How to Report LSI Rental Equipment in DOORS for Owners and Renters

Fleets can report equipment available for rent in DOORS, the online reporting system for the Large Spark-Ignition (LSI) Engine Fleet Requirements Regulation. Equipment can be released from the owner’s fleet and added to the renter’s fleet. Once the rental agreement has expired, the equipment can be returned to the owner’s fleet in DOORS.

Owner information can be found on pages 1 through 8 and renter information can be found on pages 9 through 12.

Steps to Reporting Rental Equipment for Owners

This guide provides detailed instructions on how to report equipment available for rent.

A. Log into DOORS account and select your fleet

B. Reporting Rental Equipment

C. Releasing Equipment for Rent to Other Fleets

D. Viewing Rental Equipment Available to Other Fleets

A. Log into DOORS account and select your fleet

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.

2. Use your User Name 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.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for the Large Spark-Ignition Engine Fleet Requirements Regulation.
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2. Enter the equipment and engine information as required (if the engine has a retrofit emission control system see Step 3 before saving data, and if electric equipment is added see notes), and then select the “Save Data” button, as shown below. **Be sure to select the “Purchased Equipment” option for the transaction type.**

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DOORS USER GUIDE
Reporting Rental Equipment

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: [https://ww2.arb.ca.gov/resources/documents/label-vendors-road-diesel-vehicles-and-large-spark-ignited-lsi-equipment](https://ww2.arb.ca.gov/resources/documents/label-vendors-road-diesel-vehicles-and-large-spark-ignited-lsi-equipment).

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.

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4. Complete steps 1-3 for each piece of equipment you would like to report for rent.

C. Releasing Equipment for Rent to Other Fleets

Fleets may release reported equipment for rent by completing the following steps:

1. Go to the “Equipment” page.
2. Find the equipment you want to remove by typing the EIN in the “Search Equipment” table or by looking though the “Equipment in Fleet Currently” list.
3. Click “Remove” on the left side of the equipment you want to release for rent from the equipment list. The “REMOVE EQUIPMENT FROM FLEET” table will pop up.

Select the date the rental agreement began in the “Date Equipment Removed from the Fleet” field, and select “Release for Rent to Another Fleet” as the “Non-Op Reason”.

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4. Click “Save Data” button.

D. Viewing Rental Equipment Available to Other Fleets

Fleets can view their rental equipment available to other fleets by completing the following steps:

1. At the top of the DOORS portal select “Equipment Rent To Other Party List” from the drop-down menu of the “Equipment” button, as shown below. This will take you to the “Equipment Currently Rented to Other Parties” page, where you may view your rental equipment available to other fleets.

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Steps to Reporting Rental Equipment for Renters
This guide provides detailed instructions on how to report rental equipment.

A. Log into DOORS account and select your fleet

B. Reporting Rental Equipment

C. Releasing Equipment to Return to Owner

D. Viewing Current Rental Equipment in Fleet

A. Log into DOORS account and select your fleet

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
2. Use your User Name 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.

4. After you have logged into DOORS, you will select your fleet by clicking on its name.

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B. Reporting Rental Equipment

Fleets may enter the equipment using the following steps:

1. At the top of the DOORS portal 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.

2. Using the “ADD AN EQUIPMENT -with an EIN” table, **be sure to select** the “Rented/Leased Equipment” option for the transaction type. Then, enter the EIN for the rental equipment, the date the rental agreement began and select “Save Data”, as shown below.

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

   ![Data saved]

   ![OK]

**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 released for rent”.

If the above message appears, it means the fleet that owns the equipment has not released the equipment for rent. To correct this, please contact the owner to release the equipment for rent.

**C. Releasing Rental Equipment to Return to Owner**

Fleets may release rental equipment to return to the owner by completing the following steps:

1. Go to the “Equipment” page.
2. Find the equipment you want to remove by typing the EIN in the “Search Equipment” table or by looking through the list.
3. Click “Remove” on the left side of the equipment you want to release from the equipment list. The “REMOVE EQUIPMENT FROM FLEET” table will pop up.

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4. Select the return date in the “Date Equipment Removed from the Fleet” field, and select “Return Rental Equipment” as the “Non-Op Reason”.

5. Click “Save Data” button.

D. Viewing Current Rental Equipment in Fleet

Fleets can view their rental equipment by completing the following steps:

1. At the top of the DOORS portal select “Equipment Rent From Other Party List” from the drop-down menu of the “Equipment” button, as shown below. This will take you to the page where you may view your rental equipment.

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2. The page will display the rental equipment in your fleet, in addition to the DOORS ID number and company name of the fleet that owns the equipment. Equipment information displayed includes the date it was rented, EIN, equipment serial number, your equipment number, equipment type, equipment manufacturer, engine manufacturer and fuel type.

For more information on reporting, refer to our DOORS User Guides, which are available in the Off-Road Zone at http://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.

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