

### Owner Information Page

This guide provides the definitions for the information required on the 'Edit Owner' page of the Diesel Off-road Online Reporting System (DOORS), which is the reporting system for the In-Use Off-road Diesel Vehicle Regulation. Below is a screen shot of the 'Edit Owner' page, and then following that, a table that provides a description/definition for each field.

Home Edit Owner Enter Vehicle Enter Engine Enter VDECS Request Review Exit

**DOORS ID: 51933      Name: Example Test Fleet**

Enter Data

Explanation of terms (this opens a new tab in this window)

Legal owner name:	Fleet Owner
Company / Agency name	Example Test Fleet
Company / Agency type (optional)	
Company / Agency tax id	123456789
Address for Fleet Owner	1234 Example Road
Suite / Apartment / Floor	
City	Example
State abbreviation	CALIFORNIA
Zip	12345
Responsible person (Responsible Official)	Responsible Person
Responsible Person title	President
Are you a Low-population county local municipality fleet?	No
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	No
Non-profit training center?	No
Do you have a documented idling policy?	Yes
Fuel VDECS?	No
Are you a Captive Attainment Area Fleet?	No
Parent company DOORS ID (if any)	
Are you a Job Corps Fleet?	No

If you would you like ARB staff assistance, please email us at: [doors@arb.ca.gov](mailto:doors@arb.ca.gov)

Enter Data

Field	Definition
Legal Owner Name	The individual or corporate entity with legal ownership of the fleet.
Company / Agency name	The name of the company or agency that owns and manages the fleet. Individuals may submit their personal name if they do not have a registered company name.
Company / Agency type (optional)	Optional field to include a company description (pick company/agency type from options in drop down menu).
Company / Agency tax id	The federal tax identification for a company or agency. If the fleet is owned by an individual, the field may be filled in with 00-0000000.
Address for Fleet Owner	The <u>mailing</u> address for the reporting fleet. This does not need to be the address where the vehicles are used or stored.
Suite/Apartment/Floor (optional)	Optional space for additional mailing address information to be included (such as suite, apartment, etc.).
City	City for the mailing address.
State Abbreviation	State of the mailing address. Owners may use an out of state address. Select the correct state from the dropdown menu if it is not California.
Zip	Zip code for the mailing address.

Field	Definition
Responsible person	<p>The responsible person, or responsible official, means one of the following:</p> <p>(A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation,</p> <p>(B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively,</p> <p>(C) For a municipality, state, federal or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA).</p> <p>The responsible person must also affirm (each year annual reporting is required) that the information reported by the fleet is accurate, and that the fleet is in compliance with the Off-Road regulation. For more information on the annual reporting requirements, please see the “Annual Reporting” Frequently Asked Questions (FAQ) document, which is available in the Off-Road regulation Knowledge Center at:  <a href="http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm">http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm</a></p>
Responsible person title	Title of the responsible person (e.g. President, Treasurer, Proprietor, Executive Officer, Owner, etc.).
Are you a low-population county local municipal fleet?	<p>Is your fleet a local municipal fleet that operates in a low-population county? Use the drop-down menu to select ‘Yes’ or ‘No.’</p> <p>For a list of low-population counties, please see the Municipal Fleets in Low-Population Counties website:  <a href="http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm">http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm</a>.</p> <p>Local municipal fleets that operate in low-population counties are treated as small fleets, regardless of their total horsepower.</p>

Field	Definition
<p>Have you received Executive Officer approval to be treated as a low-population county municipality fleet?</p>	<p>Is your fleet owned by a local municipality that has applied for and received approval from the ARB Executive Officer to be treated as a low-population fleet? Use the drop-down menu to select 'Yes' or 'No.'</p> <p>For a list of fleets that have been granted this status, please see the Municipal Fleets in Low-Population Counties website: <a href="http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm">http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm</a>.</p> <p>Local municipal fleets that have been granted low-population county status are considered small fleets, regardless of their total horsepower.</p>
<p>Non-profit training center?</p>	<p>Is your fleet owned by a non-profit training center? Use the drop-down menu to select 'Yes' or 'No.'</p> <p>Non-profit training center means an entity that operates a program for training in the use of off-road vehicles and that (A) is a community college program that trains students in the use of off-road vehicles or (B) qualifies as a non-profit or not for profit organization under title 26 Internal Revenue Code section 501(a), (c)(3), (c)(5), or (c)(6). Any vehicles that are not used for an off-road training program are not considered part of a non-profit training center and must be considered a separate fleet.</p> <p>Non-profit training centers are considered small fleets, regardless of their total horsepower.</p>
<p>Do you have a documented idling policy?</p>	<p>Do you have a documented idling policy? Use the drop-down menu to select 'Yes' or 'No.'</p> <p>Medium and large fleets were required to have a written idling policy by March 1, 2009, and must make the policy available to vehicle operators. Guidelines for the idling policy are available on the Off-Road regulation Knowledge Center at: <a href="http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm">http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm</a></p>
<p>Fuel VDECS?</p>	<p>Is your fleet using a fuel-based strategy as an emissions control strategy? Use the drop-down menu to select 'Yes' or 'No.'</p>

Field	Definition
<p>Are you a captive attainment area fleet?</p>	<p>Is this fleet (or fleet portion) a captive attainment area fleet? Use the drop-down menu to select 'Yes' or 'No.'</p> <p>Captive attainment area fleet means 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, Trinity, Tehama, Yuba, and the portion of Sonoma County that lies within the boundaries of the North Coast Air Basin.</p> <p>Captive attainment area fleets are considered small fleets, regardless of their total horsepower. State and federal fleets are considered large fleets, regardless of their total horsepower, and therefore cannot be captive attainment area fleets.</p> <p>For more information on the captive attainment area fleet provisions, please see the 'Fleet Size – Public Fleets' or 'Fleet Size – Private Fleets' FAQ, which is available in the Off-Road regulation Knowledge center at:  <a href="http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm">http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm</a></p>
<p>Parent company DOORS ID (if any)</p>	<p>The Off-Road regulation allows companies or agencies that have different divisions, subsidiaries, or other organizational structures to report all vehicles owned by the company as one fleet, or to report as individual fleet portions.</p> <p>If you are reporting as a fleet portion, you must list a Parent DOORS ID. The Parent DOORS ID is the ID of the "parent" company (the main company/agency DOORS ID) that will be used to link all of the individually reported fleet portions together.</p> <p>For federal agency fleets, a Parent DOORS ID of 9 must be used. For State agency fleets, use a Parent DOORS ID of 10.</p> <p>For more information on reporting as a fleet portion, please see the 'How to Report Fleet Portions or Multiple Fleets' DOORS user guide, which is available in the Off-Road regulation Knowledge center at: <a href="http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm">http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm</a></p>
<p>Are you a Job Corps fleet?</p>	<p>Is this fleet a Job Corps fleet? Use the drop-down menu to select 'Yes' or 'No.'</p> <p>Vehicles used by the Job Corps nonprofit apprenticeship training program are exempt from the performance requirements of the Off-Road regulation, but still must be labeled and reported.</p>