

## Designated Official

By signing below, I, the Responsible Official, designate the following person to be responsible for signing the Responsible Official Affirmation of Reporting (ROAR) and/or other forms required under California Code of Regulations, Title 13, § 2449 of the In-Use Off-Road Diesel-Fueled Fleets Regulation on behalf of the off-road fleet indicated below. I certify that I have the authority to make this designation on behalf of the off-road fleet indicated below.

*The numbers after each item correspond to the numbers on the instructions found on page 2.*

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DOORS Fleet ID Number <sup>1</sup>

Company/Agency Name<sup>2</sup>

Name of Responsible Official<sup>3</sup>

Job Title

Business Phone Number of Responsible Official<sup>3</sup>

Business Email Address of Responsible Official<sup>3</sup>

Signature<sup>5</sup> of Responsible Official<sup>3</sup>

Date

*Note that only original signatures will be accepted; digital signatures will not be accepted.*

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Name of Designated Official<sup>4</sup>

Job Title

Business Phone Number of Designated Official<sup>4</sup>

Business Email Address of Designated Official<sup>4</sup>

Signature<sup>5</sup> of Designated Official<sup>4</sup>

Date

*Note that only original signatures will be accepted; digital signatures will not be accepted.*

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To submit, scan the completed form and email it to [doors@arb.ca.gov](mailto:doors@arb.ca.gov), fax it to (916) 322-3923, or mail it to:

Attention: Off-Road Diesel Reporting  
MSCD, Mail Stop 5B  
Air Resources Board  
PO Box 2815  
Sacramento, CA 95812

Questions: Contact the DOORS Hotline at: (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

## Definitions and Instructions

This form is only required if the Responsible Official is designating anyone other than himself/herself as the signatory of the Responsible Official Affirmation of Reporting (ROAR) form MSCD/ORB-143 or other forms required for compliance with the In-Use Off-Road Diesel Fueled Fleets Regulation. Once on file, this form does not need to be re-submitted except to designate a different person, other than the Responsible Official, as the new Designated Official. The Responsible Official may only designate one Designated Official at a time.

- 1. DOORS Fleet ID Number:** This ID number is the number that California Air Resources Board (CARB) assigned to your fleet when you initially created your fleet in DOORS. If you do not have this number, please contact the DOORS Hotline; the contact information is provided at the bottom of this sheet.  
  
If the Responsible Official is the same person for multiple fleets, and he/she wishes to appoint the same Designated Official for these multiple fleets, he/she must list all of the DOORS IDs for those multiple fleets.
- 2. Company/Agency Name:** This is the legal name of the entity, business, organization, agency, or individual that owns and has possession of each vehicle in the fleet, not a third party (i.e., consultants, distributors, sales representatives, etc.).
- 3. Responsible Official:** Depending on what kind of business you have, the Responsible Official is 1) the owner or partner of a sole proprietorship or partnership; or 2) the president, secretary, treasurer, vice president, or similar person in charge of a principal business function (a person who performs similar policy or decision-making functions for a corporation). For a public agency, it means either a principal executive officer or ranking elected official (i.e., the chief executive officer responsible for the overall operations of a principal geographic unit of the agency). [Cal. Code Regs., Title 13, § 2449, subd. (c)(44).]
- 4. Designated Official:** This is someone that the Responsible Official has designated as the person responsible for signing official forms by submitting the Designated Official form MSCD/ORB-178 to CARB. Once on file, the form does not need to be re-submitted except to designate a new person other than the Responsible Official as the person allowed to sign official forms for the fleet.
- 5. Signature:** This is the handwritten signature of the Responsible Official or Designated Official. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

Note: These instructions are provided as a courtesy, but do not supersede or alter the regulation. It is your responsibility to understand and comply with the regulation. If you have questions, please contact the DOORS Hotline at (877) 593-6677 or doors@arb.ca.gov.