



## 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](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](mailto:doors@arb.ca.gov) for assistance.

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**Already have an account?  
Sign in here**

User Name:

Password:   
(case sensitive)

Forgot your username and/or password?

 **Suggestions?**  
 We would like to hear from you.

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

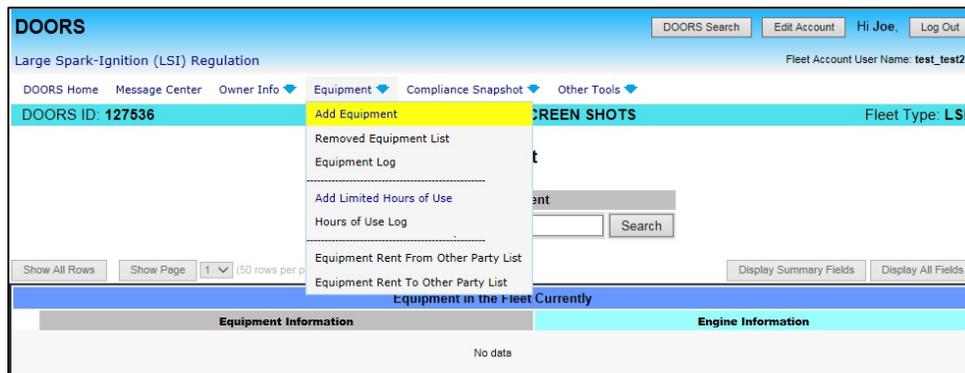
Click on a fleet name to start reporting			
DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
127536	Test Fleet Screen Shots	0	LSI

**Note:** If the equipment has already been reported, you may proceed to Step C.

## B. Reporting Rental Equipment

Fleets may enter equipment using the following steps:

- 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.



The screenshot shows the DOORS portal interface. At the top, there are navigation links: DOORS Search, Edit Account, Hi Joe, and Log Out. Below this, the user is logged in as 'test\_test2'. The main navigation bar includes 'DOORS Home', 'Message Center', 'Owner Info', 'Equipment', 'Compliance Snapshot', and 'Other Tools'. The 'Equipment' dropdown menu is open, showing options: 'Add Equipment' (highlighted in yellow), '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 main content area shows a table with one row: 'DOORS ID: 127536', 'Test Fleet Screen Shots', '0', and 'Fleet Type: LSI'. At the bottom, there are sections for 'Equipment Information' and 'Engine Information', both showing '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 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.**

ADD AN EQUIPMENT - without an EIN	
Equipment Information	
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:	yyyy - mm - dd <input type="text"/>
Lift Capacity (if applicable):	<input type="text"/> lbs
Engine Information	
Fuel Type:	<input type="text"/>
Engine Serial #:	<input type="text"/>
USEPA Engine Family Name:	<input type="text"/>
Certification Emission Standard:	<input type="text"/> g/bhp-hr
Engine Manufacturer:	<input type="text"/>
Engine Model Year:	<input type="text"/>
Engine Model:	<input type="text"/>
Displacement:	<input type="text"/> Liters
Max HP / kW / Volt:	<input type="text"/> HP
Battery or Fuel Capacity:	<input type="text"/>
Retrofit Information	
Retrofit EO:	EO: Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard <input type="text"/>
Retrofit Serial #:	<input type="text"/>
Electric Equipment	
Exclude This Equipment in Fleet Average:	<input type="checkbox"/>
Electric Airport Ground Support Equipment (GSE)	
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: <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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Retrofit Information	
Retrofit EO:	EO: Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard
Retrofit Serial #:	G-08-007: Engine Control Systems / TermiNOx / 1 - 3 liters / 1.0 g/bhp-hr G-08-008: Engine Control Systems / TermiNOx / > 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	

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

### C. Releasing Equipment for Rent to Other Fleets

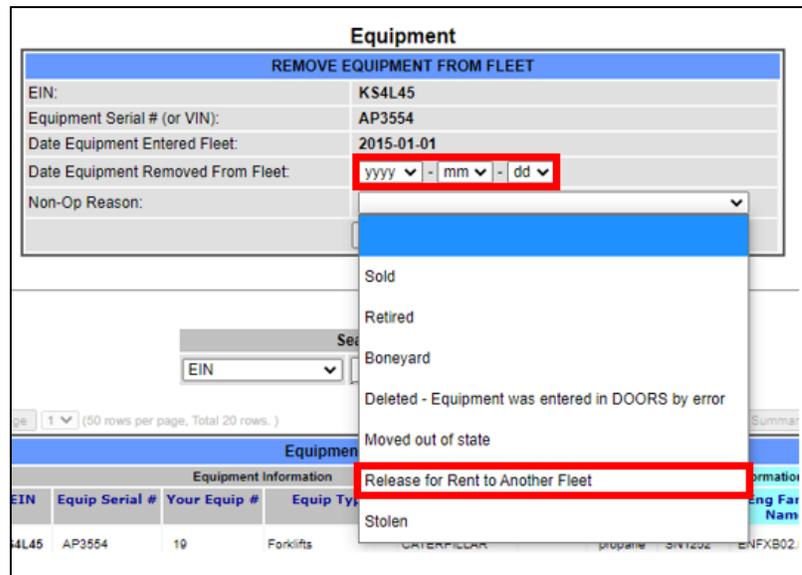
Fleets may release reported equipment for rent by completing the following steps:

- 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 "Equipment in Fleet Currently" list.
- 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.

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
<a href="#">Edit</a> <a href="#">Remove</a>	1	KS4L45	AP3554	19	Forklifts	CATERPILLAR	propane	SN1252	ENFXB02.548D	1.07 g/bhp-hr

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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**Equipment**

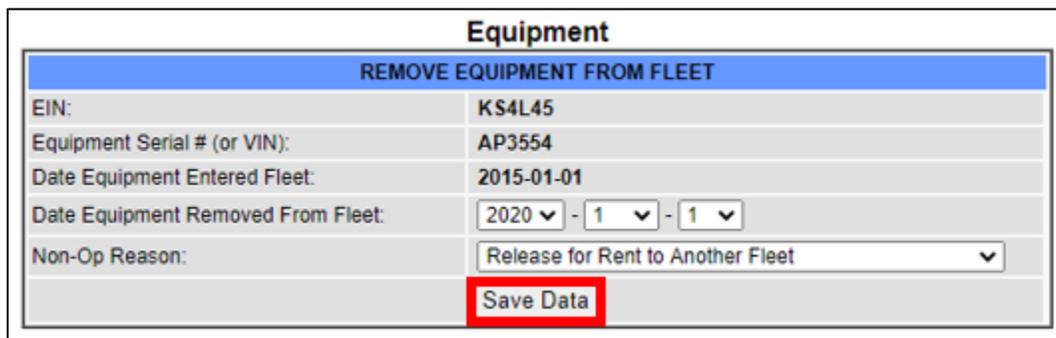
**REMOVE EQUIPMENT FROM FLEET**

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: [Dropdown Menu]

Non-Op Reason Options:  
 Sold  
 Retired  
 Boneyard  
 Deleted - Equipment was entered in DOORS by error  
 Moved out of state  
**Release for Rent to Another Fleet**  
 Stolen

EIN	Equip Serial #	Your Equip #	Equip Type
KS4L45	AP3554	19	Forklifts

4. Click "Save Data" button.



**Equipment**

**REMOVE EQUIPMENT FROM FLEET**

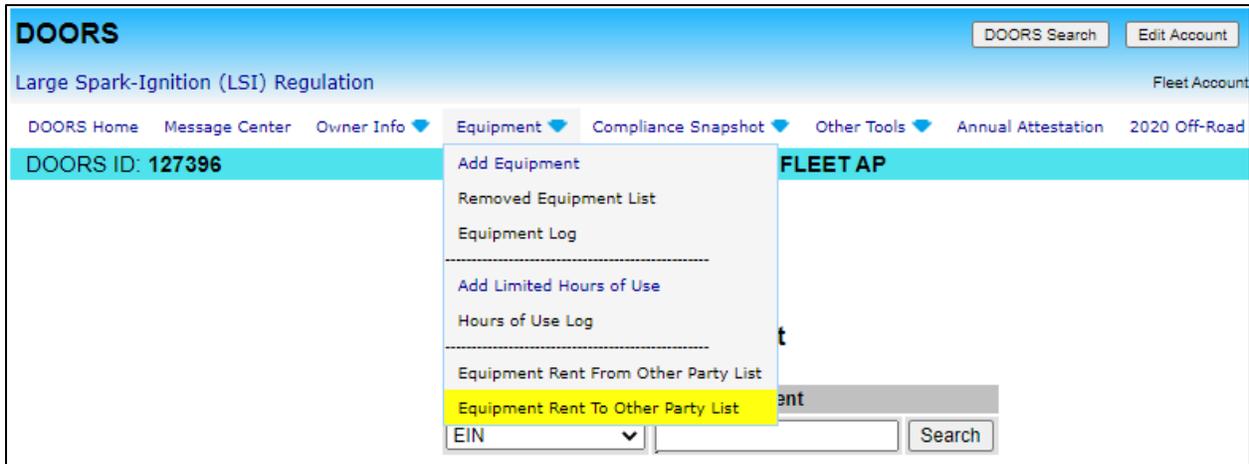
EIN: KS4L45  
 Equipment Serial # (or VIN): AP3554  
 Date Equipment Entered Fleet: 2015-01-01  
 Date Equipment Removed From Fleet: 2020 - 1 - 1  
 Non-Op Reason: Release for Rent to Another Fleet  
**Save Data**

#### 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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2. The page will display the equipment that is available for rent from your fleet, in addition to the DOORS ID number and company name of the fleet that added the rental 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.

Once the rental agreement has concluded, the renter will release the equipment and it will automatically appear on your "Equipment" page.

3. If the renter failed to add the equipment to their DOORS fleet, you may return the equipment to your "Equipment" page at the conclusion of the rental contract, using the "Recall" button highlighted on the "Equipment Rent To Other Party List" below.

Rental Company Information				Equipment Information				
	DOORS ID	Company Name	Date Rented	EIN	Equip Serial #	Your Equip #	Equip Type	Equip Manufacturer
1		Waiting for Renter...	Released: 2020-01-01	KS4L45	AP3554		Forklifts	CATERPILLAR

If the rental agreement has concluded and the renter has not released the equipment, please contact the rental fleet.

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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](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](mailto:doors@arb.ca.gov) for assistance.



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

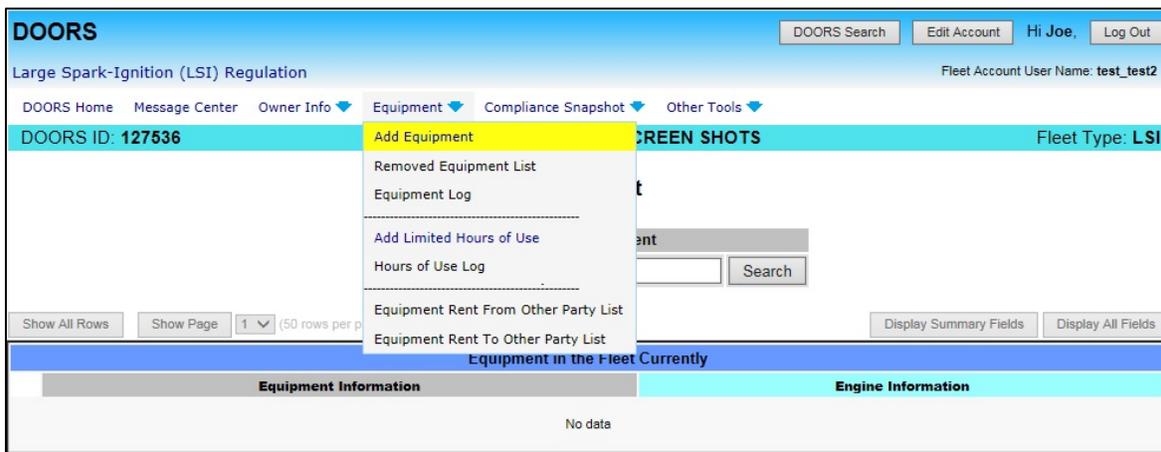
Click on a fleet name to start reporting			
DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
127536	Test Fleet Screen Shots	0	LSI

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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.



The screenshot shows the 'Add Equipment' form. The title is 'Add Equipment'. Below it is a section titled 'ADD AN EQUIPMENT - with an EIN'. This section contains the following fields and options:

- Transaction Type:** Radio buttons for 'Purchased equipment' and 'Rented / leased equipment'. The 'Rented / leased equipment' option is selected.
- EIN:** A text input field.
- Date Equipment Entered Fleet:** Three dropdown menus for 'yyyy', 'mm', and 'dd'.
- Save Data:** A button highlighted with a red box.

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- 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 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

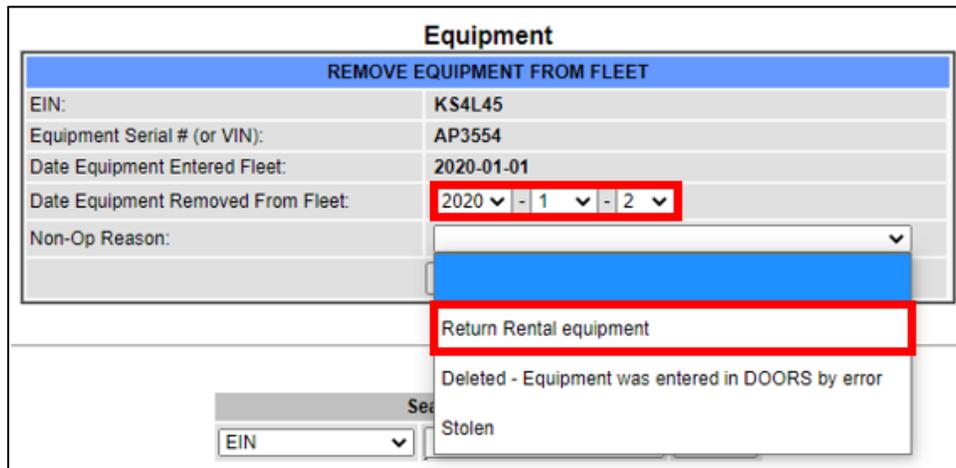
Fleets may release rental equipment to return to the owner by completing the following steps:

- 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.
- 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.

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
<a href="#">Edit</a> <a href="#">Remove</a>	1	KS4L45	AP3554	19	Forklifts	CATERPILLAR	propane	SN1252	ENFB02.548D	1.07 g/bhp-hr

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



**Equipment**

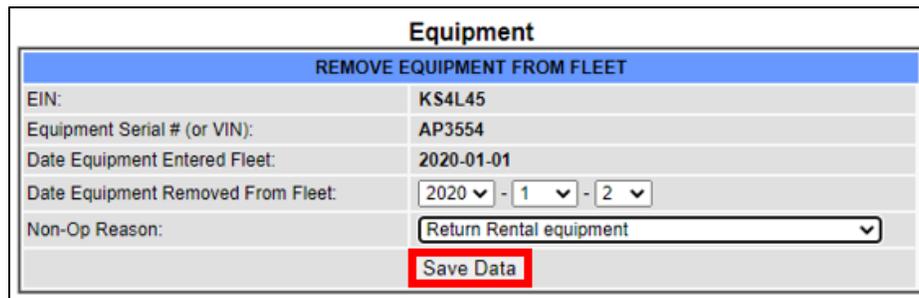
**REMOVE EQUIPMENT FROM FLEET**

EIN:	KS4L45
Equipment Serial # (or VIN):	AP3554
Date Equipment Entered Fleet:	2020-01-01
Date Equipment Removed From Fleet:	2020 - 1 - 2
Non-Op Reason:	Return Rental equipment

Deleted - Equipment was entered in DOORS by error

Stolen

- Click "Save Data" button.



**Equipment**

**REMOVE EQUIPMENT FROM FLEET**

EIN:	KS4L45
Equipment Serial # (or VIN):	AP3554
Date Equipment Entered Fleet:	2020-01-01
Date Equipment Removed From Fleet:	2020 - 1 - 2
Non-Op Reason:	Return Rental equipment

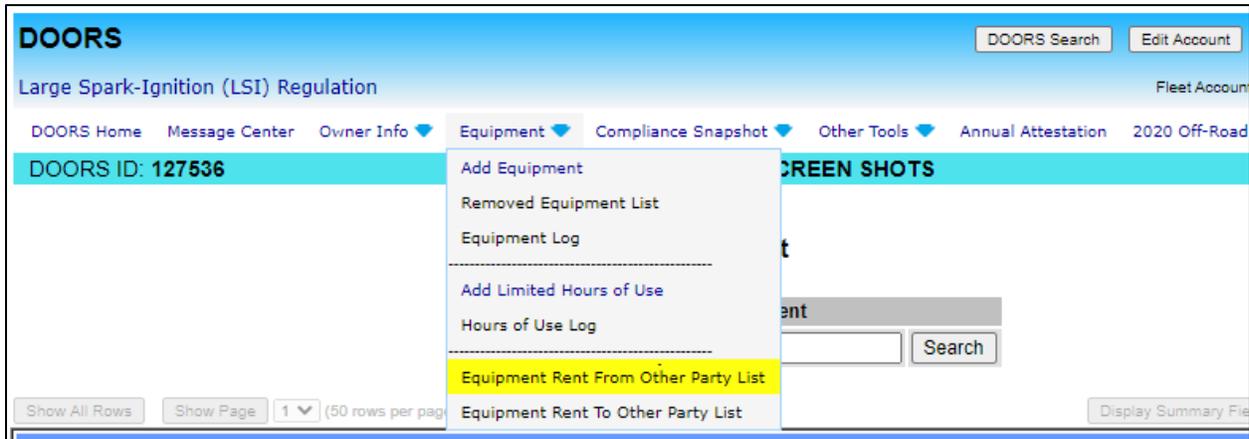
**Save Data**

#### D. Viewing Current Rental Equipment in Fleet

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

- 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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- 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.

	Rental Company Information			Equipment Information				
	DOORS ID	Company Name	Date Rented	EIN	Equip Serial #	Your Equip #	Equip Type	Equip Manufacturer
1	127396	Test - LSI Fleet AP	2020-01-01	KS4L45	AP3554		Forklifts	CATERPILLAR

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>.

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).

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