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](http://www.arb.ca.gov/offroadzone).
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 and user guide also available in the Off-Road Zone at 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.
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 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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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].

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

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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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.

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

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).

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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