

# TRAC Meeting: Reporting Subcommittee Minutes

February 17, 2010

## Member Attendees

Last Name	First Name	Company
Barnett	Chuck	Granite Rock
Cox	Charlie	Velocity Vehicle Group
Edgar	Sean	Clean Fleets
Klein	Alan	Ironman Parts
Lawson	Dave	Crop Production Services
Moir	Jim	Mid-Pacific Industries, Inc.
Noland	Kristi	J.B. Hunt Transport, Inc
Pfeifer	Nick	Granite Construction, Inc.
Phipps	Bob	Bettendorf Trucking
Rubiales	John	Justice and Associates
Sartell	Daniel	Button Trans. Inc.
Tunnell	Mike	American Trucking Association

## Discussion Items:

- General Items
- Overview of hardcopy forms
- Overview of upload process
- Overview of online system
- Next Steps

## General Items:

- Subcommittee members provided no comments on the previous meetings minutes. ARB staff began the meeting with a brief power point presentation that was an introduction to reporting. Staff elaborated on specific issues regarding the hardcopy reporting form, which sparked discussion about street sweeper and agricultural vehicle reporting.

## Overview of hardcopy forms:

- Subcommittee members reviewed the form and had several questions about the Truck and Bus regulation that were addressed by staff.
- Subcommittee members requested ARB to develop a FAQ for the following topics, engine family name, how to distinguish between regulated truck types, how to report GVWR on modified vehicles, and a clarification on the difference between active, non-operation and not registered. Staff noted these requests and will include the topics in FAQ's
- A member asked how to report GVWR on modified vehicles. Staff answered that anytime a vehicle's GVWR is modified it has to have the labels replaced and the

DMV has to be notified. Once a new label is attached to the vehicle the GVWR reported would match the GVWR on the vehicle label.

- Subcommittee members asked about the dates when fleets are required to report and if any of the dates might be extended. It was also asked if there might be a grace period for reporting dates considering the recent date changes. Staff responded that an official advisory would be out soon.

### **Overview of upload process:**

- Staff demonstrated the Excel spreadsheet used to upload for reporting. Members asked when the spreadsheet would be finalized and available for use? Should fleets submit paper forms if on-line report is not ready? Staff stated that the spreadsheet is now available for fleet owners to input data, the online system will be available soon to upload the data into the online reporting system. At this time, staff is advising fleets to complete the spreadsheet to have it ready for upload by the March 31 deadline.
- Subcommittee members asked whether the data entered will be checked and validated and how feedback would be presented if the information is incorrect. For example, if a fleet enters an incorrect VIN number or a family name will the spreadsheet alert the user of the error? Staff assured the members that the spreadsheet uses extensive validation rules. Members asked how many digits on VIN should we use? Limited to 9 to 18 but glider kits have 7 digits. Staff stated to add underscores or x at the end of the VIN to make it 9 characters.
- Subcommittee members asked what options large fleets with over 1,000 vehicles would have to report? Staff assured members that large fleets would have multiple options to report their fleets, including the spreadsheet option and customized options that would allow reporting with other spreadsheets and databases. In addition, fleets will be given a format to use and may do a data dump. Staff advised members not to use the spreadsheet option for fleets with more than the 1000 vehicles and an option to report direct through the Internet would be available. Also, staff said that there will be some sorting capabilities for fleets once the data is entered into the database.

### **Overview of online system:**

- Staff gave a brief presentation on the TRUCRS database and an example of the vehicle user guide.
- Subcommittee members requested the system allow fleets to put in vehicles by location or attainment and non-attainment areas. A single company could have multiple fleets. For instance, create a pull down menu to allow a specific fleet to be chosen.

- Subcommittee members asked whether fleets can get a single log-in page for DOORS and TRUCRS. Staff stated the actual log-in page will be separate for the two online systems.
- Subcommittee members asked can we use the ARBER ID from drayage. Staff stated they are separate systems and there are no more near term plans to combine the two systems.
- Subcommittee members felt that there was not enough time for a thorough discussion since the meeting started late and requested additional time for the next subcommittee meeting.

### **Next Steps**

- Staff will continue developing reporting tools such as TRUCRS online system, user guides, and FAQs.