# The Innovative Clean Transit Reporting Tool Guidance Document

Last updated September 30, 2024

## Background

The Innovative Clean Transit (*ICT*) regulation was adopted in 2018 and became effective on October 1, 2019. It replaces the previous *Fleet Rule for Transit Agencies*. The ICT regulation requires all California public transit agencies, regardless of the size, to gradually reduce fleet vehicle tailpipe emissions and encourages them to provide innovative first and last-mile connectivity and improved mobility for transit riders.

The ICT regulation also requires annual reporting by all transit agencies starting in 2020 (title 13, California Code of Regulations [CCR], section 2023.8). To facilitate the reporting process, the California Air Resources Board (CARB) created the web-based Innovative Clean Transit Reporting Tool (*ICTRT*) to provide modules and functions for the transit agencies to streamline and simplify the reporting requirements. The modular structure of ICTRT provides a user-friendly interface and allows transit agencies to add or edit necessary information electronically for each required reporting category. The tool also enables CARB to electronically track fleet information, retain a history of changes, provide updates on technology deployment status, and help determine the compliance status of transit agencies.

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, and how to download the records of previously reported information. This guidance document does not replace the *ICT regulatory text* which controls in all instances.

**Important to note**: Throughout the ICTRT guidance document, terms like "Data Year," "Reporting Year," and "Reporting Cycle" are used. They all have the same meaning, referring to reporting the information from a specific calendar year.

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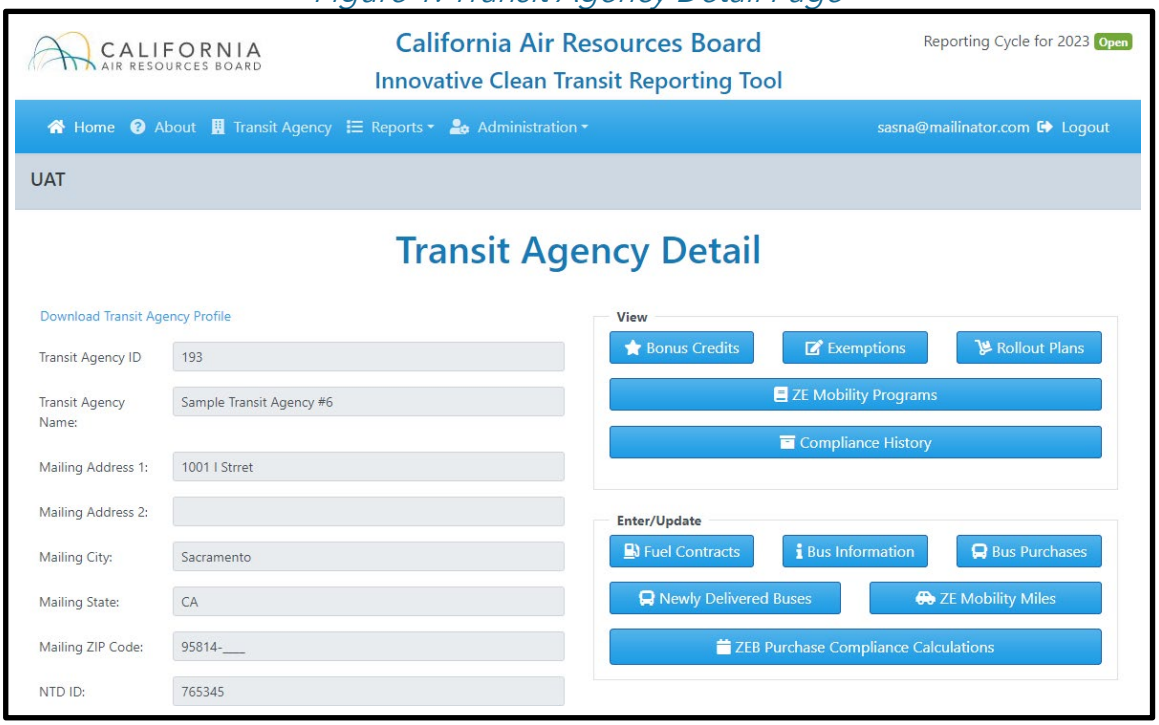
## Q1. What should be expected during the 2023 reporting cycle and beyond?

For the 2023 reporting cycle and onward, there are 11 modules available in ICTRT: Bonus Credits, Exemptions, Rollout Plans, Zero-Emission Mobility Programs (ZE Mobility Programs), Compliance History, Fuel Contracts, Bus Information, Bus Purchases, Newly Delivered Buses, Zero-Emission Mobility Miles (ZE Mobility Miles). All 11 modules are available to large transit agencies, but only 10 (excluding the Fuel Contracts module) are available to small transit agencies (see *Figure 1*). Additional functions might be added in the future.

The first five modules, including Bonus Credits, Exemptions, Rollout Plans, ZE Mobility Programs, and Compliance History are view-only for transit agency users.
Except for the Compliance History module, CARB staff will enter the related information for each transit agency on their behalf (if applicable). Transit agencies can then view the information and download the attachments. Transit agencies cannot add or edit any information in these modules. However, transit agency users can edit or update the remaining modules applicable to them once the reporting cycle opens for reporting.

*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 agency user should employ best practices 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 for a Zero-Emission Mobility Program (title 13, CCR, section 2023.5) to generate zero-emission mobility credits in lieu of purchasing zero-emission buses (ZEB). The Fuel Contracts is a stand-alone module and is available to large transit agencies only.

## Q2. 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 the bus status and different stages it might be in, ICTRT has three interconnected modules, the "Bus Purchases," 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 contract information, such as the contract number, contract effective date, types and numbers of the buses purchased in each contract, and the expected or actual delivery dates.

Another module called the Newly Delivered Buses module 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 reporting system, the system saves the information 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. 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:

> 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.

However, 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 "five years or more." Please note that the minimum five years contract term applies to new lease agreements starting in 2023 for large transit agencies' newly 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.

**Important to note:** If a transit agency has not purchased any buses, they still need to go to this module, the page called "List of Bus Purchases," and simply check the small square next to "No New Purchase For Year 202X" e.g., 2023, (see *Figure 2*). After that, they should proceed to completing their annual reporting (see *Figure 17* ).

**If a transit agency has purchased buses**, the transit agency user should first report the contract's information on the "Add Bus Purchase" page, then provide the details on the 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 4*).

Then, the following purchase information needs to be identified: whether the contract is related to the purchase of zero-emission, conventional, or conversion buses. The 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. 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 bus, from the

drop-down list, the transit agency has to choose the fuel type before and after the conversion.

Transit agencies have the option of editing or deleting the recent purchase information, not the previous ones (the previously purchased bus(es) that have been reported as delivered). To edit, click on the "**+** Reported Bus Purchases" button to expand the bus purchase information (see *Figure 3*).

*Figure 2. List of Bus Purchases Page*

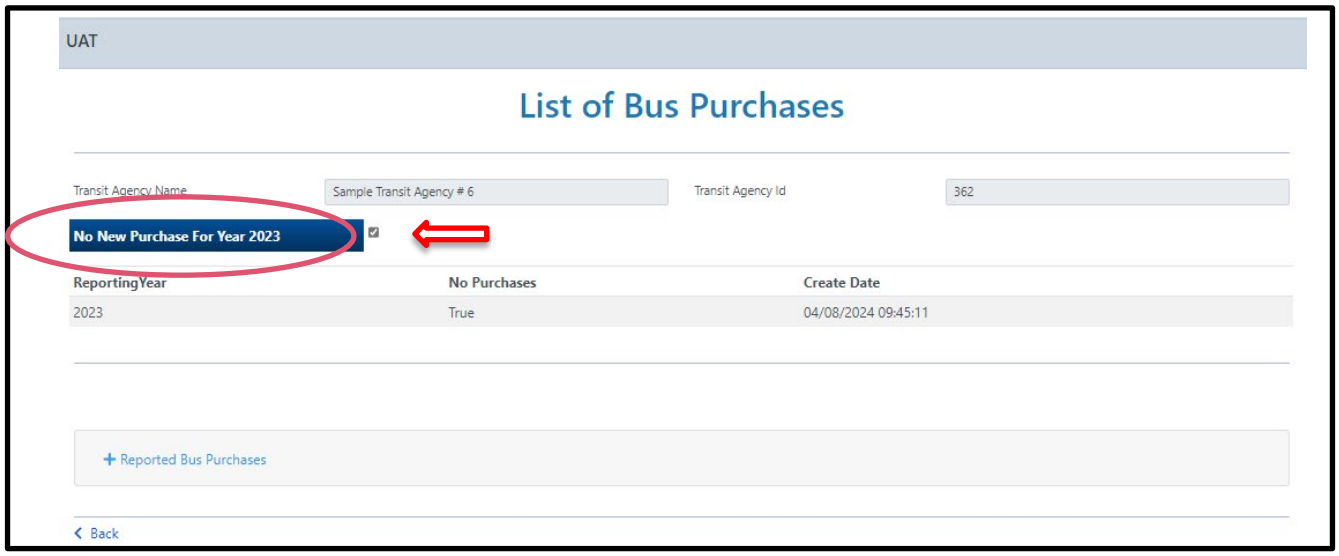



*Figure 3. Add Bus Purchase Page*

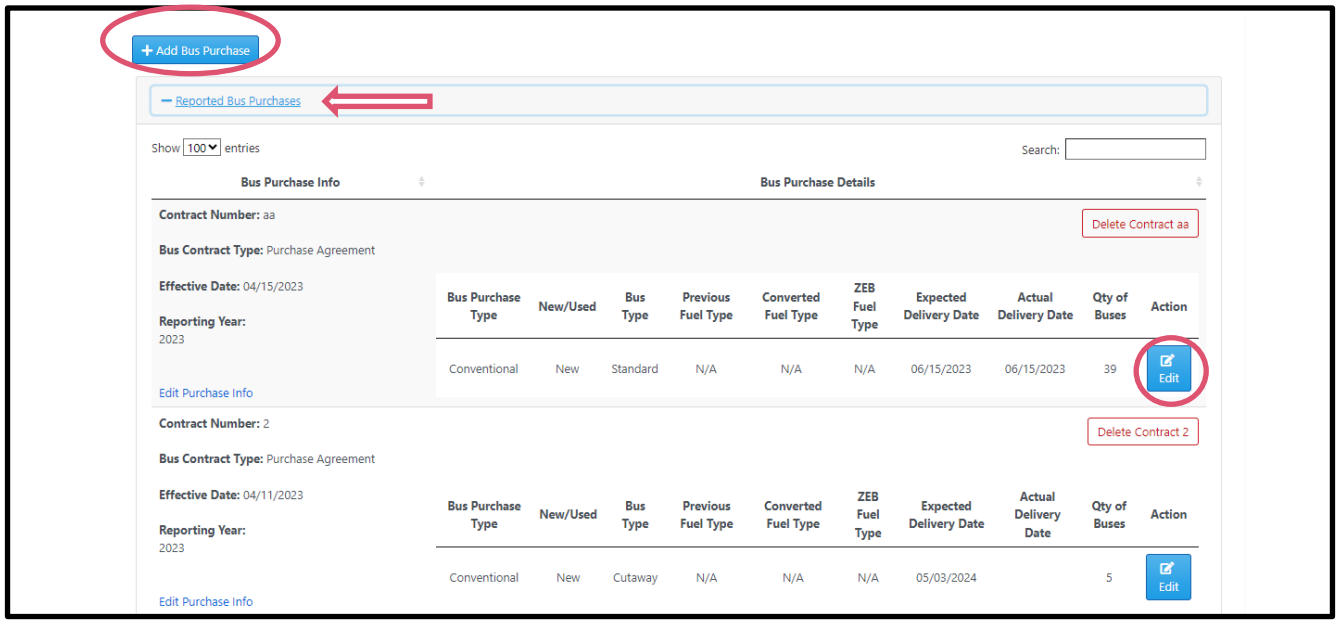
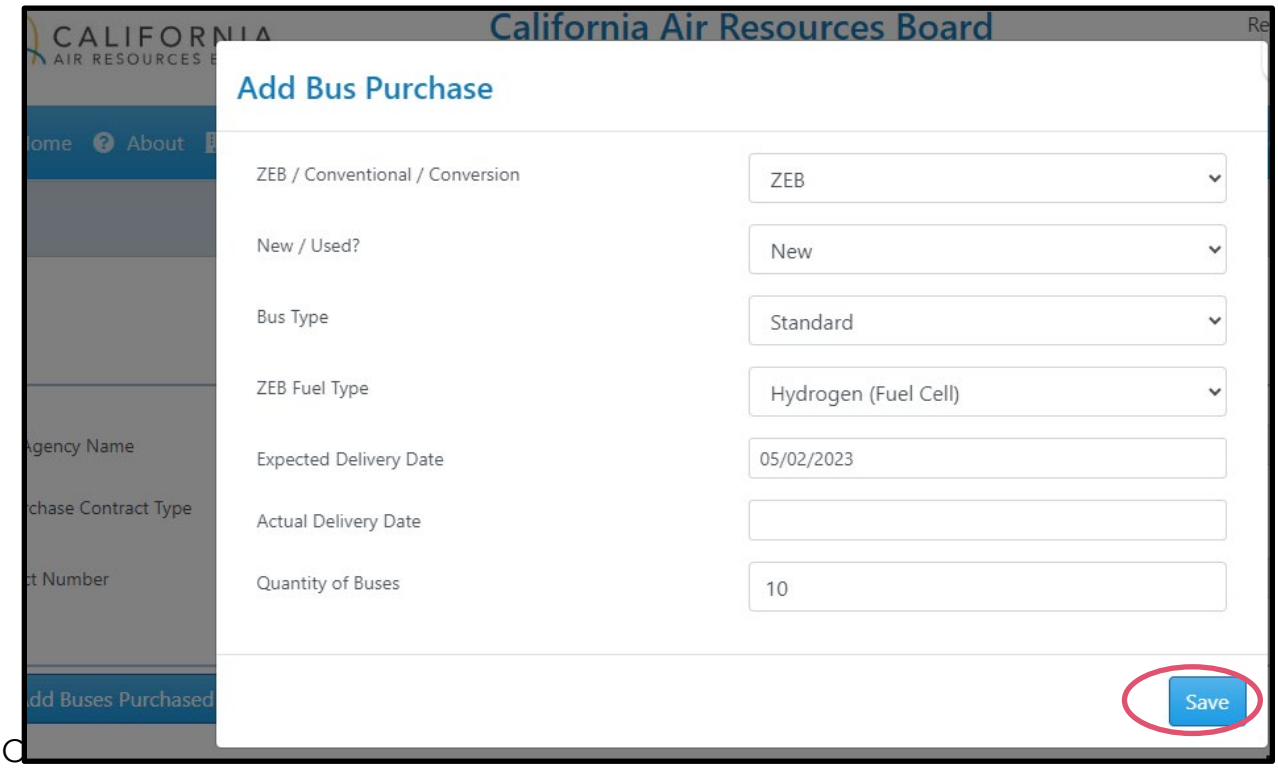


*Figure 4. Add Bus Purchase Information Page*

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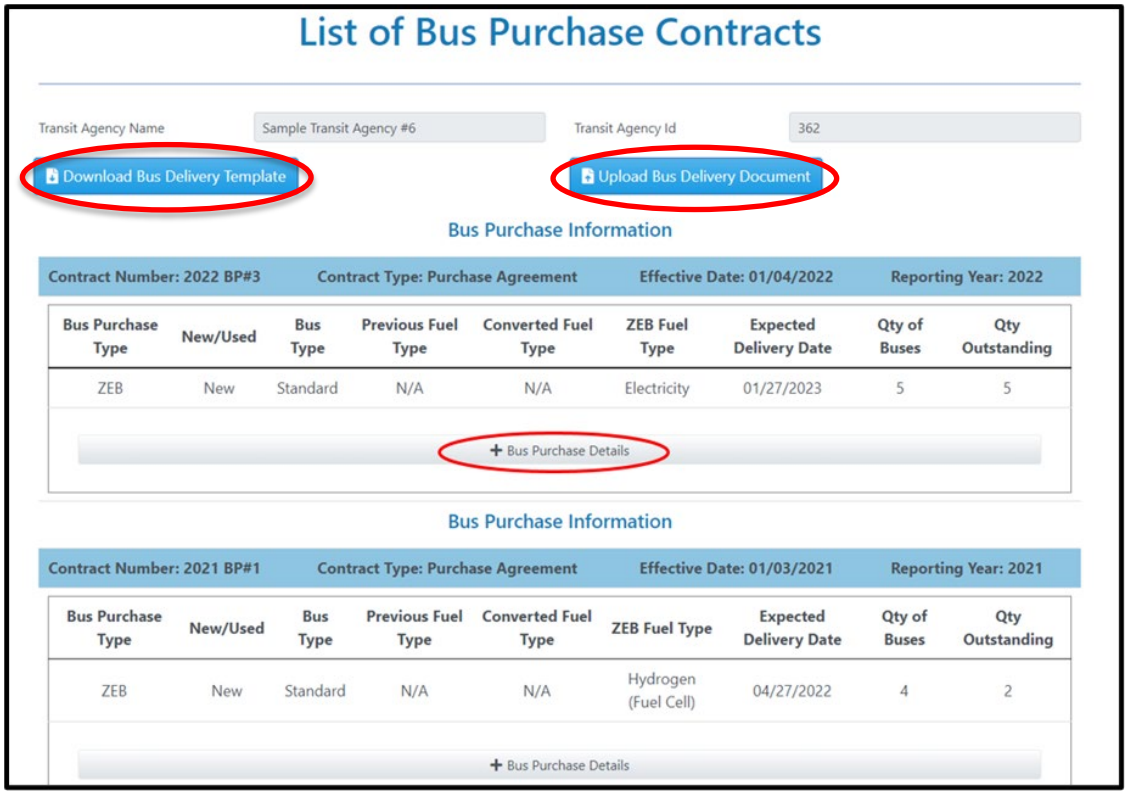
## Q4. What does the Newly Delivered Buses module do? How does a transit user update the expected delivery dates and quantity of buses purchased?

This module allows transit agencies to report information for each purchased bus once the bus is delivered. 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*




This module allows transit agencies to modify the bus purchase information reported on the previous reporting cycle under the applicable purchase contract number. Transit agencies can click on the "**+** Bus Purchase Details" (see *Figure 5*). The contract information section will expand to provide options for canceling buses or reporting new expected delivery dates due to delays (see *Figure 6*).

By clicking on the "Cancel buses" button, the transit agency user can enter the quantity of buses that have been canceled for each contract. Clicking on the "**+** Add New Expected Delivery Date" button allows transit agencies to update the expected delivery date and the number of affected buses. Purchased buses that have not yet been delivered will appear as

outstanding buses, and any canceled buses will be removed from the quantity of outstanding buses.

**CARB advises transit agencies exercise caution when canceling contracts**, either partially or completely, as it could impact their status of good standing with the ICT regulation. It is recommended that transit agencies contact the *ICT Team* (ict@arb.ca.gov) to provide a justification before modifying the quantity of the buses purchased using this function.

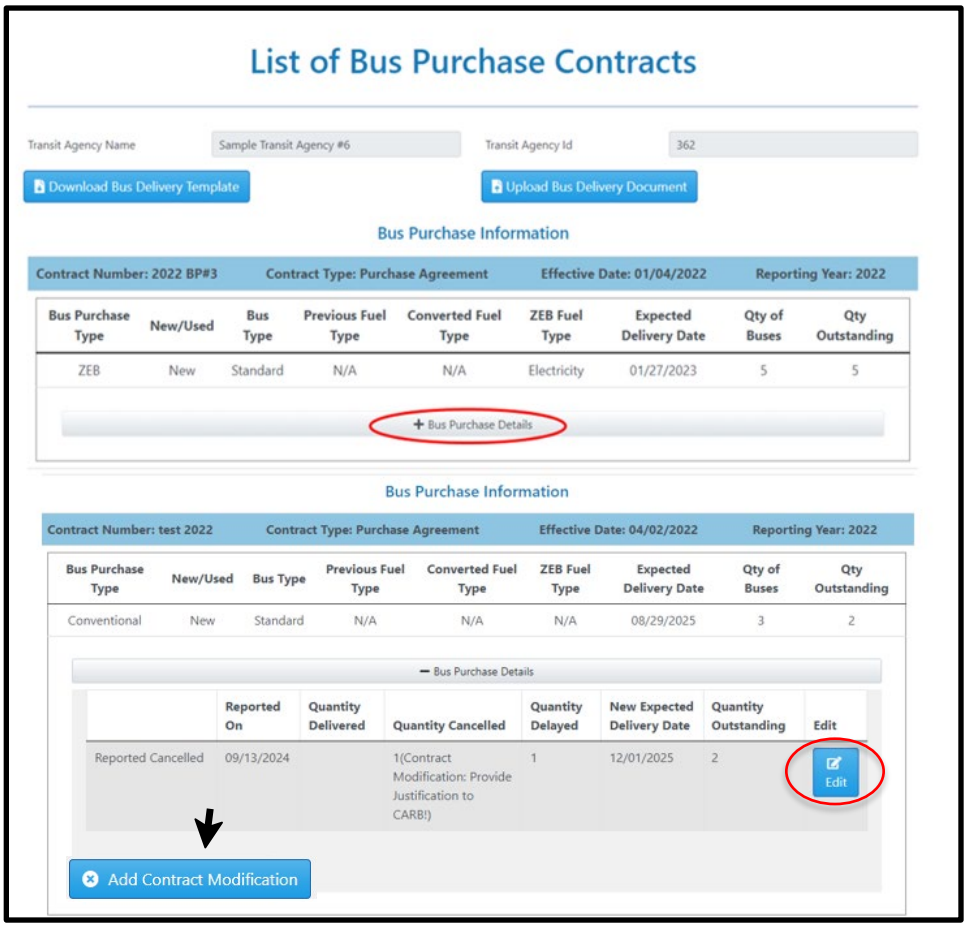
Most importantly, the main function of this module is to allow transit agencies to report the bus information after their delivery. To access the bus delivery spreadsheet, click on the "Download Bus Delivery Template" button located on the top left side of the page (see *Figure 5*). Please note that only the information of bus(es) delivered within the data year (on or before December 31 of the year that data is captured) should be reported as the system gives an error for delivered bus(es) after the threshold.

Once the spreadsheet is downloaded, columns **A to L** - the column headers are colored blue - are pre-populated with the related information extracted from the bus purchase contract module. Therefore, transit agency users cannot make any changes to these fields.

The transit agency users must fill out columns **N to AT** - the column headers are colored orange - for each bus that has been delivered under the corresponding bus purchase contract. If a bus has not been delivered, the transit agency users 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 agency users should save and upload it into ICTRT using the "Upload Bus Delivery Document" button (see *Figure 5*). Transit agency users should be cautious about any changes to the formatting of the spreadsheet especially when copying and pasting the data from a master document. Any alteration to the spreadsheet formatting will prevent it from being uploaded.

*Figure 6. List of Bus Purchase Contracts Page*




**Important to 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. Re-using the template with previously uploaded bus information causes an 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 the spreadsheet is uploaded, the newly delivered bus(es) will be added to the existing bus inventory under the "Bus Information" module. The number of outstanding buses will be automatically updated in the "Newly Delivered Buses" module 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." The 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 identification (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 bus model name or model number.
- **Column U – Bus Length (ft.)**: Provide the length of the bus. 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. This 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, Compressed Natural Gas (CNG), Liquefied natural gas (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 four-digit integer). Leave the cell blank if it is not a bus conversion.
- **Column Y – Bus GVWR (lbs.)**: Enter the gross vehicle weight rating (GVWR) 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 four-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 was first placed in revenue service. 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 located in the engine compartment.
- **Column AD – Engine Model**: Enter the model of the engine used in the bus. The information can be obtained from the engine label located in the engine compartment.
- **Column AE – Engine Model Year**: Enter the model year (four-digit) of the engine used in the bus. This information can be obtained from the engine label located in the engine compartment.
- **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 located in the engine compartment. 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 located in the engine compartment. Input needs to be a number only.
- **Column AH – Does the bus have a Low NOx Engine?** Select "Yes" or "No from a drop-down list. Low Oxides of Nitrogen (NOx) engine certification started from the 2016 engine model year. *Table1. Optional Low NOx Certified Heavy-Duty Bus Engines* 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 grams per brake horsepower-hour (g/hp-hr)**: If the engine used on the bus is a low NOx engine, indicate its certificate standard. Please refer to *Table1* 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 *Table1* 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 BEBs. Choose from the drop-down list: on-route, in-depot, or 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), its engine needs to be certified to 2010 and later model year 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 number 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 located in the engine compartment.

*Table1. Optional Low NOx Certified Heavy-Duty Bus Engines*

| EO* Model Year | Low NOx Engine | Engine Family | Displacement (Liters) | NOx Certification Standard (g/bhp-hr) | EO Number | NOx Reduction (%) | Fuel | Intended Service Class |
|---|---|---|---|---|---|---|---|---|
| 2023 | Cummins 11.9 | PCEXH0729XDA | 11.9 | 0.02 | A-021-0758-1 | 90 | NG** | HHDD****UB |
| 2022 | Cummins 8.9 | NCEXH0540LDB | 8.9 | 0.02 | A-021-0742 | 90 | NG | UB*** |
| 2022 | Cummins 11.9 | NCEXH0729XDA | 11.9 | 0.02 | A-021-0744 | 90 | NG | HHDD-UB |
| 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 |

* EO – Executive Order; ** NG – Natural Gas *** UB – Urban Bus; **** HHDD – Heavy Heavy-Duty Diesel
(Data source as of August 31, 2024, *Optional Low NOx Certified Heavy-Duty Engines*)

## Q5. How to update data in the Bus Information module? How to report conversions of the existing conventional buses to zero-emission buses?

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), and whether any existing conventional buses have been converted to ZEBs.

In the Bus Information module, transit agency users can update the bus status and the odometer readings of each bus annually. For example, a previously reported active bus has been retired on or before December 31 of the data year. At the time of the reporting, the transit agency users need to change the status of the bus from active to retired and report the bus retired date. The transit agency users can also report the odometer of this bus and its reading date, which should preferably be the same as the retired date. In addition, transit agency users must update the bus propulsion information and report the conversion year if any of the existing conventional buses have been converted.

Transit agency users have two options to update the information under the Bus Information module:

**Option 1. Editing the individual bus information:** this option is utilized when transit agencies need to update information on an individual bus or report details about their pre-existing conventional bus that has been converted to a ZEB (Battery Electric Bus (BEB) and/or Fuel Cell Electric Bus (FCEB)). For instruction on reporting the purchase of a used bus and subsequently converting it to ZEB, please refer to Q4.

To update the bus status, the odometer reading, the odometer reading date, and any other necessary corrections, transit agency users can simply edit the individual bus information located on the "List of Bus Information" page (see *Figure 7*). To make edits, click on the "Edit" button associated with each bus to access the "Edit Bus Information" page (see *Figure 8*). After making the necessary changes, click on the "Update" button at the bottom of the page to save the updates.

To report a pre-existing conventional bus that has been converted to a ZEB, navigate to the "List of Bus Information" page and click on the "Edit" button to proceed. Select "Yes" for the questions "Is the Bus Zero-Emission?" and "Is the Bus Converted from a Conventional to ZEB?" This will prompt additional information based on the selected type of propulsion technology.

If the conventional has been converted to a BEB, report the following details: Bus Fuel Type, ZEB Conversion Year, Battery Rated Capacity (kWh) and Bus Charging Strategy Type (On-route, In-depot, or Combination) (see *Figure 9*).

If the conventional bus has been converted to a FCEB, report the following details: Bus Fuel Type, ZEB Conversion Year, Fuel Cell System Rated Power (kW), Fuel Cell System Model, Fuel Cell System Manufacturer, and Battery Rated Capacity (kWh), (see *Figure 10*). After reporting the necessary information, click on the "Update" button at the bottom of the page to save the updates. This will result in an increase in the number of "ZEBs in fleet" (see Q17).

**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. Transit agency users 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. Please note that option 2 cannot be used for reporting a conversion.

On this spreadsheet, columns **A to H** - the column headers are colored blue - have been pre-populated with the existing vehicle inventory information and the transit agency users will not be able to modify them. Transit agency users can only fill or update the relevant fields in columns **J to N** 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 an 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 was first placed into revenue service with the "MM/DD/YYYY" or "M/D/YY" format.
- **Column L – Retired Date**: If the bus has been retired since the last report, 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 N.

- **Column N – New Odometer Reading Date**: Enter the odometer reading date related to column M. 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*

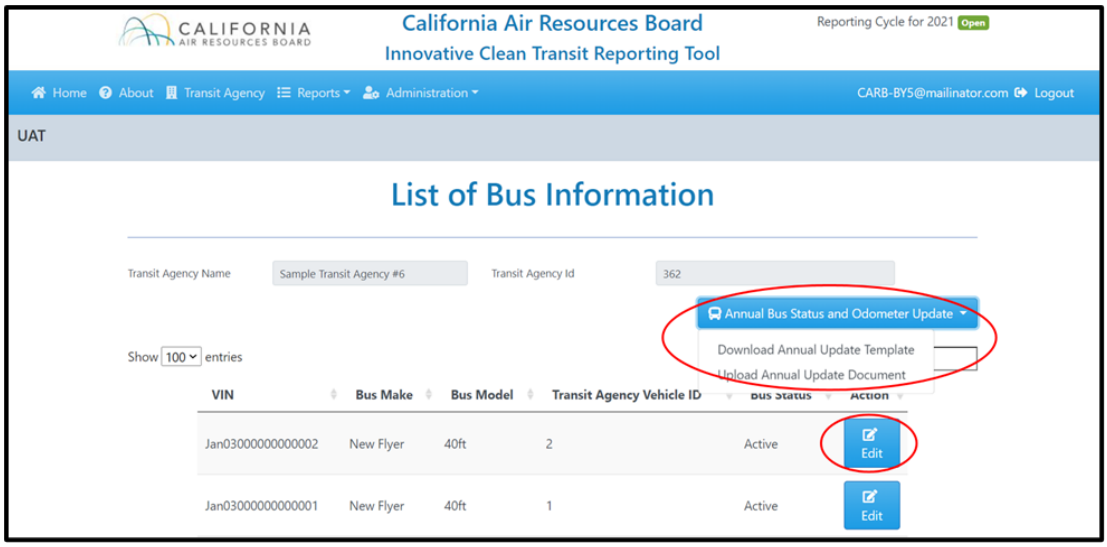



*Figure 8. Edit Bus Information Page*

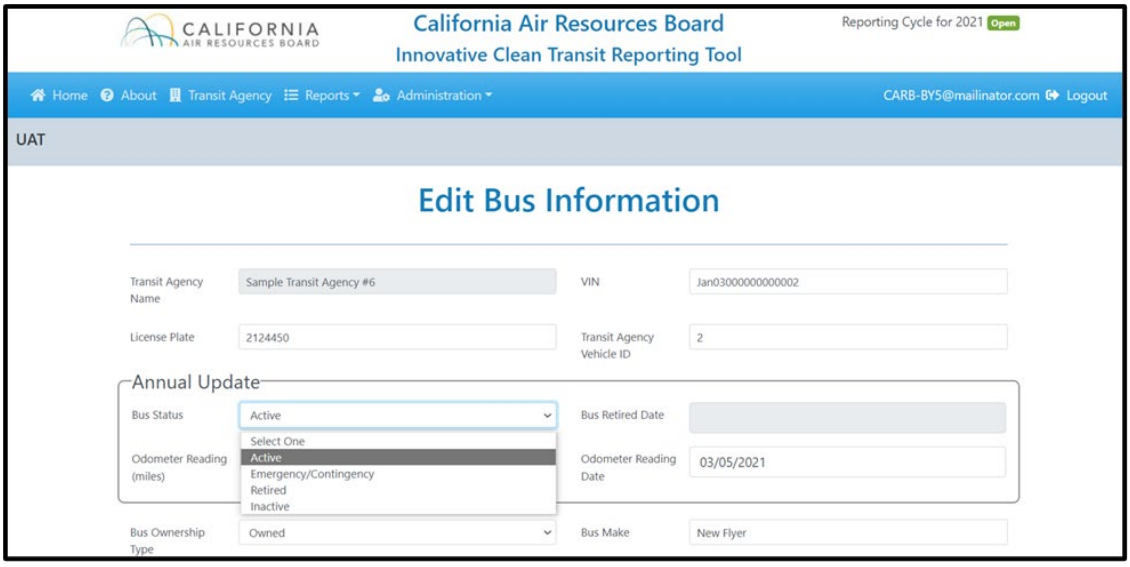


*Figure 9. Report Conversion to BEB*

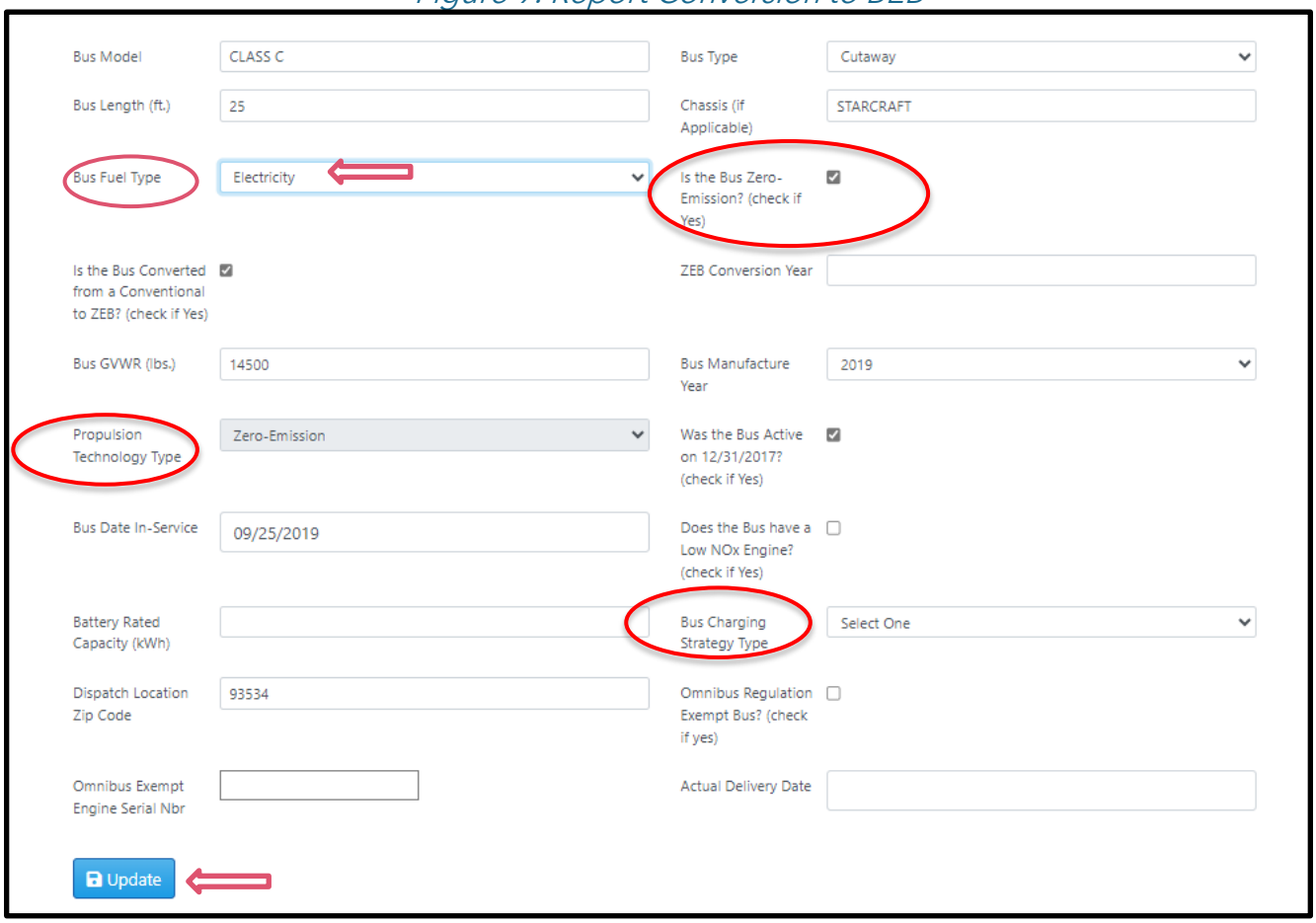
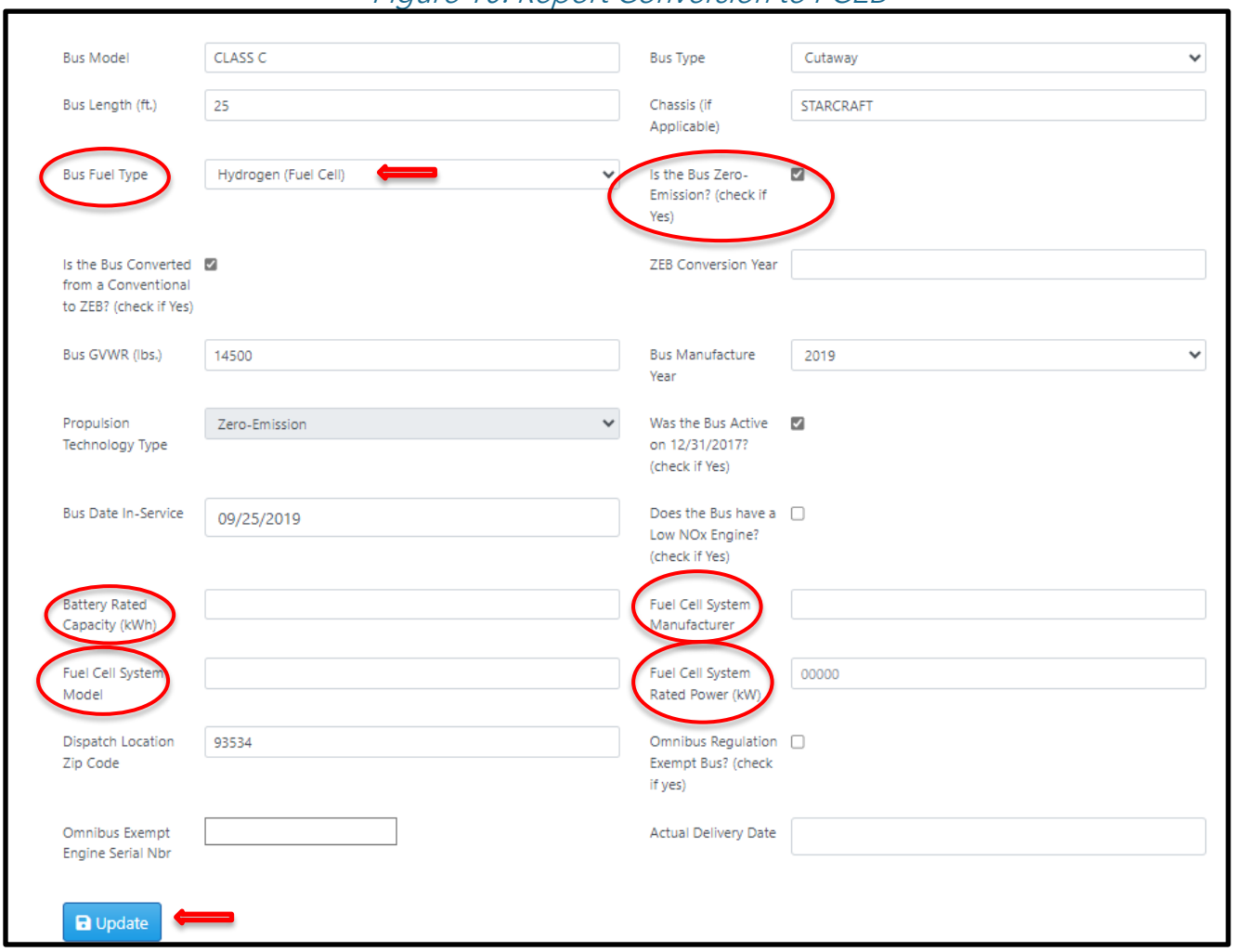


*Figure 10. Report Conversion to FCEB*




## Q6. What does the Fuel Contracts module do?

**This module is only applicable to large transit agencies**. Each transit agency subject to requirements to use renewable fuels as set forth in title 13, CCR, section 2023.7 must submit an annual report identifying fuel types used, quantity of renewable and non-renewable fuel purchased, fuel contract number and its effective date and expected or actual end date.

To report the fuel contract information, go to the "List of Fuel Contracts" page under the "Fuel Contracts" module. By clicking the "**+** Add Fuel Contract" button, the transit agency users will be able to enter the fuel contract information, including the fuel contract number, contract effective date, and contract expected or actual end date (see *Figure 11*). 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 and span for more than one year, Transit Agency Users can repeat the same contract information and report the quantity of fuel purchased annually.

*Figure 11. Add Fuel Contract Page*

## Q7. What are the common questions or misunderstandings?

1. **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 provided by the bus manufacturer for when a purchased bus will be delivered. Manufacturers may provide a timeframe or a delivery schedule for bulk purchases when a new Notice to Proceed is issued. 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 the purchased buses have not been delivered, the transit agency needs to report the expected delivery date. However, if the buses have been delivered (e.g., in case of a used bus purchase), the actual delivery date needs to be provided.

2. **Delivery Date:** My transit agency receives the expected bus delivery dates from the manufacturer. Once we receive the buses, we inspect them first before 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 agency users need to report the actual bus delivery date. The ICT regulation does not require reporting the bus acceptance date. Transit agencies should also report the bus in-service date which implies a bus has been accepted before being put into revenue service.

3. **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. Transit Agency Users must report exercising an option as a separate purchase and report the new Notice to Proceed date as its contract effective date but can repeat the original contract number.

4. **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 Agency Users 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.

5. **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 is one 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) in this section.

6. **Missed reporting of some buses**: In the initial reporting cycle, my transit agency missed reporting of 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 Innovative Clean Transit* for resolution.

7. **Incorrect Information**: What should the transit agency users do if they notice incorrect information entered in previous years?

**Answer**: If the transit agency users notice incorrect information, they can directly correct it in ICTRT. However, if the transit agency users do not have the option to make edits, please contact *CARB Innovative Clean Transit* for resolution.

8. **Data Quality:** What has CARB staff done to ensure the quality of the reported data?

   **Answer**: CARB staff have implemented certain business rules in the ICTRT data fields or the downloadable spreadsheets to ensure the reported data is in a reasonable range and 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 staff have corrected the format of some of the previously reported data in the Bus Information module in late 2021.

   Please note that CARB staff have only modified the format of the reported data, not the content. For example, the reported GVWR was corrected from 14,200 pounds 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 the engine cylinder displacement size was corrected from 6.8L to 6.8.

9. **Joint Group**: I'm in a Joint Group as described in the ICT regulation. Do I need to report?

   **Answer**: Yes. Each participating transit agency in a Joint Group must report individually every year to demonstrate compliance.

10. **Annual reporting confirmation**: I completed my reporting. Does the ICTRT send me an automatic email to confirm my compliance reporting meets the reporting requirements?

    **Answer**: No. The ICTRT does not send automatic emails that confirm whether or not the reported bus information is complete and complies with the reporting requirements described in title 13, CCR, section 2023.8.

## Q8. What are the view-only modules?

ICTRT has five view-only modules for Transit Agency Users, including: Bonus Credits, Exemptions, Rollout Plans, ZE Mobility Programs, and Compliance History (see *Figure 1*). In these modules, except the Compliance History module (see Q18), CARB staff will input the transit agency's relevant information based on previously submitted documents.

Transit Agency Users have access to view-only functionality within these modules. This means that Transit Agency Users cannot add, edit, or delete any information. However, they have the capability to download the documents uploaded by CARB staff for tracking purposes. Bonus Credits, Exemptions, Rollout Plans, and ZE Mobility Programs modules are discussed below.

## Q9. What does the Bonus Credits module do?

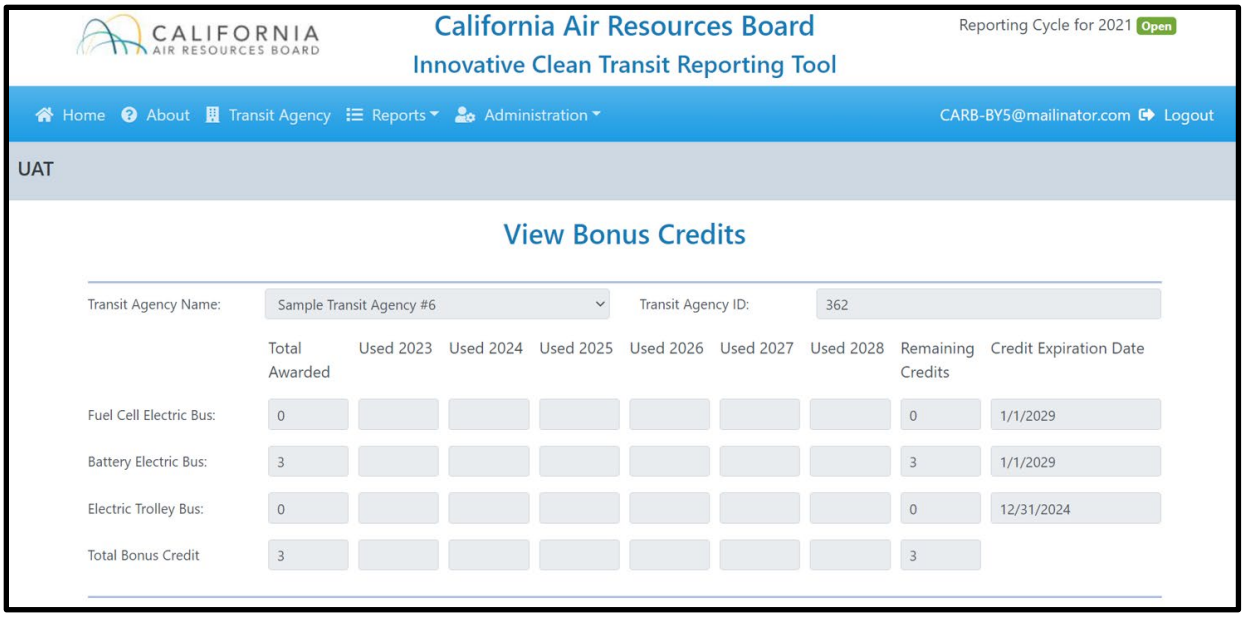
This is a view-only module, so transit agencies cannot modify the information in it. CARB staff calculates and enters the numbers of awarded Bonus Credits for each applicable transit agency based on the in-service dates of the reported ZEBs (title 13, CCR, section 2023.3). *Table 2* summarizes how the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

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 12*).

*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 12. View Bonus Credits Page*



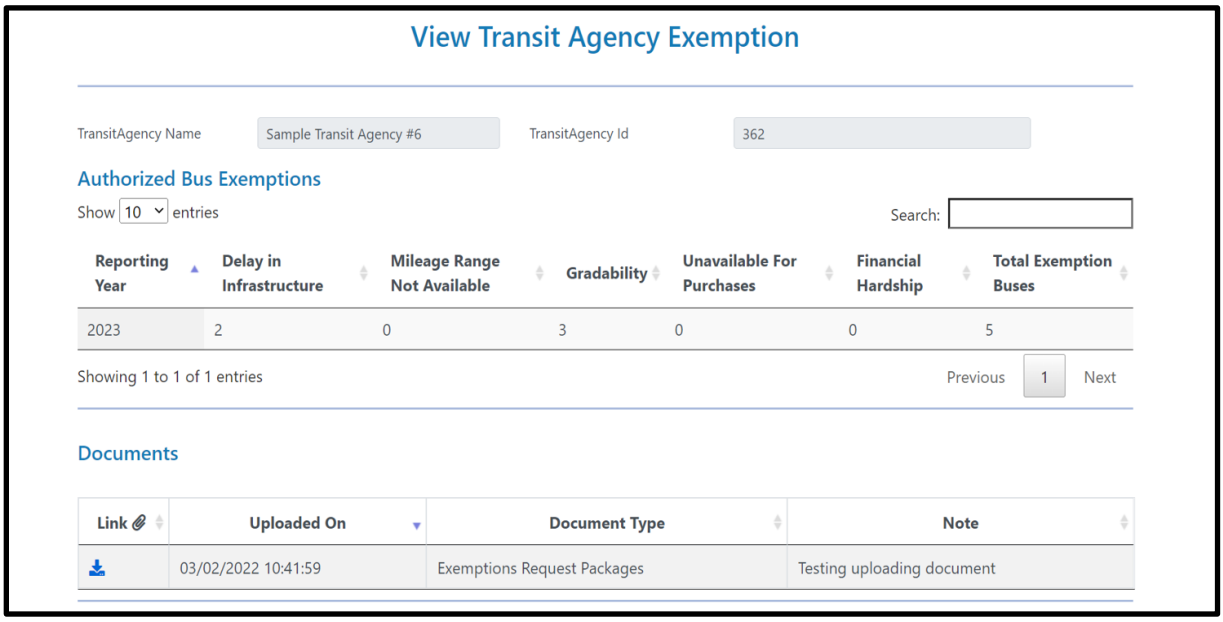

Please note that transit agencies can use Bonus Credits to meet the required minimum number of ZEB until their expiration dates. Each Bonus Credit may only be used once. Please refer to the *Innovative Clean Transit (ICT) Regulation Implementation Guidance Document* (October 2019) for detailed information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

## Q10. What does the Exemption module do?

This is a view-only module, so transit agencies cannot modify the information in it. 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 by November 30 of that year. To qualify for an exemption, a transit agency must meet one of the eligibility criteria identified in title 13 of the CCR, section 2023.4 (c) and submit the required documentation to CARB.

Once an exemption is granted, CARB staff 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 13*).

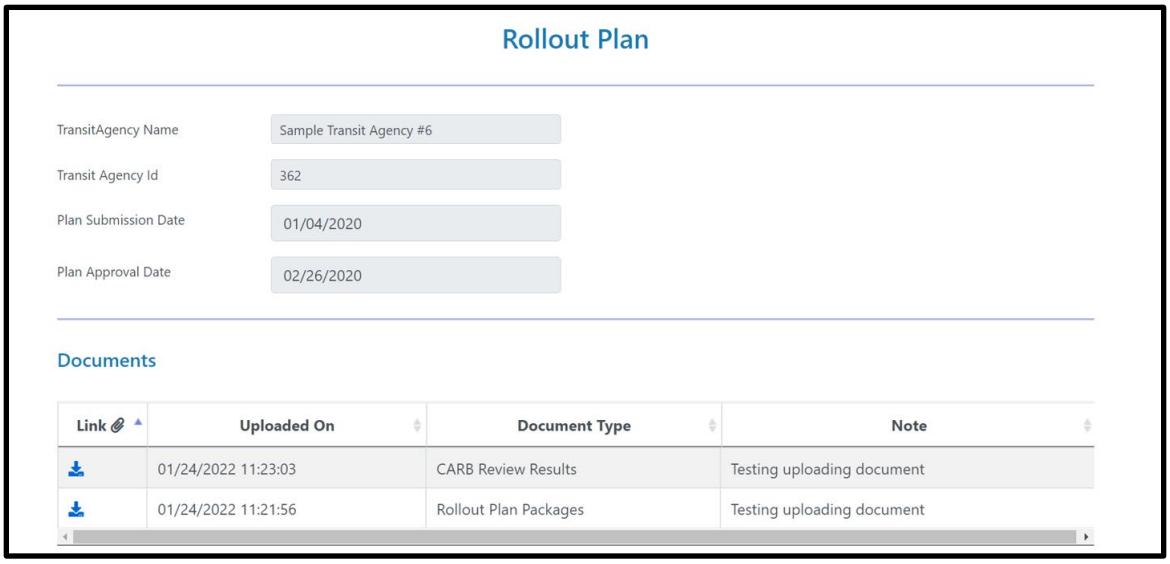
*Figure 13. View Transit Agency Exemption Page*



## Q11. What does the Rollout Plans module do?

This is a view-only module, so transit agencies cannot modify the information in it. CARB staff will enter the date a transit agency's Rollout Plan (ROP) is submitted to CARB along with its approval date for the transit agency to view. CARB staff can also upload the submitted ROPs and other supporting materials for transit agencies to view (see *Figure 14*). The ICT regulation requires each transit agency to submit a complete ROP that is approved by its governing body, showing how it plans to achieve a full shift 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 14. Rollout Plan Page*




## Q12. How are the Zero-Emission Mobility Programs and Zero-Emission Mobility Miles modules connected? Are they relevant to all transit agencies?

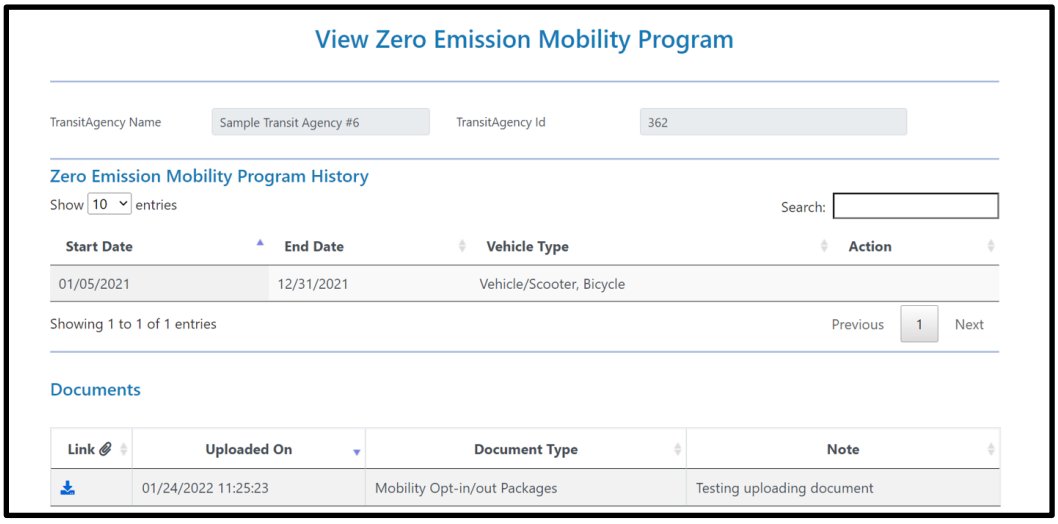
Participation in a ZE Mobility Program is optional. These two modules are only relevant if a transit agency decides to opt into a ZE Mobility Program (title 13, CCR, 2023.5(a)) instead of making a ZEB purchase to comply with the ZEB purchase requirements. This option applies to zero-emission mobility services provided by using scooters, bicycles, or any other zero-emission vehicles with a GVWR of 14,000 pounds (lbs.) or less. The participating transit agency must track the zero-emission passenger miles generated by each eligible mobility options 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 Program.

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

## Q13. What does the Zero-Emission Mobility Programs module do?

This is a view-only module, so transit agencies cannot modify the information in it. Once CARB approves a transit agency's request to opt-in to the Zero-Emission Mobility Program. CARB staff will then enter the relevant program information in this module, including the program start date, the end date, mobility service type (e.g., vehicle/scooter and/or bicycle), and any supporting materials (see *Figure 15*).

*Figure 15. View Zero Emission Mobility Program Page*



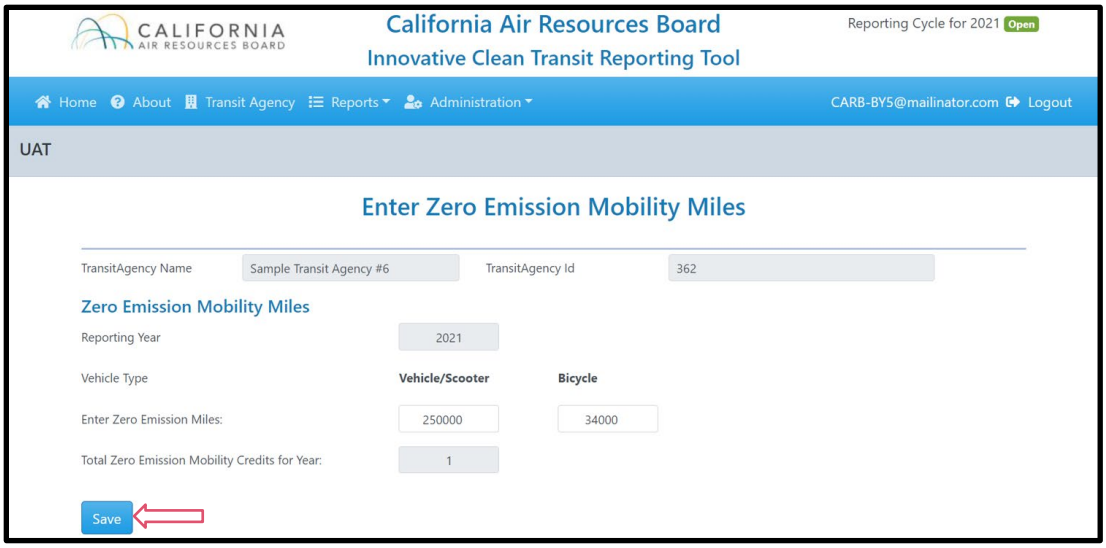

## Q14. What does the Zero-Emission Mobility Miles module do?

This module is connected with the "ZE Mobility Program" module. It allows Transit agencies that opt into the Zero-Emission Mobility Program to report the accumulated zero-emission passenger miles annually for each eligible mobility service type (vehicle/scooter or bicycle) as long as the program is active. For example, a transit agency opts into 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 agency from 2024 to 2027 to allow annual reporting of the accumulated miles in the data years 2023 through 2026.

To report the accumulated zero-emission passenger miles, click on the "ZE Mobility Miles" module 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 to enter the accumulated zero-emission mobility miles for each applicable vehicle type (see *Figure 16*).

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 mobility service type are combined to calculate the credits. For bicycles, a multiplier of three (3) will be applied. 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 16. 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 Program related documents that CARB staff has uploaded.

## Q15. How Zero-Emission Mobility and Bonus Credits can be used to meet the zero-emission bus purchase requirement in a reporting cycle?

One credit has the same value as having one ZEB operated in the fleet in a given calendar year. Transit agencies can use these credits instead of making ZEB purchases to meet the required minimum number of ZEBs. The required minimum number of ZEBs can be achieved with any combination of new ZEB purchases and ZEBs already present in the fleet, less any available ZEB Mobility and Bonus Credits earned. Bonus and ZE mobility credits must be used before the existing ZEBs are used for compliance.

Please note that the ZE mobility credits generated in the data year will be available in the following year. The credit cannot be transferred to the next compliance year, if unused it will expire. For this reason, ICTRT utilizes the earned ZE mobility credit first, and then, if applicable it will use any bonus credits earned. For detailed information, please refer to the *Innovative Clean Transit (ICT) Regulation Implementation Guidance Document* (October 2019).

## Q16. How can the transit agency use the Bonus Credits?

Each Bonus Credit earned may only be used once to meet the required minimum number of ZEB purchases. All Bonus Credits will expire on December 31, 2028, except for Bonus Credits for electric trolley buses, which will expire on December 31, 2024. Bonus Credits cannot be transferred to another transit agency but may be used by transit agencies participating in a Joint Group to comply with the ZEB purchase requirements collectively.

## Q17. What does the Zero-Emission Purchase Compliance Calculations module do?

The "ZEB Purchase Compliance Calculations" module has two main purposes: 1) display the compliance calculations and allow Transit Agency Users to review the compliance elements that are available or used in each compliance cycle; 2) allow Transit Agency Users to confirm that have completed their annual reporting.

Starting January 1, 2023, large transit agencies must ensure that 25% of their total new bus purchases in each calendar year are ZEBs. This requirement will start on January 1, 2026, for small transit agencies (title 13, CCR, section 2023.1(a)(7)). Please refer to *Table 3* for the ZEB purchase requirement phase-in schedule.

*Table 3. ZEB Purchase Schedule*
*(ZEB Percentage of Total New Bus Purchases)*

| Year | Large Transit Agencies | Small Transit Agencies |
|---|---|---|
| **2023** | **25%** | - |
| 2024 | 25% | - |
| 2025 | 25% | - |
| **2026** | 50% | **25%** |
| 2027 | 50% | 25% |
| 2028 | 50% | 25% |
| 2029 & on | 100% | 100% |

By default, ICTRT only counts the purchases of new standard buses towards the total number of bus purchases. Regardless of the transit agency's size, the purchase requirements for the new cutaway, over-the-road, double-decker, and articulated buses begin either on or after January 1, 2026, once a model of these bus types for a given weight class has passed the Altoona testing and obtained a bus testing report (whichever comes later) as it is described in title 13, CCR, section 2023(b)(8). Before the ZEB purchase requirements for these types of buses begin, any purchase of the new conventional and ZEB of these types will not count toward the total new bus purchases. However, the voluntary ZEB purchases of these types of buses will count towards the "New ZEBs Purchased in the Current Reporting Cycle" to recognize these purchases. Transit agency users can view the effective compliance elements by clicking on the "Compliance Elements" hyperlink on the "Compliance Determination" page (see *Figure 17* and *Figure 18*).

The "Compliance Calculations" module comprises two main sections: "Obligation Calculation" and "Availability and Usage of Compliance Instruments for this Cycle." The "Obligation Calculation" section shows: the number of "New buses purchased in the current reporting cycle (ZEB and conventional)," "ZEB Purchase Requirement," "Required Minimum Number of ZEBs," "Number of Exempted ZEBs," and "Total ZEB Obligation."

The required minimum number of ZEBs is calculated by multiplying the total number of new buses (both ZEB and conventional) purchased in each reporting cycle by the ZEB purchase requirement percentage of the related year. If the result number is not in a whole number, the number is rounded to the nearest integer. The total ZEB obligation is then equal to the required minimum number of ZEBs minus the number of exempted ZEBs granted.

The "Availability and Usage of Compliance Instruments for this Cycle" section displays the following: how many available or used "Zero-Emission Mobility Credits," "Bonus Credits," "ZEBs in the Fleet," and "New ZEBs Purchased in the Current Reporting Cycle."

The number of ZEBs in the fleet includes: (1) newly delivered purchased or leased ZEBs, (2) newly converted conventional buses to ZEBs; and (3) existing ZEBs that were not previously used for compliance.

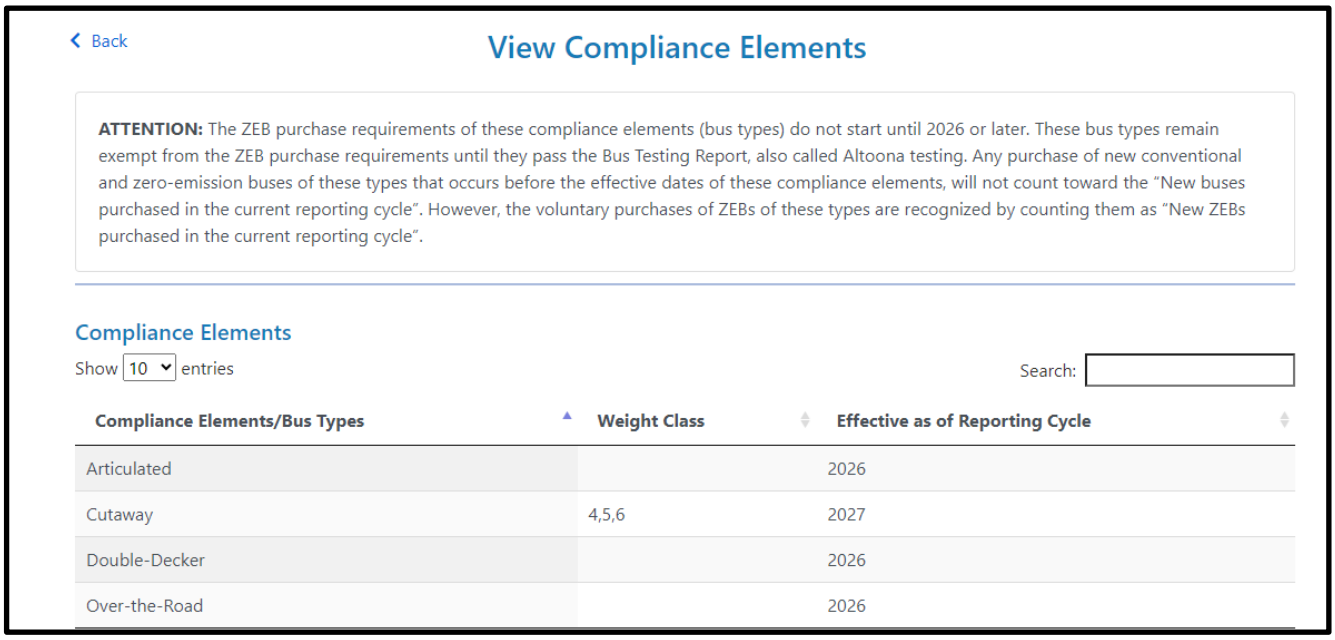
To meet ZEB purchase compliance, transit agencies can use a combination of: (1) ZE mobility credits, (2) bonus credits (see Q15-16), (3) existing ZEBs in the fleet; and (4) new ZEB purchased in the current reporting cycle. Please note these compliance instruments will be used in the same order.

In addition, each ZE mobility and bonus credit and existing ZEB may only be used once. Existing ZEBs include any ZEBs from previous purchases, any leased ZEBs, and any ZEBs converted from a conventional bus.

The ZEB purchase compliance status field is located at the bottom of the "Final Compliance Balance" section. If the available compliance instruments meet or exceed the compliance obligations for the reporting cycle, the status field shows in green "ZEB Purchase Compliant." Conversely, if the sum of compliance instruments is smaller than the compliance obligation for the reporting cycle, the status field shows in red, "ZEB Purchase Non-Compliant."

*Figure 17. Compliance Determination Page*

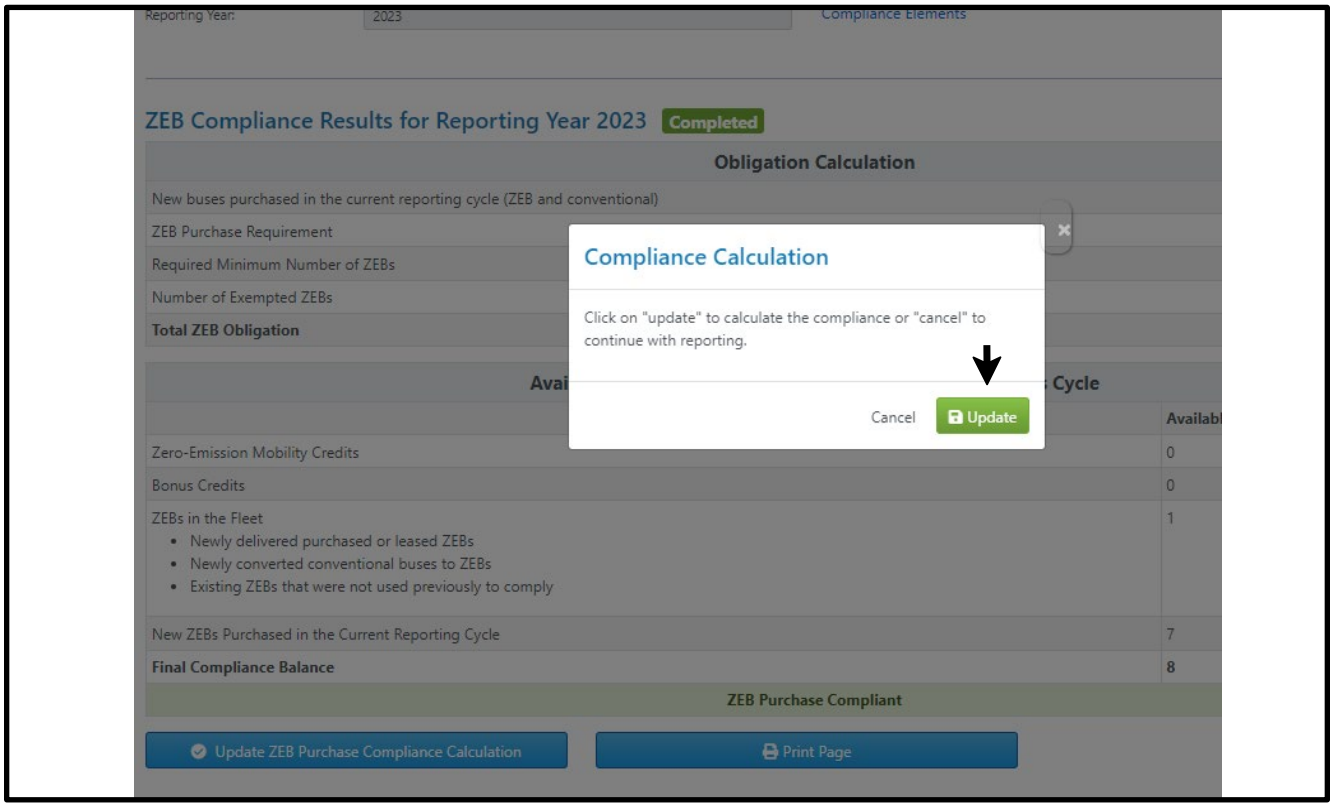
*Figure 18. View Compliance Element Page*



**Important to note**: To finalize the annual reporting, Transit Agency Users need to click on the "Update ZEB Purchase Compliance Calculation" button followed by clicking the "Update" button.

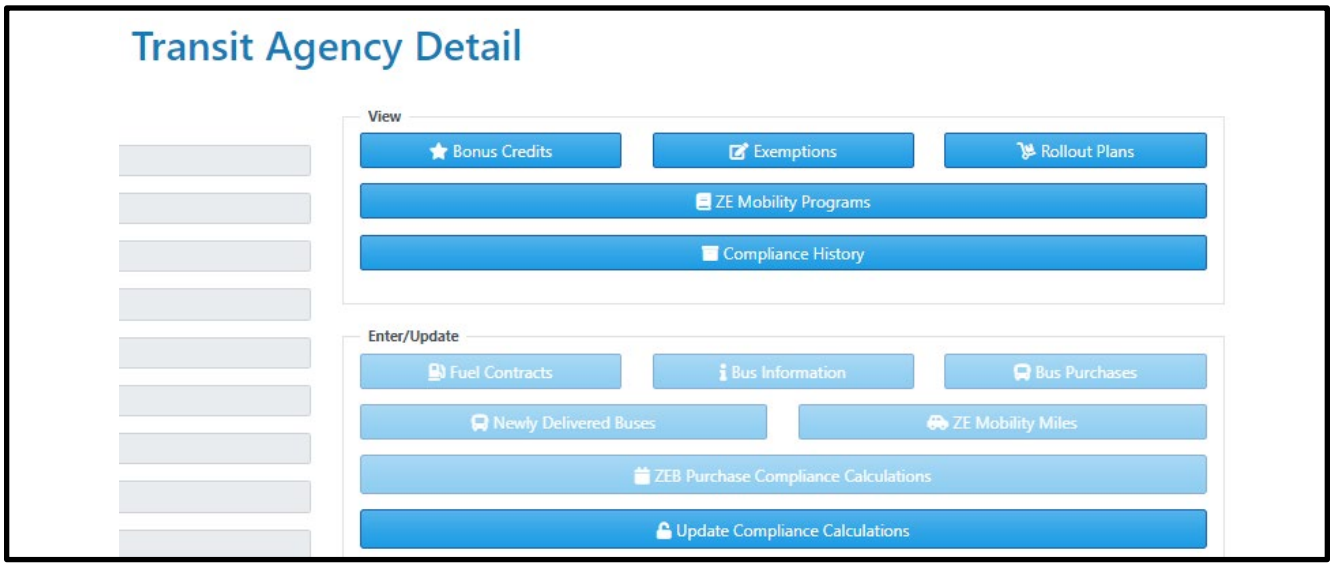
Additionally for recordkeeping, by clicking on the "Print Page" button, Transit Agency Users have the option to print a copy of the compliance determination page (see *Figure 19*).

*Figure 19. Complete Annual Reporting Page*



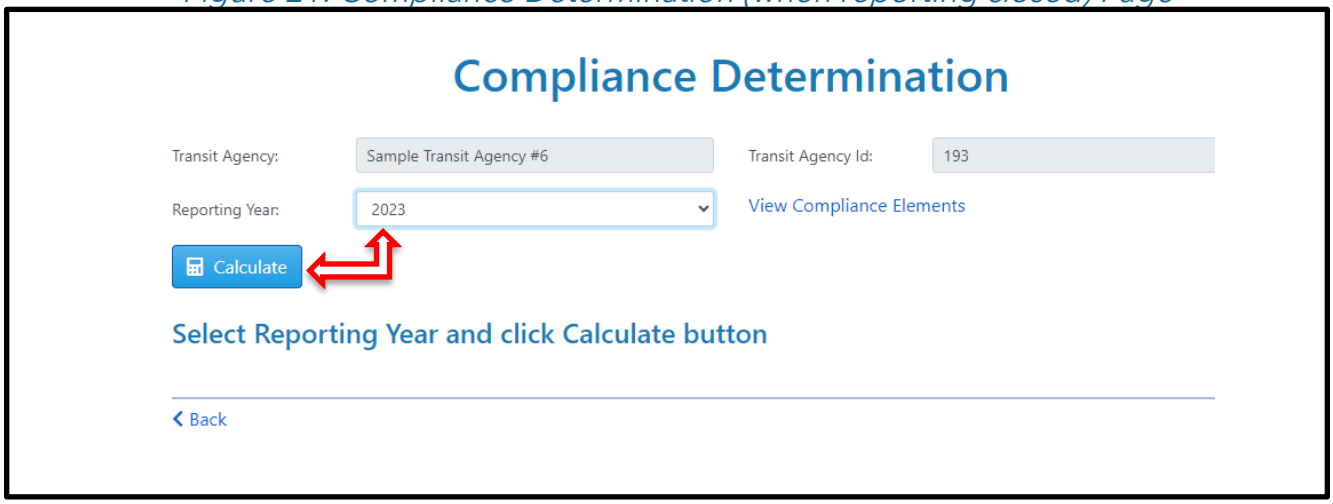
After a Transit Agency User updates and confirms the completion of the ZEB purchase compliance calculation, the system will lock, preventing further editing. To unlock the modules and make the modules available again, the Transit Agency Users needs to click the "Update Compliance Calculations" button. After making the updates, repeat the process of finalizing the reporting as described previously (see *Figure 20*).

*Figure 20. Transit Agency Detail Page*




Please note that once the ICTRT reporting cycle is closed, Transit Agency Users will still be able to view their compliance by selecting the reporting cycle and then clicking the calculate button (see *Figure 21*).

*Figure 21. Compliance Determination (when reporting closed) Page*



## Q18. What does the Zero-Emission Bus Purchase Compliance History module do?

This is a view-only module, meaning transit agencies cannot make any changes to modify the information displayed. The ZEB Purchase Compliance History module allows transit agencies to view their compliance history for annual reporting cycles (see *Figure 22*).

The ZEB Purchase Compliance History module has expandable and collapsible menus for each reporting cycle. Once the reporting is completed, transit agencies can view their compliance status and how compliance instruments have been utilized over time. To access the information for a specific reporting cycle, Transit Agency Users can click on the corresponding year, such as "**+** Reporting Year 2023," to expand and view the details. Please note without completing the reporting the drop-down menu would not be available.

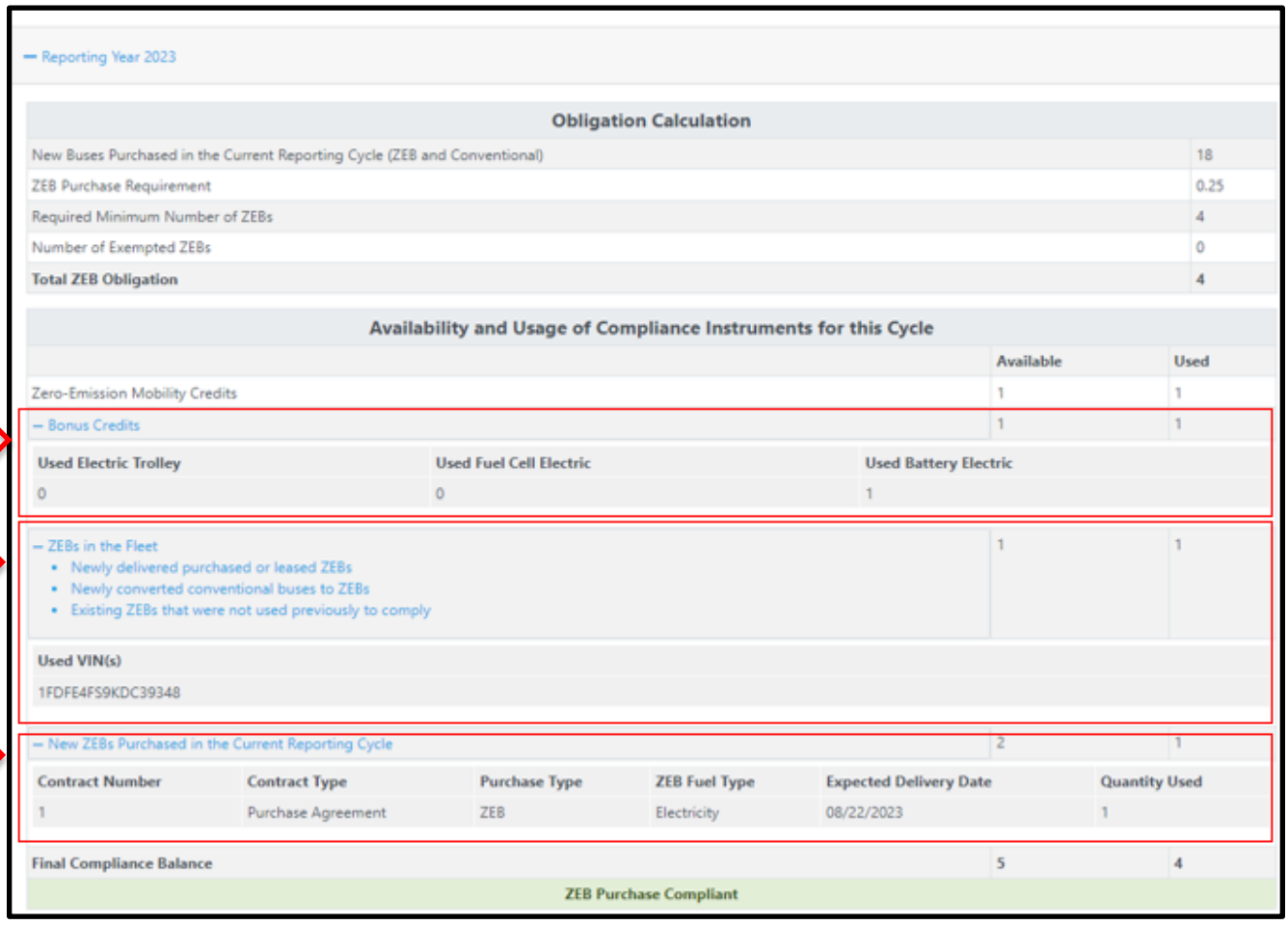
Similar to the "Compliance Determination" page (see Q17), this module has two main sections for the reporting cycle and all previous ones: "Obligation Calculation" and "Availability and Usage of Compliance Instruments for this Cycle." In the "Availability and Usage of Compliance Instruments for this Cycle" section, Transit Agency Users can click on "**+** Bonus Credits" (if applicable) to expand. The list displays number of Bonus Credits used by body type.

Transit Agency Users can also click on "**+** ZEBs in the Fleet" (if applicable) to expand the dropdown list of existing ZEBs by their VIN(s), which were used to meet the ZEB purchase requirement in the related reporting cycle. The system displays the oldest ZEB based on model year first.

Similarly, clicking on "**+** New ZEBs Purchased in the Current Reporting Cycle" (if applicable) will show the bus purchase contract information used to meet the ZEB purchase requirement for this reporting cycle. This information includes the contract number, type, purchase type, ZEB fuel type, expected delivery date, and quantity used for this current reporting cycle

Similar to the "ZEB Purchase Compliance" module, in the "Final Compliance Balance" section, the "ZEB Purchase Compliant" status displays green. Conversely, if compliance credits are less than the compliance obligation for the reporting cycle, the "ZEB Purchase Non-Compliant" status displays red.

*Figure 22. Compliance History Page*



— Reporting Year 2023

| Obligation Calculation | |
|---|---|
| New Buses Purchased in the Current Reporting Cycle (ZEB and Conventional) | 18 |
| ZEB Purchase Requirement | 0.25 |
| Required Minimum Number of ZEBs | 4 |
| Number of Exempted ZEBs | 0 |
| **Total ZEB Obligation** | 4 |

| Availability and Usage of Compliance Instruments for this Cycle | Available | Used |
|---|---|---|
| Zero-Emission Mobility Credits | 1 | 1 |
| — Bonus Credits | 1 | 1 |

| Used Electric Trolley | Used Fuel Cell Electric | Used Battery Electric |
|---|---|---|
| 0 | 0 | 1 |

| — ZEBs in the Fleet<br>• Newly delivered purchased or leased ZEBs<br>• Newly converted conventional buses to ZEBs<br>• Existing ZEBs that were not used previously to comply | 1 | 1 |
|---|---|---|

| Used VIN(s) |
|---|
| 1FDFE4FS9KDC39348 |

| — New ZEBs Purchased in the Current Reporting Cycle | 2 | 1 |
|---|---|---|

| Contract Number | Contract Type | Purchase Type | ZEB Fuel Type | Expected Delivery Date | Quantity Used |
|---|---|---|---|---|---|
| 1 | Purchase Agreement | ZEB | Electricity | 08/22/2023 | 1 |

| Final Compliance Balance | 5 | 4 |
|---|---|---|
| ZEB Purchase Compliant | | |

## Q19. How long should transit agencies retain copies of the reported information?

Starting in 2020, each transit agency must retain a copy of all information, regardless of format, reported to ICTRT and the supporting documents for at least three 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.

# Appendix A. General information

## A1. Who is subject to the Innovating Clean Transit 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.

## A2. Are small transit agencies with a few or no buses subject to the Innovating Clean Transit reporting requirements?

All California public transit agencies, regardless of size, are required to comply with ICT reporting requirements (title 13, CCR, section 2023.8). If a transit agency has not purchased any bus(es) for the data year, it should still report this information in the "Bus Purchases" module (see *Figure 2*). Even if a transit agency does not have any buses subject to ICT, it still needs to set up an account in ICTRT to ensure this information can be reported.

## A3. What buses are subject to the Innovating Clean Transit 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.

## A4. What is the general Innovating Clean Transit reporting timeline?

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

## A5. A transit agency has a lot of activities throughout the year. How does reporting capture these activities?

When the reporting tool opens for a reporting cycle, a transit agency should capture the fleet status on December 31 of that reporting cycle in calendar year. December 31 of each

year will be used to determine the compliance status of zero-emission bus purchase requirement of that calendar year (title 13, CCR, section 2023.1(a)(7)).

For example, in the 2021 calendar year, when the 2020 reporting cycle opened, a transit agency reported their year 2020 data, which indicated that five Battery Electric Buses were purchased in 2020 with an expected delivery date of November 11, 2021. When the 2021 reporting cycle opened, in the 2022 calendar year, this transit agency needed to indicate whether all or part of the purchase order has been delivered, whether there has been any delay in the expected delivery date and also report the delivered buses.

Another example involves bus status. An old bus was placed into the emergency contingency roster on March 3, 2021, and sent for scrappage on September 2, 2021. This bus was no longer with this transit agency as of December 31, 2021. When the transit agency is reporting the year 2021data in calendar year of 2022, they need to report the bus status as retired and enter the bus retired date and odometer reading. This would also be the last time the bus was reported.

## A6. 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 the actual or expected bus delivery date
- Whether a pre-existing internal combustion engine bus is converted to a ZEB (BEB or FCEB)
- Low NOx engine information (if applicable)
- Use of renewable fuels for large transit agencies (if applicable)
- Zero-emission passenger miles for Zero-Emission Mobility Program generated by scooters, bicycles and other eligible zero-emission vehicles (if applicable)

## A7. How was the initial bus inventory reported in the Bus Information module? How can I add my pre-2020 purchased bus to the bus inventory?

For the initial reporting, ICTRT provided an upload function using a spreadsheet template to help transit agencies reporting a large number of buses at once to build their bus inventories. Transit agencies also had an option to report information of each bus individually. Since transit agencies have already built their bus inventories, the upload

function and the add bus option are no longer needed and have been removed from ICTRT. If a transit agency still needs to report a pre-2020 purchased bus, they should contact CARB staff.

## A8. 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 *CARB Innovative Clean Transit* (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 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*.

## A9. How many types of user roles are there in Innovative Clean Transit Reporting Tool ? 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 *CARB Innovative Clean Transit* (ict@arb.ca.gov) so CARB staff can investigate for potential solutions.

## A10. How to create a transit Innovative Clean Transit Reporting Tool 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 requests are an exception and require CARB approval. Once a role is assigned, this person will have the same role for every transit agency they support.

Before obtaining access to ICTRT, all potential transit agency staff, regardless of assigned role, must first be CARB 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 Q.A8), this transit agency's email hostname (e.g., @myagency.ta.gov) is entered into the ICTRT database. Such information gets extracted and retained in ICTRT for Transit Agency User verification purposes. If a Transit Agency User tries to register to ICTRT and the email hostname is not in the database, the Transit Agency 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, such as @gmail.com or @yahoo.com, then the transit agency should send an email to *CARB Innovative Clean Transit* to request access. The email should include the transit agency's staff name, title, and affiliation so that CARB staff 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 website* (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 24*.

**Step 2**: Click on the "Sign up" button. You must enter the email address and create a password. The password must be at least 15 characters long containing at least 1 lowercase letter, 1 uppercase letter, 1 special character, and 1 number as shown in *Figure 25*. After clicking on "Sign up," a message window will pop out as shown in *Figure 26*, 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 as shown in *Figure 26* and click on the "Continue" button. This action will lead you to the sign-in page as shown in *Figure 24*, where you can sign in with the email and password you have just created. Alternatively, you can directly access the sign-in page later to proceed to the registration page.

**Step 5**: On the registration page, click on your email address located in the upper right corner as shown in *Figure 27*, then click on the "Complete Registration" note.

**Step 6**: On the "Complete Registration" page as shown in *Figure 27*, 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 (Q. A9) 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 to select only 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.

Please note that if your transit agency(ies)'s name(s) is(are) not on the drop-down list when attempting to register, it may indicate that your transit agency has not provided the necessary information to CARB to pre-create your agency account. Please download the "*Transit Agency Information*," fill it out, and send the complete spreadsheet to *CARB Innovative Clean Transit*. CARB staff will process your information and enter it into ICTRT within a few business days. For further information, please see "Q. A8. How to Create a Transit Agency Account." 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 staff 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 Home page* again as shown in *Figure 23*, select login, enter your email address and password, and click on the "Sign in" button as shown in *Figure 24*. You will arrive at the ICTRT main interface page as shown in *Figure 1*.

*Figure 23. ICTRT Home Page*

*Figure 24. ICTRT Sign in Page*

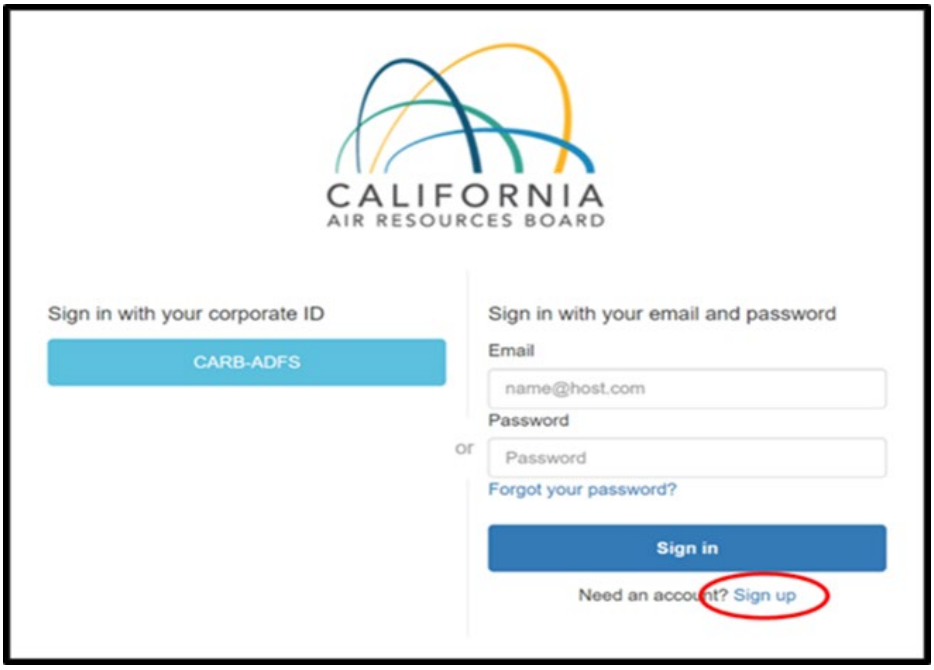



*Figure 25. User Account Sign up Page*

*Figure 26. Message Window After Signing up*

*Figure 27. Registration Page*

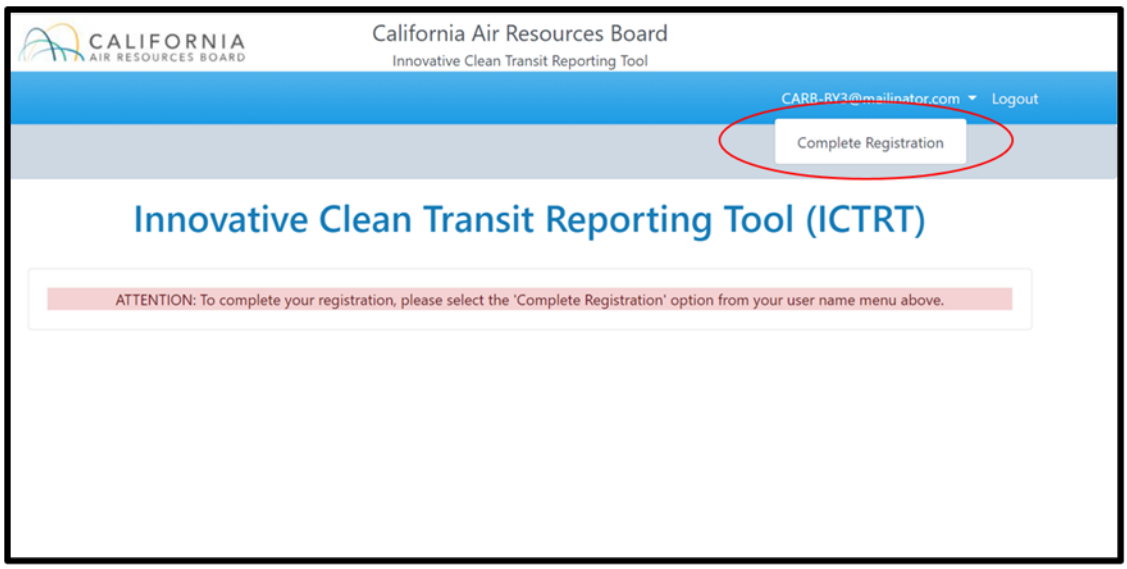
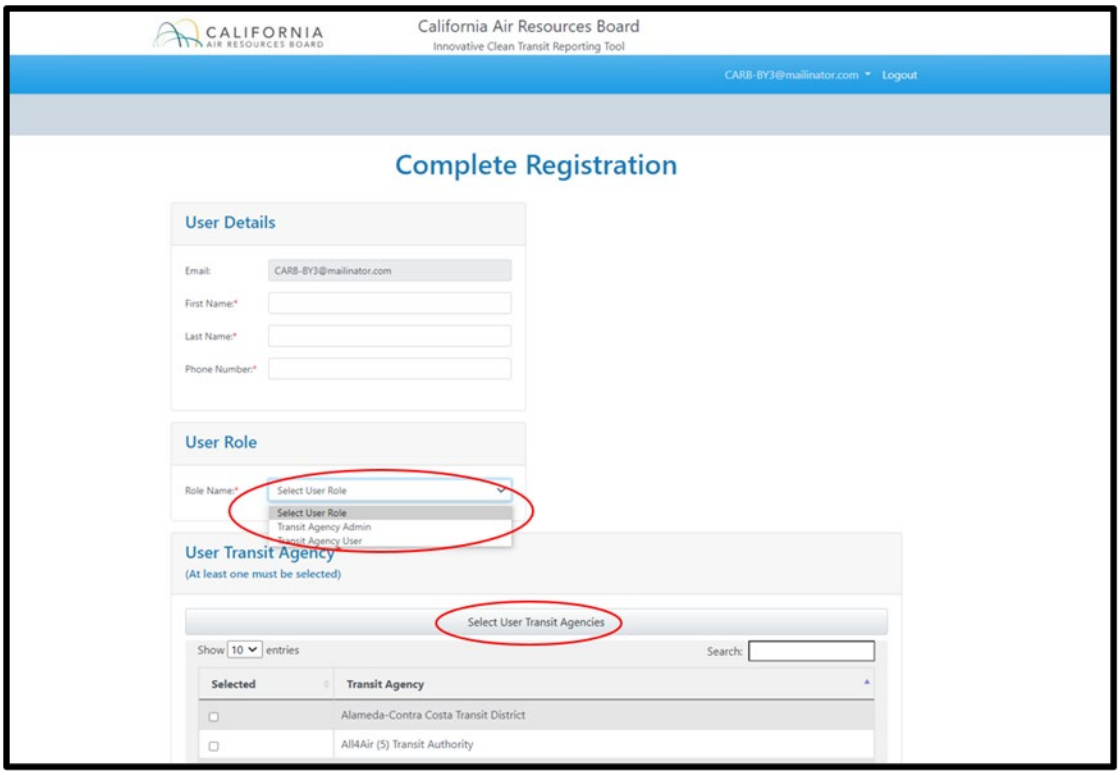


*Figure 28. Complete Registration Page*



## A11. How to generate reports?

On the ICTRT main page, there is a blue-ribbon 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 1*.
- **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** menu allows a transit agency to download records of reported information, including Bonus Credit, Bus Inventory, Bus Purchase, Fuel Contracts (only applies to large transit agencies), and the Compliance report.
- **Administration** menu leads you to the list of pending registration requests from the transit agency(ies) you are assigned to. If you have the "Transit Agency Admin" role, you will be able to view, approve, or deny these requests. Additionally, you will also see the list of the active "Transit Agency User(s)" assigned to your transit agencies.

To access the **Reports** section on the ICTRT main page, simply follow these steps:

1. Navigate to the blue-ribbon navigation bar on top of the page.
2. Select the "Reports" menu from the dropdown.

The main function of Reports is to allow transit agency users download records of previously reported information. These records include Bonus Credit, Bus Inventory, Bus Purchase, and Fuel Contracts (for large transit agencies only), as well as the Compliance Report.

Transit Agency Users can easily download these reports by following these steps:

1. Select the desired category.
2. Click on the "Download Results to Excel" button.

It is important to note that these reports summarize past data and cannot be used to upload any new information. Visual representations of the report pages are provided below.

*Figure 11(a). Reports Menu*

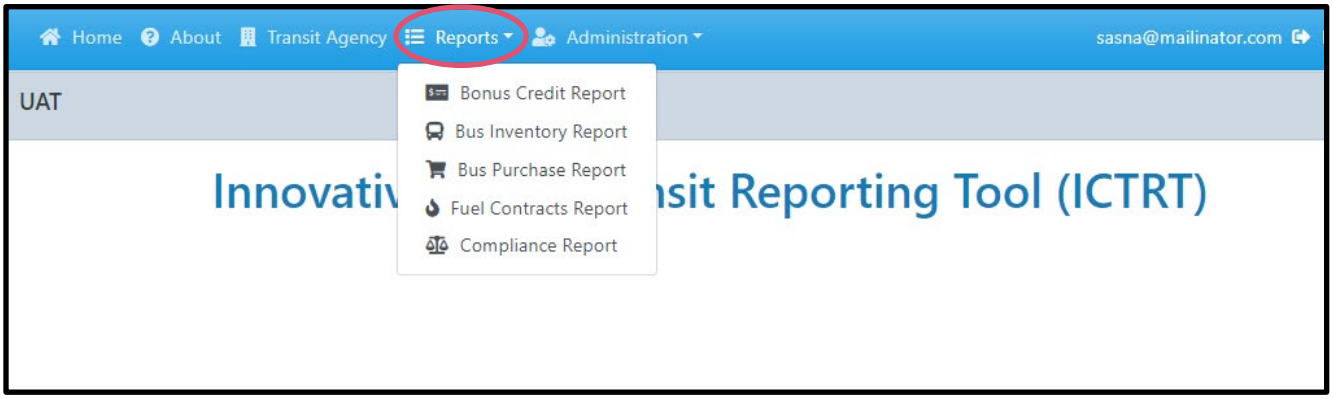



*Figure 11(b). Download the Bonus Credit Report*

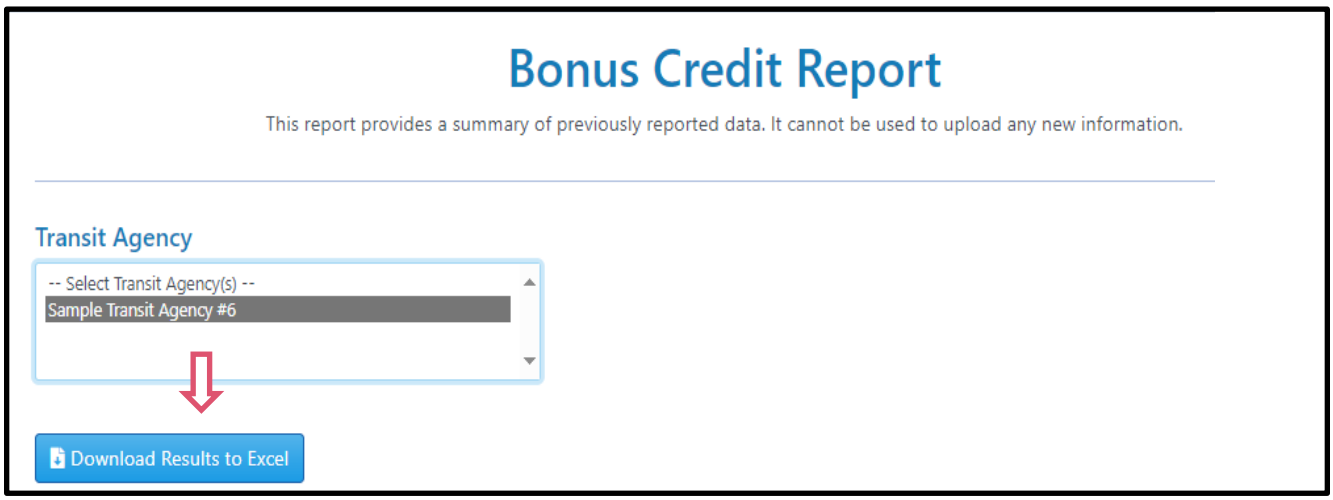


*Figure 11(c). Download the Bus Inventory Report*

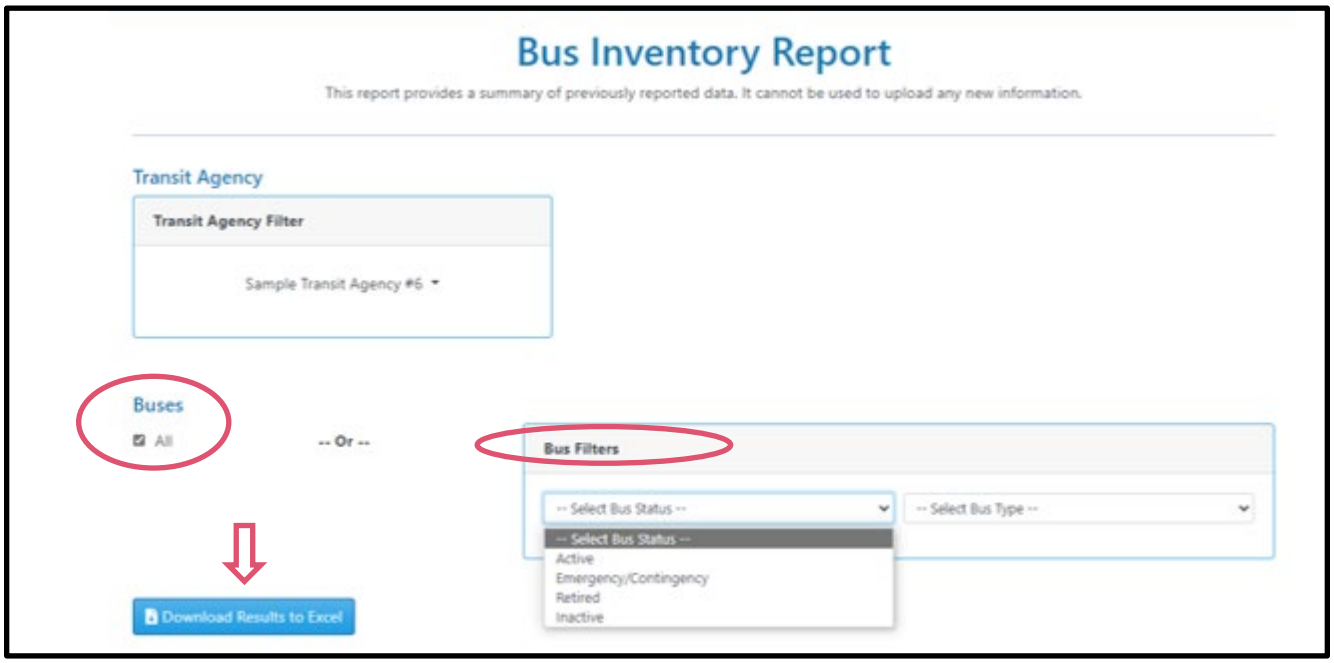



*Figure 11(d). Download the Bus Inventory Report cont.*

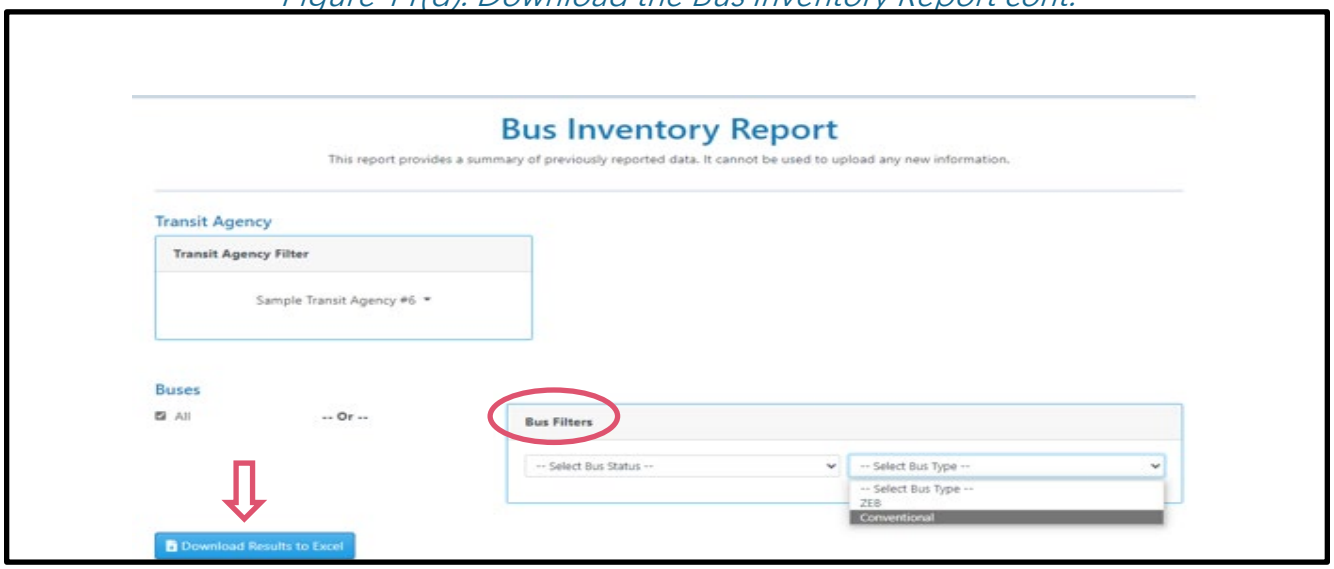


*Figure 11(e). Download the Fuel Contracts Report*

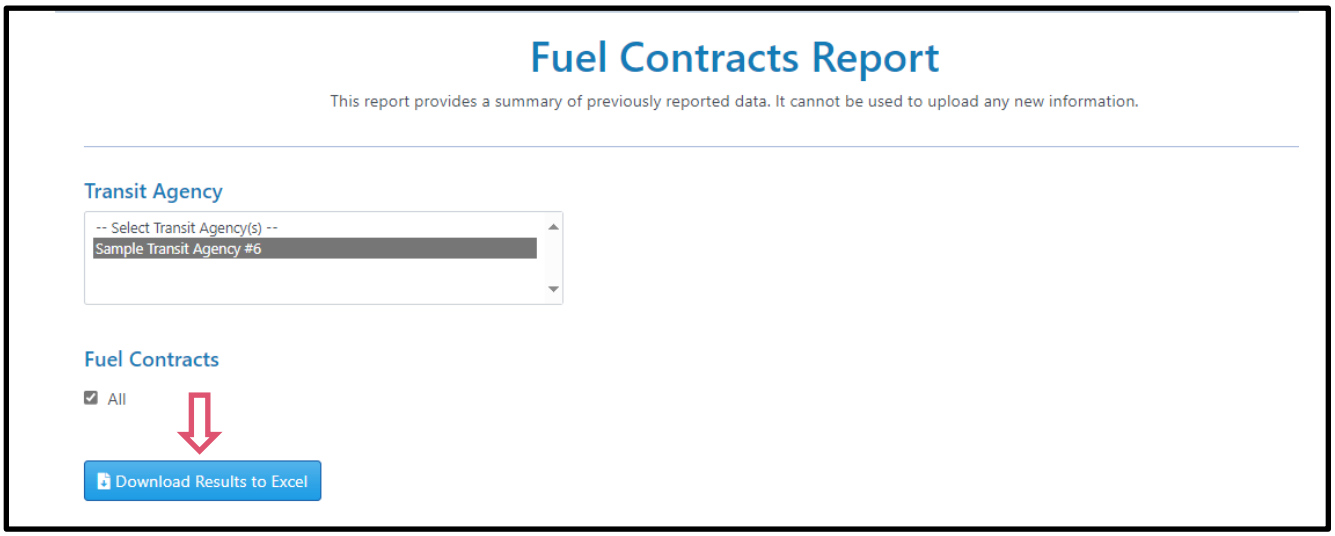
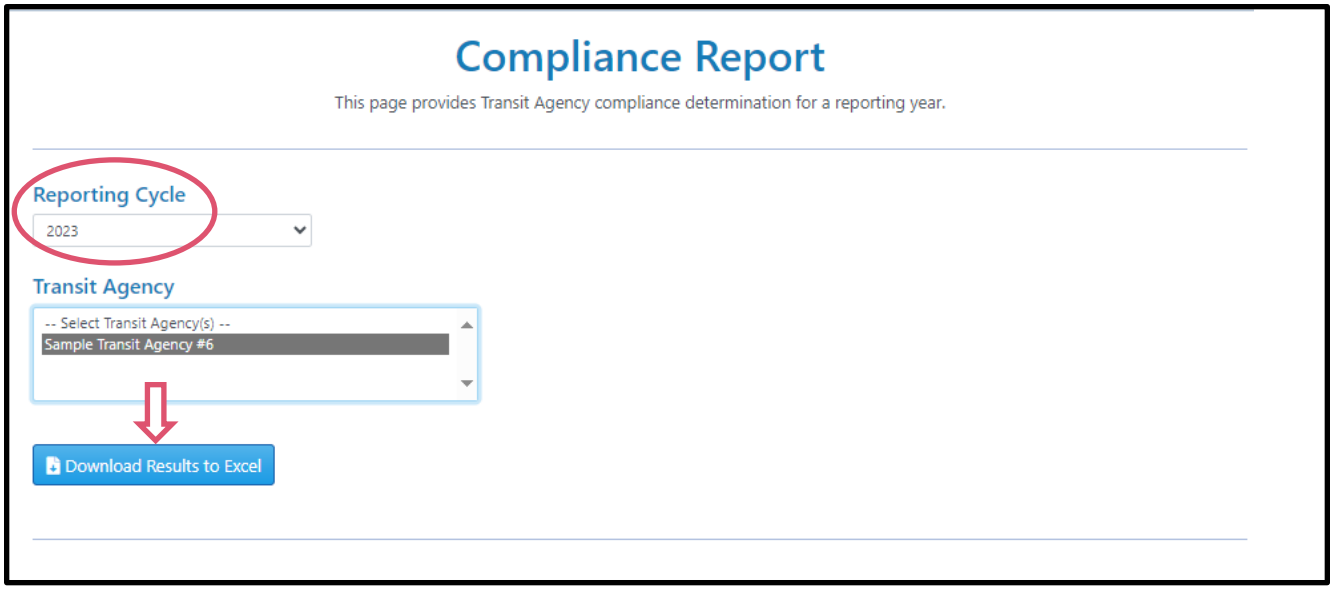



*Figure 11(f). Download the Compliance Report*




To learn more about the ICT regulation, you can access the full text of the *ICT-Regulation* and the accompanying *ICT-Guidance Package*. These resources help clarify the regulatory requirements.

If you have any additional questions about the ICT regulation or this Reporting Guidance Document, feel free to reach out to *CARB Innovative Clean Transit* (ict@arb.ca.gov).