

## How to Designate a Vehicle as Agriculture, Awaiting Sale, Dedicated Snow Removal, or Emergency

### Introduction

To designate a vehicle as agriculture, awaiting sale, dedicated snow removal, or emergency, a fleet will first need to determine which category is most appropriate for the vehicle and whether or not the vehicle meets the criteria for the particular designation. Once designated, a vehicle cannot be undesignated unless it meets the “Adding Vehicles” requirements in the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation). An explanation of the different designation options is covered below.

### “Designate As” Options

There are four types of vehicle designations:

1. **Agriculture:** This designation is for vehicles that are used a majority of the time (51 – 99%), but not exclusively, for agricultural operations. Vehicles that are used exclusively (100%) for agricultural operations are exempt from the reporting and performance requirements of the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation). For more information on what is considered agricultural operations, see the “Agricultural Equipment” frequently asked questions (FAQ) document, available on the Frequently Asked Questions page in the [Off-Road Zone](#) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

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2. **Awaiting sale:** This designation is for vehicles in the possession of dealers, financing companies, or other entities who do not intend to operate the vehicle nor offer the vehicle for hire, that are operated only to demonstrate functionality to potential buyers or to move short distances while awaiting sale or for maintenance purposes are exempt from all requirements of the Off-Road Regulation. It is optional for fleets to report vehicles designated as "Awaiting Sale" after initial reporting has been completed and approved.
3. **Dedicated snow removal vehicle:** This designation is for vehicles that are operated exclusively to remove snow from public roads, private roads, or other paths from which snow must be cleared to allow on-road vehicle access. Dedicated snow removal vehicles must have permanently affixed snow removal equipment such as a snow blower or auger and may include, but are not limited to, motor graders, loaders, and snow blowers.
4. **Emergency:** This designation is for vehicles that are used exclusively for emergency operation. Emergency operation means helping alleviate an immediate threat to public health or safety. Examples of emergency operation include repairing or preventing damage to roads, buildings, terrain, and infrastructure as a result of an earthquake, flood, storm, fire, other infrequent act of nature, or terrorism. Routine maintenance or construction to prevent public health risks does not constitute emergency operations.

If a vehicle is used part of the time for non-emergency operation, even if it's very seldom, the vehicle does not qualify for this designation.

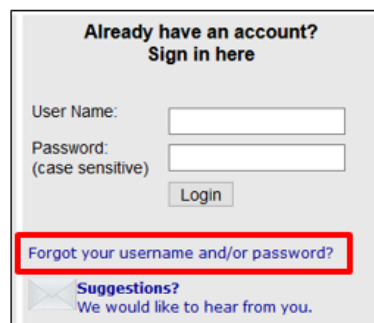
However, the vehicle may be designated as a low-use vehicle if its non-

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emergency use is less than 200 hours per year. For additional information, see the Low-Use Vehicles FAQ, available on the Frequently Asked Questions page in the [Off-Road Zone](#) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone) and user guide also available in the [Off-Road Zone](#) at [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone)

#### 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 the fleet that you would like to work with by clicking on its name.

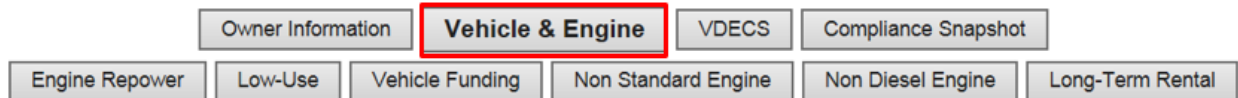
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Choose A Fleet				
	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	117765	Fake Company	0	Off-Road Diesel

## B. Designating a Vehicle after Initial Reporting

### 1. Newly Acquired Vehicle

- a) Click on the [Vehicle & Engine] button located towards the top of the page.



- b) If you are reporting an off-road vehicle without an existing equipment identification number (EIN), you will be required to fill out the vehicle and engine information. If you are reporting a vehicle with an existing EIN, use the section at the top of the page, "BUY A VEHICLE – with an EIN", to enter the EIN and purchase date, and then click [Buy].

BUY A VEHICLE - with an EIN		
EIN	Purchase Date	
<input type="text"/>	<input type="text" value="yyyy"/> - <input type="text" value="mm"/> - <input type="text" value="dd"/>	<input type="button" value="Buy"/>

- c) Scroll down to the EIN you just added and click the [Edit] button to open up the option to select a designation.

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To see vehicles with missing engines, please sort by Eng MY. \* Show the most recently entered/edited vehicles on top.

Vehicles In The Fleet Currently															
Vehicle Information								Engine Information					GSE Veh		
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family	Included In DOORS ID
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	1	CV7S98	DieselToGas1	1	Excavators	CRABTREE	450D1	1995	CThirteen1	CATERPILLAR, INC.	360A1	1995	400	T0	
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	2	EY8Y75	DieselToGas5	5	Excavators	CRABTREE	450D5	1995	CThirteen5	CATERPILLAR, INC.	360A5	1995	400	T0	
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	3	GU3M98	DieselToGas9	9	Excavators	CRABTREE	450D9	1995	CThirteen9	CATERPILLAR, INC.	360A9	1995	400	T0	

- d) Select the appropriate designation from the [Designate As] drop-down list. Note: Each vehicle may only have one designation at a time.

BUY/ENTER A VEHICLE - without an EIN

Vehicle Information

EIN: [ ] VIN: [ ] Vehicle Serial Number: [ ] License Plate: [ ] Equipment Number: [ ]

Vehicle Type: [ ] Manufacturer: [ ] Model: [ ] Model Year: [ ]

Purchase: [ ] In service: [ ] Received Public Funding: [ ] Location of Vehicle: [ ]

Designate As: [ ] Designation Effective Year: [ ] Awaiting Sale Hour Meter Reading: [ ] Specialty designation form: [ ] Two-Engine Veh: [ ]

1st Engine Information - required for all vehicles

Manufacturer: [ ] Model: [ ] Model Year: [ ] Max HP: [ ] Eng Tier: [ ]

Displacement (Liters): [ ] Non-Diesel Engine: [ ] Certified to a Different Standard: [ ]

Electric Airport Ground Support Equipment (GSE)

Download the reporting form: [pdf version](#) ([word version](#)).

Enter Vehicle & Engine Data

- e) Once you have selected the appropriate designation, you will need to enter the year the designation became effective under "Designation Effective Year".

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Designate As	Designation Effective Year
Agriculture (51 - 99%) ▼	<input type="text" value=""/>

- f) For vehicles designated as "Awaiting Sale", enter the engine hour meter reading at the time of designation
- g) The last step is to click on the [Enter Vehicle & Engine Data] button to save the information you've just entered.

## 2. Vehicle Already in Your Fleet

A fleet may designate a vehicle at a later time. For example, if a fleet reported an off-road vehicle that was not originally used a majority of the time for agricultural operations, but later on is, the fleet may change the designation to "Agriculture (51-99%)", given it meets the criteria.

- a) On the "Vehicle & Engine" page, scroll down to the bottom to view your active vehicle list. Next to the vehicle that needs to be designated, click on [Edit] to bring up the vehicle and engine information.

Vehicle Information										Engine Information						
	Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Sell/Retire"/>	1	NX6G66	34456565	564565	Bore/Drill Rigs	A&L	54545646	1945	5756757	AGCO	2004	2003	25	T1

- b) Select the appropriate designation and enter the designation effective date. For an "Awaiting Sale" designation, also include the engine hour meter reading at the time of designation. Note: Each vehicle may have only one designation at a time.

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EDIT VEHICLE				
Vehicle Information				
EIN	VIN	Vehicle Serial Number	License Plate	Equipment Number
		111111		1
Vehicle Type		Manufacturer	Model	Model Year
Tractors/Loaders/Backhoes		CATERPILLAR	111	2000
Purchase	In service	Received Public Funding	Location of Vehicle	
2002 6 8	yyyy mm dd	No		
Designate As	Designation Effective Year	Awaiting Sale Hour Meter Reading	Specialty Specialty designation form	Two-Engine Veh
			<input type="checkbox"/> 2019   <input type="checkbox"/> 2020	<input checked="" type="radio"/> No <input type="radio"/> Yes

c) Click on the [Enter Vehicle & Engine Data] button to save the information you've just entered.

Enter Vehicle & Engine Data

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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