**Instructions for New Manufacturers**

Revised: 7/20/2023

Manufacturers wishing to apply for certification for the first time must complete several steps before submitting applications. Specifically:

* EPA Manufacturer Code: Manufacturers must register with EPA and receive an EPA manufacturer code.
* Letter of Intent: A physical letter on manufacturer letterhead from an authorized person directly employed by the manufacturer mailed to the ECC Division Chief which states the intent of the manufacturer to certify with CARB and summarizes what will be certified. EPA manufacturer code should be stated in this letter.
* Electronic Signatures Letter: A physical letter on manufacturer letterhead from an authorized person directly employed by the manufacturer mailed to the ECC Division Chief which states the names and includes actual signatures of persons authorized to sign documents uploaded electronically to the Document Management System (DMS). Further guidance is given in the Manufacturer Advisory Correspondence MAC 2007-01.
* Authorized Consultants Letter: A physical letter on manufacturer letterhead from an authorized person directly employed by the manufacturer mailed to the ECC Division Chief which authorizes specific persons to consult with CARB on the manufacturer's behalf.
* DMS Users Worksheet: A DMS Users Worksheet from an authorized person directly employed by the manufacturer emailed to the Primary Contact or DMS Contact which lists the persons to be granted access to the manufacturer directory of the Document Management System (DMS).
* DMS Training: All persons given an account in the Document Management System (DMS) must attend the monthly DMS training via teleconference before using the system. Please subscribe to be alerted to training events. DMS users must also become familiar with the DMS Documentation.
* Email Notification List: Manufacturers are kindly requested to subscribe to the email notification list to streamline announcements of program updates. It is possible to subscribe at the program webpage.

When these items are completed, the manufacturer will be assigned a CARB Manufacturer Code and a staff engineer to act as the primary CARB contact with the manufacturer for coordinating meetings, reviewing applications, and answering questions. Manufacturers must notify ARB whenever there are any changes in the preceding items.

**Frequently Asked Questions**

**Q:** Is an EPA Manufacturer Code required when submitting California-only applications?

**A:** Yes. The naming conventions used to identify engine and vehicle applications require an EPA Manufacturer Code, and therefore, all applications to CARB require it.

**Q:** Is an EPA Manufacturer Code equivalent to a CARB Manufacturer Code?

**A:** No. The format rules and events which trigger issuing a manufacturer code differ between EPA and CARB. Particularly, CARB will issue a new code when the official name of the legal entity changes, even if in practice all is unchanged. While there are instances of EPA and CARB manufacturer code being identical, those examples are coincidences.

**Q:** Is a there a template for Letters of Intent?

**A:** No. The letter should be on manufacturer letterhead, in business format and addressed to the ECARS Division Chief, declare the company, model year, and category of products to be produced, and be signed by an authorized person directly employed by the manufacturer.

**Q:** Is a there a template for Electronic Signatures Letters?

**A:** Yes. The Manufacturer Advisory Correspondence MAC 2007-01 includes two attachments which are templates for these letters.

**Q:** Is a there a template for Authorized Consultants Letters?

**A:** No. The letter should be on manufacturer letterhead, in business format and addressed to the ECARS Division Chief, declare the company, the persons authorized to consult on behalf of the manufacturer, and the model years and product categories that to which the authorization applies, and be signed by an authorized person directly employed by the manufacturer.

**Q:** How does CARB verify that Letters of Intent and other correspondence are legitimate?

**A:** CARB has a long history of communication with many manufacturers and persons in industry and can recognize nearly anyone from whom correspondence is received. When new manufacturers or persons initiate contact, CARB does ask probing questions to be assured that the correspondence is authentic. In many cases, persons known to CARB introduce persons as-yet-unknown, thereby establishing the new individuals as legitimate.

**Q:** Is it possible to remove a person's access to the Document Management System?

**A:** Yes. In the cases of a reassignment, retirement, quitting, or for any other reason, a manufacturer may remove a person's access to the manufacturer directory of the Document Management System (DMS) by submitting an updated DMS Users Worksheet to the Primary Contact or DMS Contact which includes all persons who have or had access, with the person in question marked as deactivated. The data submitted by that person will remain unaffected and will be available to other still-active users with access to the manufacturer's directory.

**Q:** Is it possible to submit applications via email while completing the training for the Document Management System?

**A:** No. CARB requires that all official submissions be submitted to the Document Management System (DMS). While CARB does communicate via email to coordinate meetings, ask and answer questions, and obtain files quickly, anything submitted via email will not be considered official in regards to applications. CARB encourages new manufacturers to begin the registration process several months ahead of any intended production dates since it requires more time to complete all of paperwork and training than manufacturers generally expect.