The Innovative Clean Transit Reporting Tool Guidance Document

Last updated March 7, 2022

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 all transit agencies starting 2021 (title 13, CCR, section 2023.8). To facilitate the reporting process, the California Air Resources Board (CARB) created the online Innovative Clean Transit Reporting Tool (*ICTRT*) in 2021 and updated it in 2022 for more modules and functions.

The 2021 reporting was primarily focused on vehicle inventory building based on the 2020 and 2017 fleet data. The 2022 and future reporting years will encompass more functions and options as more ICT requirements are phased in overtime.

The purpose of this guidance document is to explain what ICTRT does and guide transit agencies through the reporting process. This guidance document contains two portions: the main portion and an appendix. Both portions are written in a question-and-answer format. The main portion focuses on modules that are available to transit agencies to use for reporting, whereas the appendix provides general information about the ICTRT, instructions on how to create a transit agency account or register to ICTRT for the first time.

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Q1. What to Expect in the 2022 Reporting?

For the 2022 reporting, there are nine modules available in ICTRT: Bonus Credits, Exemptions, Rollout Plans, ZE Mobility Programs (Zero-Emission Mobility Programs), Fuel Contracts, Bus Information, Bus Purchases, Newly Delivered Buses, and ZE Mobility Miles (Zero-Emission Mobility Miles). All nine modules are available to large transit agencies, but only eight (excluding the Fuel Contracts module) are available to small transit agencies.

The first four modules, including Bonus Credits, Exemptions, Rollout Plans, and ZE Mobility Programs, are view-only for transit users (see Figure 1). CARB staff will enter the related information for each transit agency in these modules first, if applicable; transit agencies can view the information and download attachments. Transit agencies cannot add or edit any information in these modules. The other five modules can be edited or updated by transit users if applicable.

Figure 1. Transit Agency Detail Page

Some of the ICTRT modules are interconnected. Understanding the functionality of these modules and their relationships is crucial to better use this reporting tool. One set of interconnected modules are the Bus Information, Bus Purchases, and Newly Delivered Buses. These modules are particularly important because their information is used for compliance calculation starting in 2023 and 2026 for large and small transit agencies, respectively. Each transit user should employ best practice using these modules and ensure providing correct information. The other set of interconnected modules are the ZE Mobility Programs and ZE Mobility Miles. These two modules are only relevant if a transit agency opts-in a Zero-Emission Mobility Option (title 13, CCR, section 2023.5) to generate zero-emission mobility credits in lieu of purchasing zero-emission buses (ZEBs). The Fuel Contracts is a stand-alone module and is available to large transit agencies only.

The development of ICTRT will continue after the 2022 reporting period. More modules will be available to transit agencies in the future, including a compliance calculation module.

Q2. Does my transit agency have enough time to finish reporting by March 31 in 2022?

For the 2022 reporting year, the updated ICTRT will be launched on Monday, March 14, 2022, and will remain open through Friday, July 1, 2022, to provide transit agencies adequate time to report.

Q3. How are the Bus Purchase, Newly Delivered Buses, and Bus Information Modules related?

Often, there is a time gap between bus ordering, delivery, and placing in revenue service. Also, the status of each bus may change during its useful life. Transit agencies must report the information related to each bus from the time it is purchased until it is retired. To track bus status and different stage it might be in, ICTRT has three interconnected modules, the Bus Purchase, the Newly Delivered Buses, and the Bus Information modules. This connection allows the system to detect whether a bus purchase contract is completely fulfilled, modified, or canceled and what the status of each bus is at the year end.

The Bus Purchase module allows a transit agency to report its bus purchase contracts information, such as the contract number, contract effective date, the types and numbers of the buses purchased in each contract, and the expected or actual delivery dates. Another module called the Newly Delivered Buses allows transit agencies to report the information of each purchased bus once it is delivered. Transit agencies can also update the expected delivery date, or the quantity of the buses purchased in case there has been any delay or cancellation since the purchase. Once the information of each bus is entered into the system, it will be added to the bus inventory in the Bus Information module. Transit agencies can update the information of each bus individually or in batches in the Bus Information module. For example, transit agencies can change the status of buses (change from inactive to active or active to retire, etc.), add the in-service or the retired date, or even report the odometer information in the Bus Information module. Details of each module are explained below.

Q3-1. What does the Bus Purchases module do?

The Bus Purchase module allows a transit agency to input the bus purchase contract information annually. The bus purchase is defined in the ICT regulation (title 13, CCR, section 2023(b)(7)) as <u>when a written notice to proceed is executed by a transit agency to a bus manufacturer to begin with the production of a bus either under a previously entered purchase contract or to execute a contract option</u>. If no notice to proceed is issued, the bus purchase date would be the date on the written purchase agreement between a transit agency and a bus manufacturer that specifies when the bus manufacturer is to proceed with the work to manufacture the bus. In the case of a lease, the bus purchase date would be when a written lease agreement is signed between a transit agency and a bus manufacturer or sales representatives for a new bus to be placed in revenue service for a contract term of <u>five years or more.</u> Please note the minimum five years contract term applies to new lease agreements starting 2023 for the leased ZEBs to be counted toward meeting the ZEB purchase requirements.

The bus purchase date is identified as the "**Contract Effective Date**" in the Bus Purchase module. The bus purchase date is **NOT** the bus delivery or in service date. This is important to note so transit agencies can avoid incorrect reporting which could cause inaccurate compliance calculations.

If a transit agency has not purchased any bus for the data year, it should still go to this module, the page called List of Bus Purchases, and simply check the small square next to "No New Purchase For Year XXXX" e.g., 2021, (see Figure 2).

If a transit agency has purchased buses for the data year, the transit user should first report the contract information on the Add Bus Purchase page, then provide the details on types and number of buses purchased under each contract. The following information must be reported for each contract: the bus purchase contract type (Notice to Proceed/Purchase Agreement or Lease Agreement), the contract number, and the contract effective date (see Figure 3). Then, the following purchase information needs to be identified: whether the contract is related to purchase of zero-emission or conventional buses or it is related to a purchase order to convert conventional buses to zero-emission technologies (ZEB, conventional, or conversion), bus conditions at the time of purchase as brand new or used, the bus types (articulated, cutaway, double decker, over-the-road, or standard buses), the expected or actual bus delivery date (only one is required), and the quantity of buses (see Figure 4). If the reported contract is related to the purchase of ZEBs, the transit agency would have the option of reporting the fuel types as hydrogen or electricity. If the purchase is related to a conversion, the transit agency has to choose the fuel type before and after the conversion from the drop-down list.

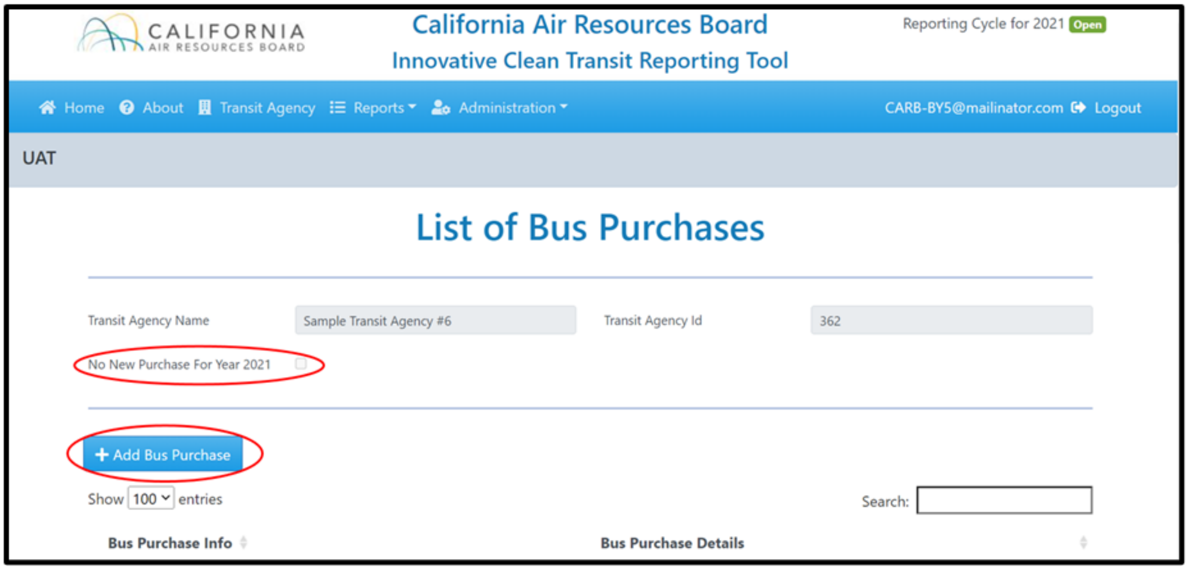

Figure 2. List of Bus Purchases page

Figure 3. Add Bus Purchase page

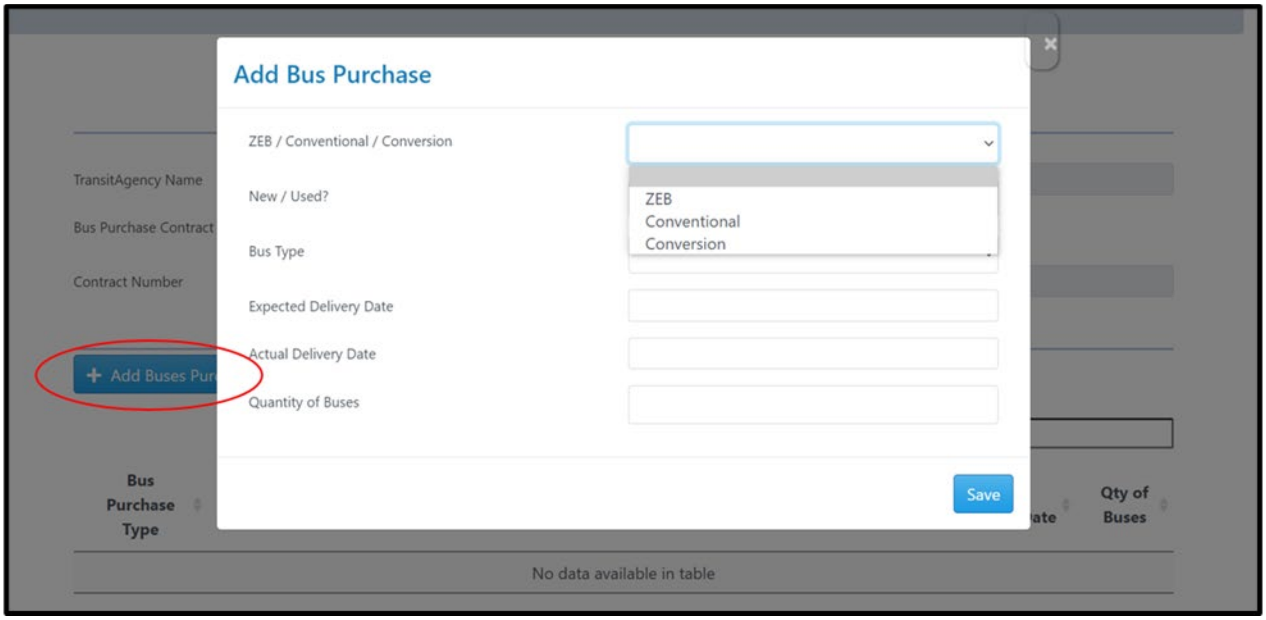

Figure 4. Screenshot of the page for entering detailed bus purchase information

Q3-2. What does the Newly Delivered Buses module do? How to update the expected delivery dates and quantity of buses purchased?

This module has three functions: 1) partial or complete cancellation of the previously reported bus purchase quantity, 2) addition of new expected bus delivery dates, and 3) report of the bus information after delivery as the main function.

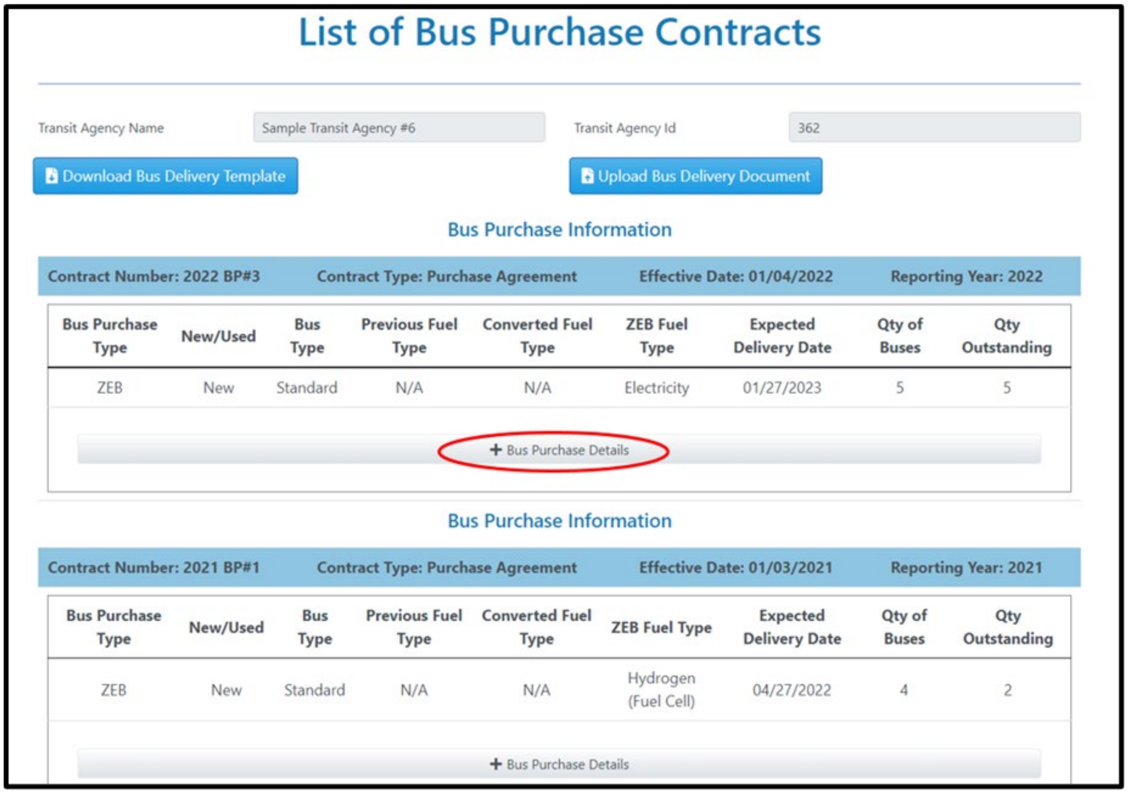

Figure 5. List of Bus Purchase Contracts page

To update the previously reported purchase information, such as the bus delivery date or the number of buses in the contract, transit agencies need to click on the "+ Bus Purchase Details" under the applicable purchase contract number (see Figure 5). The contract information portion will be expanded to provide the options of canceling buses or reporting new expected delivery dates (see Figure 6). By clicking on the "Cancel buses" button, the transit user can enter the quantity of the buses that have been canceled for each contract. CARB advises transit agencies to be cautious when canceling a contract partially or completely as it may impact their status of good standing with the ICT regulation. Transit agencies are recommended to contact CARB staff before modifying the quantity of the buses purchased under this function. Clicking on the "+ Add New Expected Delivery Date" button allows transit agencies to update the expected delivery date and the number of buses that are affected.

The main function of this module is to allow transit agencies to report the information of the purchased buses once they are delivered through a template. The template can be accessed by clicking on the "Download Bus Delivery Template" button on the top left side of the page (see Figure 5). On the downloaded Bus Delivery Template, columns A-M are pre-populated with the related information extracted from the bus purchase contract module; therefore, a transit user cannot make any changes to these fields. The transit user must fill out columns N to AT for each bus that has been delivered under the corresponding bus purchase contract. If a bus has not been delivered, the user can leave the additional fields in the line blank. There is no need to delete rows that are not being filled in. The answers to some of these fields are provided as drop-down lists to make the reporting less time-consuming. Transit agencies must choose an answer from the provided options. After the information has been entered into the spreadsheet, the transit user should save and upload the spreadsheet into ICTRT using the "Upload Bus Delivery Document" button (see Figure 5). Transit users should be cautious about any changes to the formatting of the spreadsheet especially when copying and pasting the data from a master document. <u>Any alteration to the spreadsheet formatting will prevent it from being uploaded.</u>

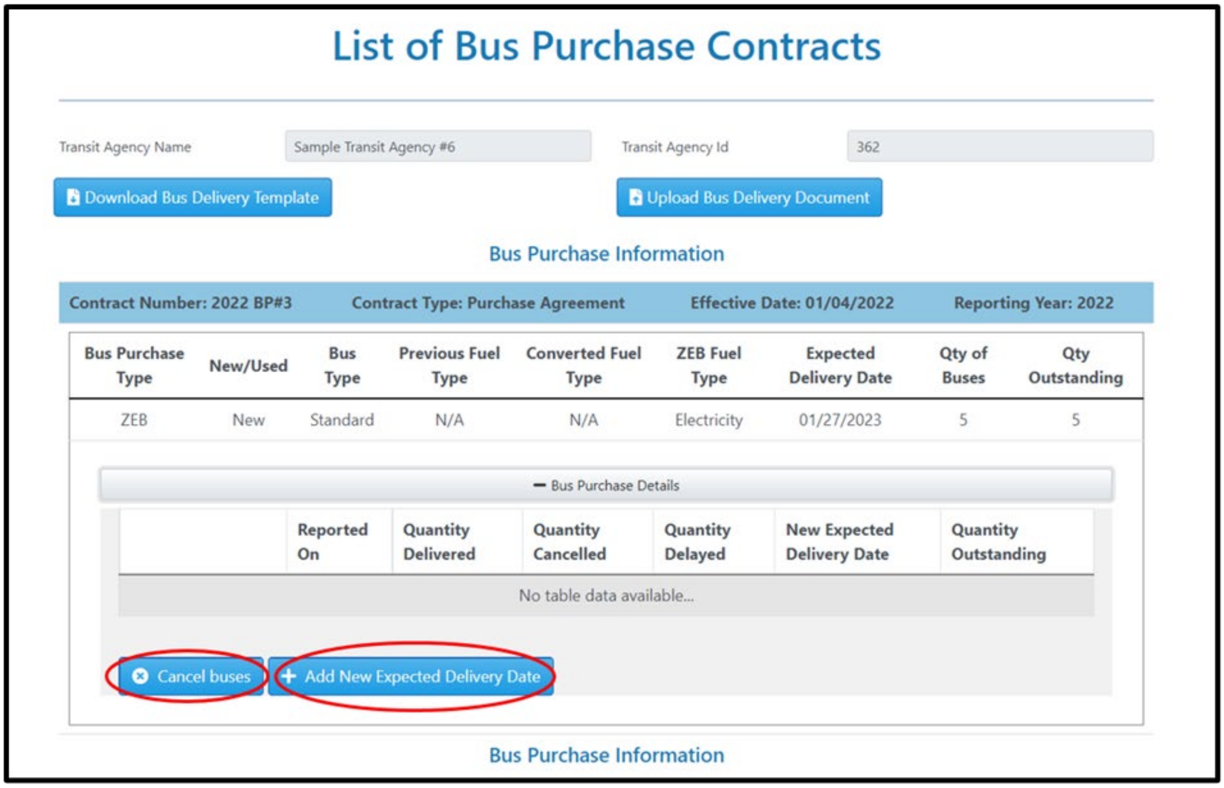

Figure 6. Screenshot of page for bus purchase update

Note: A transit agency does not need to report the information of all delivered buses at once. It can be done in multiple batches. However, a new bus delivery template has to be downloaded for each batch. Reusing the template with previously uploaded bus information causes error message. If it happens, a new template must be downloaded and filled out to fix the issue.

If all the required information is entered correctly, the bus delivery spreadsheet can be uploaded successfully. Otherwise, an error message with detailed descriptions of issues will pop out. All detected issues must be fixed to successfully upload the spreadsheet. Once uploaded, the newly delivered buses will be added to the existing bus inventory under the "Bus Information" module and the number of outstanding buses will be automatically updated by subtracting the number of uploaded delivered buses under each bus purchase contract.

Descriptions for each column in the delivered bus template are listed below:

- **Column N** – Actual Delivery Date: Enter the date when the bus was physically delivered. The date needs to be in the format of "MM/DD/YYYY" or "M/D/YY". Bus delivery date is different from the bus acceptance date.
- **Column O - VIN**: Enter the Vehicle Identification Number (VIN) of this bus. VIN needs to be exactly 17 characters.
- **Column P - License Plate**: Provide the license plate number of this bus.
- **Column Q – Transit Agency Vehicle ID**: Some transit agencies use an internal Transit Agency Vehicle ID system to identify or track their vehicles. If applicable, provide such ID for each bus; otherwise, leave the cell blank.
- **Column R – Bus Ownership Type**: Choose owned, leased/rented, or contracted out from the drop-down list.
- **Column S – Bus Make**: Type in the bus manufacturer name.
- **Column T – Bus Model**: Provide the model name or model number of the bus.
- **Column U– Bus Length (ft.)**: Provide the length of the bus in feet. The input must be a number only!
- **Column V – 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, leave the cell blank.
- **Column W – Bus Fuel Type**: The bus fuel type is pre-populated on the downloaded template if the bus is zero-emission. Otherwise, select the fuel type from other options provided in a drop-down list: diesel, gasoline, CNG, LPG, propane, diesel hybrid, and gasoline hybrid.
- **Column X – ZEB Conversion Year**: If a ZEB is converted from a conventional bus, provide the year conversion is fulfilled (a 4-digit integer). Leave the cell blank if it is not a converted bus.
- **Column Y – Bus GVWR (lbs.)**: Enter the gross vehicle weight rating in pounds. This is a fixed number and is typically provided in the bus specifications. The input must be a whole number of 14,001 or greater and no unit should be added after the number.
- **Column Z – Bus Manufacture Year**: Enter the bus manufacturer year as a 4-digit integer.
- **Column AA – Propulsion Technology Type**: If the delivered bus is zero-emission, the propulsion type will be automatically filled as "Zero-Emission" on the downloaded spreadsheet. Otherwise, choose from the other two options provided in the drop-down list: hybrid and conventional.
- **Column AB – Bus Date In-Service**: Enter the date when the bus <u>was first placed in revenue service</u>. Missing this field will not prevent the spreadsheet from being uploaded, but the status of the bus will be indicated as "Inactive" on the bus information page after the spreadsheet is successfully uploaded. The date needs to be in the format of "MM/DD/YYYY" or "M/D/YY"
- **Column AC – Engine Manufacturer**: Provide the engine manufacturer name if the bus is not a ZEB. The information can be obtained from the engine label placed on the engine of the bus.

- **Column AD – 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 AE – Engine Model Year**: Enter the model year (4-digit) of the engine used in the bus. This information can be obtained from the engine label placed on the engine of the bus.
- **Column AF – 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. For example, CCEXH0540LAR is the family name of the 2012 Cummins Diesel Engines that have been certified for urban bus applications.
- **Column AG – 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. <u>Input needs to be a number only.</u>
- **Column AH – 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. Table 1 provides a list of Low NOx Certified Heavy-Duty Engines that can be used for urban bus applications. There are no Low NOx certified engines for diesel buses.
- **Column AI – 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 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 AJ – Low NOx Executive Order Number**: Refer to Table 1 for information on low NOx Executive Order Number and associated Certification Standard. Leave it blank if the engine is not a Low NOx certified engine.
- **Column AK – Dispatch Location Zip Code**: Enter the ZIP Code of the location from where a conventional internal combustion engine bus is dispatched.
- **Column AL – 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. The input must be a whole number with a maximum of five digits. Please avoid the unit. Leave it blank for conventional buses.
- **Column AM – Bus Charging Strategy Type**: This only applies to Battery Electric Buses (BEBs). Choose from the drop-down list: on-route, in-depot, a combination of these two. Select N/A for buses other than BEB.
- **Column AN- Fuel Cell System Manufacturer**: This only applies to Fuel Cell Electric buses (FCEBs). If the bus is not an FCEB, leave the cell blank.
- **Column AO – Fuel Cell System Model**: This also only applies to FCEBs. If the bus is not an FCEB, leave the cell blank.
- **Column AP – Fuel Cell System Rated Power (kW)**: This also only applies to FCEBs, and the input must be a whole number with a maximum of five digits. This information can 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 AL. If the bus is not an FCEB, leave the cell blank.

- **Column AQ – Odometer Reading (miles)**: Enter the last odometer reading of the bus on the day indicated in Column AR. The input needs to be a whole or decimal number in miles without the unit.
- **Column AR – Odometer Reading Date**: Enter the date when the last odometer reading in column AQ was taken. The date needs to be in the format of "MM/DD/YYYY" or "M/D/YY".
- **Column AS – Is this an Omnibus Regulation Exempted Bus?** Select "Yes" or "No" from a drop-down list. Select "Yes" if this diesel bus is purchased with a CARB approved exemption under the Heavy-Duty Engine and Vehicle Omnibus Regulation (Omnibus Regulation) and the transit agency is reporting a diesel or diesel hybrid bus with the federal emission standards. Otherwise, please select "No". Transit agencies can request an exemption for 2022 and subsequent models of diesel-fueled medium or heavy-duty engines used in urban buses if they meet the requirements of title 13, CCR, section 1956.8(a)(2)(F) in the *Omnibus Regulation*. For more details regarding Omnibus regulation Exemptions for Transit Buses, please refer to the *Transit Agency Diesel-Fueled Bus and Engine Exemption Request Guidance Document*.
- **Column AT – If Yes, Enter Engine Serial #**: If "Yes" is selected in column AS, provide the engine serial # of the diesel or diesel hybrid bus. Engine serial numbers are specific numbers assigned to every individual engine. No two engines have the same serial number. The information can be obtained from the engine label placed on the engine of the bus.

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
2016	Cummins 8.9	GCEXH0540LBI	8.9	0.02	A-021-0629	90	NG	UB

* EO – Executive Order; ** NG – Natural Gas *** UB – Urban Bus; **** HHDD – Heavy-Heavy Duty Diesel Cycle.
(Data source: *Optional Low NOx Certified Heavy-Duty Engines*)

Q3-3. How to update information in the Bus Information module?

In previous reporting cycle(s), transit agencies reported their buses and built their bus inventory in the Bus Information module. With more buses delivered, transit agencies will continue to add these buses to the bus inventory. Transit agencies must also report the status of each bus (active, inactive, retired, or emergency contingency) as of December 31st of the data year. In the Bus Information module, transit users can update the bus status and the odometer readings of each bus annually. For example, a previously reported active bus has been retired before December 31st of the data year. At the time of the reporting, the transit user needs to change the status of the bus from active to retired and report the bus retired date. The transit user can also report the odometer of this bus and its reading date, which should preferably be the same as the retired date.

A transit user has two options to update the information under the Bus Information module:

Option 1. Editing the individual bus information: this option is recommended for small transit agencies with a few buses to add. Edit option is available on the "List of Bus Information" page (see Figure 7). Clicking on the "Edit" button related to each bus allows the user to get into the "Edit Bus Information" page and update the bus status, the odometer reading, the odometer reading date, and any other information that needs correction (see Figure 8). The "Update" button at the bottom of the page saves the updates.

Option 2. Using the Annual Update Template spreadsheet to update the information of a few or all buses at once: this option is recommended for larger transit agencies. A transit user can simply download the "Annual Update Template" in excel spreadsheet format by clicking the "Annual Bus Status and Odometer Update" button on the top right side of the "List of Bus Information" page (see Figure 7). If the status of a bus in the inventory is anything but retired, its information will be available on the downloaded spreadsheet. On this spreadsheet, columns A-I have been pre-populated with the existing vehicle inventory information and the transit users will not be able to modify them. Transit users can only fill or update the relevant fields in columns J-M as followings:

- **Column J – Bus Status**: select the bus status as of December 31 of the data year from the drop-down list: active, emergency/contingency, inactive, and retired. Descriptions or examples of the status are provided below.
    - "**active**" means the bus is available to operate in revenue service. This includes spare buses and buses temporarily out of service for routine maintenance and minor repairs.
    - "**retired**" means the bus is no longer being used in revenue service and has been or will be disposed of, usually by being sold in auction or to another entity or junkyard. A bus that is removed from the active bus fleet and awaiting sale is also considered retired.
    - "**inactive**" means 1) the newly delivered bus is not yet put in the revenue service; 2) the bus is out of service for an extended period for major

    repairs; 3) the bus is in storage. A bus in storage should not be considered as retired unless it meets the definition of retired as previously mentioned. One possible reason for placing a bus in storage instead of retiring is that the transit agency has too many buses due to an unexpected ridership decline while they still have a useful life.
  - "**contingency/emergency**" means the bus is not used in revenue service and might be used to respond to special events or emergencies. On many occasions, these buses may be in storage.
- **Column K – Add Date In-Service**: If the bus Date In-Service was previously reported, this field is pre-populated as "Already Exists"; otherwise, enter the date when the bus <u>was first placed into revenue service</u> with the "MM/DD/YYYY" or "M/D/YY" format.
- **Column L – Retired Date**: If the bus has been retired since the last reporting, enter the retired date with the "MM/DD/YYYY" or "M/D/YY" format.
- **Column M – New Odometer Reading (miles)**: Enter the last odometer reading of the bus on the date indicated in Column M.
- **Column N – New Odometer Reading Date**: Enter the odometer reading date related to Column L. The date needs to be in "MM/DD/YYYY" or "M/D/YY" format.

After the information has been entered into the spreadsheet or updated, upload the spreadsheet into the ICTRT using the "Upload Annual Update Document" function under the "Annual Bus Status and Odometer Update" button (see Figure 7).

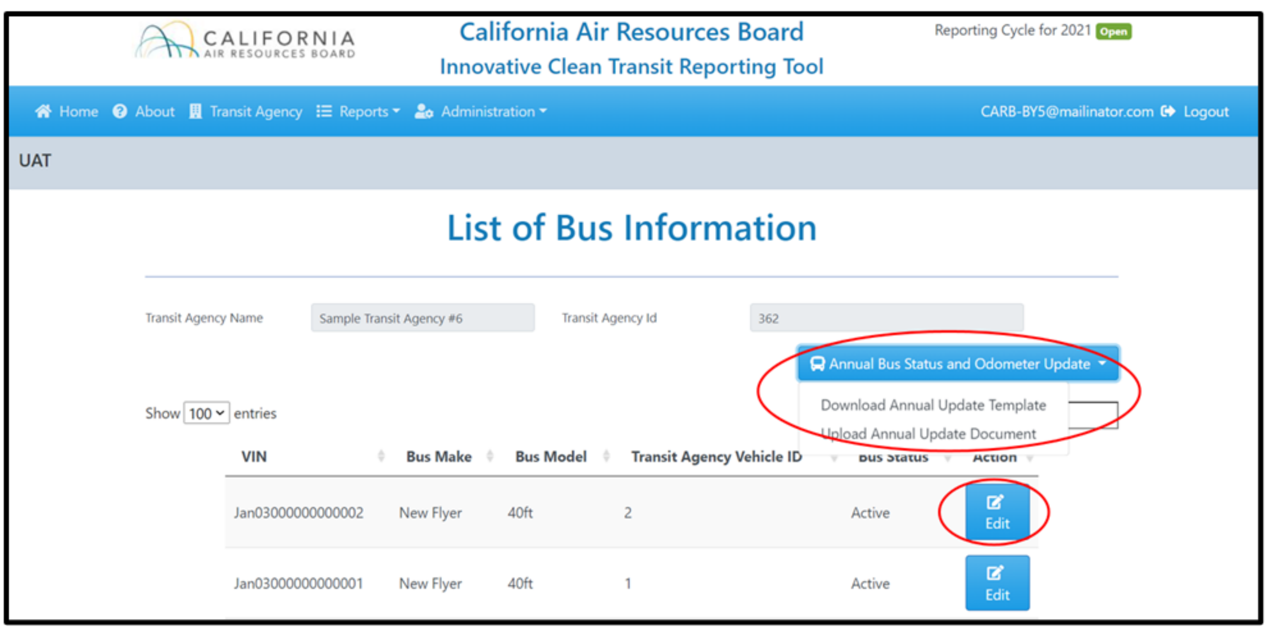

Figure 7. List of Bus Information page

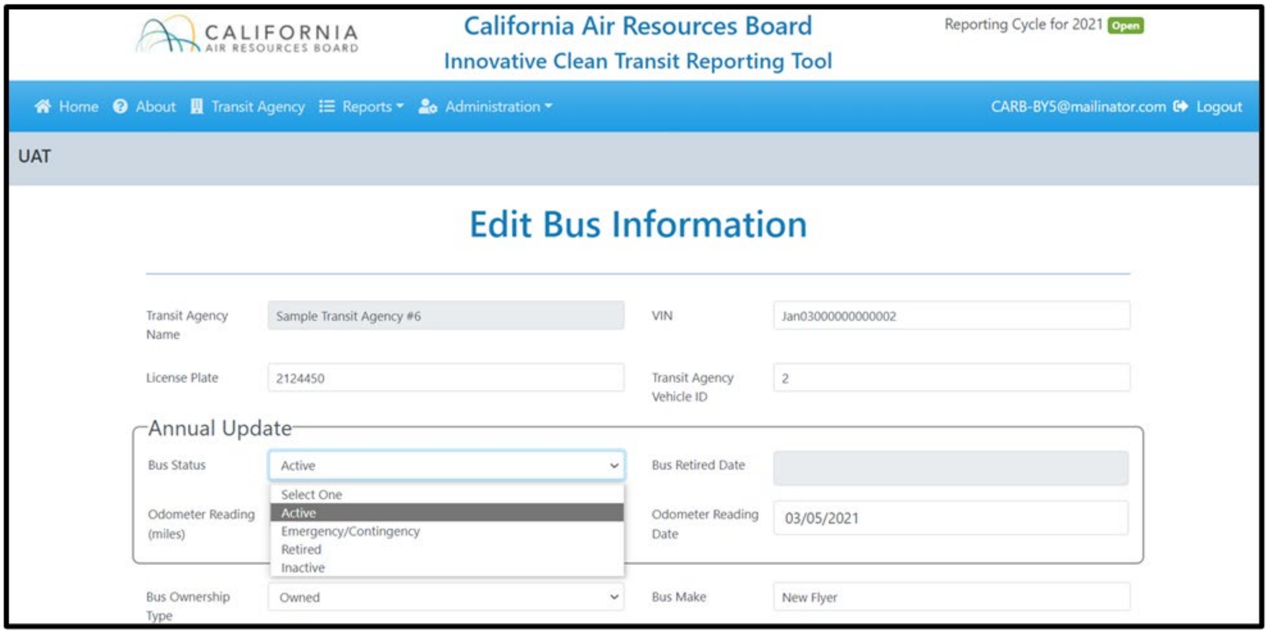

Figure 8. Part of the Edit Bus Information page

Q3-4. What are the easily confused terms?

Data Year XXXX (e.g., 2021): This means a transit agency must report the information related to this specific year.

Reporting Year XXXX (e.g., 2022): This means the year the reporting takes place. For example, a transit user reports the 2021 data in the reporting year 2022.

Reporting Cycle for XXXX: This term shows the status of the ICTRT (open or closed) and indicates the information from which data year should be reported. For example, if a transit user sees "Reporting Cycle for 2021: Open", it means the ICTRT is open for transit users to enter the 2021 data. Once a reporting cycle is over, the status is shown as closed. In such a case, transit users would still have access to view and download their reported data and other documents CARB has uploaded, but they cannot add or edit any information.

Q3-5. What are the common questions or misunderstandings?

- **Expected vs Actual delivery date**: What is the difference between the expected bus delivery date and the actual delivery date?

  Answer: An expected delivery date is the estimated date from the bus manufacturer for when a purchased bus would be delivered. Manufacturers may provide a timeframe or a delivery schedule for bulk purchases. In such a case, the transit agency needs to report the expected delivery date for the last batch of buses to be delivered. The actual delivery date is the date when a purchased bus is physically delivered to the transit agency. When reporting bus purchase contract information, if purchased buses have not been delivered, the transit agency needs to report the expected delivery date, but if the buses have been delivered (e.g., in case of a purchase of a used bus), the actual delivery date needs to be provided.

- **Delivery Date:** My transit agency receives the expected bus delivery dates from the manufacturer. Once we receive the buses we inspect them first, then we accept them. Therefore, there could be a couple of weeks between the bus delivery date and the acceptance date. Which date should we use for the delivery date in the Newly Delivered Buses Template?

  Answer: Transit users need to report the actual bus delivery date. The ICT regulation does not require reporting the bus acceptance date. Transit users should also report the bus in-service date which implies a bus has been accepted before being put into revenue service.

- **Contract number**: My transit agency exercised the options under a previously reported purchase contract. How should we report this purchase? Can we use the same contract number?

  Answer: Exercising an option is considered a new purchase as a transit agency is issuing a new Notice to Proceed. A transit user must report exercising an option as a separate purchase, report the new Notice to Proceed date as its contract effective date, but can repeat the original contract number.

- **Bus Date In-Service**: My transit agency received a bus, but it is not yet in revenue service at the time of reporting. How should we report the "Bus Date In-Service" field in the Newly Delivered Buses Template?

  Answer: If a newly delivered bus is not yet in revenue service at the year end, the "Bus Date In-Service" field should be left blank. In this case, the bus status will be automatically reported as "inactive" once the template is successfully uploaded. The transit user should update the status of this bus in the Bus Information module to "active" and report the in-service date once the bus is put in the revenue service.

- **Active bus status**: What is the determination of bus status as "active"? My transit agency has some newly delivered buses that we use for training. We drive them around, but they are not in revenue service yet. Should we report them as active?

  Answer: No, the status of these buses is inactive. An active bus means a bus that is available to operate in revenue service in a particular fleet at year end. This includes spare buses and buses temporarily out of service for routine maintenance and minor repairs. Please see the response to question 4 (Bus Date In-Service) of this section.

- **Missing reporting some buses**: In the initial reporting cycle, my transit agency missed reporting some buses that were purchased before 2020. What should we do?

  Answer: The add bus function is not available to transit agencies anymore. Please contact CARB staff for resolution.

- **Incorrect Information**: What should a transit agency do if its user notices incorrect information from previous entries?

  Answer: If the incorrect information transit agency notices is editable, the transit user can directly correct in ICTRT; if such information is not editable by transit user, please contact CARB staff for help.

- **Data Quality:** What CARB has done to assure the quality of the reported data?

  Answer: CARB staff has implemented certain business rules in ICTRT data fields or the downloadable spreadsheets to ensure the reported data is in a reasonable range and with the appropriate format. For example, the reported GVWR must be a whole number of 14,001 or greater. Reporting a GVWR of smaller than 14,001 generates an error message. Also, this field is designed as a number-only field and the input of any letter generates an error message. Some of these business rules were added over time as it took several years to develop the ICTRT and customize it based on transit agencies' needs. To avoid transit agencies receiving excessive error messages on previously reported data and to conduct data quality control/quality assurance, CARB has corrected the format of some of the previously reported data in the Bus Information module in late 2021. Please note CARB has only modified the format of the reported data, not the content. For example, the reported GVWR was corrected from 14,200lbs to 14,200 to reflect the number-only field. Other similar corrections were in the battery rated capacity (kWh) and engine cylinder displacement size (L) fields: e.g., the reported battery rated capacity was corrected from 333kWh to 333, and engine cylinder displacement size was corrected from 6.8L to 6.8.

Q4. What does the Fuel Contracts 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 only applicable to large transit agencies**. It allows large transit agencies to report annually the quantity of renewable and non-renewable diesel and natural gas they have purchased, as well as the associated fuel contract numbers, their effective dates, and expected or actual end dates.

To report the Fuel Contract information, get into the "List of Fuel Contracts" page under the Fuel Contracts module. By clicking the "+Add Fuel Contract" button, the transit user will be able to enter the fuel contract information, including the fuel contract #, contract effective date, and contract expected or actual end date (see Figure 9). After the fuel contract information is entered, click the "+Add" button to continue to add each fuel type and its purchased quantity annually under the contract. Only fuel information of diesel and CNG (renewable and non-renewable) needs to be reported. As some fuel contracts are long term, transit users can repeat the same contract information, but report the applicable fuel usage annually.

Figure 9. Add Fuel Contract page

Q5. What are the view-only modules?

ICTRT has four view-only modules for transit users, including Bonus Credits, Exemptions, Rollout Plans, and ZE Mobility Programs (see Figure 1). In these modules, CARB staff will add the transit agency's related information for them based on previously submitted documentation to CARB. A transit user can only view the information and will not be able to add, edit, or delete any information. A transit user can also download the documents CARB uploads for them for tracking purposes. These four view-only modules are discussed in Q5 and Q6-1.

Q5-1. What does the Bonus Credits Module do?

This is a view-only module, so transit agencies cannot modify the information in this module. CARB staff calculates and enters the numbers of awarded Bonus Credits for each applicable transit agency based on the in-service dates of the reported ZEBs (title 13, CCR, section 2023.3). Table 2 summarizes how the number of ZEB Bonus Credits is determined.

On the Bonus Credits module, transit agencies can view the following information, if applicable: bonus credits related to the early deployment of FCEBs, BEBs, and electric trolleybuses, numbers of bonus credits used in 2023-2028, remaining credits, and the expiration date of each credit (see Figure 10).

Table 2. Summary of ZEB Bonus Credits Information

ZEB Type	In Service Date	Bonus Credit	Expiration Date
FCEB	As of 1/1/2018	2	12/31/2028
FCEB	1/1/2018 – 12/31/2022	1	12/31/2028
BEB	As of 1/1/2018	1	12/31/2028
Electric Trolleybus	1/1/2018 – 12/31/2019	0.1	12/30/2024

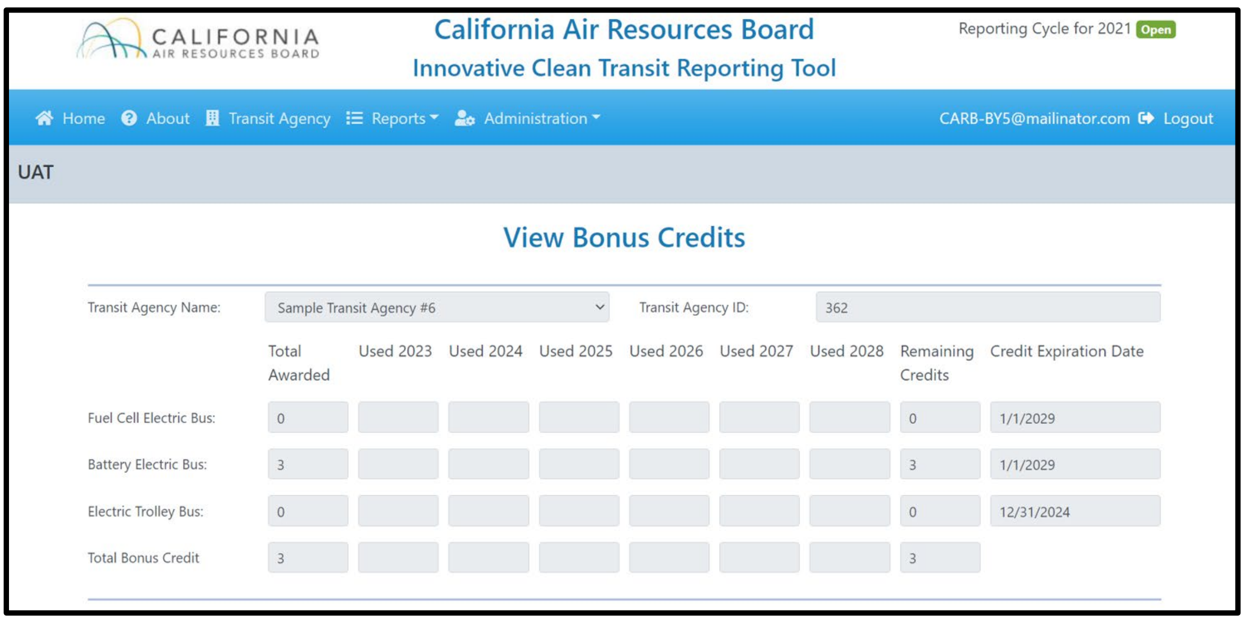

Figure 10. View Bonus Credits page

Please note that Bonus Credits can be used in any subsequent years until their expiration dates to meet the minimum number of required ZEBs of the ZEB purchase requirements. Each Bonus Credit may only be used once. Please refer to the *Innovative Clean Transit (ICT) Regulation Implementation Guidance Document* (October 2019) for detailed information about the use of Bonus Credits.

Q5-2. What does the Exemption Module do?

This is a view-only module, so transit agencies cannot modify the information in this module. To ensure transit service is not adversely impacted by the ZEB purchase requirements, the ICT regulation provides ZEB purchase exemption provisions for circumstances that are beyond transit agencies' control (title 13, CCR, section 2023.4). In any given year starting 2023, a transit agency may request exemptions from the ZEB purchase requirements of that year. To qualify for an exemption, a transit agency must meet the eligibility criteria identified in title 13, CCR, section 2023.4 (c) and submit the required documentation to CARB.

Once an exemption is granted, CARB will enter the number of buses that receive an exemption under each exemption category in this module. The transit agency can view the exemption information by clicking on the "Exemptions" button on the Transit Agency Detail page (see Figure 1). On the "View Transit Agency Exemption" page, a transit agency can also download and view any related documents CARB may have uploaded (see Figure 11).

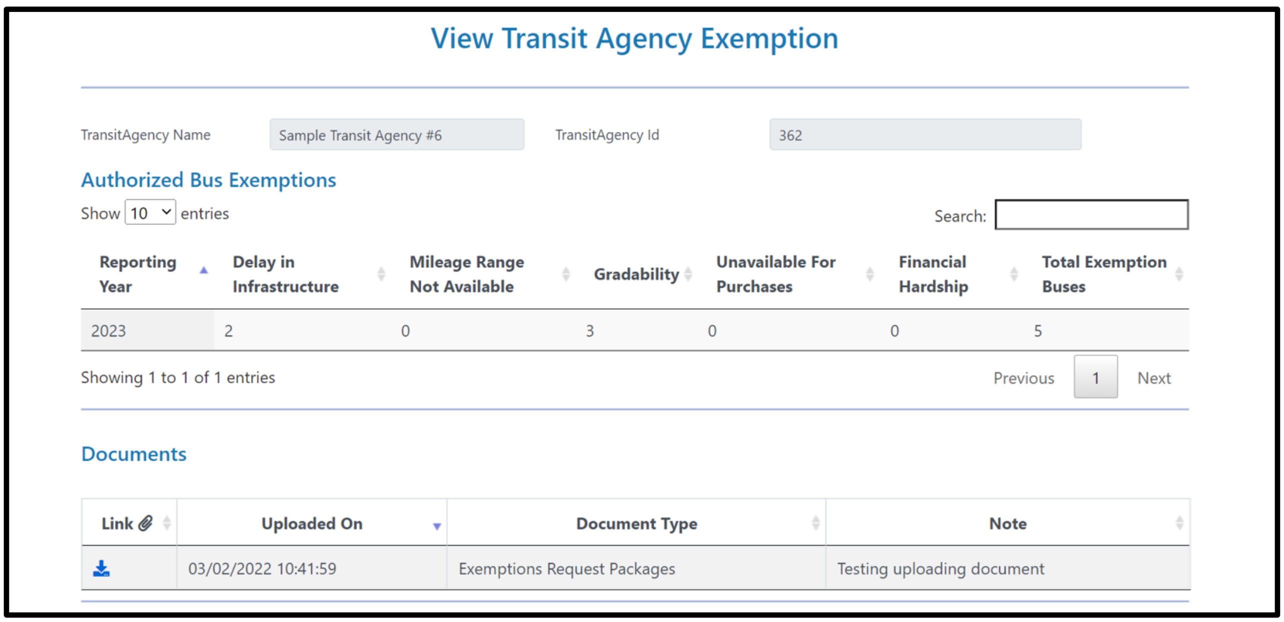

Figure 11. View Transit Agency Exemption page

Q5-3. What does the Rollout Plans Module do?

This is a view-only module, so transit agencies cannot modify the information in this module. CARB staff will enter the date a transit agency's Rollout Plan is submitted to CARB along with its approval date for the transit agency to view. CARB can also upload the submitted Rollout Plans and other supporting materials for transit agencies to view (see Figure 12). The ICT regulation requires each transit agency to submit a complete Rollout Plan that is approved by its governing body, showing how it plans to achieve a full transition to ZEBs (title 13, CCR, 2023.1(d)). Please refer to *Zero-Emission Bus Rollout Plan Guidance for Transit Agencies* (January 2020) for detailed information.

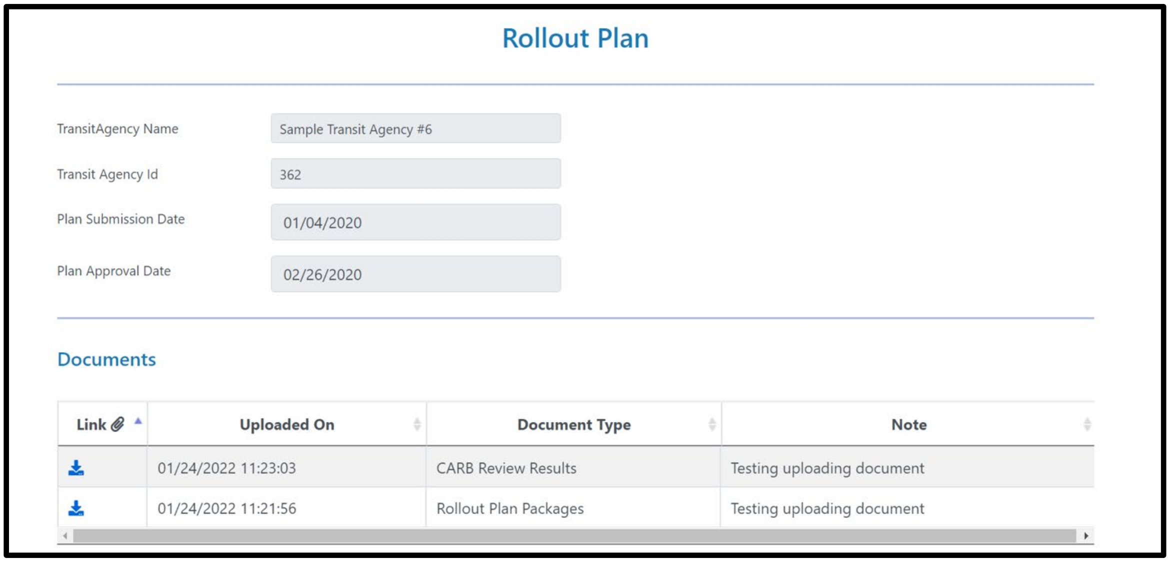

Figure 12. Rollout Plan page

Q6. How are the two modules of ZE Mobility Programs and ZE Mobility Miles connected? Are they relevant to all transit agencies?

Participation in a zero-emission mobility option is optional. These two modules are only relevant if a transit agency decides to opt-in a zero-emission mobility option (title 13, CCR, 2023.5(a)) in lieu of making a zero-emission bus purchase to comply with the ZEB purchase requirements. Eligible vehicles for this program must be zero-emission with the GVWR of 14,000 pounds or fewer, such as cars, vans, scooters, or bicycles. The participating transit agency must track the zero-emission passenger miles generated by each eligible vehicle and report the accumulated miles annually. Please refer to the *Innovative Clean Transit (ICT) Regulation Implementation Guidance Document* (October 2019) for detailed information about the Zero-Emission Mobility option.

These two modules are interconnected. The ZE Mobility Programs module is view-only and entails the details of the mobility programs, including their starting and end dates and types of vehicles used. As a mobility program is active, the participated transit agency can report the accumulated zero-emission passenger miles in the ZE Mobility Miles module. Details of each module are provided below.

Q6-1. What does the ZE Mobility Programs module do?

This is a view-only module, so transit agencies cannot modify the information in this module. Once CARB approved a transit agency's request to opt-in to the Zero-Emission Mobility Option, CARB will enter the relevant program information in this module, including the program start date, the end date, vehicle type (e.g., vehicle/scooter and/or bicycle), and any supporting materials (see Figure 13).

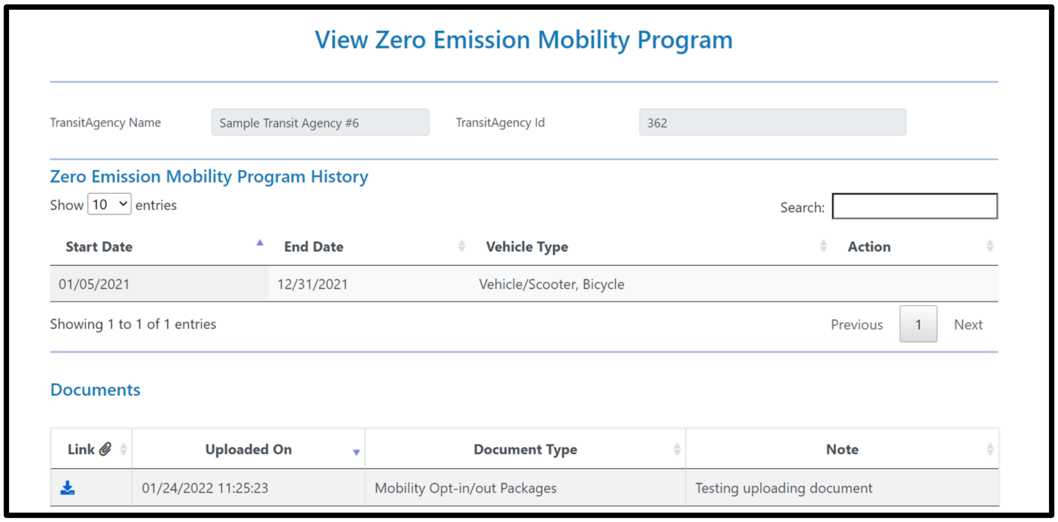

Figure 13. View Zero Emission Mobility Program page

Q6-2. What does the ZE Mobility Miles module do?

This module is connected with the ZE Mobility Program module. It activates with the program starting date and remains accessible until the accumulated zero-emission passenger miles of the last year of the program activity are reported. For example, a transit agency opts in the ZE Mobility Program and identifies February 1, 2023, as its starting date and November 30, 2026, as its end date. CARB staff enters these two dates in the ZE Mobility Program. As a result, the ZE Mobility Miles module will be accessible to this transit from 2024 to 2027 to allow annual reporting of the accumulated miles in the data year 2023 through 2026.

A participating transit agency should report the accumulated zero-emission passenger miles annually for each eligible vehicle type (vehicle/scooter or bicycle) as long as the program is active. To report the accumulated zero-emission passenger miles, click on the "ZE Mobility Miles" modules on the Transit Agency Detail page (see Figure 1). Then, click the "+Add ZE Mobility Miles" button on the top left to get into the "Enter Zero Emission Mobility Miles" page (see Figure 14) to enter the accumulated zero-emission mobility miles for each applicable vehicle type. Once the information is entered, the system automatically calculates the total Zero-Emission Mobility Credits that are generated in the data year. The miles from each vehicle type are combined to calculate the credits. For bicycles, a multiplier of three (3) will be applied before combining all accumulated miles. A large transit agency must achieve at least 320,000 zero-emission passenger miles per year to generate one mobility credit. The threshold for a small transit agency is 180,000 zero-emission passenger miles per year. If the calculated mobility credit is not a whole number, it will be rounded to the nearest integer.

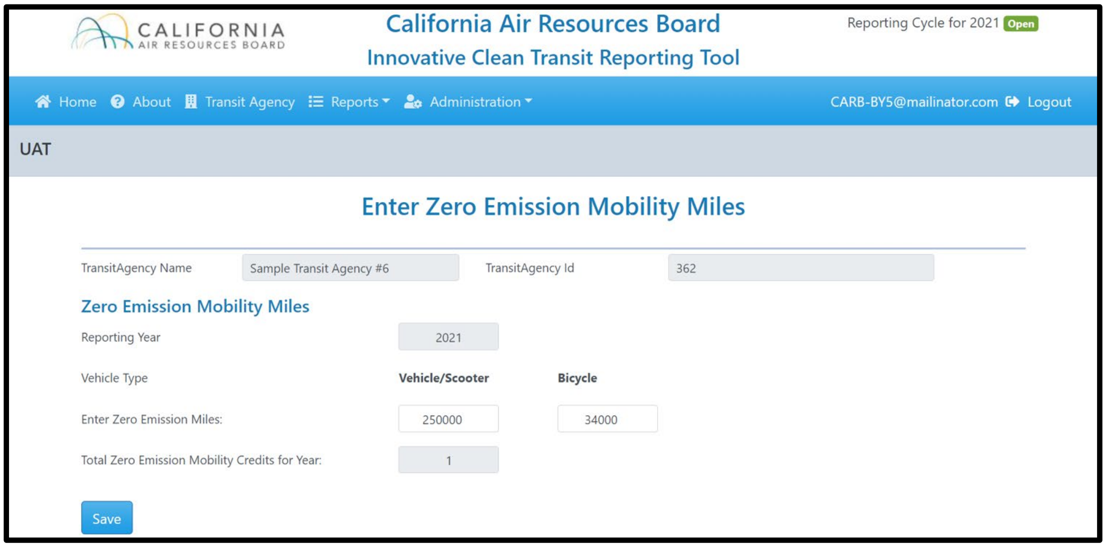

Figure 14. Enter Zero Emission Mobility Miles page

Click the "Save" button to complete the reporting of the miles. Under this module, a transit agency can also download and review Zero-Emission Mobility Option related documents that CARB has uploaded.

Q7. How long should transit agencies retain copies of the reported information?

Each transit agency must retain a copy of all information, regardless of format, reported to ICTRT and the supporting documents for at least 3 years after a bus is retired, or a fuel contract is expired (title 13, CCR, section 2023.9). Transit agencies must make the records of reported information available to CARB in case of an audit to verify the accuracy of the reported information. Record retention requirement begins in 2020.

Q8. Where can I find more information?

For additional information on the Innovative Clean Transit regulation, please refer to the complete text of the *ICT-Regulation* and the related *ICT-Guidance Package* that help understand the regulatory requirements.

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*.

Appendix A. General Information about ICTRT

A1. 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 for each required reporting category. The tool also enables CARB to electronically track fleet information and annual reporting data, which are essential to provide updates on technology deployment status, determine the compliance status of transit agencies, and make the ICT regulation enforceable.

A2. 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 does 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.

A3. Are small transit agencies with few or no buses subject to the reporting requirements?

All transit agencies, regardless of size, are subject to the ICT reporting requirements starting 2021. Even if a transit agency does not have any bus to report, it still needs to create an account within ICTRT so such information could be indicated.

A4. What buses are subject to the ICT reporting requirements?

- All passengers 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.

A5. What is the general ICT reporting timeline?

The annual reporting is due March 31st of every year, starting 2021 through 2050.

A6. A transit agency has a lot of activities throughout the year. How does reporting capture these activities?

When reporting, a transit agency should capture the fleet status on December 31st of the previous calendar year, which is the data year. December 31st 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, a transit agency reported the 2020 data in April 2021 and indicated that five battery electric buses were purchased in 2020 and the expected delivery date is November 11, 2021. In 2022 reporting, this transit agency needs to indicate whether all or part of the order has been delivered, whether there has been any delay in the expected delivery date and report the delivered buses.

Another example is the bus status. An old bus was placed into the emergency contingency roster on March 3, 2021, and it was sent away for scrappage on September 2, 2021. This bus was no longer with this transit agency on December 31, 2021. This transit agency still needs to report this bus in 2022 with its status as retired and enter the bus retirement date and odometer reading upon retiring. This is the last time this bus is being reported.

A7. 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 NOx 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)

A8. How was the initial bus inventory reported in the Bus Information module? How can I add my pre-2020 purchased bus to bus inventory?

For the 2021 initial reporting, ICTRT provided an upload function with the help of a spreadsheet template to facilitate transit agencies reporting a large number of buses at once to build their bus inventories. Transit agencies also had an option to report the information of each bus individually. Since transit agencies have already built their bus inventories, the upload function and the add bus option are not needed anymore; therefore, they are removed from ICTRT. If a transit agency still needs to report a bus that was purchased before 2020, they should contact the CARB staff.

A9. How to create a transit agency account?

A transit agency account must be created before the initial reporting takes place. To facilitate this process, CARB sent out a *public notice* on March 10, 2021 that provided a downloadable *Transit Agency Information Spreadsheet* for transit agencies to fill out and send back to *ict@arb.ca.gov*. Once received, CARB staff entered the transit agency's information and created a new Transit Agency account before a transit agency could start with reporting. 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 the 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: *California Air Basin Map*.

A10. 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 CARB and transit agency 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 Admin.

- The Transit Agency User role refers to transit agency staff who have access to ICTRT and can submit information under applicable modules. Transit agency staff who are normally responsible for annual reporting should submit a request for the approval of this role.
- The Transit Agency Admin role refers to transit agency staff that can approve Transit Agency User roles. The Transit Agency Admin 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* so CARB staff can investigate for potential solutions.

A11. 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, must 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 its requests will be reviewed and approved by CARB.
- The designated Transit Agency Admin. role can administer roles for any transit agency(ies) this person is approved for. For example, if a Transit Agency Admin. role is assigned to both Transit Agency A and Transit Agency B, then this person may approve users for both transit agencies.

When a transit agency account is established by CARB staff based on pre-gathered Transit Agency Information (see A9), this transit agency's email hostname (e.g., @myagency.ta.gov) is entered into the ICTRT database. 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* 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 procedure to create 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 15(a).

Step 2: Click on "Sign up" button as shown in Figure 15(a). You must 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 15(b)). After clicking on "Sign Up", a message window will pop out (Figure 15(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 15(c)) and click on the "Continue" button will lead you to the sign in page as shown in Figure 15(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 15(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 15(d)), then click on the "Complete Registration" note.

Step 6: On the "Complete Registration" page (Figure 15(e)), please do the following:

- Enter your first name, last name, and phone number.
- Select a "User Role." This can be a "Transit Agency Admin." or "Transit Agency User." Please refer to A10 for more details.
- 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.
- 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* and expect a few business days for CARB to process your information and enter it to ICTRT. Please see "A9. 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 15 (a)). You will arrive at the ICTRT main page (Figure 16).

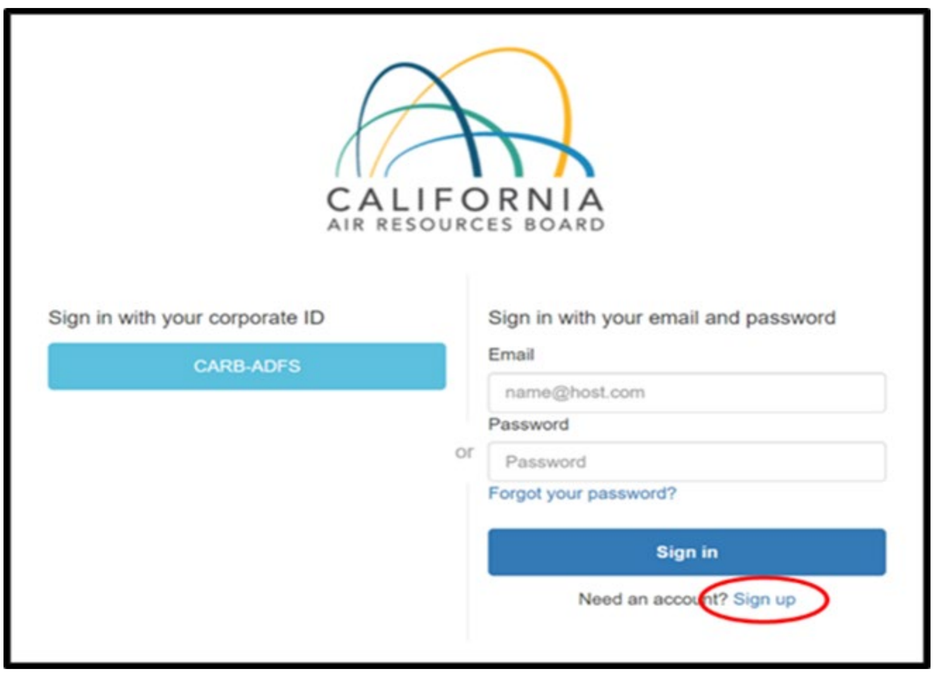

Figure 15(a). ICTRT sign in page

Figure 15(b). User account sign up page

Figure 15(c). Message window after signing up on ICTRT

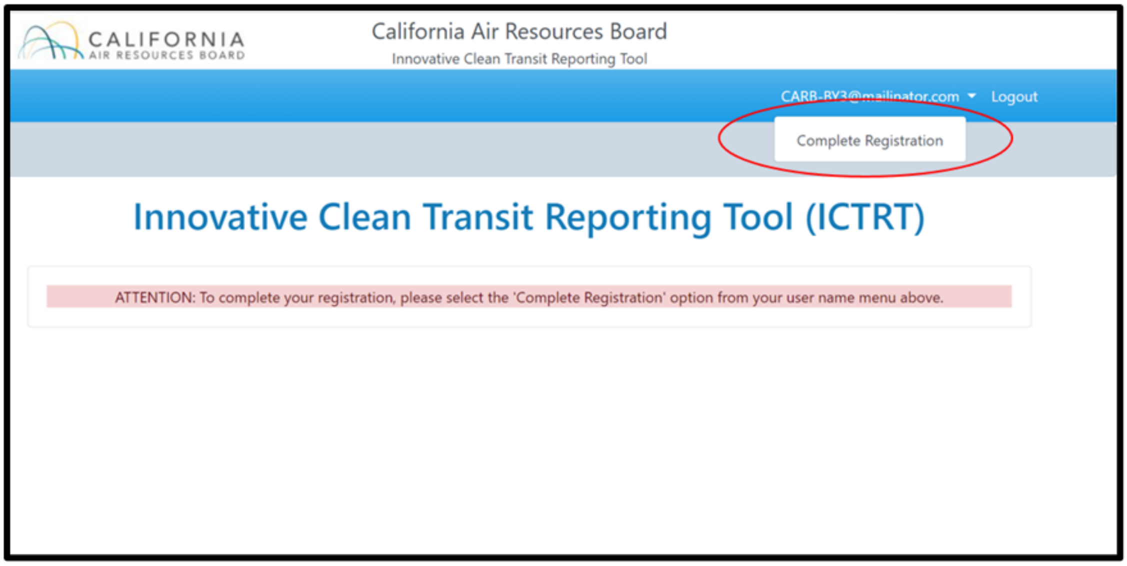

Figure 15(d). Registration page

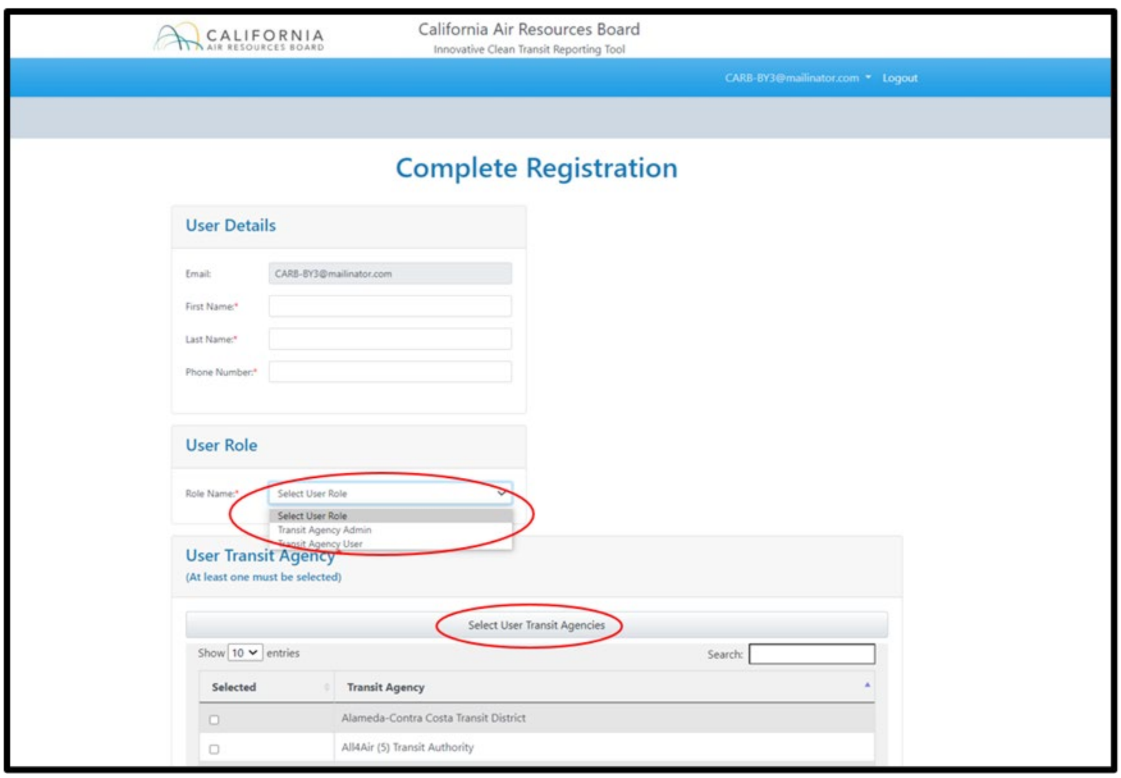

Figure 15(e). Complete registration page

Figure 16. ICTRT main interface page

On the ICTRT main page, there is a navigation bar on the top containing "Home", "About", "Transit Agency", "Reports", and "Administration" menus.

- **Home** leads you to the main page as shown in Figure 16.
- **About** leads you to a brief description of ICTRT and its main functions.
- **Transit Agency** menu leads to the various modules transit agencies need to use to submit their information.
- **Reports** allows a transit agency to download a record of the information reported, including Bonus Credits, Bus Inventory, Bus Purchase, and Fuel Contracts (only applies to large transit agencies).
- **Administration** menu leads you to the list of pending registration requests from the transit agency(ies) you are assigned to. If you are assigned to a Transit Agency Admin. role, you will be able to see the list and 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.