

## How to Report Fleet Portions

### Introduction

When reporting to the California Air Resources Board (CARB) for the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation), fleets may choose to divide into fleet portions. Some common reasons to report fleet portions are: a fleet has operations in different locations with different fleet managers, or a company has multiple divisions and for administrative reasons they choose to report and plan compliance for each division separately.

Fleets cannot divide into fleet portions arbitrarily; the divisions must correspond to a division fleet management, control, or location. The requirements to report as a fleet portion are defined in the Off-Road Regulation. Fleet portions that report separately and do not report parent DOORS ID will be in violation of the Off-Road Regulation.

Some basic requirements of reporting as fleet portions are:

- Each fleet portion must meet the requirements of the regulation individually (i.e., each fleet portion will have its own fleet averages and BACT requirements).
- BACT credits may not be traded between fleet portions.
- Fleet portions may trade vehicles between fleet portion (e.g., transfer a vehicle from one location to another) only if the vehicle meets the adding vehicle requirements.
- Dividing a fleet into fleet portions does not change your total fleet size or change your requirement to meet the provisions in the regulation based on fleet size. If a fleet with 10,000 horsepower under common ownership or control reports as five separate fleet portions with 2,000 horsepower each, the fleet portions are still subject to the large fleet requirements.

### Steps to reporting fleet portions:

NOTE: This User Guide applies only to new fleets reporting in DOORS, the online reporting system for the Off-Road Regulation

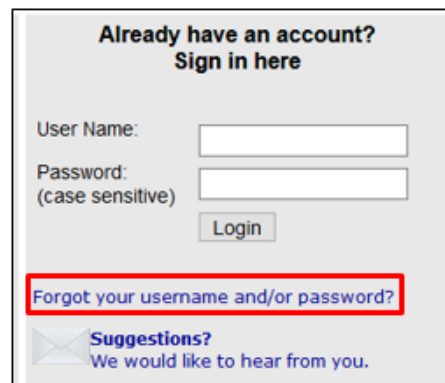
*While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel-Fueled Fleets.*

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**A. Parent fleet creates a fleet in DOORS**

State and federal agency fleets do not need to set up a parent fleet DOORS ID, as these have already been created. Federal agencies must report a Parent DOORS ID of 9, and State agencies must report a Parent DOORS ID of 10.

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



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].

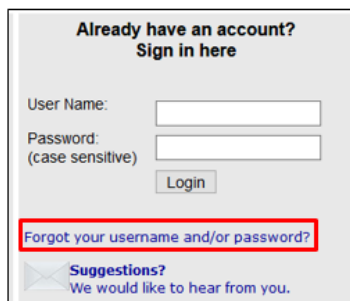


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5. Complete the "Owner Information" page. Fill out all sections of this page, and then select [Save Data]. For additional information on Owner Information, please see the DOORS user guide on "Definition of Terms - Owner Information Page" which is available under "DOORS Resources" in the [Off-Road Zone](#) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).
6. It is not necessary for the parent fleet to have vehicles in its fleet; a DOORS ID may still be assigned with only owner information entered. If the parent fleet will be reporting vehicles and engines under their DOORS ID, they should continue with initial reporting. For additional information on initial reporting, please see the DOORS user guide on "How to Complete Initial Reporting", which is available under "DOORS Resources" in the [Off-Road Zone](#) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).
7. After the parent DOORS ID is assigned, all fleet portions must reference this parent DOORS ID in their fleet "Owner Information" page. The parent fleet should distribute their DOORS ID to all fleet portions. Failure of fleet portions to report the parent fleet DOORS ID is a violation of the Off-Road Regulation.

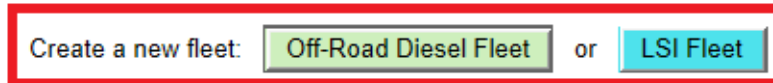
## B. Fleet portions create a fleet in DOORS

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



5. Complete the "Owner Information" page.
  - a. Two fleets will not be linked together even though they are created on the same user account. They must include the same parent DOORS ID to be identified as fleet portions under common control.
  - b. As shown below, the parent ID should be included on the owner information page. The parent company DOORS ID must be a valid DOORS ID for a previously entered fleet.

Are you a <b>Low-population county local municipality fleet?</b>	No ▾
Non-profit training center?	No ▾
Are you a Captive Attainment Area Fleet?	No ▾
Parent company DOORS ID (if any): - Fleet owned by a Federal agency must be 9. - Fleet owned by a State agency must be 10.	<input type="text"/>
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?:	No ▾
Do you have a documented idling policy?	Yes ▾
Fuel VDECS?	No ▾
Are you a Job Corps Fleet?	No ▾
The year fleet was acquired or entered California for the first time.	2017 ▾

- c. For additional information on Owner Information, please see the DOORS user guide on "Definition of Terms - Owner Information Page" which is available under "DOORS Resources" in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

### C. Existing fleet portions report the parent fleet DOORS ID

1. The parent fleet DOORS ID is requested on the "Owner Information" page or when a fleet first reports. If a fleet portion reports before the parent company or agency receives a DOORS ID, they can submit this information to CARB at a later date, but they will not be able to do so in DOORS at this time.

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2. To report a parent fleet DOORS ID for an existing fleet you must submit the following hardcopy form:

**Modifying Fleet Parent Assignments form:** For more information on the modifying fleet parent assignments form, please see the form on "Modifying Parent Fleet Assignments", which is available under "DOORS Resources" in "ORD Change Requests" in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

3. Read the form instructions carefully and fill out all requested information.
4. Submit the completed form by scanning and emailing it to [doors@arb.ca.gov](mailto:doors@arb.ca.gov), faxing it to (916) 322-3923, or by mailing it to:

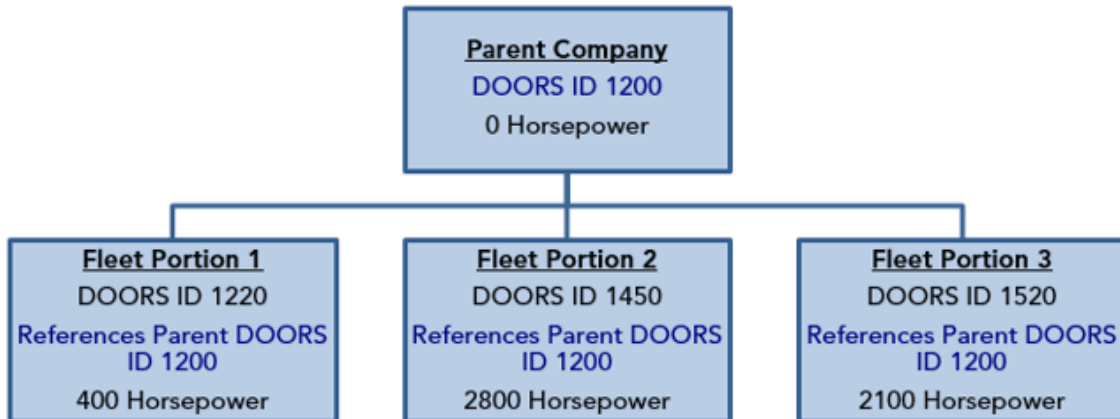
Attention: Off-Road Diesel Reporting  
MSCD, Mail Stop 5B  
Air Resources Board  
PO Box 2815  
Sacramento, CA 95812

#### D. Examples of Fleet Portion Reporting

##### Example 1:

In Example 1, a corporation with three divisions decides to report each division separately. The corporate headquarters reports only owner information to DOORS and receives a DOORS ID. Each fleet portion includes this as the parent DOORS ID when reporting to CARB. The parent company, or agency, does not report any vehicles.

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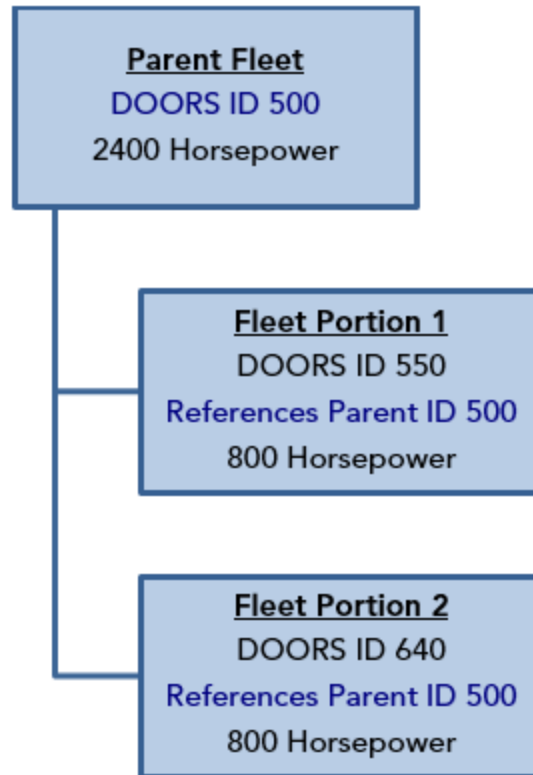


Each fleet portion will be required to meet the large fleet requirements. This is because fleet portions must comply with the fleet requirements determined by the overall size of the fleet (i.e., the total horsepower of all vehicles under common ownership or control). In this example, each fleet portion must comply with the large fleet requirements (over 5,000 horsepower) because the total horsepower under common ownership or control of the parent company is 5,300 horsepower.

Example 2:

In Example 2, a corporation based in San Diego might keep a majority of the equipment in the local area, while having two smaller operations in Redding and Eureka. In this case the corporation may wish to report the main fleet with the majority of equipment as the parent fleet. The two smaller operations would report as fleet portions and reference the DOORS ID of the parent fleet.

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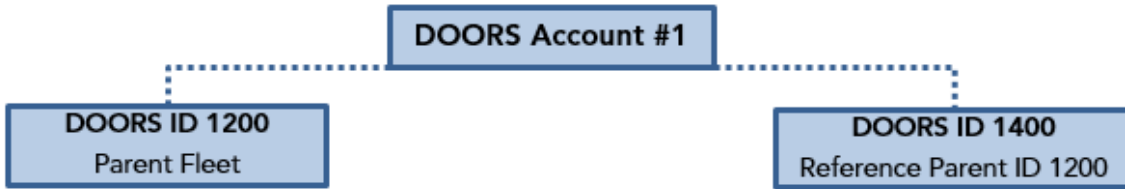
The parent fleet and fleet portions would be required to meet the medium fleet requirements (2,501 – 5,000 horsepower), since the total horsepower under common ownership or control of the parent fleet is 4,000 horsepower.

#### E. Examples of Fleet Portions Reporting and Different DOORS Accounts

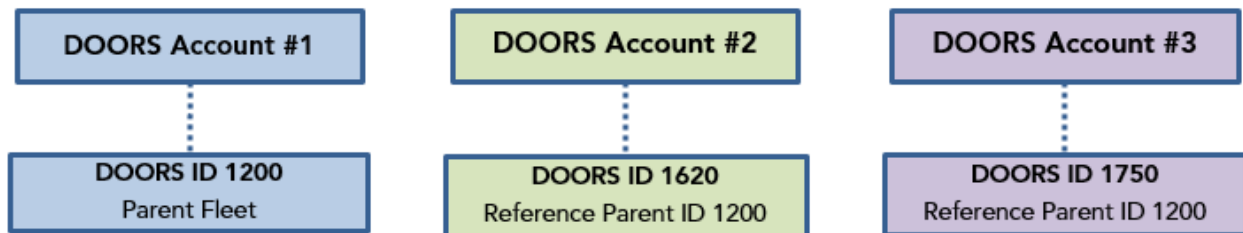
Parent fleets and fleet portions may be entered on the same DOORS account or on separate accounts. A DOORS account is tied to a singular DOORS username and password. Linking a parent fleet and a fleet portion must be done by referencing the parent DOORS ID in the account information for fleet portion, and is completely independent of which DOORS accounts the fleet resides in. Three examples below demonstrate how parent fleets and fleet portions could report to CARB using the same or different DOORS accounts.

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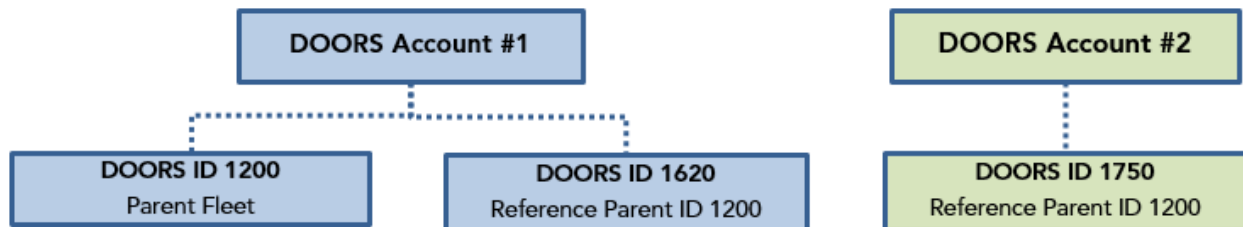
1. A single DOORS account used to report both a parent and fleet portion:



- Separate DOORS accounts used to report parent and fleet portions:



2. Separate DOORS accounts used to report parent fleets and fleet portions:



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

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