

## Initial Reporting for LSI Fleets

DOORS is an online tool designed to help fleet operators report Large Spark-Ignition (LSI) equipment inventories and actions taken to meet the Fleet Average Emission Level (FAEL) as required by the LSI Engine Fleet Requirements Regulation.

This user guide summarizes of the information required to complete LSI Fleet Regulation initial reporting and step-by-step instructions on how to report using DOORS online forms.

Both the DOORS reporting tool and this DOORS user guide were created to help fleet operators comply with the LSI Fleet Regulation. However, many portions of the DOORS system require fleet operators to understand terms and conditions defined in LSI Fleet Regulation, and to know which portions of the regulation apply to their equipment. It is strongly recommended that, prior to using the DOORS system, fleet operators determine how the LSI Fleet Regulation applies to their fleet.

The regulation, fact sheets, and additional user guides are available in the Off-Road Zone at: [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

**Note:** For more information regarding equipment subject to the LSI Fleet Regulation, please see the Applicability section of the Large Spark Ignition (LSI) Engine Fleets Requirements Regulation available at <https://ww3.arb.ca.gov/msprog/offroad/orspark/largesparkappa-clean.pdf>.

## Information Required to Complete Initial Reporting

The following information must be included when reporting equipment for the LSI Fleet Regulation.

### Fleet Operator and Contact Information

Prior to inputting equipment information, the fleet operator will be required to supply:

- **Contact Name and Contact Information**
- **Mailing Address**
- **Fleet Owner** as defined in § 2775 (d)(35): The fleet **owner** or **operator** is defined as a person with legal right of possession and use of a piece of equipment including a person whose usual and customary business is the rental, leasing, or sale of equipment.

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## Equipment and Engine Information

The following information is required by the regulation for each piece of equipment and engine:

Equipment Information	Engine Information**
Purchase or Rent From Other Equipment Serial Number (as applicable) Your Equipment Identifier (optional) Equipment Type Equipment Manufacturer Equipment Model Equipment Model Year Date Equipment Entered Fleet Equipment Lift Capacity * Equipment Lift Capacity Units *	Fuel Type Engine Serial Number USEPA Engine Family <sup>1</sup> Name Emission Standard & Units Engine Manufacturer Engine Model Year Engine Model Engine Displacement (liters) Engine HP/kW/Volt & Units Battery or Fuel Capacity* Retrofit EO * Retrofit Serial Number *

\* Only if applicable

\*\*If equipment is powered by **fuel cell** or is **electric** the following is required:

- Engine HP/kW/Volt & Units
- Battery or Fuel Capacity

## Special Circumstances

If equipment falls under any of the following categories, additional information will be required:

- Limited Hours of Use Equipment
- Boneyard
- Retired

## Online Forms for Initial Reporting (Entering Information into DOORS)

This section of the guide contains instructions on:

- Creating an online account with CARB in DOORS;

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<sup>1</sup> Those with engines built prior to 2000 for most engine sizes will not have an engine family and the certification emission standard = 12 g/bhp-hr.

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- Navigating the online screens;
- Entering the data; and
- Receiving equipment identification numbers (EIN).

Additionally, if you already have a DOORS account, this section will describe how to complete an initial report for your LSI equipment fleet.

### **Steps to Report Fleet Data Using DOORS**

Instructions to report your LSI fleet are provided below:

- A. [Create a DOORS account with CARB](#);
- B. [Determine applicable equipment](#);
- C. [Log in to DOORS, and opening the online forms](#);
- D. [Complete the owner information form](#);
- E. [Add or edit equipment and/or engine information](#);
- F. [Report equipment with existing Equipment Identification Numbers \(EINs\), if necessary](#);
- G. [Review the data, and make changes, if necessary](#);
- H. [Delete equipment with existing EINs](#).

#### **A. Create a DOORS Account with CARB**

If you already have a DOORS account jump to step B

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html) and select the "Create an Account" button on the left side of the page.
2. Fill out the "Create New Account" fields and select the "Create Account" button. Your account information will be sent to the email address you provided within a few minutes. In order to ensure that you receive the email, you may need to add our email address ([doors@arb.ca.gov](mailto:doors@arb.ca.gov)) to your contacts list. If you do not see the email within 10 minutes, check your "Spam" or "Trash" folders to ensure the email was not blocked by your email server. If you do not receive the email within 10 minutes, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

**Note:** If you already have a DOORS account, but are having any difficulties with the account, please do not create another account. Instead, please contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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**B. Determine applicable equipment**

Prior to reporting equipment information to CARB, fleet operators will need to determine which of their LSI equipment are covered by the regulation. The regulation requires LSI fleets with powered forklifts, floor sweeper/scrubbers, airport ground support equipment, and industrial tow tractors to comply. The regulation requires fleets to report and label each piece of equipment used to calculate the FAEL including electric powered equipment. Small fleets with one to three pieces of equipment are exempt from the reporting and labeling requirements. However, small fleets may voluntarily report and label. Agriculture in-field equipment is exempt from the LSI Fleet Regulation.

Create a complete list of equipment subject to the LSI Fleet Regulation. The import tool spreadsheet printout helps collect the equipment and engine information needed for reporting, available in the Off-Road Zone at: [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

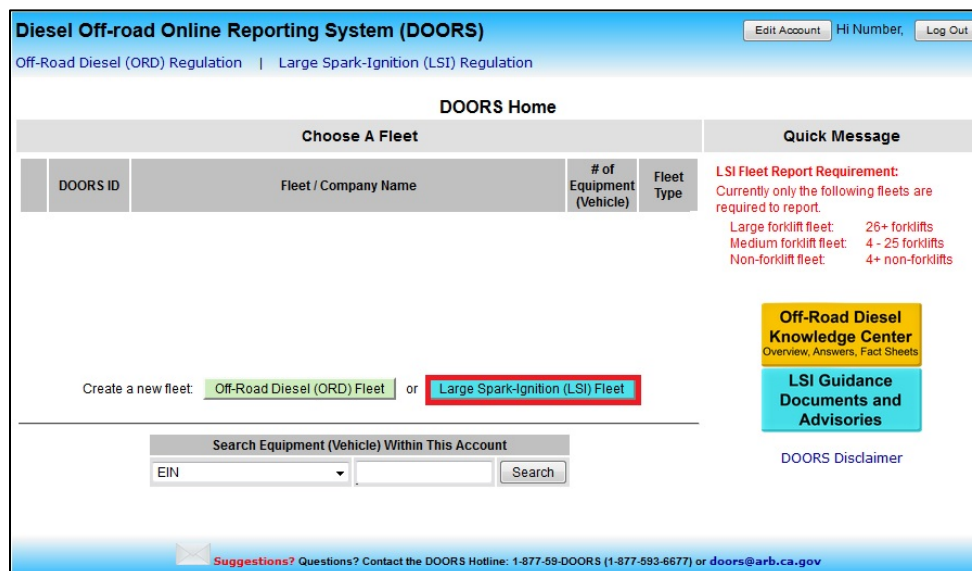
**C. Log in to DOORS, and opening the online forms**

1. Return to the DOORS log-in page at [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html), and log into the system using the username you chose and the password that was emailed to you.

**Note:** The password is case-sensitive. If DOORS does not accept your password, copy the password from the email, and paste it into the DOORS log-in page. If DOORS still does not accept your password, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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2. Once you have logged into DOORS, you will need to click on the button that says "Create a new: Large Spark-Ignition (LSI) Fleet".



### D. Complete the owner Information form

1. The first page you will be taken to is the Owner Information page. Complete the fields, and then select the "Save Data" button, as shown below.

**Note:** If you **already have** a **LSI fleet** or an **Off-Road fleet** in your DOORS account you have the ability to **copy the owner information** from the existing fleet to your new one at the top of the page. Select the fleet you want the information to be copied from and then click "Copy Owner Info" button, and then select the "Save Data" button.

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**You are about to create a new Large Spark-Ignition (LSI) fleet in this account.**

### Owner Info

Do you want to copy the owner information from an existing fleet to this new fleet?  
 Select an existing fleet: 117573 - LSI Fleet 1 ▼ **Copy Owner Info**

Fleet Type:	LSI
Fleet Owner Name:	<input type="text"/>
Company / Agency Name:	<input type="text"/>
Company / Agency Type (optional):	<span>Individual (sole proprietorship)</span> <span>▼</span>
Company / Agency Tax ID:	<input type="text"/>
Company / Agency Phone #:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Company / Agency Fax #:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Company / Agency Email Address:	<input type="text"/>
Company Mailing Address:	
Address for Fleet Owner:	<input type="text"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text"/>
State:	<span>California</span> <span>▼</span>
Zip:	<input type="text"/>
Company Physical Address:	<input type="checkbox"/> Same as mailing address
Address for Fleet Owner:	<input type="text"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text"/>
State:	<span>California</span> <span>▼</span>
Zip:	<input type="text"/>
Responsible Person (Responsible Official):	<input type="text"/>
Responsible Person Title:	<input type="text"/>
Responsible Person Email:	<input type="text"/>
Responsible Person Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
<span><b>Save Data</b></span>	

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**Notes:**

- **Responsible Official** means: the owner or operator as defined in the LSI Engine Fleet Requirements Regulation § 2775 (d)(35).
- For third-party reporters (such as consultants), please enter the fleet's contact information and then add contact information for a third-party reporter on the "Edit Login Account & Contact Info" page, which will appear after you log in and select your fleet.

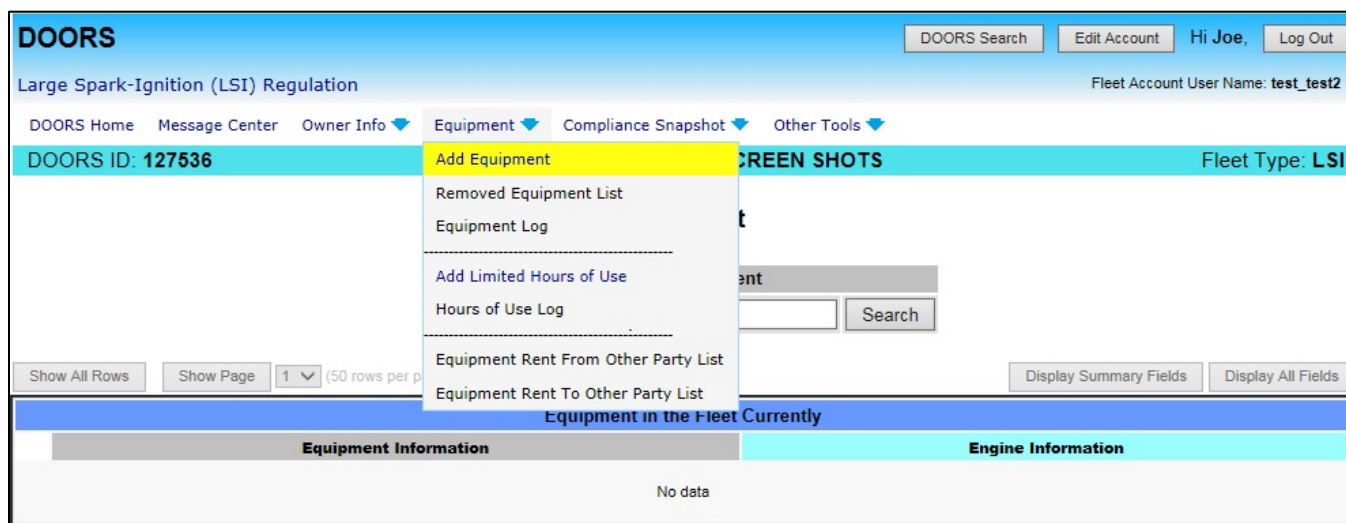
If DOORS rejects any of your information, it will supply an error message and reason at the top of the page. Attempt to fix the cause of the error, and resubmit the data. If this fix does not work, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing [doors@arb.ca.gov](mailto:doors@arb.ca.gov)

2. Once your information has been successfully entered, your fleet will be assigned a DOORS ID number, which will be emailed to the email address you provided. We recommend that you write down your fleet's DOORS ID number, as well. If you have specific questions or concerns about your fleet, please reference your DOORS ID number when contacting the DOORS hotline.

**E. Add or edit equipment and/or engine information**

Alternatively, fleets may enter equipment one-by-one using the following steps:

1. At the top of the "Owner Information" page, you will see a series of buttons. These buttons are found on the top of all of the reporting pages, and they are used to navigate from page to page. Select "Add Equipment" from the drop-down menu of the "Equipment" button, as shown below. This will take you to the page where you may add, delete, or edit equipment information.



The screenshot displays the DOORS web application interface. At the top, there is a navigation bar with the DOORS logo, a search bar, and user information (Hi Joe, Log Out). Below this is a breadcrumb trail: Large Spark-Ignition (LSI) Regulation. The main navigation menu includes links for DOORS Home, Message Center, Owner Info, Equipment, Compliance Snapshot, and Other Tools. The 'Equipment' link is highlighted, and a dropdown menu is open, showing options: Add Equipment, Removed Equipment List, Equipment Log, Add Limited Hours of Use, Hours of Use Log, Equipment Rent From Other Party List, and Equipment Rent To Other Party List. The 'Add Equipment' option is selected. The page also shows a DOORS ID of 127536, a fleet type of LSI, and a table titled 'Equipment in the Fleet Currently' with columns for Equipment Information and Engine Information. The table currently shows 'No data'.

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2. Enter the equipment and engine information as required (if the engine has a retrofit emission control system see step F before saving data, and if electric equipment is added see notes), and then select the "Save Data" button, as shown below.

ADD AN EQUIPMENT - without an EIN	
<b>Equipment Information</b>	
Transaction Type:	<input checked="" type="radio"/> Purchased equipment <input type="radio"/> Rented / leased equipment
EIN:	
Equipment Serial # (or VIN):	<input type="text"/>
Your Equipment #:	<input type="text"/>
Equipment Type:	<input type="checkbox"/> Forklift.           Or pick from here <input type="text"/>
Equipment Manufacturer:	<input type="text"/>
Equipment Model:	<input type="text"/>
Equipment Model Year:	<input type="text"/>
Date Equipment Entered Fleet:	<input type="text"/> yyyy - <input type="text"/> mm - <input type="text"/> dd <input type="button" value="?"/>
Lift Capacity (if applicable):	<input type="text"/> lbs <input type="text"/>
<b>Engine Information</b>	
Fuel Type:	<input type="text"/> <input type="button" value="?"/>
Engine Serial #:	<input type="text"/>
USEPA Engine Family Name:	<input type="text"/> <input type="button" value="?"/>
Certification Emission Standard:	<input type="text"/> g/bhp-hr <input type="text"/>
Engine Manufacturer:	<input type="text"/>
Engine Model Year:	<input type="text"/> <input type="button" value="?"/>
Engine Model:	<input type="text"/>
Displacement:	<input type="text"/> Liters <input type="button" value="?"/>
Max HP / kW / Volt:	<input type="text"/> HP <input type="text"/> <input type="button" value="?"/>
Battery or Fuel Capacity:	<input type="text"/>
<b>Retrofit Information</b>	
Retrofit EO:	EO: Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard <input type="text"/>
Retrofit Serial #:	<input type="text"/>
<b>Electric Equipment</b>	
Exclude This Equipment in Fleet Average:	<input type="checkbox"/>
<b>Electric Airport Ground Support Equipment (GSE)</b>	
For the electric airport GSE equipment purchased before 1/1/2007, it can be included in both the Off-Road Diesel fleet and LSI fleet.	
Include This Equipment In The Off-Road Diesel Fleet:	<input type="text"/>
<input type="button" value="Save Data"/>	

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**Notes:**

- **Electric Equipment:** After entering the equipment information, select "Electric" from the drop-down menu in the "Fuel Type" field. Be aware, this action will automatically delete the "USEPA Engine Family Name" and set the "Certification Emission Standard" to zero as well as blocking all engine fields not needed. Also, the option to exclude the piece of equipment from the fleet average becomes available.
- **Fuel Cell Equipment:** After entering the equipment information select "Electric" from the drop-down menu in the "Fuel Type" field. Be aware, this action will automatically block all engine fields not needed; the only engine fields required are Max HP/kW/Volt and the Battery or Fuel Capacity along with units. Remember, only equipment needed for FAEL is required to be reported and labeled.
- **Electric Airport GSE Equipment Purchased before 1/1/2007:** This equipment can be included in both the Off-Road Diesel fleet and LSI fleet at the bottom of the "Add Equipment" page.
- **Receive Equipment Identification Numbers (EIN):** EINs will automatically be assigned when the data for each piece of equipment is saved. If you wish to see the list of equipment with its assigned EIN go to the "Equipment" page. We do not provide labels; a list of label vendors for off-road diesel vehicles and large spark-ignited equipment is available at the Large Spark Ignition Engine Fleet's program homepage at [arb.ca.gov/lisi](http://arb.ca.gov/lisi).

If you have questions about Limited Hours of Use equipment, please contact the DOORS hotline at 1-877-59-DOORS (1-877-593-6677).

If you have installed exhaust retrofits on any of your equipment, please complete the step below. Otherwise, skip to step 4.

3. Once you have entered the equipment and engine information go to the "Retrofit Information" portion of the "Add Equipment" page. This field has a drop-down menu to select the equipment's emission control system, enter the serial number, and then select the "Save Data" button.

Retrofit Information	
Retrofit EO:	EO: Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard
Retrofit Serial #:	G-08-007: Engine Control Systems / TerminiNOx / 1 - 3 liters / 1.0 g/bhp-hr G-08-008: Engine Control Systems / TerminiNOx / > 3 liters / 3.0 g/bhp-hr G-09-011: Nett Technologies Inc / Nett BlueCAT 200 / 1 - 3 liters / 1.5 g/bhp-hr G-09-012: Nett Technologies Inc / Nett BlueCAT 300 / 1 - 3 liters / 1.0 g/bhp-hr G-09-013: Nett Technologies Inc / Nett BlueCAT 300 / > 3 liters / 2.0 g/bhp-hr
Exclude This Equipment in Fleet Average	

4. Complete steps 1-4 for each piece of equipment.

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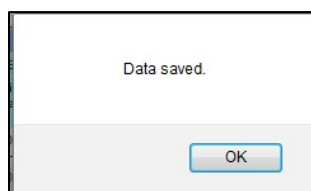
**F. Report equipment with existing EINs, if necessary**

1. You may add equipment to your fleet using its EIN by accessing the "Add Equipment" page where you will see a box at the top of the page and instructions on how to add equipment using an EIN.
2. Enter the EIN for the equipment that you are adding to your fleet and the purchase date, and then select "Save Data", as shown below.

**Add Equipment**

ADD AN EQUIPMENT - with an EIN	
Transaction Type:	<input checked="" type="radio"/> Purchased equipment <input type="radio"/> Rented / leased equipment
EIN:	<input type="text"/>
Date Equipment Entered Fleet:	<input type="text" value="yyyy"/> - <input type="text" value="mm"/> - <input type="text" value="dd"/>
<input type="button" value="Save Data"/>	

3. When you have successfully added the equipment, you will see the following notification.



**Note:** When you click "Save Data", make sure there are no errors shown in red at the top of the page. For example, "That EIN was not listed as equipment that has been sold".

If the above message appears, it means the fleet that previously owned the equipment has not reported the equipment as sold or retired. In this case, if 30 days have passed since the equipment was purchased, fill out and submit the DOORS form for "Adding Equipment with an Existing EIN" available in the Off-Road Zone at:

[www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

Please do not report the equipment in the "ADD AN EQUIPMENT- without an EIN" page (page from step 2); otherwise the record/history of the equipment will be lost.

If you get a different error message, please contact the DOORS hotline by phone at 1-877-59DOORS (1-877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov) to resolve any issues.

1. Review the equipment and engine information. If there are any discrepancies between the originally reported data and your records, please fill out and submit the DOORS form for "Equipment/Engine Information of Previously

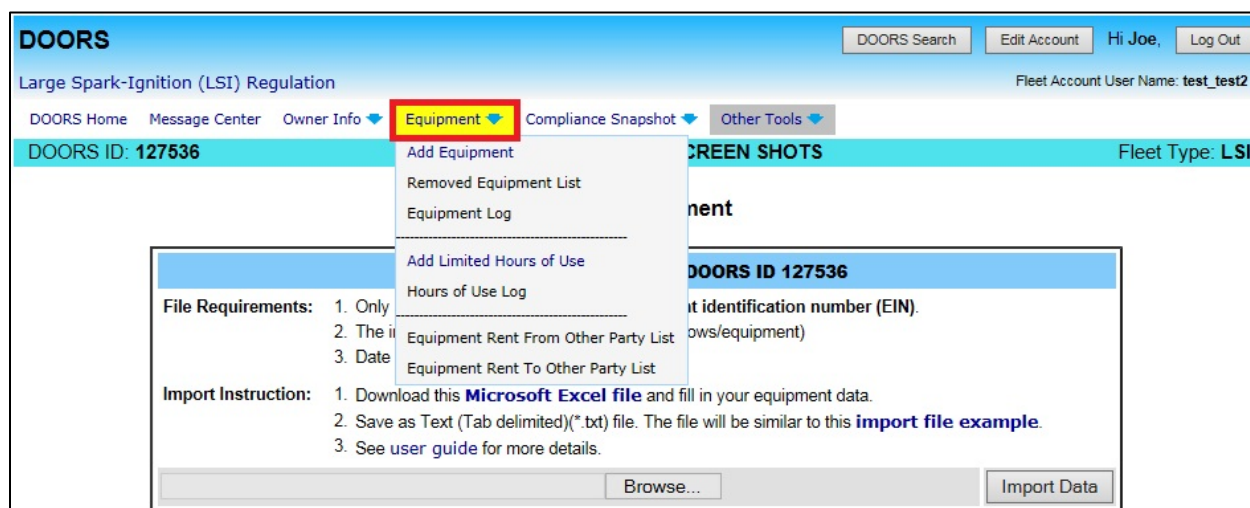
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Reported Equipment” at available in the Off-Road Zone at:  
[www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone) to correct the discrepancies.

2. Repeat Steps 2 through 4 for each equipment with an existing EIN.

## G. Review the data and make changes, if necessary

1. Once you have finished adding or editing information in DOORS click on “Equipment” to look at the list of equipment in your fleet.



There are two options for viewing the saved equipment and engine information:

- The “Display Summary Fields” button shows you the basic equipment and engine information of your fleet. This is your quick reference viewing option and is the default view.

Equipment										
Search Equipment										
<input type="text" value="EIN"/> <input type="button" value="Search"/>										
<input type="button" value="Show All Rows"/> <input type="button" value="Show Page"/> 1 (50 rows per page, Total 20 rows.) <input type="button" value="Display Summary Fields"/> <input type="button" value="Display All Fields"/>										
Equipment in the Fleet Currently										
Actions	Equipment Information						Engine Information			
	Rent From Other	EIN	Equip Serial #	Your Equip #	Equip Type	Equip Manufacturer	Fuel Type	Eng Serial #	Eng Family Name	Emission Standard
Edit Remove	1	KS4L45	AP3554	19	Forklifts	CATERPILLAR	propane	SN1252	ENFXB02.548D	1.07 g/bhp-hr
Edit Remove	2	MH7M65	AP3552	17	Forklifts	CLARK	propane	SN1250	ENFXB02.548D	1.07 g/bhp-hr

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- The “Display All Fields” button, shows you all of the information that you have entered for each equipment, such as more detailed engine information, Emission Standards, Fuel Type, In Service Dates, Purchase Dates, etc.

Equipment																								
Search Equipment																								
EIN																								
Search																								
Show All Rows Show Page 1 of 1 10 rows per page, Total 20 rows. Display Summary Fields Display All Fields																								
Equipment Information										Equipment in the Fleet Currently														
Actions	Rent From Other	EIN	Equip Serial #	Your Equip #	Equip Type	Equip Manufacturer	Equip Model	Date Equip Entered Fleet	Lin Capacity	Fuel Type	Eng Serial #	Eng Family Name	Emission Standard	Eng Manufacturer	Eng MY	Eng Model	Displacement (Liters)	Max HP/kW/Volt	Battery or Fuel Capacity	Retire EO	Retire Serial #	Excluded in Fleet Average	Included in ORD Fleet	Electric Equipment
Edit Remove	1	K54L45	AP3554	19	Forklifts	CATERPILLAR	MD38	2013	2015-01-01	3500 lbs	propane	SN1252	ENF1802.5480	1.07 g/bhp-hr	GLOBAL COMPONENT TECHNOLOGIES CORPORATION	2014	EM141	3.4	50 HP					
Edit Remove	2	M67M65	AP3552	17	Forklifts	CLARK	MD36	2011	2013-01-01	3000 lbs	propane	SN1250	ENF1802.5480	1.07 g/bhp-hr	GLOBAL COMPONENT TECHNOLOGIES CORPORATION	2014	EM139	2.6	50 HP					

2. The last equipment that you entered will appear at the top of the equipment and engine data fields which is the default sort setting. However, there are multiple ways to sort the data fields:

- You can click on the link above the column that you would like to sort. This will arrange each piece of equipment in alphabetical order by the information that is in the column. For example, if you would like to sort by the EIN, you will click on the EIN link at the top of the column.

Actions	Rent From Other	<a href="#">EIN</a>	<a href="#">Equip Serial #</a>
Edit Remove	1	AP9R89	AP3546
Edit Remove	2	AT6R93	AP3537
Edit Remove	3	BJ3G88	AP3548
Edit Remove	4	DP4D77	2VehicleVin
Edit Remove	5	DP4H39	AP3544
Edit Remove	6	DX9G48	AP3547
Edit Remove	7	EG6Y58	1VehicleVin

- If you would like to see the equipment in reverse order, you will just need to click the link again, and the equipment will appear in reverse alphabetical order.
- You can use the sort function for any column that has a link in the title.

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- If you have more than 50 pieces of equipment, you may need to change the quantity of the visible rows by clicking the "Show All Rows" button. You can also view your equipment and engine data in groups of 50 rows by selecting the different pages that are available.
- If you would like to search for equipment by its EIN, you can also enter the EIN in the "Search Equipment by EIN" box and then click on the "Search Equipment" button.

**Equipment**

Search Equipment

EIN

Search

## H. Delete equipment with existing EINs

Equipment entered in the system by mistake or duplicated can be deleted by using the remove link. Be aware that once a piece of equipment is removed it cannot be reinstated.

- Go to the "Equipment" page.
- Find the equipment you want to remove by typing the EIN in the "Search Equipment" table or by looking through the list.

Search Equipment

EIN

Search

Show All Rows

Show Page

1

(50 rows per page, Total 20 rows. )

Display Summary Fields

Display All Fields

Equipment in the Fleet Currently											
		Equipment Information					Engine Information				
Actions		Rent From Other	EIN	Equip Serial #	Your Equip #	Equip Type	Equip Manufacturer	Fuel Type	Eng Serial #	Eng Family Name	Emission Standard
<div>Edit</div> <div>Remove</div>	1		KS4L45	AP3554	19	Forklifts	CATERPILLAR	propane	SN1252	ENFB02.548D	1.07 g/bhp-hr

- Click "Remove" on the left side of the equipment you want to delete from the equipment list. The "REMOVE EQUIPMENT FROM FLEET" table will pop up.

**Equipment**

REMOVE EQUIPMENT FROM FLEET

EIN: KS4L45  
Equipment Serial # (or VIN): AP3554  
Date Equipment Entered Fleet: 2015-01-01  
Date Equipment Removed From Fleet: 

yyyy - mm - dd

  
Non-Op Reason:

Save Data

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4. Select the current date in the "Date Equipment Removed from the Fleet" field, and select a "Non-Op Reason".
5. Click "Save Data" button.

For more information on reporting, refer to our other guides, which are available in the Off-Road Zone at: [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).