

Owner Information Page

This guide provides the definitions for the information required on the "Owner Information" page of DOORS, which is the on-line reporting system for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation).

Owner Information	
FLEET OWNER INFORMATION	
Fleet Type:	Off-Road Diesel
Legal Owner Name:	<input type="text"/>
Company / Agency Name:	<input type="text"/>
Company / Agency Type (optional):	Individual (sole proprietorship) <input type="button" value="v"/>
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:	California <input type="button" value="v"/>
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:	California <input type="button" value="v"/>
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"/>
Are you a Low-population county local municipality fleet?	No <input type="button" value="v"/>
Non-profit training center?	No <input type="button" value="v"/>
Are you a Captive Attainment Area Fleet?	No <input type="button" value="v"/>
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 <input type="button" value="v"/>
Do you have a documented idling policy?	Yes <input type="button" value="v"/>
Fuel VDECS?	No <input type="button" value="v"/>
Are you a Job Corps Fleet?	No <input type="button" value="v"/>
The year fleet was acquired or entered California for the first time.	2017 <input type="button" value="v"/>
<input type="button" value="Save Data"/>	

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB 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.

Field	Definition
Legal Owner Name	The individual or corporate entity with legal ownership of the fleet.
Company / Agency Name	The name of the company or agency that owns and manages the fleet. Individuals may submit their personal name if they do not have a registered company name.
Company / Agency Type (optional)	Optional field to include a company description (e.g. Individual or Sole Proprietorship, General Partnership, Corporation, Non-Profit Corporation, City, County, State Agency, etc.).
Company / Agency Tax ID	The federal tax identification for a company or agency. If the fleet is owned by an individual, the field may be filled in with 00-0000000.
Company / Agency Phone #	The phone number for the company or agency. This should be the main company phone number, not the phone number for the person reporting on behalf of the company.
Company / Agency Fax #	The fax number for the company or agency. This field is optional, but, if included should be the main company fax number, not the fax number for the person reporting on behalf of the company.
Company / Agency Email Address	The email address for the company or agency. This should be the main company email address, not the email address for the person reporting on behalf of the company.
Company Mailing Address: Address for Fleet Owner	The <u>mailing</u> address for the reporting fleet. This does not need to be the address where the vehicles are used or stored.
Suite / Apartment / Floor	Optional space for additional mailing address information to be included (such as suite, apartment number, etc.).
City	City for the mailing address.

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Field	Definition
State	State of the mailing address. Owners may use an out of state address. Select the correct state from the dropdown menu if it is not California.
Zip	Zip code for the mailing address.

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Field	Definition
Company Physical Address	The physical location of business or operation, if different from mailing address.
Responsible Person (Responsible Official)	<p>(A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation.</p> <p>(B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively.</p> <p>(C) For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA).</p>
Responsible Person Title	Title of the responsible person (e.g., President, Treasurer, Proprietor, Executive Officer, Owner, etc.).
Responsible Person Email	Email address of responsible person (responsible official).
Responsible Person Phone	Phone number of responsible person (responsible official).
Are you a low-population county local municipal fleet?	<p>Select [Yes] from the drop down menu if your fleet is owned by a local municipality (e.g., a city or county-owned fleet) and operates in a low-population county. Otherwise, select [No].</p> <p>Local municipal fleets that operate in low-population counties are treated as small fleets, regardless of their total horsepower. For a list of low-population counties, please see the Municipal Fleets in Low-Population Counties webpage: https://ww2.arb.ca.gov/resources/documents/municipal-fleets-low-population-counties.</p>

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Field	Definition
Do you have a documented idling policy?	<p>Select [Yes] from the drop down menu if your fleet has a documented idling policy. Otherwise, select [No].</p> <p>Medium and large fleets were required to have a written idling policy by March 1, 2009, and must make the policy available to vehicle operators. For more information, please see our Frequently Asked Questions (FAQ) on the Written Idling Policy Guidelines at the Off-Road Zone, under Regulation FAQs, Off-Road Diesel Regulation FAQs, Compliance: www.arb.ca.gov/offroadzone.</p>
Fuel VDECS?	<p>Select [Yes] from the drop down menu if your fleet is using a fuel-based strategy as an emissions control strategy. Otherwise, select [No].</p>
Are you a Job Corps Fleet?	<p>Select [Yes] from the drop down menu if your fleet is a Job Corps fleet. Otherwise, select [No].</p> <p>Vehicles used by the Job Corps non-profit apprenticeship training program are exempt from the performance requirements of the Off-Road Regulation, but still must be labeled and reported.</p>
The year fleet was acquired or entered CA for the first time	<p>Select the year from the drop down menu in which the fleet was acquired or entered California for the first time.</p>
Save Data	<p>Once you have completely filled out the information above, click the [Save Data] button to save your information.</p>

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Field	Definition
Non-profit training center?	<p>Select [Yes] from the drop down menu if your fleet is owned by a non- profit training center. Otherwise, select [No].</p> <p>Non-profit training center means an entity that operates a program for training in the use of off-road vehicles and that (A) is a community college program that trains students in the use of off-road vehicles or (B) qualifies as a non-profit or not for profit organization under title 26 Internal Revenue Code section 501(a), (c)(3), (c)(5), or (c)(6). Any vehicles that are not used for an off-road training program are not considered part of a non-profit training center and must be considered a separate fleet.</p> <p>Non-profit training centers are considered small fleets, regardless of their total horsepower.</p>
Are you a Captive Attainment Area Fleet?	<p>Select [Yes] from the drop down menu if your fleet (or fleet portion) is a captive attainment area fleet. Otherwise, select [No].</p> <p>Captive attainment area fleet means a fleet or fleet portion in which all of the vehicles in the fleet or fleet portion operate exclusively within the following counties: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Trinity, Tehama, Yuba, and the portion of Sonoma County that lies within the boundaries of the North Coast Air Basin.</p> <p>Captive attainment area fleets are considered small fleets, regardless of their total horsepower. State and federal fleets are considered large fleets, regardless of their total horsepower, and therefore cannot be captive attainment area fleets. For more information, please see our "Captive Attainment Area" FAQ at the Off-Road Zone, under Regulation FAQs, Off-Road Diesel Regulation FAQs, Compliance: www.arb.ca.gov/offroadzone.</p>

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Field	Definition
Parent company DOORS ID	<p>The Off-Road Regulation allows companies or agencies that have different divisions, subsidiaries, or other organizational structures to report all vehicles owned by the company as one fleet, or to report as individual fleet portions. If you are reporting as a fleet portion, you must list a <u>Parent DOORS ID</u>. The Parent DOORS ID is the ID of the "parent company" (the main company/agency DOORS ID) that will be used to link all of the individually reported fleet portions together.</p> <p>For federal agency fleets, a Parent DOORS ID of 9 must be used. For State agency fleets, use a Parent DOORS ID of 10.</p> <p>For more information, please see the 'How to Report Fleet Portions or Multiple Fleets' DOORS User Guide, which is available at the Off-Road Zone, under DOORS Resources, ORD Userguides: www.arb.ca.gov/offroadzone.</p>
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	<p>Select [Yes] from the drop down menu if your fleet is owned by a local municipality (e.g., a city or county) that has applied for and received low-population county status from the ARB Executive Officer. Otherwise, select [No].</p> <p>Local municipal fleets that have been granted low-population county status are considered small fleets, regardless of their total horsepower. For a list of fleets that have been granted this status, please see the Municipal Fleets in Low-Population Counties website: https://ww2.arb.ca.gov/resources/documents/municipal-fleets-low-population-counties.</p>

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

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

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