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)
Edit	3	YBN3829389		HUC3982938	DAEWOO MOTOR CO.	67 R	225NA003	2002	230	45
Edit	2	225NA002	395	YTJ2348923893	MACK TRUCKS, INC.		225NA002	F83EK3.4UO	1999	240	200
Edit	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.

The vehicle type and the engine manufacturer must be listed, even if "OTHER" is selected, for DOORS to be able to upload the file.

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.

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:

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.

Once you have confirmed your request for review, you should see the following screen:

After you have successfully requested a review on your account, you will receive an e-mail from us (doors@arb.ca.gov) stating that we have received your request and that we will notify you when we are finished reviewing your fleet.

Once we have reviewed your fleet, we will send you another e-mail letting you know that your fleet has been successfully reviewed. It takes approximately 2-3 business days for your fleet to be reviewed.

After your fleet has been reviewed, you may make additional changes to your fleet as necessary.