



How to Report Low-Use Vehicles

To place a vehicle in the low-use category (under 200 hours a year) for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation), a fleet will first need to determine which category is most appropriate for their vehicle. To be reported as low-use, a vehicle must have an Equipment Identification Number (EIN) and a functioning non-resettable hour meter. In some cases, hour meter readings from the past year will also be required. Incorrect or incomplete reporting of low-use vehicles will impact DOORS ability to properly calculate a fleet's horsepower, fleet average and target. An explanation of the low-use categories is covered in the Frequently Asked Questions (FAQ) on low-use vehicles, which is available under "Regulation FAQ's" in the [Off-Road Zone](http://arb.ca.gov/offroadzone) at <http://arb.ca.gov/offroadzone>, which is summarized below:

Low-Use Categories

Year-by-Year Low-Use: Vehicles in this category do not count toward the fleet's horsepower or fleet average and target, which may lessen the fleet's compliance requirements. However, designating a vehicle as year-by-year low-use does **not** provide credit towards the Best Available Control Technology (BACT) requirements. A vehicle designated as year-by-year low-use can be used more than 200 hours per year in future years without restriction, but must be included in the fleet average calculations by the next compliance date. You must report to the California Air Resources Board (CARB) when a vehicle is removed from low-use.

Permanent Low-Use: Vehicles in this category also do not count toward the fleet's horsepower or fleet average and target. However, reporting a vehicle as permanent low-use means that the fleet is committing to using the vehicle less than 200 hours per calendar year for all years subsequent to the designation. In return, the fleet receives credit towards the BACT requirements. Fleets cannot use the vehicle more than 200 hours per year in future years unless the vehicle meets the adding vehicles requirements. For more information on the adding vehicles requirements, see the FAQ document on adding vehicles

Additional Reporting Options

There are several special options to report low-use vehicles:

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Low-Use Outside California: Vehicles used part of the time outside of California, and under 200 hours per year inside of California may be reported as low-use. (In DOORS such vehicles are called “Low-Use Outside.”) For Permanent “Low-Use Outside”, this means the vehicle is limited to operating within California less than 200 hours per year for all future years, but could be used any amount of time outside California.

Year-by-Year Three-Year Rolling Average: A vehicle operated only in California and used over 200 hours may be claimed as low-use if it was used under 600 hours in the last 3 years. This option applies to year-by-year low-use vehicles only operated in California and cannot be used for permanent low-use vehicles or year-by-year low-use vehicles used both inside and outside of California.

Steps to Reporting Vehicles as Low-Use

- A. Log into DOORS account and select your fleet
- B. Reporting Vehicles as Low-Use
- C. Enter Hour Meter Readings
- D. Low-Use Data Changing Log

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 by email at 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.

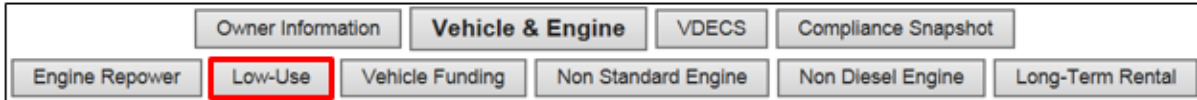
4. After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its name.

Choose A Fleet				
	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	117785	Fake Company	0	Off-Road Diesel

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B. Reporting Vehicles as Low-Use

1. The option for Low-Use will appear in top left corner of the page. Click on the [Low-Use] button to go to the “Low-Use Designation” page.



2. When you are on the “Low-Use Designation” page, you will then select the appropriate low-use category for each vehicle in your fleet.

Low-Use Designation

If you have vehicles that operate less than 200 hours/year (low-use), please consider which type of low-use best meets your needs.
For more information about low-use, please see the [Low-Use FAQ](#) and [User Guide](#).

To go directly to the “Low-Use Hour Meter Readings” page, click [Low-use hour meter readings](#)

To designate low-use:

1. First, select a low-use type for the vehicle to designate low-use status.
2. Then, click the “Save low-use designation & Enter low-use hour meter readings” button to record your selections and go to the “Enter low-use hour meter readings” page. Or click the “Save low-use designation” button to record your selections.

(10 rows per page, Total 15 rows)

The following vehicle(s) is/are available for low-use for DOORS ID: 106255

Designate Low-use Vehicle									
Vehicle Information									
Line #	Low-Use Type	Low-Use Effective Year	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY
1	Year-By-Year	▼	CR4T43	DieseToGas10	10	Excavators	CRABTREE	450D10	1994
2	Year-By-Year Outside*	▼	CV7598	DieseToGas1	1	Excavators	CRABTREE	450D1	1995
3	Permanent	▼	DD7D79	DieseToGas3	3	Excavators	CRABTREE	450D3	1997
	Permanent Outside*	▼							

- a) Each vehicle in the fleet will be listed.
- b) For each low-use vehicle, select the type of low-use from the drop down menu under “Low-Use Type”

The four low-use vehicle designations are as follows:

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- Year-by-Year – this is for a vehicle used less than 200 hours in the past calendar year (or 600 hours in the past 3 years if using the 3-year rolling average) and operated only in California. It is the fleet’s responsibility to remove the low-use designation if the vehicle exceeds 200 hours in any given year or 600 hours in the previous 3 years if using the 3-year rolling average (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).
 - Year-by-Year Outside – this is for a vehicle used less than 200 hours inside California in the past year, but used some hours outside of California as well. It is the fleet’s responsibility to remove the low-use designation if the vehicle exceeds 200 hours of use in California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).
 - Permanent – this is for a vehicle the fleet will only use less than 200 hours per year, for all years subsequent to the designation. It is the fleet’s responsibility to remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).
 - Permanent Outside – this is for a vehicle the fleet will only use less than 200 hours per year within California. It is the fleet’s responsibility to remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use within California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).
- c) For each low-use vehicle, select the effective year from the drop down menu under “Select Effective Year” (i.e., the year the vehicle became low-use)
3. Once the appropriate designations are selected, click the button, [Save low-use designation] or [Save low-use designation & Enter low-use hour meter readings].

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If you do not click this button once your choices are made, DOORS will not save your selections.



Note: As soon as the low-use designation is entered and saved, DOORS will treat the vehicle as low-use even without engine hour meter readings, or if engine hour meter readings exceed 200 hours in a calendar year.

C. Enter Hour Meter Readings

1. Engine hour meter readings for vehicles designated as low-use in DOORS must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets).
2. To report the low-use hours for each designated vehicle, click on [Low-use hour meter readings] or [Save low-use designation & Enter low-use hour meter readings].

Note: Make sure to save your low-use designations before proceeding to enter your low-use hour meter readings.

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Low-Use Designation

If you have vehicles that operate less than 200 hours/year (low-use), please consider which type of low-use best meets your needs. For more information about low-use, please see the [Low-Use FAQ](#) and [User Guide](#).

To go directly to the "Low-Use Hour Meter Readings" page, click Low-use hour meter readings

To designate low-use:

1. First, select a low-use type for the vehicle to designate low-use status.
2. Then, click the **"Save low-use designation & Enter low-use hour meter readings"** button to record your selections and go to the "Enter low-use hour meter readings" page. Or click the **"Save low-use designation"** button to record your selections.

1

The following vehicle(s) is/are available for low-use for DOORS ID: 1137

Designate Low-use Vehicle									
Vehicle Information									
Line #	Low-Use Type	Low-Use Effective Year	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY
1	Year-By-Year Outside*	2013	RG6X67	JJKKKMMM		Bore/Drill Rigs	A&L	9568NA052	2009

* Low-use vehicle that operates both inside and outside of California (must operate less than 200 hours inside California).

3. Only the vehicles that were designated as low-use will be shown on the "Low-Use Hour Meter Readings" page.

Low-Use Hour Meter Readings

For information about low-use, please see the [Low-Use FAQ](#) and [User Guide](#).
 To submit inside and outside California low-use information, please download the log form: [\(pdf version\)](#).

1

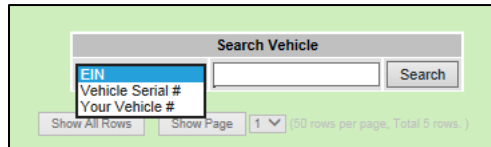
There are 1 low-use vehicles for DOORS ID: 1137

Hour meter readings should be between a number between 0 and 99999. Do not enter a comma or any special characters or text.

Vehicle Information					Engine Information	2017 Hour Meter Readings				2016 Hour Meter Readings				
Low-Use Type	Low-Use Effective Year	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #	On or Before 1/1/2017	On or After*** 12/31/2017	Emergency Hours** in 2017	Total Hours Within California*	On or Before 1/1/2016	On or After*** 12/31/2016	Emergency Hours** in 2016	Total Hours Within California*
1	Year-By-Year Outside*	2013	RG6X67	JJKKKMMM	456	dtg	--	--			--	--		

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4. Fleets also have the ability to search their vehicle list for a specific EIN, Vehicle Serial #, or Your Vehicle #. To do so, select the desired search field from the dropdown menu, and enter the search term field and select [Search].



Below are the reporting instructions for each type of low-use designation.

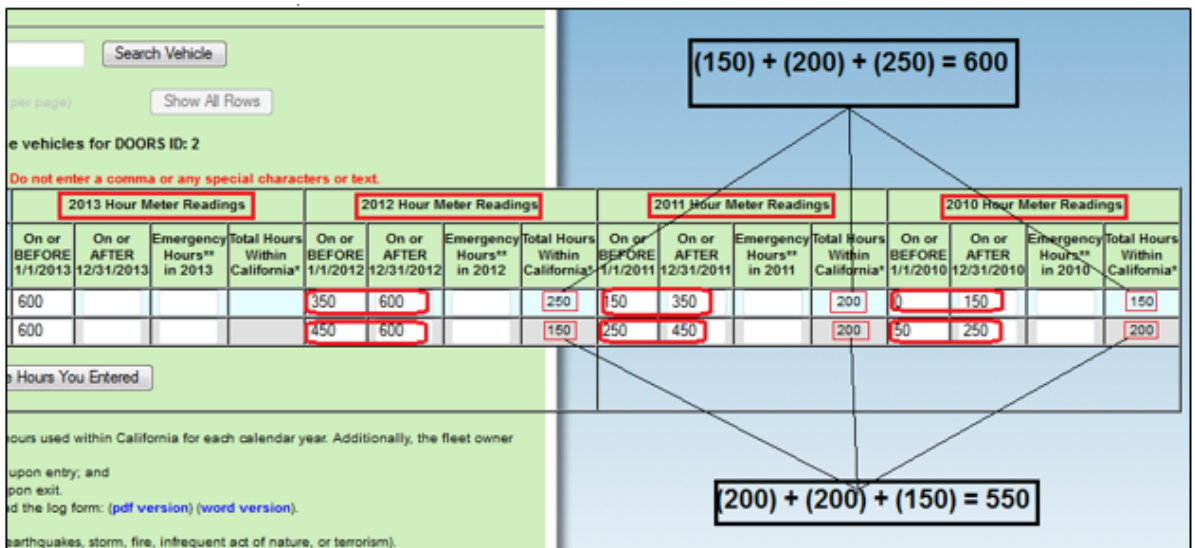
Low-Use Type	Vehicle Information				Engine Information		2017 Hour Meter Readings			2016 Hour Meter Readings				
	Low-Use Effective Year	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #	On or Before 1/1/2017	On or After** 12/31/2017	Emergency Hours** in 2017	Total Hours Within California*	On or Before 1/1/2016	On or After** 12/31/2016	Emergency Hours** in 2016	Total Hours Within California*
1 Year-By-Year	2013	GY9X45	Addition 1	ABC123456789	1003									
2 Year-By-Year Outside*	2015	HA3T96	392	GFH32893923	1000	37850DWO38293a	--	--			--	--		
3 Permanent	2016	HLSB79	4345	KWN3728327823	1000									
4 Permanent Outside*	2014	HP4C56	29348	FJN372832	488		--	--			--	--		

5. Year-by-Year

- a) For year-by-year low-use vehicles, enter the engine hour meter reading (**NOT the hours of use**) from on or before January 1 of the previous year, and the engine hour meter reading from December 31 or later of the previous year. For example, when reporting in 2014, the hours of use between January 1, 2013 and December 31, 2013 would be used to determine year-by-year low-use status.
- b) These hour meter readings must have less than 200 hours difference (or 600 hours if using the three-year rolling average option described below) for the vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action
- c) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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- d) DOORS will calculate and enter the total hours used in the “Total Hours within California” column.
- e) Three-Year Rolling Average: The hour meter readings from on or before January 1 of the first year in the three-year period, and on or after December 31 of the third year in the three-year period must have less than 600 hours difference. For example, if a fleet is reporting a vehicle using the three-year rolling average as low-use in 2012, engine hour meter readings from calendar years 2010 – 2012 would be reported by March 1, 2013.



2013 Hour Meter Readings				2012 Hour Meter Readings				2011 Hour Meter Readings				2010 Hour Meter Readings			
On or BEFORE 1/1/2013	On or AFTER 12/31/2013	Emergency Hours** in 2013	Total Hours Within California*	On or BEFORE 1/1/2012	On or AFTER 12/31/2012	Emergency Hours** in 2012	Total Hours Within California*	On or BEFORE 1/1/2011	On or AFTER 12/31/2011	Emergency Hours** in 2011	Total Hours Within California*	On or BEFORE 1/1/2010	On or AFTER 12/31/2010	Emergency Hours** in 2010	Total Hours Within California*
600				350	600		250	150	350		200	0	150		150
600				450	600		150	250	450		200	50	250		200

Annotations in the image:

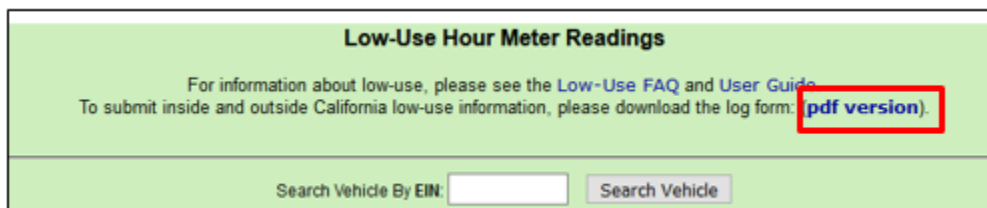
- Top: $(150) + (200) + (250) = 600$ (points to 2010 Total Hours, 2011 Total Hours, and 2012 Total Hours)
- Bottom: $(200) + (200) + (150) = 550$ (points to 2010 Total Hours, 2011 Total Hours, and 2012 Total Hours)

6. Year-by-Year Outside California

- a) Enter the number of hours this vehicle was used in California (in the “Total Hours within California” column). Do NOT include hours that were used in emergency operations as part of the “Total Hours within California”.
- b) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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- c) The “Total Hours within California” must be under 200 hours per year for the vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action.
- d) Fleets cannot use the three-year rolling average on Low-Use Outside vehicles.
- e) The fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). A link to the log is located (in PDF) above the hour meter reading table on the “Low-Use Hour Meter Readings” page. Submittal instructions are located on the log form.



7. Permanent Low-Use

- a) Enter the engine hour meter reading (NOT the hours of use) from on or before January 1 of the previous year, and the engine hour meter reading from December 31 or later of the previous year. For example, when reporting in 2014, the hours of use between January 1, 2013 and December 31, 2013 would be used to determine year-by-year low-use status.
- b) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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- c) The hour meter readings must have less than 200 hours difference for your vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet's responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action.
- d) **Be aware that BACT credit is only earned for vehicles designated as permanent low-use on or after January 1 of the year before the first compliance deadline (starting on or after January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.**

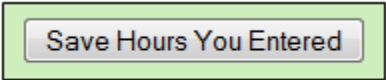
8. Permanent Outside

- a) Enter the number of hours this vehicle was used in California (in the "Total Hours within California" column).
- b) The "Total Hours within California" must be under 200 hours for your vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet's responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action. Do NOT include hours that were used in emergency operations as part of the "Total Hours within California".
- c) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the "Emergency Hours" column.
- d) The fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). A link to the log for is located (in PDF) above the hour meter reading table. Submittal instructions are located on the log form.
- e) **Be aware that BACT credit is only earned for vehicles designated as permanent low-use on or after January 1 of the year before the first**

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compliance deadline (starting on or after January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). **NO BACT credit is earned if vehicle is designated permanent low-use before the dates shown above.**

- 9. Select [Save Hours You Entered]. Do NOT select [Exit] or hit the back button before clicking [Save Hours You Entered] or all the data will be lost.



- 10. DOORS will save the hours you entered after you select [Save Hours You Entered] and you can leave the page, log out of DOORS, return, and the hours will be available to review or edit.

D. Low-Use Data Changing Log

The data changing log keeps an active history of any changes made on the “Data Changing Log – for the Low-Use Hour Meter Readings” page. To display the history of changes, click on [Show Data Changing Log] on the bottom of the “Low-Use Hour Meter Readings” page, and changes will be highlighted in yellow.



Data Changing Log - for the Low-Use Hour Meter Readings page

	Vehicle Information				Engine Information		2017 Hour Meter Readings			
	Low-Use Type	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #	On or BEFORE 1/1/2017	On or AFTER 12/31/2017	Emergency Hours* in 2017	Total Hours Within California**
1	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f				
2	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f	300	550		250
3	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f				
4	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f	300	550	50	200
5	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f	300	550	50	200
6	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f	300	550	51	199
7	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f	300	550	0	250
8	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	
9	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	
10	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	
11	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	
12	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	
13	Year-By-Year	GY9X45	Addition 1	ABC123456789	1003	869NA008f			0	

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DOORS USER GUIDE
Reporting Low-Use Vehicles
(Revised December 2017)

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