

## How to Report with Missing Information

When reporting to DOORS, some fleets may find that gathering all the data required is not possible. For example, the engine label may be worn off due to the vehicle age, or may have been damaged and become unreadable. In such cases, ARB will allow a fleet to report without all of the information required by the regulation if a fleet verifies that it has:

- Checked equipment labels, equipment logs, and equipment manuals;
- Reviewed any equipment records they have on file;
- Contacted the vehicle and/ or engine manufacturer; and
- Searched any other source of information that could feasibly be checked, and reasonably be expected to provide the information needed.

If these steps are completed and the information is still not available, the fleet may leave the information blank (with the exception of horsepower) in the reporting forms, and DOORS will insert placeholder data for those fields when the fleet reports. Using online reporting, the fields will be highlighted in red as shown below.

Edit	Line #	Veh serial num	Your veh num	Eng serial num	Eng Manufacturer	Eng Model	Eng Family	Eng MY	Max HP	Displacement (liters)
<a href="#">Edit</a>	3	YBN3829389		HUC3982938	DAEWOO MOTOR CO.	67 R	225NA003	2002	230	45
<a href="#">Edit</a>	2	225NA002	395	YTJ2348923893	MACK TRUCKS, INC.	225NA002	F83EK3.4UO	1999	240	200
<a href="#">Edit</a>	1	FHI3829389	393	225NA001	KUBOTA CORPORATION	HN 75G	J3727H4.5J	2003	300	200

The placeholder will be in the format of [ DOORS ID + NA + 00X] where the last three digits will be a unique number in each column (starting with 001, 002, 003, etc.), as shown above for the fleet with DOORS ID 225.

For displacement, blank fields will result in a value of 200. Blank model years will result in a default model year of 1969. It is important to note that a model year of 1969 represents the 'dirtiest' engines in service and may substantially increase your fleet average emissions.

**When using the excel spreadsheets to upload fleet data**, the vehicle type and the engine manufacturer must be listed, even if "OTHER" is selected, for DOORS to upload the file.

Once the fleet owner has completed data entry, they will be asked to verify that they have performed a search and cannot find the information, as shown on the next page:

You have left fields blank which DOORS has automatically filled in. These fields are shown in red when you view your fleet. Your data will not be reviewed unless you check the box below. By checking the box below, you are stating the following under penalty of perjury:

- I made a good faith effort to find the missing data but was unable to do so.
- I completed a thorough search for the information by checking, at a minimum, the following sources: labels on the vehicle and engine, equipment logs, fleet records, equipment manuals, and (if applicable) my equipment dealer or sales representative.
- I am not purposefully withholding or excluding information on my vehicles or engines.

By checking this box you acknowledge the forgoing.

Confirm Request Review

Once a fleet confirms that they did perform a search and are not able to find the required information, DOORS will accept the fleet data with the placeholder information where fields were left blank.

Leaving large amounts of information blank when reporting may draw the attention of ARB enforcement personnel, so it will benefit fleets to perform as thorough a search as possible for the information.

If the fleet is able to find the information at a later date, they will be able to log in to DOORS and insert the correct information.

### **Unable to Determine Horsepower**

Unlike other missing information, fleets cannot report a vehicle without listing a horsepower. Fleets should first check the engine labels, the engine manual, and any engine records.

If, after having checked those sources, a fleet is still unable to find a listed horsepower, a fleet should estimate the horsepower of the vehicle and record the basis for that estimate. For example, a fleet could find the engine or a similar engine described in manufacturer literature, or the fleet may search an auction site such as <http://www.machinerytrader.com> and report the horsepower for a vehicle with the same engine. Or a fleet could record an estimate of the horsepower from a knowledgeable party such as a representative of the engine manufacturer.

Fleets that estimate a vehicle's horsepower should keep records of the basis for that estimate in case ARB enforcement personnel ever question the estimate. For example; a photocopy of page where the horsepower is listed in the manufacturer's literature, a screenshot of the horsepower of the same engine listed on an auction site, or a copy of the contact information from an engine manufacturer representative and a written summary of the information provided by the representative.