

## How to Submit an Annual Report & Electronic ROAR

As part of the reporting requirements of the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation), fleets are required to submit annual reports by March 1<sup>st</sup> of the years below:

- 2012 through 2023 for large fleets;
- 2016 through 2023 for medium fleets; and
- 2018 through 2028 for small fleets.

Fleet Size Category	Description
Small	Fleet or municipality <= 2,500 hp, or Municipality fleet in low population county, captive attainment area fleet, or non-profit training center, regardless of total hp
Medium	Fleet with 2,501 to 5,000 hp
Large	Fleet with more than 5,000 hp, or All state and federal government fleets, regardless of total hp

After 2023 for large and medium fleets, or after 2028 for small fleets, fleets that fail to meet their final fleet average target must continue to report annually each year until the final target is met. Additionally, fleets with one or more low-use vehicles must continue to report annually as long as they own or operate those vehicles.

All fleets must submit a Responsible Official Affirmation of Reporting (ROAR), including the parent fleet, even if a parent fleet has no vehicles reported. Fleets have the option to submit a hardcopy ROAR form or an electronic ROAR (e-ROAR). If an e-ROAR is submitted, each fleet or fleet portion must submit a separate e-ROAR. A single hardcopy ROAR form can be submitted for all fleets or fleet portions that have the same responsible official or designee. The hardcopy ROAR form must appropriately identify each fleet covered by the affirmation.

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The annual report must include the following:

- A completed hardcopy ROAR form or e-ROAR, which certifies that the reported information is accurate and the fleet is in compliance with the regulation. Fleets utilizing the e-ROAR must submit one e-ROAR for each individual fleet or fleet portion even if the fleets or fleet portions have the same responsible official or designee;
- Engine hour meter readings for the previous calendar year for vehicles designated as low-use, if applicable;
- Hour meter logs for vehicles designated as low-use that operate both inside and outside of California, which are available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/out-of-state-reporting.pdf>, if applicable;
- Hour meter logs for vehicles designated as 51-99 percent agriculture, which are available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/ag-hours-reporting-log.pdf>, if applicable; and
- Any changes made to the fleet since the last report.  
This user guide will explain the annual reporting process, including step-by-step instructions on how to submit an e-ROAR in DOORS.

### **Annual Reporting**

To submit an annual report electronically, please follow the steps below:

- A. Log into your DOORS account.**
- B. Select your fleet.**
- C. Go to the ROAR Requirement page.**
- D. Review the ROAR Requirement Checklist.**
- E. Request a PIN.**
- F. Submit an e-ROAR.**
- G. Receive e-ROAR confirmation and view submitted documents.**

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## A. Log into your DOORS account.

1. Go to the DOORS login page at:  
[https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html).
2. Enter your user name and password and select the “Login” button, as shown below. Please note that passwords are case-sensitive.

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Air Resources Board

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### DOORS

#### New to DOORS? Start Here

[Create an account](#)

[Off-Road Diesel \(ORD\) Regulation](#)

[Off-Road Diesel Fleet Reporting Online Guide](#)

**Other Off-road Diesel Fleet Reporting Method:**  
[Mail in Hardcopy Forms](#)

[Large Spark-Ignition \(LSI\) Regulation](#)

#### Already have an account? Sign in here

User Name:

Password:   
(case sensitive)

[Login](#)

[Forgot your username and/or password?](#)

**Suggestions?**  
We would like to hear from you.

#### Fleet Reporting

**LSI Fleet:**  
The following fleets may be required to report.

Large forklift fleet:	26+ forklifts
Medium forklift fleet:	4 - 25 forklifts
Non-forklift fleet:	4+ non-forklifts

**Off-road Diesel Fleet:**  
All existing off-road diesel fleets should have filed their initial report in 2009. If you are a new fleet, you must register your vehicles within 30 days per Section 2449(d) (4) of the regulation. If you are an existing fleet, you must report any new vehicles added within 30 days as per Section 2449(d)(6). For further guidance, please check [The Knowledge Center](#) for DOORS user guides.

To request changes to DOORS information, please visit the [Forms](#) area of our website.

[Information Privacy Statement](#)  
[DOORS Disclaimer](#)

[Report Non-Compliant Off-Road Fleet](#)  
[Report Other Air Pollution Complaints](#)

Still Have Questions? Contact ARB at [doors@arb.ca.gov](mailto:doors@arb.ca.gov) or 1 (877) 59-DOORS (1-877-593-6677).

[Back to Top](#) | [All ARB Contacts](#) | [A-Z Index](#)

**Note:** if you forgot your login information, please select the link for “Forgot your username and/or password?” or contact the DOORS hotline at 1-877-59DOORS (1-877-593-6677).

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## B. Select your fleet.

Select your off-road diesel fleet (green background) from the “Fleet / Company Name” list as shown below.

**DOORS** Edit Account Hi Tester Log Out

Off-Road Diesel Regulation | Large Spark-Ignition (LSI) Regulation

**DOORS Home**

Choose A Fleet					Quick Message
	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type	
1	126836	Test - LSI Testing Fleet	1	LSI	<b>LSI Fleet Report Requirement:</b> Currently only the following fleets are required to report. Large forklift fleet: 26+ forklifts Medium forklift fleet: 4 - 25 forklifts Non-forklift fleet: 4+ non-forklifts
2	127285	Test Fleet	0	LSI	
3	117513	Off-Road Test Fleet	2	Off-Road Diesel	

## C. Go to the ROAR Requirement page.

Go to the ROAR Requirement page by selecting “Other Tools” on the top left.

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[DOORS Home](#) [Message Center](#) [Other Tools](#) +

Click on “ROAR Forms” to get to the ROAR requirement page.

**Other Tools**

- [ROAR Forms](#)
- [Other Annual Reporting Forms](#)
- [Compliance Certificate](#)
- [Print or Export Data](#)
- [Show Fleet Family](#)
- [Data for Fleet Average Calculator \(FAC\)](#)
- [View Submitted Documents](#)

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### D. Review the ROAR Requirement Checklist.

Review the ROAR Requirement Checklist. If there is a red “X” next to any of the requirements, review and complete the requirement by selecting the blue text and submitting the required information.

Submit ROAR Electronically for Year 2015			
ROAR Requirement Checklist			
✓	1. The fleet size was <b>large</b> as of December 31, 2014. The fleet has <b>NOT</b> yet submitted the required ROAR for year 2015.		
✓	2. The fleet is currently in <b>compliance</b> .		
✗	3. The <b>low-use hour meter readings</b> and <b>low-use outside hour logs</b> have been reported to ARB. (Missing <b>low-use hour meter reading</b> .)		
✓	4. The <b>agricultural hour logs</b> have been reported to ARB.		
✓	5. No <b>missing fleet data</b>		
✓	6. No <b>invalid contact data</b> .		
<table border="1"> <tr> <td>                     Responsible Official: <b>John Doe</b>                      Responsible Official Email: <b>doors@arb.ca.gov</b>                      Responsible Official Phone: <b>(877) 593 - 6677</b> </td> <td>                     Contact Name: <b>Joe Testing</b>                      Contact Email: <b>doors@arb.ca.gov</b> </td> </tr> </table>		Responsible Official: <b>John Doe</b> Responsible Official Email: <b>doors@arb.ca.gov</b> Responsible Official Phone: <b>(877) 593 - 6677</b>	Contact Name: <b>Joe Testing</b> Contact Email: <b>doors@arb.ca.gov</b>
Responsible Official: <b>John Doe</b> Responsible Official Email: <b>doors@arb.ca.gov</b> Responsible Official Phone: <b>(877) 593 - 6677</b>	Contact Name: <b>Joe Testing</b> Contact Email: <b>doors@arb.ca.gov</b>		
<input type="checkbox"/> I further understand that by requesting a PIN, I agree to receive and send information to ARB in an electronic format, and I attest that I have the ability to access the information in the electronic format that will be used.			
<input type="button" value="Request A PIN"/> After clicking the "Request A PIN" button, an email with the pin will be sent to the Responsible Official (RO) and the contact. The PIN is unique to the fleet.			
<input type="button" value="Go To the Submit Electronic ROAR Page"/>			

In the example above, the user has low-use vehicles in their fleet, but failed to enter the engine hour meter readings. The user can select the link named, “low-use hour meter readings,” and it will lead the user directly to the page to report engine hour meter readings. Once the engine hour meter readings have been entered, return to the ROAR Requirement Checklist and the requirement should have a green checkmark next to it.

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## E. Request a PIN.

After all ROAR requirements have been met, and the Responsible Official contact information has been entered, users must request a PIN to submit their e-ROAR. To request a PIN, users must agree to the terms by selecting the checkbox and button to “Request a PIN,” as shown below.

Submit ROAR Electronically for Year 2017			
ROAR Requirement Checklist			
✓	1. The fleet size was <b>large</b> as of December 31, 2016. The fleet has <b>NOT</b> yet submitted the required ROAR for year 2017.		
✓	2. The fleet is currently in <b>compliance with performance requirements</b> .		
✓	3. The <b>low-use hour meter readings</b> and <b>low-use outside hour logs</b> have been reported to ARB.		
✓	4. The <b>agricultural hour logs</b> have been reported to ARB.		
✓	5. <b>Fleet data</b>		
✓	6. <b>Contact data</b> .		
✓	7. The <b>Vehicle Funding</b> data have been reported to ARB.		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">                     Responsible Official: <b>John Doe</b>                      Responsible Official Email: <b>doors@arb.ca.gov</b>                      Responsible Official Phone: <b>(877) 593 - 6677</b> </td> <td style="width: 50%;">                     Contact Name: <b>John Doe</b>                      Contact Email: <b>doors@arb.ca.gov</b> </td> </tr> </table>		Responsible Official: <b>John Doe</b> Responsible Official Email: <b>doors@arb.ca.gov</b> Responsible Official Phone: <b>(877) 593 - 6677</b>	Contact Name: <b>John Doe</b> Contact Email: <b>doors@arb.ca.gov</b>
Responsible Official: <b>John Doe</b> Responsible Official Email: <b>doors@arb.ca.gov</b> Responsible Official Phone: <b>(877) 593 - 6677</b>	Contact Name: <b>John Doe</b> Contact Email: <b>doors@arb.ca.gov</b>		
<input type="checkbox"/>	I further understand that by requesting a PIN, I agree to receive and send information to ARB in an electronic format, and I attest that I have the ability to access the information in the electronic format that will be used.		
<input type="button" value="Request A PIN"/>	After clicking the "Request A PIN" button, an email with the pin will be sent to the Responsible Official (RO) and the contact. The PIN is unique to the fleet.		
<input type="button" value="Go To the Submit Electronic ROAR Page"/>			

**Note:** if this is your first time submitting a ROAR electronically, you may need to enter the contact information for your fleet’s Responsible Official on the “Owner Information” page, as explained in the DOORS User Guide on Updating Fleet Information at: <https://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-updatefleetinfo.pdf>.

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## F. Submit an e-ROAR.

From the ROAR Requirement page, select the “Go to the Submit Electronic ROAR Page” button. Once on the “Submit Electronic ROAR” page, users should review the information on the form, and if any information is outdated, the information must be updated from the “Owner Information” page of DOORS.

Once the information has been verified, users must enter the 5-digit PIN that was sent to the Responsible Official and select the “Submit Electronic ROAR” button to submit their e-ROAR, as shown below.

**Submit Electronic ROAR page**

STATE OF CALIFORNIA California Environmental Protection Agency <b>Air Resources Board</b> MSCD/ORB-143 (REV 11/14)	<b>In-Use Off-Road Diesel Vehicle Regulation</b> <a href="http://www.arb.ca.gov/ordiesel">www.arb.ca.gov/ordiesel</a> <b>Affirmation of Reporting</b>
<h3>Responsible Official Affirmation of Reporting (ROAR) For Annual Reporting Year 2015</h3>	
<p>By entering my assigned PIN below, I, the responsible official or designated official, affirm that the information reported to ARB on this form for the off-road fleet indicated below is true and correct to the best of my knowledge, and that the fleet is in compliance with the In-Use Off-Road Diesel Vehicle Regulation. I certify under penalty of perjury, under the laws of the State of California, that the information stated on this form is true and correct. The In-Use Off-Road Diesel Vehicle Regulation's reporting requirements are described in title 13, section 2449(g)(1) and (2). Further, by entering my assigned PIN below, I further assert that I have the authority to make these statements, that I am the person to whom ARB assigned this PIN and the person I claim to be, and that, if I am a designated official, I was properly designated as such by the responsible official and have the authority to bind the responsible official. I understand that by entering my assigned PIN below I am entering my assigned PIN with the intent to sign this electronic record.</p>	
<p><b>For Captive Attainment Area Fleets Only:</b> Check box if applicable</p> <p><input type="checkbox"/> 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 that are designated as captive attainment area fleets in DOORS are treated as small fleets and are not required to submit a ROAR until 2018.</p>	
<b>108323</b> _____ DOORS Fleet ID Number	<b>test - company</b> _____ Company/Agency Name
<b>John Doe</b> _____ Name of Responsible Official or Designee	<b>Owner</b> _____ Job Title
<b>(877) 593 - 6677</b> _____ Phone Number of Signatory	<b>doors@arb.ca.gov</b> _____ Email Address of Signatory
<div style="background-color: green; width: 40px; height: 20px; border: 2px solid red; display: inline-block;"></div> _____ Pin Responsible Official or Designee	<b>2015-07-28</b> _____ Date
<p>This form is deemed received upon submission. Once submitted, you may access and print the form you submitted from the <a href="#">View Submitted Documents</a> page. If any information on this page is incorrect, please update the information from the <a href="#">Owner Information</a> page.</p>	

Submit Electronic ROAR

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**G. Receive e-ROAR confirmation and view submitted documents.**

Users will receive the following message once they submit their e-ROAR successfully. To view a copy of their completed e-ROAR, select the link to go to the “View Submitted Documents page,” as shown below.



From the “View Submitted Documents” page, users can view e-ROARs they have submitted in the past (in PDF format) by selecting the link, as shown below.

Document Name	Date Received
For year 2015	
E-ROAR	2015-07-28

**H. Access the Certificate of Reported Compliance (optional).**

To access the Certificate of Reported Compliance, select “Other Tools” on the top left.



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Click on “Compliance Certificate” to get to the Compliance Certificate page.

### Other Tools

[ROAR Forms](#)

[Other Annual Reporting Forms](#)

[Compliance Certificate](#)

[Print or Export Data](#)

[Show Fleet Family](#)

[Data for Fleet Average Calculator \(FAC\)](#)

[View Submitted Documents](#)

To access the certificate, click on the “View Certificate” button

### Compliance Certificate

Possessing a Certificate of Reported Compliance means that a fleet has completed their initial and annual reporting requirements in accordance with section 2449(g) of the In-Use Off-Road Diesel Vehicle Regulation, ARB staff has completed a preliminary review of that data and issued Equipment Identification Numbers (EINs) to the fleet, and the fleet's reporting and affirmation indicates the fleet is in compliance with the emission performance requirements of the regulation. However, it does not guarantee that the fleet is in full compliance with the regulation.

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, please use the Mozilla Firefox browser. Under the File menu go to the Page Setup; then choose landscape, under Margins and Headers, blank out all header and footers, and set margins to 0.

[View Certificate](#)

**For more information on reporting, refer to our other user guides, which are available in the Off-Road Knowledge Center at**

<https://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

If you require additional assistance or information, please contact the DOORS Hotline by phone at 1-877-59-DOORS (1-877-593-6677), or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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