

How to Report Low Use Vehicles

To place a vehicle in the low use category (under 100 hours a year), a fleet will first need to determine which category is most appropriate for their vehicle. Explanation of the low-use categories is covered in the FAQ on low use vehicles (<http://www.arb.ca.gov/msprog/ordiesel/faq/faqlowuse.pdf>) in depth, and is also summarized below.

Low Use Categories

There are two low use categories:

Year to Year: Vehicles in this category do not count toward the fleet's horsepower, and therefore lower the fleet's requirements. Designating a vehicle as year to year low use does not provide credit to NOx or PM requirements. However, a vehicle designated as year to year low use can be used more than 100 hours in future years without restriction.

Designated (or Permanent) Low Use: Vehicles in this category also do not count toward the fleet's horsepower. However, reporting a vehicle as designated (or permanent) low use means the fleet is committing to never again use the vehicle more than 100 hours per year. In return, the fleet receives credit towards the NOx BACT requirements for the vehicle's horsepower (but not PM).

Reporting Options

There are several special options concerning low use vehicles:

Low Use Outside: Vehicles used part of the time outside of California, and under 100 hours per year inside California may be claimed as low use. (In DOORS such vehicles are called "Low Use Outside.") For Designated (Permanent) Low Use, this option would mean the vehicle could never be used inside California over 100 hours per year in the future, but could be used any amount of time outside California.

Three Year Average: A vehicle used over 100 hours may be claimed as low use if it was used under 300 hours in the last 3 years. This option applies to year to year low use, but not designated low use vehicles, or vehicles used outside of California.

For more information on credits and options for low use vehicles, see the FAQ linked above.

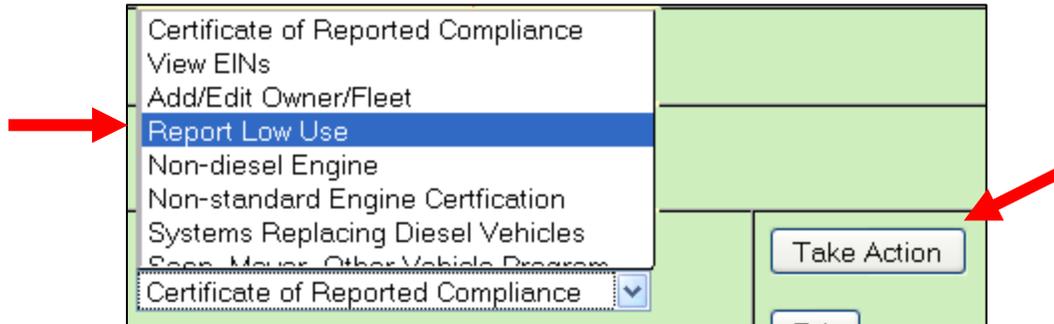
Reporting Vehicles as Low Use

To be reported as low use, a vehicle must have an Equipment Identification Number (EIN) and an hour meter. In some cases, hour meter readings from

the past year will also be required. See the instructions below for selecting which of the fleet's vehicles are low use, and how to enter the hour meter readings.

1: Log in to DOORS, select the Report Low Use page.

- The low use option is available from the dropdown menu. Select it, then click on [Take Action] to the right.



2. Select the low use option for each vehicle in the fleet.

- Each vehicle in the fleet will be listed.
- For those vehicles that are not low use, select (or leave selected) the left column titled "Not Low Use"

You may sort by clicking on the underlined headings.

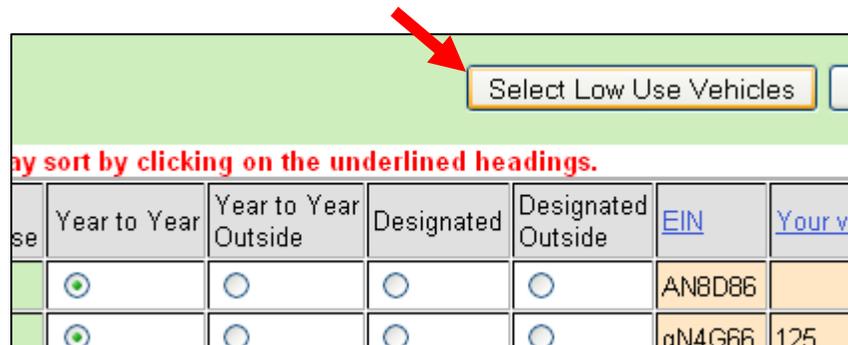
<u>Not Low Use</u>	<u>Year to Year</u>	<u>Year to Year Outside</u>	<u>Designated</u>	<u>Designated Outside</u>	<u>EIN</u>	<u>Your veh num</u>	Veh serial num	<u>Type</u>	Manu
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AN8D86		DNW382937237	Excavators	ADVA
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	gN4G66	125	MRN531113115	Skid_Steer_Loaders	BOBO
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	GY9X45	Addition 1	ABC123456789	Paving_Equipment	ADAM

- For each low use vehicle, select the type of low use for the vehicle.
- For this example, we have selected two 'year to year' low use vehicles (i.e., vehicles used less than 100 hours per year in the past year, but which may be used more than 100 hours per year in future years), one 'year to year outside' vehicle (i.e., a vehicle used less than 100 hours per year inside California in the past year but some outside of California as well, and which may be used more than 100 hours per year in California in future years), and one 'designated' low use vehicle (i.e., a vehicle the fleet will never again use more than 100 hours per year).

<u>Not Low Use</u>	<u>Year to Year</u>	<u>Year to Year Outside</u>	<u>Designated</u>	<u>Designated Outside</u>	<u>EIN</u>
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AN8D86
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	gN4G66
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	GY9X45
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	HA3T95

3. Click the button, “Select Low Use Vehicles.”

- If you do not click this button on the top left once your choices are made, the program will not keep your selections.

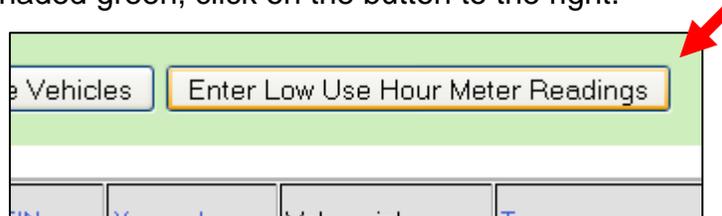


- Once you click the button, the cells for the low use selections will be shaded green, as shown below:

Year to Year	Year to Year Outside	Designated	Designated Outside	EIN
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AN8D86
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	gN4G66
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	GY9X45
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	HA3T95

4. Click the button, “Enter Low Use Hour Meter Readings.”

- Only after making sure to click “Select Low Use Vehicles” and making sure the selections are shaded green, click on the button to the right.



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. Enter Hour Meter Readings

- Only the vehicles that were selected as a type of low use will be shown. All vehicles that were “Not Low Use” will not be included.
- Below are the four example vehicles included in the previous screen. The reporting requirements for each one will be different.

Low Use Hour Meter Readings

Save Hours You Entered

Back to Low Use

Exit Without Saving Changes

Low Use Type	EIN	Your veh num	MY	HP	2007	2009	2010	CA Total
Year to Year	AN8D86		2004	566				
Year to Year	gN4G66	125	2006	819				
Year to Year Outside	GY9X45	Addition 1	2009	1000				
Designated	HA3T95	392	2002	345				

Year to Year

- For year to year low use vehicles used less than 100 hours per year in the last year (such as AN8D86), enter the hour meter reading (**NOT the hours of use**) from March 1, 2009, (in the 2009 column) and the hour meter reading from March 1, 2010, (in the 2010 column)
- Note that these hour meter readings must have less than 100 hours difference

Low Use Type	EIN	Your veh num	MY	HP	2007	2009	2010	CA Total
Year to Year	AN8D86		2004	566		4500	4586	

Year to Year (Three Year Average)

- For the year to year low use vehicles used greater than 100 hours per year in the last year but less than 300 in the past three years (such as GN4G66), enter the hour meter reading (**NOT the hours of use**) from March 1, 2007, (in the 2007 column) and the hour meter reading from March 1, 2010 (in the 2010 column).
- Note that these hour meter readings must have less than **300** hours difference.

Low Use Type	EIN	Your veh num	MY	HP	2007	2009	2010	CA Total
Year to Year	AN8D86		2004	566		4500	4586	
Year to Year	gN4G66	125	2006	819	1200		1450	

Year to Year Outside

- For year to year outside low use vehicles (such as GY9X45), enter the hour meter reading (**NOT the hours of use**) from March 1, 2009 (in the 2009 column), and the hour meter reading from March 1, 2010 (in

the 2010 column), and the number of hours this vehicle was used in California (in the CA Total column).

- Note that these hour meter readings do not have to be less than 100, but “CA Total” must be under 100. Fleets can not use the three year average on Low Use Outside vehicles.

Low Use Type	EIN	Your veh num	MY	HP	2007	2009	2010	CA Total
Year to Year	AN8D86		2004	566		4500	4586	
Year to Year	gN4G66	125	2006	819	1200		1450	
Year to Year Outside	GY9X45	Addition 1	2009	1000		550	1150	85

Designated Low Use

- For designated low use vehicles (such as HA3T95), enter the hour meter reading from March 1, 2010, only (in the 2010 column).
- In every future year, the fleet will need to report the hour meter reading, and may not exceed 100 hours per year.
- The vehicle may be designated low use even if the hours in the past 12 months were over 100 hours – therefore the hours from 2007 and 2009 do not affect vehicles designated low use.

Low Use Type	EIN	Your veh num	MY	HP	2007	2009	2010	CA Total
Year to Year	AN8D86		2004	566		4500	4586	
Year to Year	gN4G66	125	2006	819	1200		1450	
Year to Year Outside	GY9X45	Addition 1	2009	1000		550	1150	85
Designated	HA3T95	392	2002	345			3850	

5. Select “Save Hours You Entered”

- DO NOT select “Exit” or hit the back button before clicking “Save Hours” or all the data will be lost.

The screenshot shows a control panel with three buttons: "Save Hours You Entered", "Back to Low Use", and "Exit". A red arrow points to the "Save Hours You Entered" button. Below the buttons is a table with columns for EIN, MY, HP, 2007, 2009, and 2010.

- DOORS will save the hours entered after you select “Enter Hours” and you can leave the page, log out of DOORS, return, and the hours will be available to review or edit.