

How to Begin the Initial Reporting Process in DOORS

Introduction

DOORS is an online tool designed to help fleet owners report off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the California Air Resources Board (CARB), as required by the In-Use Off-Road Diesel Fueled-Fleets Regulation (Off-Road Regulation).

This user guide provides a summary of the information required to complete Off-Road Regulation initial reporting and step-by-step instructions on how to report using the DOORS online reporting system.

Both the DOORS reporting tool and this DOORS user guide were created to help fleet owners comply with the regulation, but they are not a substitute for reading and comprehending the regulation. Many portions of the DOORS system will require fleet owners to understand terms and conditions defined in the regulation, and to know which portions of the regulation applies to their vehicles, and where they are eligible for full or partial exemptions. It is strongly recommended that, prior to using the DOORS system, fleet owners determine how the regulation applies to their fleets.

The regulation, fact sheets, and additional user guides can be found in the [Off-Road Zone](https://www.arb.ca.gov/offroadzone) at <https://www.arb.ca.gov/offroadzone>.

Information Required to Complete Initial Reporting

The following information must be included when reporting vehicles for the Off-Road Regulation.

Owner and Contact Information

Information about the company or agency will be required prior to inputting vehicle information. You will be required to supply:

- **Contact Name**
- **Mailing Address**
- **Federal Employer Identification Number**

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- Responsible Official:** The responsible official is the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
- Parent DOORS ID (if applicable):** A parent DOORS ID is required when reporting fleet portions or for State and federal agencies. Federal agencies must report a Parent DOORS ID of 9, and State agencies must report a Parent DOORS ID of 10. For more information on fleet portions, see our "[Fleet Portions](#)" FAQ, available on the [Frequently Asked Questions](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/faq/fleetportions.pdf>.

Vehicle and Engine Information

The following information will be required for each vehicle and engine:

Vehicle Information	Engine Information
<ul style="list-style-type: none"> Vehicle Serial Number Your Identifier (optional) Vehicle Type (from CARB's list) Vehicle Manufacturer Vehicle Model Vehicle Model Year Vehicle Purchase Date Vehicle In-Service Date 	<ul style="list-style-type: none"> Engine Serial Number Engine Manufacturer Engine Model Engine Model Year Maximum Horsepower EPA Engine Family Name Displacement (liters)

Tier 0 vehicles (those with engines built prior to 1996 for most engine sizes) will not have an engine family name. CARB has also released a guide on how to report if you are missing some of the information listed above, please see the DOORS user guide on "[How to Report with Missing Information](#)", which is available under "[DOORS Resources](#)" in the [Off-Road Zone](#) at https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/documents/userguide_missinginfo.pdf.

Special Circumstances

If the vehicle falls under any of the following categories, additional information

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will be required.

If the vehicle...	If the engine...
<ul style="list-style-type: none"> • Has verified exhaust retrofits (VDECS) installed* • Is designated low-use, emergency use, part-time agricultural, or for snow removal** • Received public incentive funding (e.g., Carl Moyer, Showcase, SOON, other programs) • Is a two-engine vehicle subject to the Off-Road Regulation • Is in a captive attainment area fleet, or a municipal fleet in a low-population county • Is an electric or non-diesel vehicle used in place of a diesel vehicle[†] • Was sold for early retirement credit[‡] 	<ul style="list-style-type: none"> • Is a repower • Has been rebuilt • Is a flexibility engine • Is certified to on-road standards • Has a non-standard emission certification

If your vehicle requires additional reporting, see the relevant user guide, available under “[DOORS Resources](#)” in the [Off-Road Zone](#) at <https://ww2.arb.ca.gov/our-work/programs/truckstop-resources/road-zone/doors-resources>, or contact the DOORS hotline at (877) 59DOORS (877-593-6677).

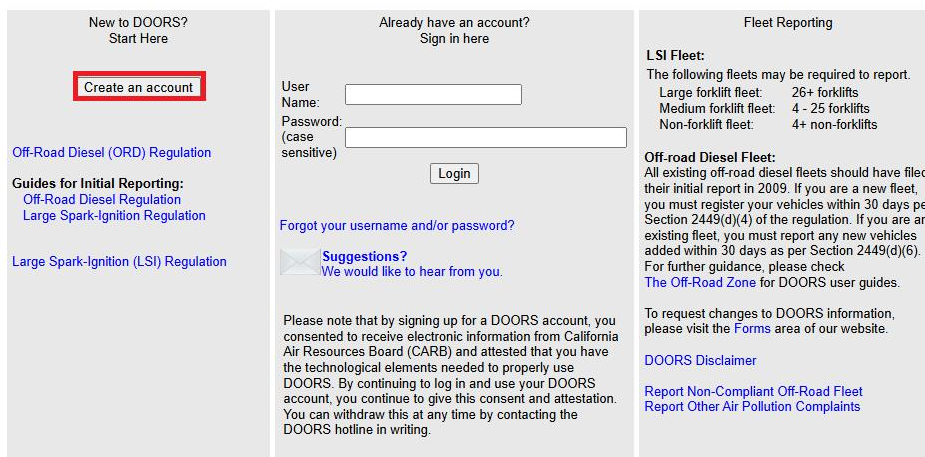
Steps to Report Fleet Data Using DOORS

- A. Create a DOORS account with CARB
- B. Determine applicable vehicles
- C. Log into DOORS
- D. Complete the “Owner Information” page
- E. Enter the vehicle and engine information
- F. Enter any additional required information
- G. Review the data, and make changes if necessary

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A. Create a DOORS account with CARB

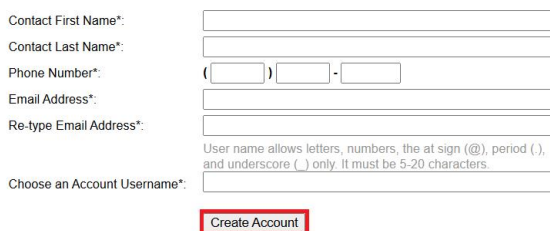
1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html
2. Create an account by clicking on [Create an account].



Still Have Questions? Contact ARB at doors@arb.ca.gov or 1 (877) 59-DOORS (1-877-593-6677).
 Hours of service: 8am-4pm Monday to Friday. Closed from 9:10am-10:00am and 1:00pm-2:00pm on Wednesdays for administrative meetings.

3. Fill in all information for the page named "Create New Account".

* Required Information
 Not sure if your company already has an account? [Check to see if your company is already registered.](#)
Avoid creating a duplicate account: If your company already has an account, please call the DOORS hotline to gain access to the account. You may still be responsible for any information that has been previously reported.



[Click here to return to the login page.](#)

4. After selecting [Create Account], you will receive an email from doors@arb.ca.gov with your username and password. You will need this information to access DOORS in the future and complete your initial reporting.

B. Determine applicable vehicles

Prior to reporting vehicle information to CARB, fleet owners will need to determine which of their off-road diesel vehicles are covered by the regulation. Some vehicles will likely be fully subject to the regulation, however some vehicles

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will be exempt from all requirements except for labeling and reporting, and some will be fully exempt from the regulation.

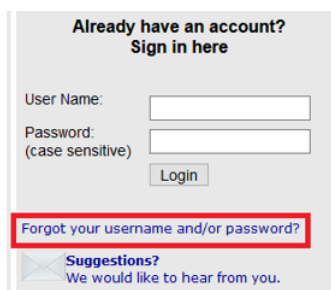
Note: For more information regarding which vehicles are subject to the Off-Road Regulation, see the "[General Applicability](#)" FAQ, available on the [Frequently Asked Questions](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/faq/applicabilityfaq.pdf>.

Create a complete list of vehicles subject to the regulation, including those which are only required to be reported and labeled.

- **Early Credit:** If you wish to claim early credit, report each vehicle that was included in the fleet from March 1, 2006, to the present, including vehicles you have retired or sold. You will be able to designate which vehicles you have retired or replaced to receive credit in the on-line screens after receiving EINs.
- **Non-diesel or electric:** You will be able to report vehicles using alternative fuels or electric vehicles that have replaced diesel vehicles in your fleet in the online screens after updates, for now include information on the diesel vehicle that was replaced.

C. Log into your DOORS account

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html
2. Use your Username and Password to log into your account.
3. If you have forgotten how to access your account information, you can use the password retrieval option (see screenshot below) or contact the DOORS hotline at (877) 59DOORS (877-593-6677) or doors@arb.ca.gov for assistance.



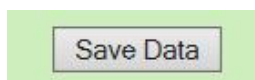
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4. Once you have logged in to DOORS, you will need to select one of the options next to "Create a New Fleet". Select [Off-Road Diesel Fleet].



D. Complete the "Owner Information" page

1. The first screen you will be taken to is the "Owner Information" screen. Fill out all sections of this page, and then select [Save Data].



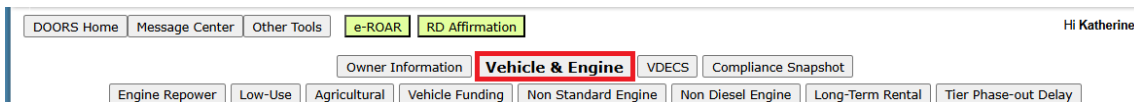
Notes:

- "Responsible Official" means the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
 - A "Parent DOORS ID" is required when reporting fleet portions or for State and Federal agencies. Federal agencies must report a Parent DOORS ID of 9 and State agencies must report a Parent DOORS ID of 10.
 - **Third-party reporters (such as consultants):** Enter the fleet's contact information for initial reporting. Once you have completed the initial reporting process for the fleet, you will be able to add your contact information, as a third-party reporter, on the "Edit Login Account & Contact Info" page, which will appear when you log into the approved DOORS account.
2. If DOORS rejects any of your information, it will supply an error message and reason at the top of the screen. Attempt to fix the cause of the error, and resubmit the data.

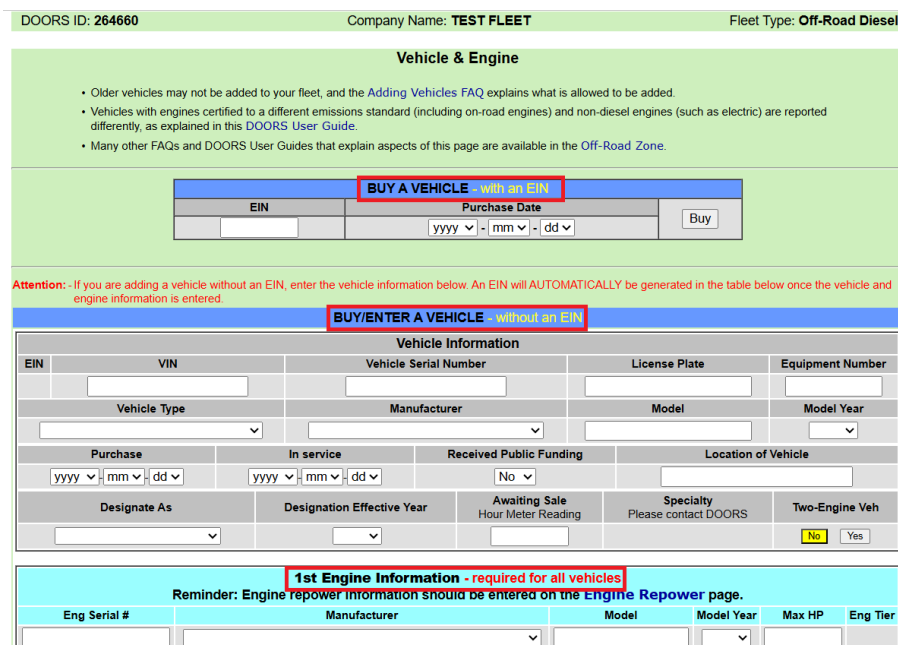
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E. Enter vehicle and engine information

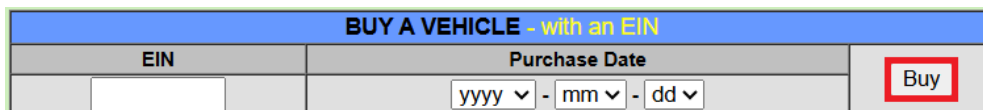
- Once your owner information has been successfully entered, select [Vehicle & Engine] at the top of the screen.



- This will take you to the screen where you may add, delete or edit vehicle and engine information.



- If your vehicle has an Equipment Identification Number (EIN):** enter the EIN and purchase date in the table named "Buy a Vehicle - with an EIN" and select "Buy."



- If your vehicle does not have an EIN:** enter the vehicle and engine information required in the table named "Buy/Enter a Vehicle - without an EIN", and when finished select [Enter Vehicle & Engine Data] at the bottom of the screen. Your vehicle will be automatically assigned an EIN.

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Enter Vehicle & Engine Data

5. Continue to use this page to add additional information until your entire vehicle inventory is reported. For each successive vehicle and engine, enter the information required (or the EIN), and then select [Enter Vehicle & Engine Data] or [Buy].

Enter Vehicle & Engine Data

F. Enter any additional required information

Instructions for reporting a Verified Diesel Emission Control Strategy (VDECS) and the definitions of special designations are covered below. For information on other additional required information, please see the relevant user guides, available under "[DOORS Resources](#)" in the [Off-Road Zone](#) at <https://ww2.arb.ca.gov/our-work/programs/truckstop-resources/road-zone/doors-resources>, or contact the DOORS hotline at (877) 59DOORS (877-593-6677).

Reporting VDECS

A "VDECS" is an emission control strategy, designed primarily for the reduction of diesel particulate matter emissions, which has been verified pursuant to the Verification Procedure laid out in title 13, California Code of Regulations, sections 2700-2710.

1. If your vehicle has a VDECS installed, provide the necessary information by selecting [VDECS] at the top of the screen.



2. Select [Add/Edit] to the left of the vehicle listed with a VDECS.

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4 engines are available for VDECS							
Two-engine vehicles will display 2 rows with the same vehicle information but different engine and							
			Vehicle Information			Engine Information	
	Line #	EIN	Veh Serial #	Your Veh #	Eng Serial #	Eng MY	VD Ser
Add/Edit	1	LH6V85	CAT0430DABNK028571		1234567	2015	
Add/Edit	2	RX6N74	DFE321568a		1234567a	2014	

3. Enter the VDECS information and then select [Save Data].

Add VDECS					
Vehicle Information			Engine Information		
EIN	Veh Serial #	Your Veh #	Eng Serial #	Eng Model Year	Eng Purchase Date
LH6V85	CAT0430DABNK028571		1234567	2015	2012-02-07
VDECS Information					
VDECS Serial #	Date VDECS Purchase (yyyy-mm-dd)		Date VDECS Installed (yyyy-mm-dd)		
	0000 ▾ 00 ▾ 00 ▾		0000 ▾ 00 ▾ 00 ▾		
VDECS Family Name					
: NETT Technologies : BlueMAX NOVA 300e ▾					
Save Data					

Special Vehicle and Low-Use Designations

Special Vehicles: Vehicles used exclusively for emergency purposes, dedicated snow removal vehicles, and vehicles used primarily, but not exclusively, for agricultural purposes must be reported and labeled but are not required to meet the Off-Road Regulation's performance requirements to reduce emissions. An explanation of each of these vehicle types is included below. Be certain that your vehicle meets the appropriate criteria below before designating it as such in DOORS:

- **Emergency:** Only vehicles used exclusively for emergency operations should be designated as "Emergency". An emergency operation means helping alleviate an immediate threat to public health or safety. Routine maintenance or construction to prevent public health risks does not constitute emergency operation. Additional information is available in our "[General Applicability](#)" FAQ, available on the [Frequently Asked Questions](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/faq/applicabilityfaq.pdf>
- **Agricultural:** This designation is only for vehicles that are used primarily

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(more than 50% of the time), but not exclusively, for agricultural operations. Vehicles used exclusively for agricultural operations should not be reported to DOORS. Agricultural operations means the growing or harvesting of crops from soil (including forest operations) and the raising of plants at wholesale nurseries, or the raising of fowl or animals for the primary purpose of making a profit, providing a livelihood, or conducting agricultural research or instruction by an educational institution. It also includes agricultural crop preparation services for first processing after harvest. Additional information is available in our "[Agricultural Equipment](#)" FAQ, available on the [Frequently Asked Questions](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/faq/ag-operations.pdf>.

- **Snow removal:** This designation is only for dedicated snow removal vehicles. A vehicle is considered to be a dedicated snow removal vehicle if it is operated exclusively to remove snow from public or private roads or other paths from which snow must be cleared to allow on-road vehicle access. Designated snow removal vehicles owned by private companies must have permanently affixed snow removal equipment, such as a blower or auger; publicly owned designated snow removal vehicles are not required to have a permanently affixed attachment. Additional information is available in our "[General Applicability](#)" FAQ, available on the [Frequently Asked Questions](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/faq/applicabilityfaq.pdf>.

Low-Use Designations: Vehicles used less than 200 hours per year in California, or under 600 hours over a three-year period, can be designated permanent low-use if the fleet intends to exclude them from the fleet horsepower, fleet average, and target emission calculations. Fleets are *not* required to designate vehicles that operate under the hour limit as low-use. Additional recordkeeping requirements apply to vehicles designated low-use, including keeping date-stamped photographs of start- and end-of-year engine hour meter readings and submitting hour meter readings in DOORS. Low-use vehicles that exceed the hour limit must be removed from the fleet unless they meet the current adding vehicles requirements in section 2449(d)(6). Additional information is available in our "[Reporting Low-Use Vehicles](#)" User Guide, available on the [DOORS Resources](#) page at <https://ww2.arb.ca.gov/sites/default/files/classic/msprog/ordiesel/documents/userguide-lowuse.pdf>.

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G. Review the data, and make changes if necessary

Before continuing, it is recommended that you review the data you have entered. On the “DOORS Home” page (the first page in DOORS after logging in), the following options are available for fleets you have entered into the system:

1. Click on the name of the fleet you wish to review.

	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	264660	Test Fleet	0	Off-Road Diesel

2. Then click on [Owner Information], [Vehicle & Engine], or [VDECS].



3. If there are mistakes in any of these pages, you may correct them and then click [Save Data] to submit the changes.

For more information on reporting, refer to our DOORS User Guides, which are available in the [Off-Road Zone](http://arb.ca.gov/offroadzone) at <http://arb.ca.gov/offroadzone>.

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