

TRAC Meeting: Reporting Subcommittee Minutes

November 10, 2009

Member Attendees

Last Name	First Name	Company
Azevedo	Steve	Knife River Corporation
Cox	Charlie	Ironman Parts
Edgar	Sean	CleanFleets
Hogo	Henry	South Coast Air Quality Management District
Johal	Dildeep	Arrow Truck Sales
Lawson	Dave	Crop Production Services
Lujan	Steven	Cascade Sierra Solutions
Noland	Kristi	J.B. Hunt Transport, Inc.
Pelle	KC	Megatrux, Inc.
Phipps	Bob	Bettendorf Trucking
Plowman	Betty	California Dump Truck Owner Association
Schrap	Matthew	California Trucking Association
Souza	Dan	Mountain Valley Express
Stouffer	Kerrie	All Vehicle Registration Service
Vivar	Jocelyn	East Yard Communities for Environmental Justice

Discussion Items

- Prior meeting minutes
- Overview of upload process
- Overview of hardcopy forms
- Truck and Bus upload spreadsheet
- Tractor/Trailer GHG upload spreadsheet
- Next Steps

Prior meeting minutes

- The subcommittee reviewed the minutes from Sept. 1, 2009 and Oct 1, 2009 meetings. No comments or changes were noted by members or by staff. Minutes will be finalized and posted as is.

Overview of upload process

- ARB staff gave an overview of the existing upload process in the off-road Diesel Off-Road On-line Reporting System (DOORS) since the Truck and Bus and GHG will be incorporated into DOORS. Staff noted that small fleets will probably want to report their vehicle information using the on-line screens; whereas, large fleets may want to upload using spreadsheets if they already have their vehicle info in electronic format.

- A member asked can the uploaded data be viewed in DOORS. ARB staff stated yes, all the information entered into DOORS will be able to view and edit as needed.
- ARB staff noted that there are four ways to submit information using 1) hardcopy forms 2) on-line forms 3) upload spreadsheets 4) uploading a data dump from a database.
- A member asked if there will be an “other” selection in the on-line form drop down list for engine manufactures names. Staff stated that “other” will be one of the choices on the list.
- A member asked if the system verifies the data being entered against data already in the data base. Staff stated that information is validated and checked as necessary; e.g., the engine manufactures entered must match exactly the reference list in the database.
- A member asked what should be done if duplicate information is rejected by DOORS. Staff stated that a fleet owner can always call the DOORS Hotline and their staff will be able to help with their problem. However, duplicate license plate numbers, VIN numbers, etc. should not occur.
- A member asked if the VIN number field limited to 17 characters. Staff stated that there can be up to 20 characters.

Overview of hardcopy forms

- ARB staff reviewed handouts with members and noted that the draft forms request the minimum information required for reporting.
- Member asked how to complete the information if a vehicle manufacturer is not listed. Staff stated that they realize the list is not complete and asked members to notify staff of additional manufacturers that need to be added to list.

Truck and Bus upload spreadsheet

- ARB staff reviewed the truck and bus spreadsheets with the subcommittees.
- Member asked if the GVWR was based on the manufactures actual rating or what the vehicle is registered at. Staff stated that the manufacturer’s GVWR that is on the door is what is to be used.
- Member asked how to enter carrier’s that have multiple motor carrier numbers and/or sub haulers with their own motor carrier numbers. ARB staff noted that DOORS can not accommodate that at this time but will be changed so that it can.
- Members asked how to report retired or sold vehicle information to gain credit for these vehicles. Staff stated that they are still considering whether that

information be captured up front or after core data has been entered. Staff will review the form and consider if changes are necessary.

Review rule data reporting requirements

Tractor/Trailer GHG

- Staff reviewed the tractor/trailer GHG spreadsheets.
- Member asked if the odometer column should be kept on sheet for exemptions and when to enter exemption data for miles. Staff stated they will need additional information from members to get better understanding of how often this will be used.
- Member asked how they should enter large numbers of trailer in the spreadsheet. Staff stated that they can cut and paste from existing spreadsheets, but they would need to review the DOORS user guides on how to do this.
- Member asked how units with multiple body types will be identified. Staff stated that the body type selections may need to be changed or left as optional. Some members felt model type is not really meaningful.
- Members also discussed GHG mileage reporting date (anniversary) and that it needs to be addressed in GHG Subcommittee.

Next Steps

- ARB staff will send out draft versions of the hardcopy forms and spreadsheets and have members test and give feedback to staff in the coming weeks.
- Staff will schedule a conference call to discuss spreadsheets before the end of the year.
- Staff requested updates to the manufacturer lists as soon as possible