

Truck and Bus Regulation How to Report with Paper Forms - 2017

Last Revised December 12, 2016



Introduction

This guide summarizes the steps fleet owners need to take to report new or updated company and vehicle information as required in the Truck and Bus regulation (Title 13, California Code of Regulations, section 2025) using paper forms. There are no fees associated with reporting. Reporting is also available online; fleets that report online may easily view and update fleet information; if the fleet is in compliance they may print a certificate of compliance at any time. Fleets that are unable to report online may use paper forms to report the information needed to demonstrate compliance with the Truck and Bus 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.

2017 Compliance Requirements

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

Vehicle 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:

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

*for an description of each compliance path, see the end of these instructions

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.

Who Does Not 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.

How to Report

Vehicle owners may manage fleet information by reporting online. However, if you do not have access to the internet you may fill out the paper forms located at the end of this document and mail them to our office.

To Report Online

To report online you will need to use the Truck Regulation Upload, Compliance and Reporting System (TRUCRS) available at: https://ssl.arb.ca.gov/ssltrucrsto/trucrs_reporting/login.php Here you will be able to create an account (if you are a first time user) or login to your account if you have already created one. Once you are logged in you may update your vehicle and company information at your convenience and immediately print a certificate of compliance. Reporting is open January 1- January 31 of every year. Fleets must report by January 31 to claim a flexibility option for the current compliance year. A guide with step by step online reporting instructions can be found on the login page of the reporting system.

If you have a TRUCRS account but have forgotten your login information **do not create a new account**; use the "Forgot Username/Password" feature on the login screen by providing the email address and username used when the account was initially 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.

If you do not recall the username created or the email address used you may call the diesel hotline for assistance. 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>

To Report on Paper Forms

The hard copy reporting forms are located at the end of this document. You must use the current forms to report your company, vehicle, and engine information. Once you have provided all of the required information on the form, you will need to mail the form to the address listed at the end of this document. The deadline for mailing the form is January 31, 2017.

Please do not report online and on hard copy forms. Only one method of reporting is required. Incomplete forms will be rejected. We recommend you make copies of the completed forms prior to submission to our office and file them for future reference or in case of a fleet audit.

What Information do I Need to Report?

In general you will need to report company and owner information along with vehicle and information for every diesel vehicle you own with a GVWR greater than 14,000 lbs. that operated in California, unless complying with the Engine Model Year schedule without flexibility options or credits. If you have previously reported you will need to report any changes in company information, especially contact information to ensure that you receive important notifications. In addition, any upgrades that have been done to the vehicle such as the installation of a Particulate Matter (PM) Filter or January odometer readings for vehicles claiming a mileage extension must be reported to comply with the reporting requirements. Fleet owners that wish to continue using a compliance option from the prior year must re-select the compliance option by checking the applicable box on form 112b. Incomplete forms will not be accepted.

Owner Information (Form 112a)

Form 112a must be filled out if it is your first time reporting. It should also be filled out if there have been changes to the previously reported company information. If you need to update your previously reported company information be sure to provide your original TRUCRS ID on the top of the form. Fill out the rest of the form as requested, including the "Owner Information" section, "Motor Carrier Identification" section, "Contact Person" section, and the "Additional Information". If you are an owner operator filling out this form, the information needs to pertain to yourself, not the company for which you work. Fields marked with an asterisk indicate information that is mandatory to process the form. Incomplete forms will be rejected. When completed, the form must be signed by the fleet owner, or responsible official.

Vehicle Information (Form 112b)

Form 112b must be filled out for each vehicle in your fleet. You must use a separate form for each vehicle being reported. If you have previously reported you must provide your TRUCRS ID at the top of the form and indicate the reason for submitting the form such as the addition of a vehicle, replacing a vehicle currently using a mileage option, sale of a vehicle, a change in a vehicle's compliance path or the installation of a PM filter. If you wish to newly opt-in to a flexibility option, or wish to continue using a compliance option from the prior year you must select (or reselect) the compliance option by checking the applicable box on form 112b. Incomplete forms will not be accepted.

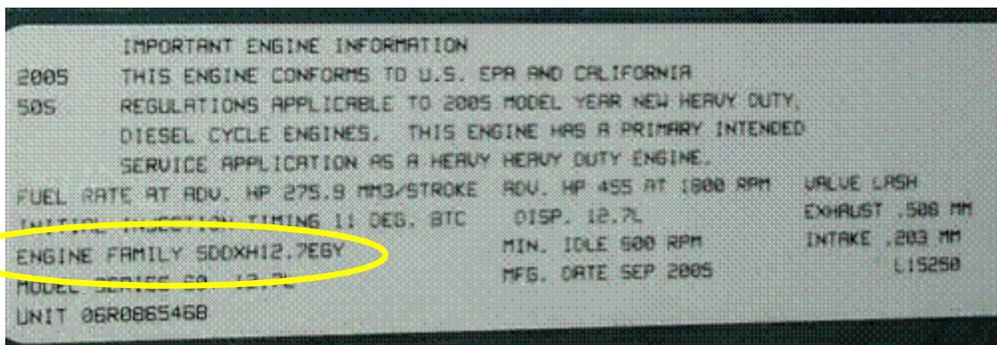
If you reported for a mileage based provision such as the Low Mileage Work Truck option, the Agricultural Vehicle extension, or the Low-Use exemption, you will need to report your odometer reading as it was on January 1 of the compliance year. PTO hour meter readings only need to be reported for Tier 0 auxiliary engines in two engine street sweepers.

When reporting the "Vehicle Body Type" you must select from one of the choices on the list of "Vehicle Body Types" at the bottom of the page. If you select the "Sweeper 2 Engine" body type from the list, you will also need to fill out the information on the form about the auxiliary engine if it is rated at 50 horsepower or greater.

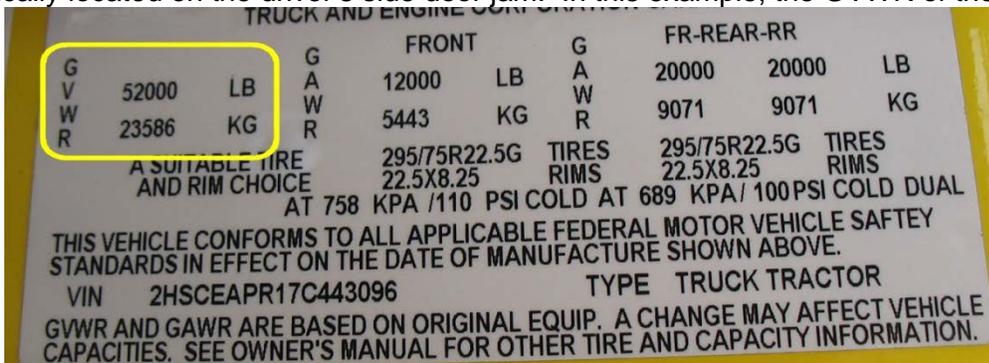
Reporting and Locating Required Engine Information

You must report ALL requested information regarding your vehicle and its engine. We have provided the following instructions to help vehicle owners find required engine information.

The image below shows an example of where an on-road engine family name can be found on the emission control label (ECL) on the engine. In this example the digits you would provide are: 5DDXH12.7EGY



Likewise, the following image shows an example of how to identify the GVWR of the vehicle. This label is typically located on the driver's side door jam. In this example, the GVWR of the vehicle is 52,000 lbs.



Description of Available Compliance Paths

PM Filter- Original Equipment- Engine was originally assembled with a PM filter by the manufacturer (on most 2007 or newer model year engines).

PM Filter- Retrofit- PM Filter retrofit has been installed. The owner must report the Verified Diesel Emission Control Strategy (VDECS) serial number, manufacturer name, VDECS family name, installer, installer city, installer state, and date installed.

2017 Low-Mileage Work Truck- This option applies to: 1) Dump trucks as defined in the regulation 2) A Truck tractor that exclusively pulls a low-boy trailer, 3) A truck with an attached body (except if it tows a trailer and hauls goods), 4) A truck that is owned by a company that has a valid California Contractors License, or 5) Any truck with a GVWR of 14,000-26,000 lbs. Eligible work trucks must have a 1996 or newer engine or have been in the fleet since January 1, 2012. Before you claim the extension, 80% of your fleet must have PM filters by January 1, 2017. Annual mileage limit is 20,000 miles and annual odometer reading is required. A "CT" or "WT" label is also required on both doors.

2017 Low Mileage Work Truck with PM Filter- This option is for vehicles that meet the Low-Mileage Work Truck definition (See 2017 Low-Mileage Work Truck) and have installed a PM filter but do not comply with the 2010 model year (MY) engine upgrade required per the Engine Model Year (EMY) schedule. If you have PM filters on either a heavier vehicle (GVWR greater than 26,000 lbs.) with a 1995 or older model year engine or a lighter vehicle (GVWR 14,000-26,000 lbs.) you may select this option to delay upgrading to a 2010 model year or newer engine as long as you stay below the 20,000 mile threshold and report your odometer reading every year. Vehicles must be labeled with "CT" or "WT".

Heavier vehicles with 1996 or newer model year engines that have had a PM Filter retrofit installed must claim PM Filter Retrofit if they wish to operate above the mileage threshold until the replacement compliance deadline

2017 Low Use Exemption- This option applies to a vehicle that travels less than 5,000 miles per year, regardless of where it operates. A vehicle that travels more than 5,000 miles annually can still be reported for the low-use vehicle exemption as long as it operates less than 1,000 miles within California each year. Starting January 1, 2020, the 5000 limit will decrease to 1,000 miles per year. This option makes the reported truck annually exempt from PM filter and engine replacement requirements. Annual odometer reporting is required. You must keep mileage records to document travel inside and outside California borders, emergency miles and reported miles traveled. Documentation includes but is not limited to Periodic Smoke Inspection Program (PSIP) Test results, BIT inspection, and third party maintenance records.

2017 Low Use Non-Op- This option applies to a vehicle that is not driven for the entire compliance year. Owners must designate which vehicles will be Low Use Non-Op exempt by January 31 of each year. Annual odometer reporting is required.

2017 NOx Exempt Area Operation- This applies to vehicles that operate exclusively in the following NOx Exempt counties: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Eastern El Dorado, Glenn, Humboldt, Inyo, Eastern Kern, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Monterey, Nevada, Eastern Placer, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Northern Sonoma, Northern Sutter, Tehama, Trinity, Tuolumne, and Yuba. Before you claim the extension, 55% of your fleet must have PM filters by January 1, 2017. A "NE" label is required on both doors unless GPS tracking is used.

2017 NOx Exempt with PM Filter- This option is only for vehicles that operate exclusively in NOx Exempt Areas as defined above and meet the PM filter requirements. If you have PM filters on a heavier vehicle (GVWR greater than 26,000 lbs.) with a 1995 or older model year engine or a lighter vehicle (GVWR 14,000-26,000 lbs.) you may select this option to delay upgrading to a 2010 or newer model year engine as long as you stay in the designated areas.

Heavier vehicles with a 1996 or newer model year engines may operate outside the NOx Exempt area until the required replacement deadline per the Engine Model Year schedule. The vehicle must then meet the replacement requirement or operate solely in NOx Exempt areas.

2017 Ordered 4 mos. Early- If you order a PM filter retrofit, replacement engine, or a new replacement vehicle before or on September 1, you will not be penalized if the installation or delivery is delayed past January 1 because of the manufacturer. Fleet owners will need to submit a copy of their purchase order to trucrs@arb.ca.gov for verification before the vehicle can use this option.

The opt-in period for the options below has passed. Only vehicles replacing one that previously claimed the option may newly use the option.

2017 Agricultural Vehicle Mileage Extension- This option applies to diesel trucks with a GVWR greater than 14,000 lbs. that are exclusively used for agricultural operations. Mileage limits apply and annual odometer readings are required. An "AG" label is required on both doors. The number of agricultural vehicle extensions cannot be higher than the number of trucks in the fleet on January 1, 2009. The number of available Agricultural Vehicle extensions is indicated in TRUCRS at the bottom of the Compliance status page. You are also required to report January 1 odometer readings annually for the vehicles using the Agricultural Vehicle Mileage Extension.

2017 Agricultural Specialty Vehicle-Outside SJV- An "AG" label is required on both doors. The vehicle may not operate in the San Joaquin Valley. The number of agricultural vehicle extensions cannot be higher than the number of trucks in the fleet on January 1, 2009.

2017 Agricultural Specialty Vehicle-Statewide- An "AG" label is required on both doors. This vehicle may operate in all areas of California, including the San Joaquin Valley.

2017 Log Truck Phase-In Option- This option applies to vehicles with a GVWR greater than 33,000 lbs. that have permanently attached log bunks and exclusively transport logs. The number of log truck extensions cannot be higher than the number of trucks in the fleet on January 1, 2009. The number of available Log Truck vehicle extensions is indicated in TRUCRS at the bottom of the Compliance status page. At least 40% of the log trucks reported for this option should have 2010 or newer model year engines by January 1, 2017. An "AG" label is required on both doors.

2017 Cattle Seasonal- This option applies to trucks that exclusively transport cattle. For-hire cattle livestock truck owners will only be exempt for the specified spring and fall cattle season during the year. The spring season will begin May 1 and end June 15, and the fall season will begin October 1 and end November 15. A "CS" label is required on both doors.

2017 Cattle Not For Hire- This option applies to cattle trucks that exclusively transport cattle and will operate solely not-for-hire. The livestock module must be permanently attached to the truck or trailer and must be used only for the purpose of hauling cattle. Owners can operate under this extension all year, but must present a brand certificate to ensure the brand of the livestock being hauled is registered to the hauler outside the spring and fall cattle season periods. The truck must be labeled with the letters "AG".

Form 112a 2017 Truck & Bus Regulation Reporting Form

*Means Required Information

Owner Information

Use this form if you have not previously reported, or if updating information.
 Submit only one form per fleet, with one vehicle form (Form 112b) for each qualifying vehicle.

TRUCRS ID (Skip if reporting for first time):	TRUCRS ID of Parent Company (if any)
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I am reporting a change to the information previously reported about my company

Owner Information

Legal Owner First Name*	Legal Owner Last Name*
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Company/ Agency Name (and DBA) *	Tax Identification Number*
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Company/ Agency Type (check one) *

Individual(Sole Owner)
 General Partnership
 Corporation
 Not for Profit
 LLC
 LLP
 Other Private
 City
 Country
 State
 Joint Powers Authority
 Federal
 Special District
 Other Public

Responsible Person First Name*	Responsible Person Last Name*	Responsible Person Title*
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Street Address*	City	State	Zip	Country
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Mailing Address*	City	State	Zip	Country
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Records Address*	City	State	Zip	Country
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Motor Carrier Identification (Report all of the following that apply. Enter "NA" if not applicable to your business.)

US Department of Transportation (USDOT)	California Carrier Identification (CA)
International Registration Plan (IRP)	Public Utilities Commission

Contact Person

Contact First Name*	Contact Last Name*	Company Name*
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Contact Email Address*	Contact Telephone Number (Area Code and Number) *
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Are you completing this form as a paid consultant? Yes No

Additional Information

Business Category(check one) *

Retail or Wholesale
 Farming
 Forestry
 Manufacturing
 Hauling Freight(for hire)
 Passenger/Bus Service
 Construction(not a licensed contractor)
 Mining
 Non-Profit
 Other Service
 Contractor (CSLB #: _____)
 Other

Do you still have three or fewer diesel vehicles more than 14,000lbs. GVWR that are under common ownership or control? The Small Fleet Option is closed to new fleets Yes No

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Print Name of owner or responsible person*	Title*
Signature of Owner or Responsible Person*	Date*

Form 112a

**2017 Truck & Bus Regulation Form
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

You can report and manage your fleet information online without using paper forms at www.arb.ca.gov/dieseltruck

You must provide information about your business on this form if you are reporting for the first time. You may also use this form if you need to update your company information. In addition, you will need to attach a vehicle information form (form 112b) for each diesel vehicle in your fleet that you are reporting, and indicate at the top of the form whether you are adding, removing, or editing the vehicle. If you do not have a TRUCRS ID, one will be assigned to you when you turn in your fleet information. Fleets that reported previously should identify the TRUCRS ID in the space provided. If you have already reported, it is not necessary to fill out the owner form unless you are updating the company information.

If you are a company with different divisions and each division will be responsible for complying separately. 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. If you are a subsidiary of a corporation, please report the TRUCRS ID of your corporate parent at the top of the form (see right side). The TRUCRS ID of your corporate parent is assigned when the corporate parent reports to us so that the fleet size can be determined.

On the Owner Information Form, you will need to enter information about the fleet owner, responsible official, the contact person, any motor carrier numbers you operate under, and some additional information needed for determining compliance. All required fields are marked with an asterisk. The information must be completed. If you do not complete the form, your application will be considered incomplete and sent back.

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: trucrs@arb.ca.gov

Form 112b **2017 Truck & Bus Regulation**
Vehicle Information Form
 *Means Required Information
Complete one form for each vehicle and submit with owner information form 112A

If you have previously reported your owner information, provide the TRUCRS ID and you don't need to fill out the Owner Information Form. Check the appropriate box below if you are adding or removing a vehicle from your fleet, or you are editing previously reported information. If you are reporting for the first time, complete all sections for each vehicle along with form 112a. **TRUCRS ID:** _____

- Add new vehicle to fleet
- This vehicle is replacing a vehicle that was using a mileage based extension (fill out odometer reading information below)
- Remove previously reported vehicle. Date removed: _____ Final Odometer reading: _____
- Report change in compliance option for a previously reported vehicle. Date of change: _____ Odometer reading: _____

Vehicle and Engine Information

Vehicle Identification Number (VIN)*	Your Own ID (optional)	Vehicle Model Year*	Vehicle Manufacturer*	Does this truck tow goods with a trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Vehicle Body Type (See list below)*	Registration Type* (Circle one) Annual Monthly Not Registered Special Equipment	License Plate Number*	State of Registration*	Date Purchased*
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GVMR more than 26,000lbs?* <input type="checkbox"/> Yes <input type="checkbox"/> No	Engine Family number*	Engine Manufacturer*	Engine Model	Engine Model Year*
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Fuel Type, check one* Diesel CNG/LNG Propane Diesel Fuel Efficient Hybrid Other Fuel Efficient Hybrid

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
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PM Filter Information (skip to compliance options if no filter installed)

If there is a Particulate Matter (PM) filter on this vehicle (select type):	PM Filter Manufacturer*	Installer Company Name*
<input type="checkbox"/> Original Equipment Manufacturer (OEM)	PM Filter Family Name*	Installer City*
<input type="checkbox"/> Retrofit (fill out section to right)	Serial/ Part #*	Installer State
If PM filter or vehicle was obtained with public funding provide dates below: Contract Start Date: _____ Contract End Date: _____	Date Installed*	Installer Zip Code*

Available Compliance Options for 2017

- None (Select this option if you do not have a PM filter and are not claiming an extension for this vehicle.)
- Ag Specialty (Opt-in closed, replacement only).....Enter area or type of operation for Outside SJV Statewide Cattle Truck
- Ag Mileage (Opt-in closed, replacement only, report miles)----> January 2017 Odometer reading _____ Date: _____
Hub-odometer serial # (if applicable) : _____
Only report emergency use if mileage limit is exceed when using low use or work truck
2016 emergency use miles: _____
Only report out of state miles if low use mileage limit exceeded
2016 out of state miles: _____
- Alternative Fuel Vehicle
- Low Mileage Work Truck (report miles) ----->
- Low-Use (5000 total miles or 1000 CA miles, report miles) ---->
- Log Truck Phase-in (Opt-in period closed)
- NOx Exempt Area Extension
- Heavy Crane Phase – In Option
- Manufacturer Delay of PM Filter or Replacement Vehicle Ordered in 2016 prior to Sept 1(attach purchase order) Date ordered: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Print Name of Responsible Person*	Signature of Responsible Person*	Date*	Title of Responsible Person*
Contact Phone Number*	Owners Name*	Company Name*	

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, Expedito 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