

# 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 to ARB 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, section 2449, subdivisions (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.

**For Captive Attainment Area Fleets Only:** Check box if applicable

I affirm that the vehicles in this fleet did not operate outside of the captive attainment area, as defined by title 13, section 2449(c)(6). Please note that fleets designated as captive attainment area fleets in DOORS are treated as small fleets and are not required to submit a ROAR until 2018.

\_\_\_\_\_  
DOORS Fleet ID Number<sup>2</sup>

\_\_\_\_\_  
Company/Agency Name

\_\_\_\_\_  
Name of Responsible Official or Designee

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Phone Number of Signatory

\_\_\_\_\_  
Email Address of Signatory

\_\_\_\_\_  
Signature<sup>3</sup> of Responsible Official<sup>4</sup> or Designee<sup>5</sup>

\_\_\_\_\_  
Date

For submittal, scan the completed form, then 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

<sup>1</sup> A signed ROAR form is due by March 1<sup>st</sup> for each reporting year as part of the annual reporting requirements. This affirmation is for the fleet as it was on December 31<sup>st</sup> of the previous year (e.g., December 31, 2013 for reporting year 2014). This form is required annually for large fleets beginning in 2012, medium fleets beginning in 2016, and small fleets beginning in 2018.

<sup>2</sup> If the responsible official or designated official is the same person for multiple fleets, those fleets may submit one ROAR, as long as all the DOORS IDs covered by the ROAR are listed on the form or are attached to the form.

<sup>3</sup> Only original signatures will be accepted; digital signatures will not be accepted.

<sup>4</sup> Responsible Official means the **owner or partner** of a sole proprietorship or partnership, or a person who performs similar policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency). The specific definition can be found at California Code of Regulations, title 13, section 2449, subdivision (c)(44).

<sup>5</sup> To designate a different Responsible Official, you must also complete and submit the Designated Official form (on the next page).

## Designated Official

Complete this form only if the Responsible Official is designating anyone other than himself/herself as the signatory of the Responsible Official Affirmation of Reporting form. Once on file, the form does not need to be resubmitted except to redesignate someone else other than the Responsible Official or a previously-designated person as the signatory of the Responsible Official Affirmation of Reporting form. The Responsible Official may only designate one Designated Official at a time.

I, the responsible official,\* designate the following person to be responsible for signing the affirmation of reporting required by California Code of Regulations, title 13, section 2449, subdivision (g)(2)(A) of the In-Use Off-Road Diesel-Fueled Fleets Regulation. I certify that I have the authority to make this designation on behalf of the off-road fleet indicated below.

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DOORS Fleet ID Number

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Company/Agency Name

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Name of Responsible Official

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Job Title

\* Responsible Official means the **owner or partner** of a sole proprietorship or partnership, or a person who performs similar policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency). The specific definition can be found at California Code of Regulations, title 13, section 2449, subdivision (c)(44).

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Phone Number of Responsible Official

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Email Address of Responsible Official

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Signature\*\* of Responsible Official

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Date

\*\* Please note that only original signatures will be accepted; digital signatures will not be accepted.

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Name of Designee

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Job Title

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Signature of Designee

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Date

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MSCD, Mail Stop 5B  
Air Resources Board  
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