

Mail-Out # ECCD 2024-06

To: All Manufacturers of Heavy-Duty Diesel Engines That Are Subject to Heavy Duty In-Use Testing (HDIUT) According to 40 CFR 86 Subpart T and All Interested Parties

From: In-Use Programs Branch, Emissions Certification and Compliance Division, California Air Resources Board

Date: May 30, 2024

Subject: HDIUT Data Reporting through HDIUT Manufacturer Submit (HMS) system

Guidance for Reporting HDIUT Data through HMS and Requesting HMS Accounts

The California Air Resources Board (CARB) is issuing this Mail-Out to guide manufacturers on the use of a newly developed web-based Heavy Duty In-Use Testing (HDIUT) data submittal portal, the HDIUT Manufacturer Submit (HMS) system, for their mandatory HDIUT data reporting. Also, this Mail-Out provides guidance on how to request HMS accounts for HDIUT data reporting through HMS.

Background:

Starting on July 1, 2024, CARB will introduce a web-based data submission portal, the HMS system, established for HDIUT data reporting and validation for heavy-duty engine manufacturers who are subject to HDIUT and HDIUT data reporting to CARB and U.S. Environmental Protection Agency according to 40 CFR 86 Subpart T. CARB has developed the HMS system to simplify and streamline HDIUT data reporting and validation process.

Policy:

With the introduction of the HMS system, CARB's policy is that manufacturers shall report their HDIUT data through HMS. Upon reporting HDIUT data through HMS, manufacturers will receive instant notification of their reporting and validity of the reported data, which will streamline HDIUT data reporting and validation process. Manufacturers must submit their HDIUT data for 2023 and later test orders through the HMS system.

To report HDIUT data through HMS, manufacturers shall send an HMS account request (HMS-AR) letter with relevant information including authorized account holders who will report HDIUT data through HMS; the first and last name, title, and contact information, and email address of authorized account holders. For each manufacturer, the authorized account holders will be limited to three people.

The HMS-AR letter must be drafted on the company letterhead and must be signed by the primary authorized contact who has responsibility for HDIUT data for the manufacturer.

First, the HMS-AR letter must authorize the submission of HDIUT data through the HMS system on behalf of the manufacturer for the primary authorized contact or those account holders, who are additional authorized contacts. Secondly, the manufacturer must attest that all HDIUT data reported through HMS on behalf of the manufacturer will be reviewed, approved, and submitted by either the primary or additional authorized contacts who are not consultants. (Note: A consultant cannot be considered an authorized contact.) Finally, the letter must attest that electronic signatures are to be considered valid and that all HDIUT data submitted through the HMS system will be considered valid for in-use compliance requirements.

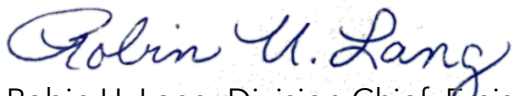
Manufacturers must mail a hard copy to the Chief, In-Use Programs Branch, Emissions Certification and Compliance Division, California Air Resources Board, 4001 Iowa Ave. Riverside, CA 92507 and email a digital copy of the HMS-AR letter to hd-inuse@arb.ca.gov. Attachment A contains a sample letter that may be used.

Manufacturers must also mail a hard copy and email a digital copy of the updated HMS-AR letter to notify CARB promptly when changes occur to the manufacturer's authorized contacts. Attachment B contains a sample letter for updating additional authorized contacts, and Attachment C contains a sample letter for updating the primary authorized contact.

Thank you for your attention to this matter. Questions regarding this policy and the HMS system should be directed to Thomas Montes, Chief, In-Use Programs Branch within the Emissions Certification and Compliance Division, at (279) 386-2524 or by email at hd-inuse@arb.ca.gov. Information regarding HMS can be found on the following webpage:

<https://ww2.arb.ca.gov/how-to-use-hms>

Sincerely,



Robin U. Lang, Division Chief, Emissions Certification and Compliance Division

Attachments:

Attachment A - Sample HMS account request letter

Attachment B - Sample HMS account update request letter

Attachment C - Sample HMS account primary contact update request letter

Attachment A - Sample HMS account request letter

John Smith
Company ABC
123 Motor Street
Motor City, MI 12345

July 1, 2024

_____, Chief
In-Use Programs Branch
Emissions Certification and Compliance Division
California Air Resources Board
4001 Iowa Ave.
Riverside, CA 92507

Dear _____,

To report Heavy Duty In-Use Testing (HDIUT) data, Company ABC hereby submits an HDIUT Manufacturer Submit (HMS) account request letter to authorize the HDIUT data submission through the HMS system on behalf of the manufacturer for the following list of contacts.

Company ABC attests that all HDIUT data on behalf of the manufacturer will be reviewed, approved, and submitted through the HMS system by the primary authorized contact, John Smith, or additional authorized contacts that are not consultants. In addition, Company ABC attests that all electronic signatures in this letter are to be considered valid, and all HDIUT data submitted through the HMS system will be considered valid for in-use compliance.

Mary Garcia

Marty Johnson

David Hernandez

Name:	Mary Garcia	Marty Johnson	David Hernandez
Title:	Senior Engineer	Technical Lead	Engineer I
Company:	Company ABC	Company ABC	Company ABC
Phone:	(123) 456-7890	(123) 456-7887	(123) 456-7895
Email:	mary.garcia@abc.com	marty.johnson@abc.com	david.hernandez@abc.com

If you have any questions regarding this letter, please contact me at (123) 456-7878 or john.smith@abc.com.

Sincerely,

John Smith

John Smith, Chief
In-Use Compliance Division
Company ABC

Attachment B - Sample HMS account update request letter

John Smith
Company ABC
123 Motor Street
Motor City, MI 12345

July 10, 2024

_____, Chief
In-Use Programs Branch
Emissions Certification and Compliance Division
California Air Resources Board
4001 Iowa Ave.
Riverside, CA 92507

Dear _____,

To report Heavy Duty In-Use Testing (HDIUT) data, Company ABC hereby submits an updated HDIUT Manufacturer Submit (HMS) account request letter to change the following list of contacts.

Firstly, Company ABC requests to remove the following previous authorized contacts,

Marty Johnson	David Hernandez
Technical Lead	Engineer I
Company ABC	Company ABC

Secondly, Company ABC requests to add the following new authorized contacts.

Anna Brown

Mark Davis

Name:	Anna Brown	Mark Davis
Title:	Engineer II	Test Engineer II
Company:	Company ABC	Company ABC
Phone:	(123) 456-7893	(123) 456-7897
Email:	anna.brown@abc.com	mark.davis@abc.com

Company ABC hereby authorizes the submission of HDIUT data through the HMS system on behalf of the manufacturer for the new list of contacts.

Company ABC attests that all HDIUT data on behalf of the manufacturer will be reviewed, approved, and submitted through the HMS system by the primary authorized contact, John Smith, or additional authorized contacts that are not consultants. In addition, Company ABC attests that all electronic signatures in this letter are to be considered valid, and all HDIUT data submitted through the HMS system will be considered valid for in-use compliance.

If you have any questions regarding this letter, please contact me at (123) 456-7878 or john.smith@abc.com.

Sincerely,

John Smith

John Smith, Chief
In-Use Compliance Division
Company ABC

SAMPLE

Attachment C - Sample HMS account primary contact update request letter

Tom Palette
Company ABC
123 Motor Street
Motor City, MI 12345

August 31, 2024

_____, Chief
In-Use Programs Branch
Emissions Certification and Compliance Division

California Air Resources Board
4001 Iowa Ave.
Riverside, CA 92507

Dear _____,

To report Heavy Duty In-Use Testing (HDIUT) data, Company ABC hereby submits an updated HDIUT Manufacturer Submit (HMS) account request letter to change the authorized primary contact for Company ABC.

Previous primary authorized contact:

- John Smith (john.smith@abc.com)

New primary authorized contact:

- Tom Palette (tom.palette@abc.com)

Company ABC hereby authorizes the submission of HDIUT data through the HMS system for the new primary contact.

Company ABC attests that all HDIUT data on behalf of the manufacturer will be reviewed, approved, and submitted through the HMS system by the primary authorized contact, Tom Palette, or additional authorized contacts that are not consultants. In addition, Company ABC attests that all electronic signatures in this letter are to be considered valid, and all HDIUT data submitted through the HMS system will be considered valid for in-use compliance.

If you have any questions regarding this letter, please contact me at (123) 456-7879 or tom.palette@abc.com.

Sincerely,

Tom Palette

Tom Palette, Chief
In-Use Compliance Division
Company ABC