

# TRUCK AND BUS REGULATION USER GUIDE FOR MEETING 2012 REPORTING REQUIREMENTS



Last Revised January 10, 2012

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This document provides instructions on how to report fleet information to the Air Resources Board (ARB or Board) to comply with reporting requirements in the Truck and Bus Regulation. Reporting is required for fleet owners that would like to take advantage of flexibility options or for owners of two-engine sweepers that have Tier 0 engines.

The Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) is an online reporting system for fleet owners to report online at no cost. With TRUCRS, fleets can manage their fleet information and meet reporting requirements by updating their information annually. This guide will be updated as additional features are made available and as annual reporting deadlines approach.

### **1) Introduction**

This guide summarizes the steps fleets need to take to report vehicle information online or on paper forms. There are no fees associated with reporting. Fleets that report online do not need to submit paper forms, and may easily update their fleet information as needed. Paper forms are located in Appendix A of this guide. Field descriptions and basic validation terms are in Appendix B.

The regulation language, advisories, fact sheets, and other compliance tools for the Truck and Bus regulation can be found at [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck).

This guide and TRUCRS were created to assist fleet owners to report compliance, but they are not a substitute for reading and comprehending the regulation. Portions of TRUCRS will require fleet owners to understand terms defined in the regulation, know the requirements, and understand if your vehicles qualify for exemptions, extensions, or credits. It is strongly recommended that, prior to reporting, fleet owners determine how the regulation applies to their fleets. Fleet owners can use the fleet calculator to determine compliance and to evaluate future compliance options. The fleet calculator is not suitable for meeting reporting requirements.

### **2) Who Needs to Report in 2012**

The regulation will reduce diesel exhaust emissions from privately owned and federal government diesel trucks and buses. Privately and publicly owned school buses have different requirements and do not need to be reported. Please refer to the Truck and Bus Regulation User Guide for what information is needed and how to report online at no cost. Reporting and clean-up requirements differ by gross vehicle weight rating (GVWR).

#### ***a) Lighter vehicles (14,001 to 26,000 lbs)***

No reporting is required. Clean-up requirements begin January 1, 2015.

**b) Heavier vehicles (GVWR more than 26,000 lbs)**

- Small fleets with three or fewer diesel vehicle can delay compliance until January 1, 2014. Report all heavier trucks now if any have 1996 to 1999 model year engines. Wait until next year to report if you do not have any.
- Fleets that report by January 31, 2012 will have more flexibility to bring heavier vehicles into compliance.
- No reporting is required for diesel truck owners that comply with the engine model year schedule and do not plan to use credits, and extensions.

By reporting all heavier trucks that operate in California now you will be able to take advantage of the following flexibility options until 2017 if they apply:

- PM filter phase-in option
- Downsizing credits
- Early compliance credits
- Low mileage construction truck extension (single truck owner must report now)
- PM filter extension for NOx exempt area operation
- Log truck phase-in option

Fleets that do not report now can still take advantage of the following by reporting after 2012:

- Small fleet phase-in option (based on engine model year)
- Low-use exemption
- Manufacturer delay extension
- Replacement exemption for NOx exempt area operation
- Replacement delay for PM filters installed by January 1, 2014
- Annual extension if a PM filter is not available

If you have any questions or do not have access to the internet, you may request hardcopy forms by contacting 866-6DIESEL (866-634-3735) or by email at: [8666diesel@arb.ca.gov](mailto:8666diesel@arb.ca.gov).

**3) What information do I need to report?**

In general, all fleet owners that report will need to report owner information and information for each vehicle. A summary is given here. Also, the paper forms at the end of this document identify all information needed, and can be used to collect the information.

**Owner Information**

- Owner name
- Business name
- Tax Identification Number
- Company type
- Company address
- Responsible official contact information
- Contact information
- Permit number (USDOT, Calif. Carrier, IRP, or PUC)

**Vehicle information, each vehicle**

- VIN
- Body type
- Vehicle model year
- Vehicle manufacturer
- License plate number
- Where registered, type of registration
- Engine manufacturer and model
- Engine model year
- Engine family number (See appendix B)
- Was the vehicle registered to fleet in 2006 (only if claiming credits)
- Gross Vehicle Weight Rating (label in door jamb)
- Fuel type
- PM filter manufacturer, family #, serial #, installer info., date installed

**4) Report Fleet Information Online**

The following summarizes all the steps needed to create an online account and to how to enter fleet information into TRUCRS. Fleet owners that report online can view and manage their fleet information and do not need to use paper forms.

Fleet owners who already created an account with the Tractor Trailer GHG reporting or the Off-Road reporting systems, can use the same user name and password and do not need to create a new account. Truck information entered for meeting the Tractor Trailer GHG regulation reporting requirements will not be available when reporting for the Truck and Bus regulation because additional information is needed about the vehicle and engine. A TRUCRS ID will be automatically issued once you successfully provide your Owner Information. Additional TRUCRS IDs for each sub-fleet may be added for multiple divisions or subsidiaries.

**a) Create a New Account.**

The following steps describe how to create an online account for the first time, and how to report fleet information.

We recommend that you use Microsoft Explorer or Mozilla Firefox to login and create an account. Other web browsers may not be compatible. Begin by going to [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck) and click on the “Reporting” button. This will take you to a summary page with key information including any updates you should know about. From the reporting page, select the button to “Create a New Account.”

On the subsequent screen, enter a unique user name, desired password, email address, your first and last name, and your phone number in case we need to contact you to clarify the information you report. The following screen shot shows the information needed to create an account. If you do not have an email address, please enter “none” in the required field. If you do not provide a valid email address, you will not be able to retrieve your password online if you forget it.

### Sign Up for Your New Account

All of the information below is needed to register for a new account. Your password must be at least 8 characters and can include letters, numbers and special characters. Your phone number must be numbers only and cannot include spaces.

User Name:  \*

Password:  \*

Confirm Password:  \*

Email:  \*

First Name:  \*

Last Name:  \*

Phone Number:  \*

### ***b) Login to Your Account.***

When you have a username and password, log into your account to manage your fleet information. If you are returning to the reporting web page select the button labeled “Existing Users” and you will be prompted to enter you user name and password. When you successfully login you will see five buttons at the top of the page that you can use to navigate to manage your fleet. The following screen shot show the buttons and has a description of what each one does. Please be aware that the reporting system will time out after 20 minutes of being idle, and you will need to login again.



TRUCK AND BUS REPORTING



[Logout](#)

[User Guide](#)

You must choose a TRUCRS ID prior to viewing or updating fleet information

Select a TRUCRS ID ▾

Home

Welcome to the Truck and Bus Reporting Home page. From this page you have three options:

**Add A New Owner:** If you have not submitted data before or you have a separate fleet under your company's control please click this button to add the company information.

**View/Edit Owner:** Click on this button to update your company information and contact person. If you have multiple fleets, use the drop down menu to select which fleet you wish to modify prior to selecting the **"View/Edit Owner"** button.

**Add A New Vehicle:** Click on this button if you would like to add a vehicle to your existing fleet. If you have multiple fleets, use the drop down menu on the Home Page to select the fleet, then add the vehicle to the fleet.

**Fleet Summary:** Click on this button to view or modify your existing fleet vehicle information, including deleting or changing a vehicles information for a fleet. If you have multiple fleets, use the drop down menu on the Home Page to select which fleet you wish to modify prior to selecting the **"Fleet Summary"** button.

**c) Reporting for the First Time**

If you are reporting for the first time, you must supply information about your business, click the "Add a New Owner" button. On the new owner page you will need to provide information about your business and save your information. A unique TRUCRS ID is created for each owner you enter. Most fleets will have one.

If you are a company with different divisions and each division will be responsible for reporting their fleet information to the reporting system, then we advise the central office to create one TRUCRS account and provide that username and password to each fleet manager that will be reporting fleet information. We suggest that the central office also "Add a New Owner," as circled in red above, for each division that will be reporting so that each division will have its own TRUCRS ID or fleet ID.

**i) Add a New Owner.**

On the new owner page, you will need to enter information about the fleet owner, responsible official, the contact person, authority to operate numbers, and some additional information needed for determining compliance. All required fields are marked. The information **must be complete**, if you do not

complete the form you will not be able to continue. The first part of New Owner Screen is shown below.



## TRUCK AND BUS REPORTING



TRUCRS ID: 42

Company: besttrucks

[Logout](#)

### [User Guide](#)

#### COMPANY INFORMATION

Enter the company information. Fields with an \* are required.

##### BASIC COMPANY INFORMATION

Person / Company / Business Name \*

Tax Identification Number \*

Doing Business as (DBA)

##### MAILING ADDRESS

Address 1 \*

Address 2

City \*

State - Country \*

Zip Code \*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
State <input type="text"/>
<input type="text"/>

The following is the remainder of the New Owner screen. If the company is a subsidiary of another entity, you will need to provide additional information about the parent company including the Tax Identification Number or tax payer ID.

<b>SUBSIDIARY, AFFILIATE, OR DIVISION INFORMATION</b>	
Is the Company a Subsidiary, Affiliate or Division of a Corporation or Other Entity?	Select ▼
<b>RESPONSIBLE OFFICIAL AND CONTACT PERSON</b>	
Responsible Official First Name *	<input type="text"/>
Responsible Official Last Name *	<input type="text"/>
Responsible Official Title *	<input type="text"/>
Responsible Official Phone Number (numbers only ex: 9165551212) *	<input type="text"/>
Responsible Official Email Address	<input type="text"/>
Contact Person First Name *	<input type="text"/>
Contact Person Last Name *	<input type="text"/>
Contact Person Email Address	<input type="text"/>
Contact Person Phone Number (numbers only ex: 9165551212) *	<input type="text"/>
<b>PERMIT NUMBERS</b>	
Report all of the following numbers that apply:	
Motor Carrier (USDOT)	<input type="text"/>
California Carrier Identification (CA)	<input type="text"/>
International Registration Plan (IRP) License Plate	<input type="text"/>
Public Utilities Commission (PUC)	<input type="text"/>
<b>ADDITIONAL INFORMATION</b>	
Is this a farming business? *	Select ▼
Does this business hold a current license from the Contractors State License Board? *	Select ▼
Are you claiming downsize credits for this fleet?	Select ▼
Are you claiming credits for early addition of newer vehicles?	Select ▼
If claiming credits generated from the off-road equipment regulation, how many are being claimed?	<input type="text"/>
Does this fleet have 3 or fewer vehicles with a GVWR above 14,000 lbs?	Select ▼
<a href="#">Save Company Information</a>	

When you are finished, save the company information. You will be notified of any errors or omissions at the bottom of the screen. If information is missing you will not be able to continue. If successful, you will be issued a TRUCRS ID that is unique to the fleet. The appropriate TRUCRS ID must be selected from the home page when you wish to add or edit vehicles associated with the fleet.

Companies with multiple divisions or subsidiaries can add more “owners” to create a separate TRUCRS ID’s. This way the fleet owner can manage separate divisions or subsidiaries or the designated official for each subsidiary or division can manage their own fleet within a larger company. The appropriate TRUCRS

ID must be selected from the home page when you wish to add or edit vehicles associated with the fleet.

**ii) Add a New Vehicle**

For each new vehicle to be added, click the 'Add New Vehicle' yellow button to the far right of the home page or any other page. You will then be presented with two options. The first option is to report information about vehicles that are currently in your fleet. Use this option to report all heavier vehicles that were in your fleet on January 1 of the compliance year. Vehicles that you sell after January 1 can later be marked as sold or retired. The second option is to report vehicles that are no longer part of the fleet, but were registered on October 1, 2006. This information is necessary for fleets that are using the PM filter who wish to take advantage of downsizing credits or for adding newer vehicles early. This topic will be addressed later in this guide. The following shows the two options you will see on the screen.



Select the first option to report information about vehicles in your fleet as of January 1, 2012. The screen expands to show all of the vehicle information you need to report on the first page.

**(1) Vehicle Information (Page 1)**

The vehicle information for existing vehicles is organized on two pages. Page 1 must be completed for all vehicles. Page 2 identifies information needed to claim credits, extensions and required information for the auxiliary engine on a two engine sweeper. If none apply for the vehicle page 2 can be skipped.

**Vehicle Information Section**

In the vehicle information section on page 1, enter all of the basic information about the vehicle, such as year, model, manufacturer, VIN, license plate, and manufacturer’s original gross vehicle weight rating (GVWR). The GVWR is commonly found in the door jamb and is not the same as the registered weight or the towing weight rating. The Owner’s ID field is optional for fleets that have their own vehicle identifier to manage their fleet.

The Vehicle I am reporting is currently in my fleet  
 The Vehicle I am reporting is no longer in my fleet and it was in my fleet in 2006

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**CURRENT FLEET INFORMATION**

Fields with an \* are required. Enter information about diesel engine vehicles with a GVWR more than 26,000 lbs. Only enter information about diesel vehicles with a GVWR from 14,001 to 26,000 lbs if claiming credits for early retrofits or taking advantage of exemptions or provisions that apply to lighter vehicles.

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**VEHICLE INFORMATION**

Vehicle Identification Number (VIN) *	<input type="text" value="1B6MC36C6TJ170555"/>
Owners' Vehicle ID	<input type="text"/>
Vehicle Model Year *	<input type="text" value="1989"/>
Vehicle Manufacturer *	<input type="text" value="FREIGHTLINER"/>
Vehicle Model	<input type="text" value="F800"/>
Vehicle Type *	<input type="text" value="Tank Truck:Fuel"/>
Registration Type *	<input type="text" value="Annual"/>
License Plate Number (Required if Licensed) *	<input type="text" value="7P78744"/>
State or Province and Country of Registration (Required if Registered) *	<input type="text" value="California-USA"/>
Is the Manufacturers Gross Vehicle Weight Rating more than 26,000 lbs *	<input type="text" value="Yes"/>
Was this Vehicle in your fleet on October 1, 2006 ? *	<input type="text" value="Yes"/>

**Engine Information Section**

The engine information section includes the basic engine information including the engine family engine information, the fuel type and whether there is a retrofit or original equipment PM filter. The engine family is on the engine label. Fleets that have alternative fueled vehicles or fuel efficient hybrids can use the fuel type selection to report them for credits. If you have an engine that is equipped with a retrofit PM filter, the screen will expand for you to report information about the PM filter you have. PM filters must be the best available diesel emission control systems that are verified by the ARB to reduce PM emissions.

ENGINE INFORMATION	
Engine Family Number *	JDD0426FWF7
Engine Manufacturer *	DETROIT DIESEL
Engine Model	
Engine Model Year *	1998
Fuel Type *	Diesel
Does the engine have An Originally Equipped Manufacturers PM Filter? (2007 Model Year Engines And Newer) *	No
Does the engine have a Retrofit PM Filter? *	Yes

### Retrofit PM Filter Information Section

The retrofit PM filter section requires you to enter information about the retrofit PM filter that is installed and information about the company that completed the installation. If more than one filter has been installed, answer yes to the last question. No additional information is needed about the second PM filter. This section is only for retrofit PM filters and no additional information is needed for PM filters that were originally equipped by the engine manufacturer.

RETROFIT PM FILTER (VDECS) INFORMATION	
Enter retrofit PM filter information for vehicles with a GVWR more than 26,000 lbs. Only enter PM filter information about vehicles with a GVWR from 14,001 to 26,000 lbs if claiming credits for early retrofits or taking advantage of exemptions or provisions that apply to lighter vehicles.	
If a retrofit PM filter (Verified Diesel Emissions Control Strategy) is installed answer the questions in the section below.	
VDECS Manufacturer *	ABC FILTERS
VDECS Family Name *	CA/ABC/2005/PM3+/N00/ON/D
VDECS Serial Number *	123456
Date Installed * (MM/DD/YYYY)	12/10/2011
Installer Company Name *	Retrofit World
Installer City *	Bakersfield
Installer State / Province and Country *	California-USA
Has more than one VDECS been installed?	No

### Public Funding

Finally, at the bottom of the first page, if you received any public funds toward the purchase of the vehicle, engine replacement, or PM filter, please enter the beginning and ending dates of the contract period, and then click the blue button to save and continue to the next page.

PUBLIC FUNDING	
If you received public funds towards the purchase of a vehicle, an engine replacement that is equipped with a PM filter, or for a retrofit with a PM filter, the emissions reductions cannot count towards compliance with the regulation until the contract period expires, and may not be used for extra credits to delay compliance for another vehicle in the fleet. Refer to the funding program contract and guidelines	
If public funds were used to pay all or part of the vehicle, engine, what was the beginning date of the contract period? (MM/DD/YYYY)	<input type="text"/>
If public funds were used to pay all or part of the vehicle, engine, what was the end date of the contract period? (MM/DD/YYYY)	<input type="text"/>
<a href="#">Click to Save and Continue (Next Page)</a>	

If you leave required fields blank, the system will identify missing information. You may go back and correct any errors or save and continue to the next page with missing information. You will need to come back later to update your vehicle information for reporting to be complete.

## (2) Credits, Extensions and Two Engine Sweepers (Page 2)

After entering vehicle information on Page 1 of the Vehicle Information section, and continuing to the next page, you will be sent to page 2 where you can report information about any credits, extensions that may apply in the appropriate section. If none apply then skip to the bottom of the page and save. If the vehicle is a two-engine sweeper, you must report information about the auxiliary engine in section D. You may only identify one extension or credit per vehicle or you will not be able to save.

### Section A, Credit for Early PM Retrofit

If you reported having a retrofit PM filter on the prior page and are eligible for early PM filter credits you must answer both questions in section A. Skip the section if you are not claiming early PM retrofit credits.

SECTION A - CREDIT FOR EARLY PM RETROFIT	
If claiming an early PM retrofit credit, was the PM filter installed to comply with another California regulation?	<input type="text" value="Select"/>
Was the PM filter installed prior to July 1, 2011, or was it ordered with at least a 20% deposit prior to May 1, 2011 and installed prior to October 1, 2011?	<input type="text" value="Select"/>

### Section B, Log Truck Option

This section is for reporting information about log trucks that will use the log-truck phase-in option. The number of log-trucks that are eligible for the log-truck phase-in option are limited to the number of trucks in the fleet as of January 1, 2009 with a GVWR greater than 14,000 lbs. You must specify whether this truck will be included in the log truck phase-in option?

SECTION B - LOG TRUCK OPTION	
This section is for reporting information about log trucks that will use the log-truck phase-in option. The number of log-trucks that are eligible for the log-truck phase-in option are limited to the number of trucks in the fleet as of January 1, 2009 with a GVWR greater than 14,000 lbs.	
Was this vehicle registered to this fleet on January 1, 2009?	Select ▼
Is this truck included in the log truck phase-in option?	Select ▼

**Section C, Agricultural Vehicle Extension**

The opt-in period for the agricultural vehicle extension is closed to new fleets and no additional trucks can be added. This section is for replacing vehicles already using the agricultural vehicle extension. Skip this section unless you are replacing a truck that was reported in early 2011 that is eligible for the agricultural vehicle extension.

SECTION C - AGRICULTURAL VEHICLE EXTENSION	
This section is for replacing vehicles already using the agricultural vehicle extension. The opt-in period for the agricultural vehicle extension is closed to new fleets and no additional trucks can be added. Remove an existing vehicle before a replacement truck can be added (see Fleet Summary)	
Enter the date the vehicle was placed in service in your fleet *	<input type="text"/>
<b>Agricultural Limited Mileage Vehicles</b>	
Is this vehicle replacing a mileage limited agricultural vehicle (low/limited)?	Select ▼
Odometer reading (if hub-odometer, supply serial number below) *	<input type="text"/>
Hub-odometer serial number	<input type="text"/>
Odometer reading date * (MM/DD/YYYY)	<input type="text"/>
<b>Agricultural Specialty Body Type Vehicles</b>	
Is this vehicle replacing a specialty agricultural vehicle?	Select ▼
Will this specialty vehicle be operated exclusively outside the San Joaquin Valley? *	Select ▼

**Section D, Two-engine Sweeper Auxiliary Engine**

You must report information about auxiliary engines on two-engine sweepers. You do not need to report hour meter readings except for Tier 0 auxiliary engines to demonstrate it is operated less than 450 hours per year.

SECTION D - TWO-ENGINE SWEEPER AUXILIARY ENGINE	
Auxiliary Engine Manufacturer *	<input type="text"/>
Auxiliary Engine Model Year *	Select ▼
Auxiliary Engine Family Number *	<input type="text"/>
If this two-engine sweeper has a Tier 0 auxiliary engine, complete the hour-meter reporting below.	
Hour-meter Reading	<input type="text"/>
Reading Date (MM/DD/YYYY)	<input type="text"/>

**Section E, NOx Exempt Area Vehicles**

Identify whether or not the vehicle will operate exclusively in NOx exempt areas. The NOx exempt areas include 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, Northern Sonoma, Trinity, Tehama, and Yuba. Fleets must meet reporting and labeling requirements when taking advantage of these provisions.

SECTION E - NOx EXEMPT AREA OPERATION	
Vehicles operated exclusively in NOx exempt areas are eligible for a 2 year delay from the PM filter requirements, and are exempt from any replacement requirements if equipped with a PM filter.	
Will this vehicle be operated exclusively in the NOx Exempt areas? (must be labeled or tracked electronically)	No <input type="button" value="v"/>

**Section F, Low-Use Vehicles**

Low-use vehicles are exempt from the general requirements of the regulation, but must meet reporting and record keeping requirements. Vehicle mileage and dates must be provided in this section, as well as hour meter readings if applicable. Fleets that have reported their 2006 baseline fleet information, are able to exclude trucks that are not operated during the compliance year from determining the credits for downsizing. Identify if the vehicle is registered non-operational and will not operate during the compliance year..

SECTION F - LOW USE EXEMPTION	
Vehicles that operate less than 1000 miles per year in California are exempt from the emissions reduction requirements. Vehicles that use engine power or PTO to perform work while stationary such as a drill, an auger, or a boom must also operate less than 100 hours per year. Vehicles that use engine power while stationary solely to load and unload the vehicle or trailer do not need to report hours.	
Is this vehicle using the low-use vehicle exemption? If yes, complete the odometer/hour-meter reporting information below	No <input type="button" value="v"/>
Odometer reading (if hub-odometer, supply serial number below) *	<input type="text"/>
Hub-odometer Serial Number	<input type="text"/>
Odometer reading date * (MM/DD/YYYY)	<input type="text"/>
Is this vehicle non-operational and parked? (0 miles in the year)	Select <input type="button" value="v"/>
Hour-meter reading (required with PTO)	<input type="text"/>
Hour-meter reading date (required with PTO) (MM/DD/YYYY)	<input type="text"/>
Annual Miles used in emergency operations	<input type="text"/>
Annual Hours used in emergency operations	<input type="text"/>

**Section G, Manufacturer Delays**

Fleet owners that ordered new equipment 4 months before the compliance deadline will not be penalized if the order is delayed because of manufacturer delays. If this applies to the vehicle, enter the date the VDECS, engine, or vehicle was ordered. When the equipment is delivered and placed in service, report the date it is placed in service.

SECTION G - MANUFACTURER DELAYS	
Will this vehicle use the extension for a manufacturer delay?	Select ▾
Date new VDECS, engine, or vehicle ordered * (MM/DD/YYYY)	<input type="text"/>
Date new VDECS, engine, or vehicle installed or placed into service (MM/DD/YYYY)	<input type="text"/>

**Section H, Low-Mileage Construction Trucks**

The low-mileage construction truck extension delays compliance for up to 10 heavier trucks in each fleet that qualifies. Fleet owners must report by January 31, 2012 to take advantage of the extension because there is a limit on the number of trucks that can be approved for the extension after 2012. Owners with more than 10 trucks that meet the definition specified in the regulation, must report them now and need to specify the priority order in which they should be approved. Number one is the highest priority. The first 10 eligible trucks are automatically approved for 2012, and additional trucks may be approved for the 2013 compliance date if the limit on the statewide total number of trucks eligible for the extension is not exceeded initially. January 1, odometer readings are required.

SECTION H - LOW-MILEAGE CONSTRUCTION TRUCKS	
Fleets may use up to 10 low-mileage construction truck extensions starting January 1, 2012, and can apply now for additional trucks to be approved for the extension. Any additional trucks approved for the extension takes effect starting January 1, 2013.	
Is this truck being used as part of the construction truck extension, if yes complete the odometer reading reporting below	No ▾
Odometer /Hub-odometer Reading *	<input type="text"/>
Hub-odometer Serial Number	<input type="text"/>
Reading Date * (MM/DD/YYYY)	<input type="text"/>
Annual Miles used in emergency operations	<input type="text"/>
Enter priority for approval if more than 10 trucks are eligible (1 = highest)	<input type="text"/>
<a href="#">Click to Save</a>	<a href="#">Click to Return to Page 1</a>

After you are finished, click the save button. If information is missing, and error message will show at the bottom of the screen. You may make the correction or continue with incomplete information. If you continue with incomplete information the fleet summary page will list the vehicle as incomplete. You will need to return later to edit the vehicle information. The following is the message you will see if the information is complete.

<a href="#">Click to Save</a>	<a href="#">Click to Return to Page 1</a>
Your vehicle was successfully saved. Your reporting status for this vehicle is Complete. Your vehicle information on Page 1 Basic Vehicle Information is Complete. Your vehicle information on Page 2 Credits and Provisions is Complete.	

When you are finished and saved your vehicle information you can select a button at the top of the page to add another vehicle or to view your fleet summary.

iii) Fleet Summary Page

The fleet summary page shows limited information about the vehicles you have reported. The top table summarizes vehicles that are currently in your fleet, the middle table lists vehicles that were in the 2006 baseline fleet but are no longer in the fleet. If you remove a vehicle from your fleet after January 1, 2012 you can also view a summary by selecting the small arrow icon at the bottom of the page.



TRUCK AND BUS REPORTING

Home      Add a New Owner      View/Edit Owner      Fleet Summary      Add New Vehicle

TRUCRS ID: 42

Company: besttrucks

[Logout](#)

[User Guide](#)

Below is your Fleet Summary. On this page you can Edit or Remove a vehicle from your fleet. To Edit a vehicle, click on the Edit link next to the vehicle's VIN. To remove a vehicle from your fleet, click on the Remove link, next to the Edit link. Once you have removed a vehicle from your fleet, it will be in the list of vehicles removed from your fleet at the bottom of the page. To add a vehicle back to your fleet, click on the Add Vehicle Back to Fleet link in the list of vehicles removed.

Below is a summary of the vehicles you have successfully reported. You can print this page for your records. Compliance with the Truck and Bus Regulation requires the reporting status of all your vehicles be complete.

FLEET SUMMARY - VEHICLES CURRENTLY IN YOUR FLEET

	VIN	License Number	Owners Vehicle ID	Model Year	Manufacturer	Provision(s)	In Fleet 2006	Report Status
<a href="#">Remove</a> <a href="#">Edit</a>	1234abod	xyz123		1965	VOLVO	Sweeper	Yes	Complete
<a href="#">Remove</a> <a href="#">Edit</a>	67abcd890			2002	DODGE	Sweeper Construction Truck	Yes	Complete
<a href="#">Remove</a> <a href="#">Edit</a>	1234567890	wer789		2005	MACK	Low-Use	Yes	Incomplete

FLEET SUMMARY - VEHICLES IN YOUR FLEET IN 2006 AND NOT CURRENTLY IN YOUR FLEET

	VIN	Vehicle Model Year	Engine Model Year	Engine Family Number	In Fleet 2006	Report Status
<a href="#">Remove</a> <a href="#">Edit</a>	454545ghgh	1965	1971		Yes	Complete

[Click to View Vehicles removed from your Fleet](#)

From the fleet summary page, you can select a vehicle to edit or remove from your fleet. It also shows which provision you have reported for the vehicle, and whether the information you reported is complete or incomplete. As shown in the screen shot below, the "Edit" link is on the left side of the screen.

You can use the “Edit” link to go back and make changes or to provide missing information about any vehicle you previously reported.

If you have sold or retired a truck, then select “Remove” for the vehicle. If you remove a vehicle from your fleet, you will need to report the date sold or retired. If the vehicle is using a mileage based extension, you will also need to report the odometer reading when it was removed. If you make a mistake and need to delete a vehicle record, then select the “Remove” link to the left of the vehicle record. Remember to select the “Save” button after completing changes for each vehicle.

***d) Reporting 2006 Baseline Fleet Information for Credits***

Fleet owners that have fewer heavier vehicles in the compliance year compared to October 1, 2006 can claim credits towards the PM filter phase-in option by reporting information about heavier vehicles registered on October 1, 2006. The credit delays compliance for other vehicles in the fleet until January 1, 2016. The engine family for retired trucks is not needed for this credit.

If you have added newer heavier trucks that have original equipment PM filters before January 1, 2012, you can receive a credit that can delay compliance for a portion of the fleet if the average age of the fleet is less than what it was in your 2006 baseline fleet. The credit counts towards compliance with the PM filter phase-in option. For this credit, fleet owners may find it to their advantage to report the engine family if the engine was newer than the truck model year, otherwise the truck model year is used to determine the fleet age.

To report information about trucks that are no longer in the fleet but were registered in the fleet on October 1, 2006 select the “Add New Vehicle” button at the top of the screen. At the top of the vehicle information page select the option labelled “The vehicle I am reporting is no longer in my fleet and it was in my fleet in 2006. As shown below, limited information is needed to establish the 2006 baseline fleet information.

TRUCK AND BUS REPORTING

Home      Add a New Owner      View/Edit Owner      Fleet Summary      Add New Vehicle

---

TRUCRS ID: 18077      Company: Best Trucking      [Logout](#)

---

[User Guide](#)

The Vehicle I am reporting is currently in my fleet  
 The Vehicle I am reporting is no longer in my fleet and it was in my fleet in 2006

**2006 BASELINE FLEET INFORMATION**

Fields with an \* are required. Vehicles that were owned and registered in California on October 1, 2006 must be reported to take advantage of the downsizing credits in the regulation or the credit for adding newer vehicles earlier than normal. Vehicles that are registered out of state must have been registered on October 1, 2006 and operated at least 1,000 miles in California in 2006. Complete this section only if the vehicle is not longer in your fleet.

Vehicle Identification Number (VIN) \*   
 Vehicle Model Year \*   
 Engine Model Year \*   
 Engine Family Number   
 State or Province and Country of Registration (Required if Registered)\*   
 Is the Manufacturers Gross Vehicle Weight Rating More Than 26,000 Lbs? \*

[Click to Save 2006 Vehicle Informa](#)

When you are done click the save button at the bottom of the screen. A message will notify you of any missing information or if the vehicle is saved successfully. Otherwise, the screen will remain unchanged, and you can enter information about another vehicle that has been retired. Do not report information on this page for vehicles you currently have. When you are finished you can select the fleet summary button to view the information you have entered.

**5) Fleet Upload Feature**

For larger fleets, you have the option to enter all of your vehicle information into a spreadsheet which can be stored and edited on your local computer. When complete, you will need to login to the Truck and Bus reporting system and will be able copy all of the vehicle information from the spreadsheet into your online account. If you have multiple fleets defined by individual TRUCRS ID's, then you will need to upload data for each fleet separately.

**a) Upload spreadsheet.**

The blank spreadsheet has column headings for the information required to be reported and has some basic validation to reduce the potential for errors or duplicate records. The spreadsheet is available on the Truck and Bus regulation

reporting home page at <http://www.arb.ca.gov/msprog/onrdiesel/reportinginfo.htm>.

The information entered must be formatted consistently with the spreadsheet. If there are dropdown menu choices, then the data must match the available selections. You may copy data from other files into the spreadsheet, but only if the data matches and doesn't create conflicts. For example, you cannot have the same VIN for two vehicles. Also, if information does not match the pull down menu selection options you may see an error message in the spreadsheet. When finished, save the spreadsheet. Keep in mind that most of the error checking is done when the information is uploaded into your online account.

**b) Upload Data**

When you have finished entering your vehicle information into the spreadsheet, you need to return to login to your online account to upload the data from the spreadsheet. Log-in to your existing account. From the reporting home page, select the TRUCRS ID for the fleet you wish to work with and select "Upload Fleet Data".

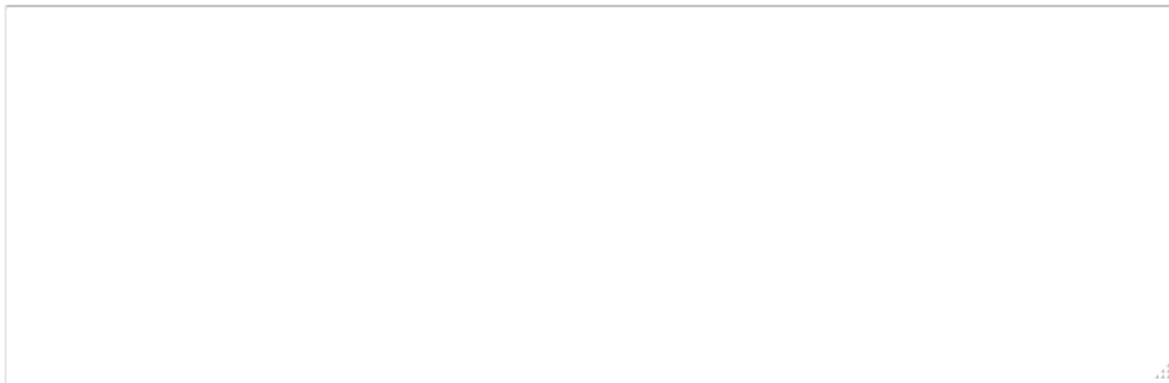
The fleet upload page, shown below, allows you to paste you fleet information from the spreadsheet into the space provided, and will error check your data and will prompt you to confirm if you want to save the fleet data into your online account.

---

Here you can upload your vehicle information from the Excel [spreadsheet](#) provided by ARB. You can copy and paste your vehicle information from the upload spreadsheet into the space below. You will have the opportunity to review the information and to correct any issues before saving and uploading the information for this fleet. After you save the data you will be able to view your vehicle information on the Fleet Summary page.

1. Copy your vehicle information from the Upload Spreadsheet without the column headings.
2. Paste your vehicle information into the space below.
3. Click the "Upload Data" button

Copy and Paste your fleet inventory from the spreadsheet into the space provided, then click the Upload Data button. Do not worry about the columns lining up, the program will take care of it for you.

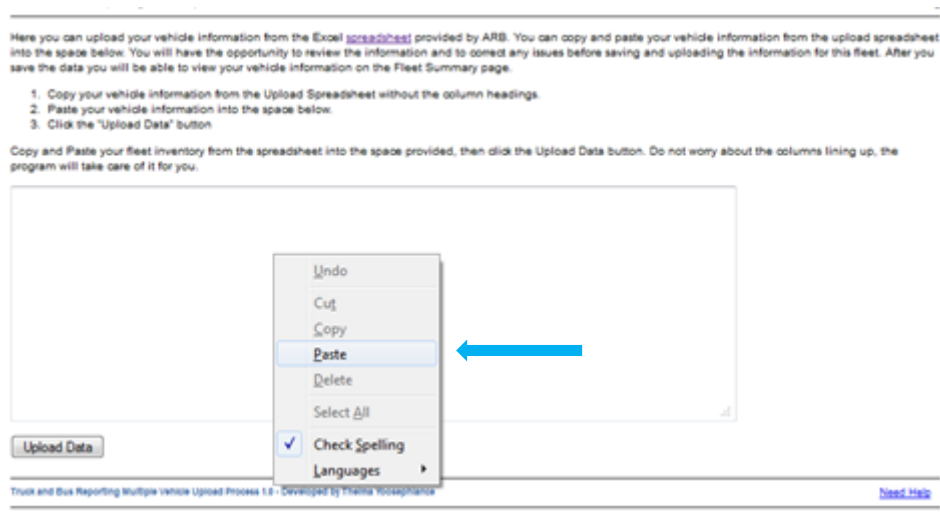


Upload Data

Copy your vehicle information from the Excel spreadsheet starting at row 7 (the row immediately below the header), and DO NOT copy the column headings. Using standard Excel features, you can select your data in the spreadsheet by selecting the entire row for all vehicles as shown below rather than by manually highlighting all of the vehicle data. If the fleet data is very large, it is best to copying in sets of 500 rows of vehicle information at a time. This upload feature adds or appends the uploaded data to any existing data.

	Vehicle Identification Number (VIN)	Your Own ID (optional)	Vehicle Model Year	Vehi Manufa
7	Vin123ABCxyz4	Truck 1	2004	AUTOC
8	Vin123ABCxyz7	Truck 2	2007	CHEVR
9	Vin123ABCxyz1	Truck 3	2001	FORD
10				

All vehicles should be highlighted like picture above. Then, copy the selected rows and paste the information into the browser window by placing your cursor in the blank box on the upload screen and paste in the data.



After you paste, your fleet information should initially appear in the box like shown below.

Copy and Paste your fleet inventory from the spreadsheet into the space provided, then click the Upload Data button.

Vin123ABCxyz456	Truck 1	2004	AUTOCAR	Model 1	Plate 1	Arizona	United States	Box-
Truck	Yes	Yes	EngFam1 CUMMINS	Model 1 2003	Diesel	No	Yes	No
1	famname1	serial1	01/23/2000	Company1	Los Angeles	California		
	United States	Yes	Yes	123456	1/1/2012	serial4 123	1/2/2012	
	CUMMINS 1964	Aengfam1	No		9/10/2011	10/10/2011	No	No
	No	No	No	No				
Vin123ABCxyz789	Truck 2	2007	CHEVROLET	Model 2	IRP	Plate 2	British Columbia	
Canada	Crane	Yes	No	Yes	EngFam2	DETROIT DIESEL	Model 2 2006	Gsl hybrid
Yes	No	Yes	Mfr 2	famname2	serial2	03/25/2001	Company2	
	Pittsburgh	Pennsylvania	United States	No	No	Yes	789123	1/1/2012
	serial5 456	1/2/2012	FORD	1965	Aengfam2	Yes	6/15/2011	
	8/9/2010	9/9/2010	No	No	No	No	No	No
Vin123ABCxyz123	Truck 3	2001	FORD	Model 3	Monthly	Plate 3	Tabasco Mexico	Feed Truck
Yes	Yes	EngFam3	GENERAL MOTORS	Model 3 2000	Oth hybrid	No	Yes	No
Mfr 3	famname3	serial3	06/27/2002	Company3		Sacramento	California	

Upload Data into the Data Entry Form

Continue by clicking on the button labeled 'Upload Data into the Data Entry Form' below the box. After uploading your data into the data entry form, you'll have a chance to review your information before confirming to save it.

Verify the information you are entering, then click the Save Information button below.

Line	Vehicle ID Number (VIN)	Your Own ID	Vehicle Model Year	Vehicle Manufacturer	Vehicle Model	Registration Type
1	Vin123ABCxyz456	Truck 1	2004	AUTOCAR	Model 1	Annual
2	Vin123ABCxyz789	Truck 2	2007	CHEVROLET	Model 2	IRP
3	Vin123ABCxyz123	Truck 3	2001	FORD	Model 3	Monthly

Save Information

Go Back

Note that, if errors are detected at this point, you will be notified what they are and given an opportunity to correct them. If you have multiple errors you may find it easier to go back and make the corrections in the spreadsheet. Once you save your fleet vehicle data online, you will only be able to make edits on one vehicle at a time. We recommend that very large fleets, with more than 500 vehicles, to upload batched of 500 vehicles at a time until all vehicles are entered. Once the data is uploaded, you may go back to 'View Fleet Data' to inspect the results.

### 6) Reporting on Paper Forms

You may go online to [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck) and select the reporting button to create a new account and enter your fleet information directly online without using paper forms. If you do not have access to the internet, then fill out the company information on the Owner Contact Information Form 112a. Then, fill out the Vehicle Information Form 112b for each vehicle you are reporting.

Fleet owners that optionally choose to report information about trucks that are no longer in the fleet, but were part of the 2006 baseline fleet should also complete and attach the 2006 Baseline Fleet Information Form (133c).

Fleets must comply by January 1 of each compliance year. Fleet owners that choose to report to use flexibility in the regulation must report the fleet information by January 31, 2012. If you mail your application, it must be postmarked or emailed by January 31, 2012 to be on time.

If you have the ability to scan your application, you can email your application to [TRUCRS@arb.ca.gov](mailto:TRUCRS@arb.ca.gov). Otherwise, attach the vehicle information pages for each vehicle to the owner page and mail the copies to:

**Truck & Bus Reporting, 5<sup>th</sup> Floor  
PO BOX 2815  
California Air Resources Board  
Sacramento, CA 95812**

Please do not send in duplicate applications.

**Appendix A**  
**2012 TRUCK AND BUS REGULATION**  
**PAPER REPORTING FORMS**

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**Form 112a****2012 Truck & Bus Regulation Form****Owner Information**

\*Means Required Information

Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle being reported

TRUCRS identification number (Issued when a new owner account was created): TRUCRS ID\*

**Basic Owner Information**

Legal Owner First Name\* Legal Owner Last Name

Company/ Business Name/ Person\*

Doing Business as DBA Tax Identification number\*

Company/ Agency Type\* (check one)  
 Subsidiary  Affiliate  Division of Corporation  Other

Company/Agency Street Address\* City\* State Zip Country

Company/Agency Mailing Address\* City\* State Zip Country

**Responsible Official and Contact Person**

Responsible Official First Name\* Responsible Official Last Name\*

Responsible Official Email Address Responsible official phone number\* (Area Code and number)  
( ) -

Contact First Name\* Contact Last Name\*

Contact Email Address Contact telephone number\* (Area Code and number)  
( ) -**Permit Number** Report all of the following that apply.

Motor Carrier (USDOT) California Carrier Identification (CA)

International Registration Plan (IRP) Public Utilities Commission

**Additional Information**Is this a farming business\*?  Yes  NoDoes this business hold a current license from the California Contractors State License Board\*?  Yes  No

Report how many credits you are claiming from the off-road equipment regulation. \_\_\_\_\_

Does the fleet owner have three or fewer diesel vehicles with a GVWR above 14,000 lbs.  Yes  No**I attest the information provided in this form is true and correct.**

Print Name of responsible person\* Title of responsible person

**Form 112a****2012 Truck & Bus Regulation Form**

\*Means Required Information

**Owner Information**

Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle being reported

This form can be used to take advantage of added flexibility in the Truck and Bus Regulation. Fleets must comply by January 1 of each compliance year. Fleet owners that choose to report to use flexibility in the regulation must report the fleet information by January 31, 2012. Do not complete the paper forms if you have submitted your information online. You can report and manage your fleet information online without using paper forms at [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck)

If you are reporting for the first time, you must provide information about your business on this form and will need to attach a vehicle information form for each diesel vehicle in your fleet. You will not have a TRUCRS ID and one will be created when you turn in your fleet information. Fleets that reported previously, should identify the TRUCRS ID and report any changes. A new owner form is not needed if you reported previously.

If you are a company with different divisions and each division will be responsible for complying separately, then submit a form for each fleet manager that will be reporting fleet information and attach the appropriate vehicle forms for each division. Information submitted by paper will be entered into the online reporting system, and users will be able to manage their fleet online.

On this Owner Information Form, you will need to enter information about the fleet owner, responsible official, the contact person, authority to operate numbers, and some additional information needed for determining compliance. All required fields are marked. The information must be complete, if you do not complete the form your application will be considered incomplete

Mail the owner information form and a vehicle information form for each vehicle to:

**Truck & Bus Reporting, 5th Floor  
PO BOX 2815  
California Air Resources Board  
Sacramento, CA 95812**

If you have any questions or need help completing the forms, please contact us at 866-6DIESEL (866-634-3735) or by email at: [8666diesel@arb.ca.gov](mailto:8666diesel@arb.ca.gov).

**Form 112b**

**2012 Truck & Bus Regulation**

\*Means Required Information

**Vehicle Information Form**  
Complete one form for each vehicle

If you have previously reported your owner information, provide the TRUCRS ID and you don't need to fill the Owner Information Form. Check the appropriate box below when updating information after January 1, 2012 about the vehicles in your fleet, or if removing vehicles from fleet. If you are reporting for the first time, complete all sections for each vehicle. **TRUCRS ID** \_\_\_\_\_

Add vehicle (Enter date if added after January 1, 2012). Date added \_\_\_\_\_

Remove reported vehicle. Date removed \_\_\_\_\_ (Complete 1<sup>st</sup> two rows of Vehicle Info. and Odometer data)

Report change in compliance status for vehicle that was previously reported. Date of change \_\_\_\_\_

**Vehicle Information**

Vehicle identification number (VIN)*	Fleet's vehicle identifier (optional)	Vehicle body type (See list below)*	Vehicle model year*
Vehicle manufacturer*	License plate number*	State or Province of Registration*	Registration Type* (Circle one) Annual   Monthly   Not Registered   Non-operational
Engine manufacturer*	Engine model year*	Engine family number*	Engine Model

Skip next row unless the vehicle is a sweeper with an auxiliary engine. Enter the following information for the sweeper auxiliary engine if 50 hp or greater.

Sweeper Aux. Engine Manufacturer	Engine Model Year	Engine Family Number	Engine Tier	Hour Meter Reading	Reading Date
----------------------------------	-------------------	----------------------	-------------	--------------------	--------------

Was vehicle registered in the fleet on October 1, 2006?  Yes  No

Is manufacturer's gross vehicle weight rating greater than 26,000 lbs.?  Yes  No

Fuel/drive train type, check one     Diesel     CNG/LNG     Propane     Diesel Fuel Efficient Hybrid     Other Fuel Efficient Hybrid

Type of PM filter\*?.....  None     Original equipment     Aftermarket Retrofit

If vehicle, engine or retrofit PM filter was publicly funded, enter funding contract period?	Contract Start Date	Contract End Date
--	---------------------	-------------------

**Retrofit PM Filter (VDECS) Information** (Skip if none or original equipment PM filter)

VDECS Manufacturer*	VDECS Family Name*	Check all that apply for the retrofit PM filter:  <input type="checkbox"/> Ordered by May 1, 2011, and installed by credit deadline.  <input type="checkbox"/> Installed to comply with another California regulation.  <input type="checkbox"/> Two or more are installed? (No additional info. required)
Serial/ Part #*	Date Installed*	
Installer Company Name*	Installer City, State, Country*	
Zip Code	Installer Phone Number	

**Applicable Extension or Provision** (Select only one)

<input type="checkbox"/> NOx Exempt Area Operation  <input type="checkbox"/> Ordered 4 mos. early/Mfr. Delay Date ordered _____  <input type="checkbox"/> Log Truck Phase-in Option	Fill in usage to the right if any of these apply: <input type="checkbox"/> Agricultural Vehicle Extension <input type="checkbox"/> Low Use (less than 1000 miles/year) Also, check here if 0 miles/year <input type="checkbox"/> <input type="checkbox"/> Low Mileage Construction Priority to approve (1,2,3...) _____	Odometer Reading <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> If hub-odometer enter serial number (skip if none)	Reading Date
		Hour meter (if low-use & work done when stationary) <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> 	Reading Date

**I attest the information provided in this form is true and correct.**

Print Name of responsible person*	Title of responsible person
Signature of responsible person*	Date*

**Vehicle Body Types:** Beverage Tractor, Beverage Truck, Box Reefer Tractor, Box Reefer Truck, Box Van Tractor, Box Van Truck, Bucket, Boom, Bus Other, Bus School, Bus Shuttle, Cab & Chassis, Car Carrier, Concrete Mixer, Concrete Pump, Cotton Module Mover, Crane less than 35ton, Crane 35ton or more, Drill Rig, Dump Truck, Dump Tractor, Dump Transfer, Expeditor Hot Shot, Farm Grain, Feed Truck On Farm, Flatbed Tractor, Flatbed Truck, Service Fuel Lube, Garbage Refuse, Garbage Transfer, Hay Squeeze, Hay Tractor, Hay Truck, Hopper Grain Tractor, Lettuce Truck, Livestock Tractor, Livestock Truck, Lowbed Tractor, Motor Coach, Nurse Truck Other, Nurse Truck Supplies Crop Dusting Aircraft, Other Tractor, Other Truck, Parcel, Pickup Bed, Service Utility Mechanic, Silage Harvest, Silage Other, Spray Truck, Spreader Tractor, Spreader Truck, Sweeper 1 Engine, Sweeper 2 Engine, Tank Truck, Tanker Truck, Tow Truck: Roll Back, Tow Truck: Wrecker, Tractor, Tractor Various, Log Tractor, Log Truck, Vacuum Truck, Water Truck, Yard Goat

Complete this form for each vehicle in the fleet and submit the vehicle forms with the Owner Information Form (112a).

If you are reporting changes to the fleet after January 1, 2012, check one of the three boxes at the top of the form to identify the changes you are making. If this is the first time you are reporting skip to the vehicle information section.

**Vehicle Information**

Enter VIN, optional fleet vehicle identifier, body type (at bottom of form), model year, manufacturer, license plate number, state or province of registration. Next, enter engine manufacturer, engine model year, engine family number, and engine model.

If reporting the auxiliary engine of a two engine sweeper, enter Manufacturer, Model Year, Family Number, and Tier. Also, if the auxiliary engine is Tier 0, enter the Hour Meter reading and date.

Check the boxes regarding if the vehicle was registered in the fleet on October 1, 2006. This information is necessary for fleets which have downsized since 2006 and wish to use the downsizing credit. Check 'Yes' if the vehicle GVWR is over 26,000 lbs., 'No' if not. You must check one of the boxes for fuel type, even if it is diesel. Identify type of PM filter, or 'None' if no filter. Select Original Equipment if the vehicle is 2007 model year or newer, and 'Retrofit' if a retrofit was installed. To complete the section, if public funds were used to pay all or part of the cost of the vehicle, engine, or retrofit PM filters, then complete the dates for the funding contract period.

**Retrofit PM Filter (VDECS) Information**

Skip this section if there is no retrofit PM filter. Also skip this section if the PM filter was originally equipped by the engine manufacturer. For retrofit PM filters, enter the VDECS Manufacturer, VDECS Family Name, Serial or Part Number, Date Installed, Installer Company Name, City, State, Country, Zip Code, and Phone Number..

**Applicable Extension or Provision**

This section covers other special provisions. Check the appropriate box if any apply, and only select one per vehicle. The options in the middle column, Low-use, Low Mileage Construction, and Agricultural Vehicle Construction, require mileage and date information, so the usage information is also required to be entered on the right of the section. If a hub odometer is being used, enter hub-odometer serial number. For low-use vehicles that also perform work while stationary, enter hour meter reading and date. For low-mileage construction, enter a priority (1,2,3...). The first 10 are approved, and numbers greater than 10 may be approved depending on number of applications.

**Signature**

Be sure to sign the bottom of the form. Print name and title of responsible person, sign and date to complete the form.

If you are reporting for the first time attach all of the vehicle information forms to the owner page and mail them in. If you have previously reported and you are reporting changes to your fleet that are made after January 1, 2012 be sure to identify your TRUCRS ID on the form, and you can mail the form without resubmitting your owner information unless it has also changed.



**2012 Truck & Bus Regulation Form**  
**Retired Vehicles that were in the 2006 Baseline Fleet**  
List all vehicles which were part of fleet in 2006, but are no longer owned

Only complete this form if you have fewer vehicles in your fleet than you did in 2006 or you have added newer vehicles for credits. The credits count towards compliance with the PM Filter Phase-in Option from 2012 to 2017. Complete this form for all vehicles in the fleet and submit it with the Owner Information Form (112a).

All vehicles that were owned and registered in California on October 1, 2006 must be reported to take advantage of the downsizing credits in the regulation or the credit for adding newer vehicles earlier than normal.

Vehicles that are registered out of state must have been registered on October 1, 2006 and have been operated at least 1,000 miles in California in 2006.

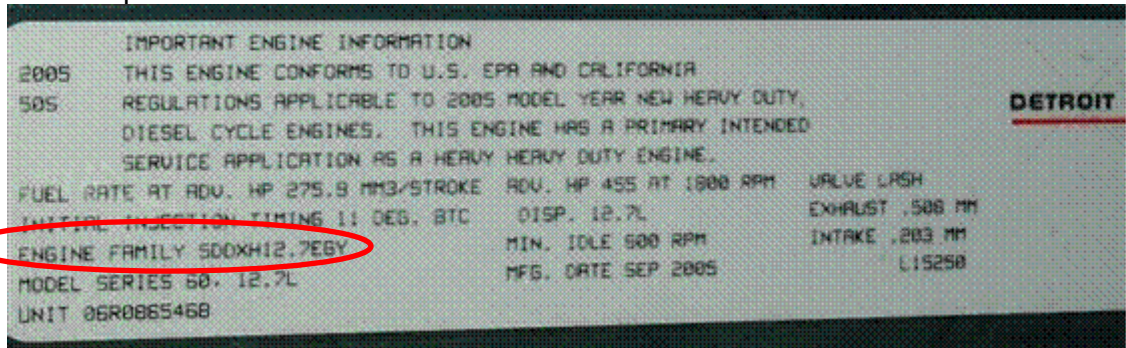
Attach this form to the owner information page if you are reporting for the first time. If you have previously reported, be sure to identify your TRUCRS ID on the form, and you can mail the form without resubmitting your owner information unless it has also changed. .

## Appendix B

### Field Descriptions and Basic Validation

Field	Description	Validation
Vehicle Model Year	The model year refers to the model year in which the vehicle was distributed. <b>Use 1960 for all vehicles older than 1960.</b>	Dropdown menu 1960 to 2011
Your Own ID <b>(optional)</b>	An optional field for the fleet owner to manage his fleet by his own vehicle identifier.	Up to 9 characters
License Plate Number	The license plate number is a unique number issued by the applicable governmental licensing authority when the vehicle is licensed for on-road operation. Enter "NA" if there is no license plate.	2-9 characters
Vehicle identification # (VIN)	The vehicle identification number (VIN) should be available on the vehicle. The VIN is unique to the vehicle.	11-18 characters
Vehicle Make (Manufacturer)	The vehicle manufacturer or make. If your vehicle manufacturer is not listed, choose "OTHER".	Dropdown menu
Vehicle Model	The model name or number of the vehicle.	2-9 characters
Registration State or Province	The registration state or province in which the vehicle is registered and licensed for on-road operation.	Dropdown menu
Registration Type	The type of registration or license (Monthly, Annual, Special Equipment, Non-Operational or Not Registered)	Dropdown menu
Manufacturer's Gross Vehicle Weight Rating (GVWR)	The Manufacturer's Gross Vehicle Weight Rating (GVWR) is commonly found on the door jamb (14,001 to 26,000 lbs, 26,001 lbs and higher).	Dropdown menu
Engine Model Year	The engine model year is determined by the annual new model production period during which the engine was produced. For engines older than 1960, enter 1960.	Dropdown menu 1960 to 2011
Engine Manufacturer	The engine manufacturer field has a dropdown menu with engine manufacturers listed. If your engine manufacturer is not listed, choose "OTHER"	Dropdown menu
Engine Model	The engine model should be listed on the engine label.	2-15 characters
Engine Family	The engine family number is on the engine label. You may need to obtain one from your local equipment dealer if it is not legible. For 1973 and older engines enter "None". See example below.	4-15 characters

## Appendix B Field Descriptions and Basic Validation

Field	Description	Validation
<p>Here is an example of where an on-road engine family name can be found on the label. In this example the digits you would provide are: 5DOXH12.7EGY</p> 		
Certified On-Road Engine	Indicate whether the engine meets on-road emission standards (Y/N).	Dropdown menu
Fuel Type	The vehicle fuel type (Diesel, LPG (Liquified Petroleum Gas), CNG/LNG (Compressed Natural Gas/Liquified Natural Gas), Other hybrid, Diesel hybrid, Gasoline hybrid, Other).	Dropdown menu
Is a PM filter Installed?	Indicate whether an originally equipped PM filter or a Verified Diesel Emission Control System (Exhaust Retrofit) is installed (Y/N).	Dropdown menu
VDECS serial #	<b>Only enter information about retrofit VDECS do not enter information about original equipment manufacturer (OEM).</b> The VDECS serial number should be listed on the VDECS label or the information provided by the VDECS manufacturer or installer. VDECS serial numbers may not repeat.	3-18 characters
Date Installed	The date the VDECS was installed.	mm-dd-yyyy
VDECS Family Name	The VDECS family name should be listed on the VDECS label or the information provided by the VDECS manufacturer or installer.	Dropdown menu