2017 Truck and Bus Online Reporting Guide

Last revised: December 5, 2016

This user guide is intended to help vehicle owners report online to meet the reporting requirements of the California Air Resources Board's Truck and Bus Regulation. The Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) allows you to report and update your company and vehicle information to meet the reporting requirements necessary to use the flexibility options available in the regulation. The next reporting deadline is **January 31, 2017.**

The Truck and Bus regulation affects individuals, private companies, and Federal agencies that own diesel vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 14,000 lbs. that operate in California. The regulation also applies to publicly and privately owned school buses; however, the compliance requirements are different and reporting is not required. The regulation does not apply to state and local government vehicles, most solid waste collection trucks, drayage trucks that transport marine cargo, and public transit buses because they are already subject to other regulations.

This guide is not a substitute for reading and understanding the regulation. You should be familiar with the terms defined in the regulation, the requirements, and what exemptions or extensions for which the vehicle qualifies. Regulation language, advisories, fact sheets, and other compliance tools for the Truck and Bus regulation can be found at www.arb.ca.gov/dieseltruck.

Changes to TRUCRS for 2017
There are a few key changes to TRUCRS for the 2017 reporting period such as: how mileage based extensions are claimed in conjunction with the way odometer readings are reported, how the system identifies duplicate accounts, and the inclusion of the flexibility option that delays engine replacement until 2023.In addition, the Fleet Calculator has also been modified to allow you to export your fleet as it is reported in TRUCRS into the Fleet Calculator. This tool assists fleet owners in evaluating various compliance strategies to comply with the Truck and Bus regulation. A guide with instructions on how to use the new fleet calculator can be found on the login page of the reporting system.

ARB staff has also added a compliance option (PM Filter until 2023) to identify fleet owners that retrofit their vehicle or purchased a vehicle with a retrofit prior to January 1, 2014, and reported those actions in TRUCRS by January 31, 2015. These vehicles have until January 1, 2023, to upgrade to a 2010 or newer model year engine.

In addition, TRUCRS is now able to identify potential duplicate accounts within the reporting system. All fleets identified as potential duplicates in 2016 have been notified. If you try to create a duplicate account you will be blocked from doing so until you contact TRUCRS staff to have the duplicate issue resolved.

Lastly, the first page that returning fleets are directed to in TRUCRS is the Message Center. ARB staff regularly updates the Message Center to provide fleet owners with information regarding recent changes to the reporting system and important compliance deadlines.

The following compliance requirements are in effect starting January 1, 2017:
- Fleets eligible to use the Small Fleet Option must have a PM filter retrofit installed on their second vehicle.
- All **lighter vehicles** (GVWR between 14,000 and 26,000 lbs.) with a 1997 and older model year engine must be retired, or upgraded with a 2010 or newer model year engine unless the vehicle is using a flexibility option that delays the upgrade requirement.
- The mileage limit for the **Agricultural Vehicle** extension is reduced to 15,000 miles per year for all engine model years.
- Fleet owners using the **Low Mileage Work Truck Option** must have PM filter retrofits installed on 80% of the fleet.
- Fleet owners using the **NOx Exempt Area** option must have PM filter retrofits installed on 55% of the fleet.
- Fleet owners using the **Log Truck Phase-In** option must have upgraded 40% of the vehicles to 2010 or newer model year engines.
- Vehicles claiming the **Economic Hardship** extension must have a PM filter retrofit installed or be upgraded to meet the 2010 engine emission standards.

Compliance Deadlines that have already passed:
Vehicles described below are out of compliance and must not be operated unless they are currently using a flexibility option**.**
- All heavier vehicles (GVWR more than 26,000 lbs.), with an engine model year 1995 and older.
- All heavier vehicles with a 1996 or newer model year engine should already have a PM filter installed, otherwise must be retired.
- All lighter vehicles (GVWR between 14,000 and 26,000 lbs.) with an engine model year 1996 and older.

Options no longer available for initial opt-in:
The compliance options listed below are closed and are only available for fleets re-selecting the option for previously approved vehicles or replacing a previously approved vehicle:
- Agricultural Vehicle Extension
  - Including the Log Truck Phase-In Option
- Agricultural Specialty Vehicle Extension
  - Including the Cattle Vehicle Extension

Note: The opt-in period has passed for fleet based flexibility options such as the Phase-In Option, and the Small Fleet Option.

Who Needs to Report in January of Each Compliance Year?
Fleet owners that use flexibility options in the regulation must identify which vehicles will use a specified vehicle option for the year and provide any additional information specific to that option. For example, if you claim a mileage based extension, you will need to provide the January odometer reading and date for the vehicle. If you failed to meet the eligibility requirements of an option or extension for a given vehicle, you must bring the vehicle into compliance by retrofitting or retiring the vehicle as specified by the engine model year schedule. You will not be eligible to claim another flexibility option in any future compliance year. You also need to report changes to your fleet within 30 days throughout the year when selling or adding vehicles.

Any vehicle that meets the requirements to use a flexibility option must be reported to show that they met the requirements by the applicable deadline. Fleet owners using mileage-based extensions must provide their January 1 odometer reading each compliance year and confirm whether they will continue to use the same mileage-based extension for 2017. Following is a list of compliance options that are currently available:

<div align="center">

Low Mileage Work Truck Phase-in
NOx Exempt Area Extension
Manufacturer Delay
Low Use Exemption
Heavy Crane Phase-in

</div>

Verification of eligibility of claimed flexibility options is continuously enforced. Fleets must keep records and provide proof in a timely manner to ARB staff upon request.

Located on the "*Vehicle Edit*" page to the right of "*Select PM Filter Type or Extension for Vehicle"* is a "*Click for Help"* document that provides a brief description of eligibility and compliance requirements for the flexibility options available for selection.

Who Does <u>Not</u> Need to Report?
- Fleets in compliance with the Engine Model Year Schedule that are not claiming any credits or extensions.
- Personal use pick-up trucks with a GVWR of 19,500 lbs. or less.
- Motorhomes used exclusively for personal-use.

Reporting Changes to an Existing Fleet
Fleet owners that previously reported can:
   1. Edit vehicle and company information.

2. Update odometer readings for vehicles that are using mileage-based extensions.
3. Update the compliance option for 2017.
4. Retire vehicles that have been sold.
5. Add newly purchased vehicles.

However, the reporting system will warn you when required information is missing or incorrect. The system allows you to save incomplete vehicle information and return later to complete reporting unless critical fields are missing. If vehicle owners attempt to claim an option for which they are not eligible, the system will display an error message stating that the information cannot be saved because the vehicle does not meet the eligibility requirement.

As a fleet owner you are responsible for ensuring that your fleet meets the requirements of any option you claim and that the information you report is accurate. Any changes to your fleet must be reported within 30 days.

Using TRUCRS to Report Online
The TRUCRS login page can be found by going to the TruckStop website at www.arb.ca.gov/truckstop and hovering over the "Reporting" link at the top left hand side of the page, then selecting "Truck and Bus," or you can enter the following web address into your browser: https://ssl.arb.ca.gov/ssltrucrstb/trucrs_reporting/login.php.

New Users
To create an account for the first time, locate the "New Users" heading in the far left column and click on the "Create New Account" button directly under the heading. This will take you to the Create New Account page which will require you to enter the fleet owner's first name, last name, email address, desired username for the account, and

phone number. Once you finish entering this information click "Create Account" and a password will be sent within one hour to the email address provided when the account was created. Once you receive the password you can return to the TRUCRS login page (shown above) and login under the header "Existing Users" in the center column of the table with the requested username and password that was emailed to you.

Existing Users
If you already have a TRUCRS account, you can enter your login information under the header for "Existing Users" and click the "Login" button.

If you already have a TRUCRS account but forgot your login information **DO NOT create a new account**. Click on the "Forgot Username/Password" link (shown in the previous image) and input the email address and username you used when the account was created. If you try to create a new account it will be identified as a duplicate and your accounts will be locked until you contact TRUCRS staff for assistance.

Your TRUCRS ID is neither your username nor your password. If you do not recall the username created or the email address used, email TRUCRS@arb.ca.gov for assistance. Once you request your password using the Forgot Password feature, an email will be sent to the email address that was provided when the account was created. If you no longer have access to the email address used when the account was created, fill out the Change Login Information form and email or mail it to the address located on the form.
http://www.arb.ca.gov/msprog/onrdiesel/documents/tbpwchange.pdf

Deleting a Fleet
If you need to delete your reporting account because, for example, you no longer operate in California or closed your business you may do so by logging into your reporting account and selecting the *Delete Fleet* link. A screen will pop-up asking you to confirm the deletion request, select yes if you wish to continue with the deletion. An email confirming the deletion will be sent to the email address used when the account was created and you will have 72 hours to cancel the deletion. After 72 hours the account will be deleted.

If you see that your account is flagged as a duplicate, you will need to provide TRUCRS staff with information related to both accounts to resolve the issue

Owner Information (for new and returning fleets)
New Fleets
If you do not have a TRUCRS ID, click "Add a New Fleet" at the top left of the page under the blue "Account Home" tab. First time users will need to enter owner information to obtain a TRUCRS ID. This will take you to the "Company Information" page. Fill in all of the required fields and check the box at the bottom of the screen to attest under penalty

of perjury that the information provided is true and correct. Next, click the "Submit" button to save the information and have a TRUCRS ID assigned to the fleet. An error message will appear at the top of the page if information is missing or incorrect. All errors must be corrected or the information will not be saved on the Company Information page. Once you are able to save your information you will receive an email with your TRUCRS ID confirming that your account has been created. Next, you will need to add your vehicles to the fleet summary. To add your vehicles, click the *View or Update* link on the *Account Home* tab at the top of the page (see following image).

Existing Fleets
The TRUCRS "Account Home" tab will be the first screen seen by returning users. From here you can add another fleet, view or update vehicle information, delete the fleet, or check the fleet's compliance status. We encourage you to review and update your business information annually. Returning users can also go directly to the compliance tab, which allows fleet owners to review their fleet's compliance status and print a certificate (if the fleet is reflected as in compliance) by clicking on the "Check Status" link in the right column. A guide with step-by-step instructions describing how to print a certificate can be found on the TRUCRS login page.

To access the company and vehicle information, click the "View or Update" link to the left of the company name you wish to update. From here you can click on the "Company Info" tab to view and update the company information or "Vehicle Info" to update the vehicle and compliance option information for the current compliance year.

Reporting Vehicle Information
To begin reporting vehicles, click on the "Vehicle Info" tab. The "Vehicle Info" tab will take you to the list of vehicles that have been reported. Here you can add a newly purchased vehicle, update previously reported vehicles, update the compliance path your vehicle is using, or retire a vehicle that has been sold. To report vehicles for the first time, click on the "Add New Vehicle," button (as shown in the following image).

The next image shows the page for adding or editing vehicle information. Here you can enter or edit information about your vehicle and its engine. The Vehicle Identification Number (VIN) is a required field and the system will not save the information without it. You will need to indicate the vehicle's body type from the "Vehicle Type" dropdown menu. The system is also going to ask for information related to the vehicle's engine such as the model year of the engine and the engine family name (emission family name).

Under the Engine Information section in the "Select PM Filter Type or Extension for Vehicle" drop down menu (see image below), you can indicate a PM filter retrofit has been installed on the vehicle or select a flexibility option to extend the vehicle's compliance deadline if the vehicle is eligible. Additional information may be needed to use certain flexibility options such as odometer readings or hub-odometer serial numbers.

If you try to save your vehicle information, but fail to provide key information such as the in-service date, vehicle body type, or GVWR, you will receive an error message and will not be able to save the information until the error is corrected. Additionally, if you try to claim an extension for which your fleet does not qualify, or you did not provide information required to claim the extension such as odometer readings, the information will not be saved.

If you select "two engine street sweeper" as the vehicle body type, the reporting page will expand so you can provide more information about the auxiliary engine in this vehicle. You only need to report hour meter readings for Tier 0 auxiliary engines because Tier 0 Auxiliary Engines may not operate more than 100 hours per year.

If you are entering information about multiple similar vehicles you can click the "Save and Add Similar" button, which will save the existing vehicle and will copy some of the information over so that you can add similar vehicles more efficiently.

Selecting PM Filter Type or Compliance Option for the Vehicle
If you failed to meet the eligibility requirements of an option or extension for a given vehicle, you must bring the vehicle into compliance by retrofitting or retiring the vehicle as specified by the engine model year schedule. You will not be eligible to claim another flexibility option in any future compliance year.

Vehicle owners that want to continue a compliance option from the prior year must re-select the compliance option for the 2017 compliance year.
    For example: A vehicle that was using the 2016 Low-Mileage Work Truck Option for the 2016 compliance year must select the 2017 Low-Mileage Work Truck Option after reporting the odometer reading(s).

For more information on a specific compliance option click the "Click for Help" link, which provides a brief explanation of each compliance option. (see image below)

Truck and Bus Reporting System

Hi **ARB**

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

Log Out

TRUCRS ID: 119815 - Air Resources Board

| Account Home | Message Center | Company Info | **Vehicle Info** | Compliance Status |

| Vehicle List | Odometer Readings | Street Sweepers | **Add Vehicle** |

Add Vehicle

Vehicle Identification Number (VIN)	
Your Own ID	
Vehicle Model Year	Please Choose...
Vehicle Make/ Model	Please Choose... /
Does this truck tow goods with a trailer?	Please Choose...
Vehicle Type	Please Choose...
Fuel Type	Please Choose...
Registration Type	Please Choose...
License Plate	
Registration State / Province	California, USA
GVWR more than 26,000 lbs?	Please Choose...
Date Purchased (YYYY-MM-DD)	

Engine Information

Engine Family Name (Example WCPXL14.6ERK)		Click for Help
Engine Manufacturer	Please Choose...
Engine Model	
Engine Year	Please Choose...
Select PM Filter Type or Extension for Vehicle	Please Choose...	Click for Help

Submit   Cancel

If you would like to edit a specific vehicle by searching its VIN, please enter the VIN here: | Edit by VIN

If you would like to edit a specific vehicle by searching "Your Own ID", please enter it here: | Edit by Your Own ID

If you have questions, please contact ARB Diesel Hotline at 866-6DIESEL (866-634-3735) or e-mail 8666diesel@arb.ca.gov

Note: For any flexibility option you must keep mileage records to substantiate your claims including but not limited to: vehicle registration, ECL labels, PSIP, Bills of Lading, miles traveled in and out of California borders, emergency miles and third party documentation to prove reported number of miles traveled.

Editing Vehicle Info
Once the vehicle has been added to the fleet, you may edit a vehicle by clicking the "Edit" link in the "Edit Vehicles" column on the left side of the page. To retire a vehicle that has been sold from your fleet, click the "Delete" link in the far right column titled "Delete Vehicle" (see following image) When deleting a vehicle you will be required to provide the final odometer reading and the date of sale.

Truck and Bus Reporting System

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Hi ARB
Log Out

TRUCRS ID: 119815   -   Air Resources Board

| Account Home | Message Center | Company Info | **Vehicle Info** | Compliance Status |

| **Vehicle List** | Odometer Readings | Street Sweepers |

Add New Vehicle   Search by VIN number: [   ] Search   Search by "Owner ID": [   ] Search

Active Vehicles: 1 Reported   Download To CSV   Large Fleet Upload   Download For Fleet Calculator   Sort By Order Vehicle Enter

Show Page 1 ▼ (100 rows per page, Total 1 rows.)

Edit Vehicle	#	VIN	Plate	Owner ID	Vehicle Model Year	Vehicle Make (Model)	Vehicle Type	GVWR >26,000 lbs?	Engine Year	Date In Service	Compliance Option	Reporting Complete	Delete Vehicle
Edit	1	61651561651119191	651651aa		2000	CATERPILLAR ()		Y	2017	2006-10-01	PM Filter - Original Equipment	N	Delete

Deleted Vehicles: Sold/Scrapped/Transferred Out State. 2 Reported

Restore Vehicle	#	VIN	Plate	Owner ID	Vehicle Model Y	Vehicle Make	Vehicle T	GVWR >26,000	Engine Y	Date In S	Compliance Option	Reporting Complete

Reporting Odometer Readings
This feature has been updated
If you are updating from a 2016 mileage based option to the same 2017 mileage based option; take the following steps:

1. Go to the odometer tab
2. Enter January odometer reading (must be a whole number, no decimals)
3. Enter the date the odometer reading was taken
4. Enter Out of State and Emergency Miles, if applicable
5. **Check the check box to update to 2017 version of the option and click save**

If you are switching from a 2016 mileage option to another compliance option (mileage based or otherwise) you will need to take the following steps:

1. Go to the odometer tab
2. Enter January odometer reading (must be a whole number, no decimals)
3. Enter the date the odometer reading was taken
4. Enter Out of State and Emergency Miles, if applicable
5. **Do not check the box**
6. Visit the Vehicle Edit Page after the reading is successfully entered
7. Select new compliance path
8. Save vehicle information

Compliance Status, Summary, and Certificate

Once you have completed updating the vehicle list, you may review the fleet's 2017 compliance status and print a certificate by clicking on the "Compliance Status" tab. The Compliance Status tab summarizes the reported fleet information and current compliance status. If the fleet information has been reported completely and the fleet is in compliance there will be a link to print the certificate. If the fleet is out of compliance or the account may be a duplicate you will see a red button stating the fleet is out of compliance.

To print a certificate, you will need to confirm that reporting is complete and correct by clicking the button that says, "Click to Confirm" at the top of the "2017 Compliance Status" table. Next, confirm the popup "Reporting Confirmation Disclaimer" to indicate you have read and agree with the disclaimer and close the popup window.

Step 1:

Truck and Bus Reporting System

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Log Out

TRUCRS ID: 119815 - Air Resources Board

| Account Home | Message Center | Company Info | Vehicle Info | **Compliance Status** |

Business Information	**TRUCRS ID: 119815**
Owner:	Air Resources Board
Name:	Air Resources Board
Mailing Address:	1001 I Street
	Sacramento, CA 95624
Account Created:	2015-12-10 15:17:09
Farming Business: N Contractor: N Selected Small Fleet: N	

2016 Compliance Status

You have not confirmed you are finished reporting. Click here to update your account changes.

Click to Confirm

2016 General Fleet and Compliance Information (If you have not specified a body type for all vehicles in your fleet these numbers will not be accurate.)	
Diesel Vehicles Reported	
Heavy Diesel Trucks	1
Total Reported Vehicles	1
Vehicle Compliance Status	
Vehicles Subject to Clean Up	1
Number of PM Filters	1
Phase in eligible (Yes/No)	No
Other Details	
Meets small fleet option (Yes/No)	N/A

Step 2:

Are you finished reporting?

Reporting Confirmation:

I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirement in Section 2025, title 13, California Code of Regulations, and that the information contained in the Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other eletronic format approved by the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

[OK] [Cancel]

Once you have attested the information is true, complete, and correct, the compliance status table will indicate if the fleet is in compliance and eligible to print a certificate. If the fleet is eligible, the fleet will see a green "Print Certificate" button which will allow the fleet to print a certificate. If the fleet is not in compliance, there will be a red button that says "Does Not Comply." The compliance summary will give a breakdown of the reported fleet information including the number of heavier and/or lighter vehicles, the number of PM Filter Retrofits, and the number of Original Equipment Manufacturer (OEM) filters. It will also display any fleet based flexibility options the fleet is eligible for along with any credits the fleet owner has reported to use.

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| Account Home | Message Center | Company Info | Vehicle Info | **Compliance Status** |

Business Information		**TRUCRS ID: 119815**
Owner:	Air Resources Board	
Name:	Air Resources Board	
Mailing Address:	1001 I Street	
	Sacramento, CA 95624	
Account Created:	2015-12-10 15:17:09	
Farming Business: N	Contractor: N	Selected Small Fleet: N

2016 Compliance Status	
Fleet is in Compliance	**Print Certificate**

2016 General Fleet and Compliance Information (If you have not specified a body type for all vehicles in your fleet these numbers will not be accurate.)	
Diesel Vehicles Reported	
Heavy Diesel Trucks	1
Total Reported Vehicles	1
Vehicle Compliance Status	
Vehicles Subject to Clean Up	1
Number of PM Filters	1
Phase in eligible (Yes/No)	No
Other Details	
Meets small fleet option (Yes/No)	N/A

You may make this certificate available to motor carriers or brokers upon request. Once you click the "Print Certificate Button," motor carriers, brokers, and other interested parties are able to confirm your fleet's compliance status on our public look-up feature.

A more detailed description of how to print a certificate of compliance for the 2016 or 2017 compliance year can be found on the TRUCRS login page.

If you have any questions you may call our Diesel hotline at 866-634-3735 or email us at trucrs@arb.ca.gov.