

# Responsible Official Affirmation of Reporting (ROAR) for Annual Reporting Year 20\_\_<sup>1</sup>

(Please fill in the 2-digit year; this form is due by March 1<sup>st</sup>)

By signing below, I, the Responsible Official, affirm and certify under penalty of perjury, under the laws of the State of California, that I have used all reasonable diligence in preparing this report, and that I have reviewed this report and the information reported on this form for the off-road fleet indicated below is true, accurate, and complete to the best of my knowledge, and that the fleet is in compliance with the In-Use Off-Road Diesel-Fueled Fleets Regulation. By signing below, I agree that I understand that the requirements that must be met in order for this affirmation to be valid are described in California Code of Regulations, Title 13, § 2449, subd. (g)(1) and (2), and that these requirements are met. By signing below, I further certify that I have the authority to make this affirmation and certification 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.

### For Captive Attainment<sup>2</sup> Area Fleets only:

YES  **Check Yes**  to affirm that the vehicles in this fleet did not operate outside of the Captive Attainment<sup>2</sup> area, as defined by Cal. Code Regs., Title 13, § 2449 subd. (c)(6) and the instructions. You must have reported this designation in DOORS. If you check YES and are not a Captive Attainment<sup>2</sup> fleet, **your ROAR will not be processed.**

NO  **Check No**  or disregard if you are not a Captive Attainment<sup>2</sup> fleet.

DOORS Fleet ID Number <sup>3</sup>	Company/Agency Name <sup>4</sup>
Name of Responsible Official <sup>5</sup> or Designated Official <sup>6</sup>	Job Title
Business Phone Number of Responsible Official <sup>5</sup> or Designated Official <sup>6</sup>	Business Email Number of Responsible Official <sup>5</sup> or Designated Official <sup>6</sup>
Signature <sup>7</sup> of Responsible Official <sup>5</sup> or Designated Official <sup>6</sup>	Date

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

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).

Internal Use Only Fleet Size: _____	Hours Submitted:	Missing Information:	Emission Compliance:
	<input type="checkbox"/> Low-Use <input type="checkbox"/> Outside <input type="checkbox"/> Agriculture	<input type="checkbox"/> Fleet Data <input type="checkbox"/> Contact Data <input type="checkbox"/> Funding Data	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Definitions and Instructions

This form is required for the annual Responsible Official Affirmation of Reporting (ROAR) for fleets subject to the In-Use Off-Road Diesel Fueled Fleets Regulation. With the submittal of this form, you are affirming that the information you have reported to the California Air Resources Board (CARB) is complete, accurate, and true. You are also affirming your fleet is in compliance with all aspects of the regulation, codified at California Code of Regulations, title 13, section 2449. This includes reporting low-use, agriculture and outside hour meter readings for the previous year, if applicable.

- 1. Annual Reporting Year:** Certain things need to be reported to CARB annually for each fleet subject to the Off-Road Regulation. A signed ROAR form is due from each fleet by March 1<sup>st</sup> of each year as a part of a fleet's annual reporting requirements. This affirmation is for each vehicle in the fleet as it was on December 31<sup>st</sup> of the previous year. For example, you would submit a 2018 ROAR by March 1, 2018, and that ROAR affirms that all the information about your fleet as it was on December 31, 2017, was reported correctly and is true and accurate. Please fill in the last two digits at the top of the form for the correct reporting year. [Cal. Code Regs., Title 13, § 2449, subd. (g)(2)(A).]
- 2. Captive Attainment:** Captive Attainment area fleet is a fleet or fleet portion in which all of the vehicles in the fleet or fleet portion operate exclusively within the following counties: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Tehama, Trinity, Yuba, and the portion of Sonoma County that lies within the boundaries of the North Coast Air Basin. State and federal fleets are considered large fleets, regardless of their total horsepower, and therefore cannot be Captive Attainment area fleets. A fleet will have stated in its initial reporting to CARB that it is Captive Attainment, and that must be reflected in DOORS. [Cal. Code Regs., Title 13, § 2449, subd. (c)(6).]
- 3. DOORS Fleet ID Number:** This ID number is the number that (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, they may submit one hardcopy ROAR form with the DOORS IDs of all those fleets listed on the form.
- 4. 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.).
- 5. 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) president, secretary, treasurer, vice president, or similar person in charge of a principal business function (or 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).]
- 6. 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.
- 7. 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](mailto:doors@arb.ca.gov).