How to Report Low-Use Vehicles

To place a vehicle in the low-use category (under 200 hours a year) for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation), a fleet will first need to determine which category is most appropriate for their vehicle. To be reported as low-use, a vehicle must have an Equipment Identification Number (EIN) and a functioning non-resettable hour meter. In some cases, hour meter readings from the past year will also be required. Incorrect or incomplete reporting of low-use vehicles will impact DOORS ability to properly calculate a fleet’s horsepower, fleet average and target. An explanation of the low-use categories is covered in the Frequently Asked Questions (FAQ) on low-use vehicles, which is available under “Regulation FAQ’s” in the Off-Road Zone at http://arb.ca.gov/offroadzone, which is summarized below:

Low-Use Categories

Year-by-Year Low-Use: Vehicles in this category do not count toward the fleet’s horsepower or fleet average and target, which may lessen the fleet’s compliance requirements. However, designating a vehicle as year-by-year low-use does not provide credit towards the Best Available Control Technology (BACT) requirements. A vehicle designated as year-by-year low-use can be used more than 200 hours per year in future years without restriction, but must be included in the fleet average calculations by the next compliance date. You must report to the California Air Resources Board (CARB) when a vehicle is removed from low-use.

Permanent Low-Use: Vehicles in this category also do not count toward the fleet’s horsepower or fleet average and target. However, reporting a vehicle as permanent low-use means that the fleet is committing to using the vehicle less than 200 hours per calendar year for all years subsequent to the designation. In return, the fleet receives credit towards the BACT requirements. Fleets cannot use the vehicle more than 200 hours per year in future years unless the vehicle meets the adding vehicles requirements. For more information on the adding vehicles requirements, see the FAQ document on adding vehicles.

Additional Reporting Options

There are several special options to report low-use vehicles:

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Low-Use Outside California: Vehicles used part of the time outside of California, and under 200 hours per year inside of California may be reported as low-use. (In DOORS such vehicles are called “Low-Use Outside.”) For Permanent “Low-Use Outside”, this means the vehicle is limited to operating within California less than 200 hours per year for all future years, but could be used any amount of time outside California.

Year-by-Year Three-Year Rolling Average: A vehicle operated only in California and used over 200 hours may be claimed as low-use if it was used under 600 hours in the last 3 years. This option applies to year-by-year low-use vehicles only operated in California and cannot be used for permanent low-use vehicles or year-by-year low-use vehicles used both inside and outside of California.

Steps to Reporting Vehicles as Low-Use

A. Log into DOORS account and select your fleet
B. Reporting Vehicles as Low-Use
C. Enter Hour Meter Readings
D. Low-Use Data Changing Log

A. Log into DOORS account and select your fleet

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
2. Use your User Name and Password to log into your account.
3. If you have forgotten how to access your account information, you can use the password retrieval option (see screenshot below) or contact the DOORS hotline at (877) 59DOORS (877-593-6677) or by email at doors@arb.ca.gov for assistance.

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4. After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its name.

<table>
<thead>
<tr>
<th>DOORS ID</th>
<th>Fleet / Company Name</th>
<th># of Equipment (Vehicle)</th>
<th>Fleet Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fake Company</td>
<td>0</td>
<td>Off-Road Diesel</td>
</tr>
</tbody>
</table>

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B. Reporting Vehicles as Low-Use

1. The option for Low-Use will appear in top left corner of the page. Click on the [Low-Use] button to go to the “Low-Use Designation” page.

2. When you are on the “Low-Use Designation” page, you will then select the appropriate low-use category for each vehicle in your fleet.

   a) Each vehicle in the fleet will be listed.

   b) For each low-use vehicle, select the type of low-use from the drop down menu under “Low-Use Type”

   The four low-use vehicle designations are as follows:

   - Year-by-Year
   - Year-Buy-Outside
   - Permanent
   - Permanent Outside

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DOORS USER GUIDE
Reporting Low-Use Vehicles
(Revised December 2017)

- Year-by-Year – this is for a vehicle used less than 200 hours in the past calendar year (or 600 hours in the past 3 years if using the 3-year rolling average) and operated only in California. It is the fleet’s responsibility to remove the low-use designation if the vehicle exceeds 200 hours in any given year or 600 hours in the previous 3 years if using the 3-year rolling average (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).

- Year-by-Year Outside – this is for a vehicle used less than 200 hours inside California in the past year, but used some hours outside of California as well. It is the fleet’s responsibility to remove the low-use designation if the vehicle exceeds 200 hours of use in California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).

- Permanent – this is for a vehicle the fleet will only use less than 200 hours per year, for all years subsequent to the designation. It is the fleet’s responsibility to remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).

- Permanent Outside – this is for a vehicle the fleet will only use less than 200 hours per year within California. It is the fleet’s responsibility to remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use within California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).

3. Once the appropriate designations are selected, click the button, [Save low-use designation] or [Save low-use designation & Enter low-use hour meter readings].

For each low-use vehicle, select the effective year from the drop down menu under “Select Effective Year” (i.e., the year the vehicle became low-use)
If you do not click this button once your choices are made, DOORS will not save your selections.

![Save low-use designation](image1) ![Save low-use designation & Enter low-use hour meter readings](image2)

**Note:** As soon as the low-use designation is entered and saved, DOORS will treat the vehicle as low-use even without engine hour meter readings, or if engine hour meter readings exceed 200 hours in a calendar year.

### C. Enter Hour Meter Readings

1. Engine hour meter readings for vehicles designated as low-use in DOORS must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets).

2. To report the low-use hours for each designated vehicle, click on [Low-use hour meter readings] or [Save low-use designation & Enter low-use hour meter readings].

**Note:** Make sure to save your low-use designations before proceeding to enter your low-use hour meter readings.

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3. Only the vehicles that were designated as low-use will be shown on the “Low-Use Hour Meter Readings” page.

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4. Fleets also have the ability to search their vehicle list for a specific EIN, Vehicle Serial #, or Your Vehicle #. To do so, select the desired search field from the dropdown menu, and enter the search term field and select [Search].

Below are the reporting instructions for each type of low-use designation.

5. Year-by-Year

   a) For year-by-year low-use vehicles, enter the engine hour meter reading (NOT the hours of use) from on or before January 1 of the previous year, and the engine hour meter reading from December 31 or later of the previous year. For example, when reporting in 2014, the hours of use between January 1, 2013 and December 31, 2013 would be used to determine year-by-year low-use status.

   b) These hour meter readings must have less than 200 hours difference (or 600 hours if using the three-year rolling average option described below) for the vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action.

   c) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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**DOORS USER GUIDE**

**Reporting Low-Use Vehicles**  
(Revised December 2017)

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**d)** DOORS will calculate and enter the total hours used in the “Total Hours within California” column.

**e)** Three-Year Rolling Average: The hour meter readings from on or before January 1 of the first year in the three-year period, and on or after December 31 of the third year in the three-year period must have less than 600 hours difference. For example, if a fleet is reporting a vehicle using the three-year rolling average as low-use in 2012, engine hour meter readings from calendar years 2010 – 2012 would be reported by March 1, 2013.

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6. Year-by-Year Outside California

**a)** Enter the number of hours this vehicle was used in California (in the “Total Hours within California” column). Do NOT include hours that were used in emergency operations as part of the “Total Hours within California”.

**b)** Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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c) The “Total Hours within California” must be under 200 hours per year for the vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action.

d) Fleets cannot use the three-year rolling average on Low-Use Outside vehicles.

e) The fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). A link to the log is located (in PDF) above the hour meter reading table on the “Low-Use Hour Meter Readings” page. Submittal instructions are located on the log form.

7. Permanent Low-Use

a) Enter the engine hour meter reading (NOT the hours of use) from on or before January 1 of the previous year, and the engine hour meter reading from December 31 or later of the previous year. For example, when reporting in 2014, the hours of use between January 1, 2013 and December 31, 2013 would be used to determine year-by-year low-use status.

b) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

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c) The hour meter readings must have less than 200 hours difference for your vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action.

d) Be aware that BACT credit is only earned for vehicles designated as permanent low-use on or after January 1 of the year before the first compliance deadline (starting on or after January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.

8. Permanent Outside

a) Enter the number of hours this vehicle was used in California (in the “Total Hours within California” column).

b) The “Total Hours within California” must be under 200 hours for your vehicle to be considered low-use. DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately. Exceeding the low-use hour limit could lead to enforcement action. Do NOT include hours that were used in emergency operations as part of the “Total Hours within California”.

c) Enter the total emergency operations (e.g., fighting or controlling a wildfire) hours of use in the previous year in the “Emergency Hours” column.

d) The fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets). A link to the log for is located (in PDF) above the hour meter reading table. Submittal instructions are located on the log form.

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