

## 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	F83EK3.4U0	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.

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:

The screenshot shows the DOORS web application interface. At the top, there is a navigation bar with the California Environmental Protection Agency (CEQA) logo, the Air Resources Board logo, and the text "Go to Off-Road Diesel Vehicle". There are also links for "A | A | A" and "Calendars | A-Z Index". Below the navigation bar is a menu with buttons for "Home", "Edit Owner", "Enter Vehicle", "Enter Engine", "Enter VDECS", "Request Review", and "Exit".

The main content area displays the following information:

**DOORS ID: 3352      Name: Tester1234 Company**

After you have uploaded your information and viewed and confirmed that it is correct, you can request that ARB review your information by clicking on the confirm request review button below.

DOORS will not accept the information if engine horsepower information has been left blank. If you leave other data fields blank, however, DOORS will fill in the missing information with placeholder data. When you view your fleet data, the cells completed with placeholder data will be shown in red. Please ensure that you did not leave any fields empty by mistake. If you are missing information for your vehicles or engines, and are unable to obtain the missing information after a thorough search, you may submit your fleet data to ARB without the missing information.

By selecting "Confirm Request Review" below, you are stating under penalty of perjury that you 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 (where applicable) your equipment dealer or sales representative. You will also be giving ARB legal notification that you are not purposefully withholding or excluding information on your vehicles or engines.

Reporting fleet data to ARB with a substantial amount of missing information on vehicle or engines may trigger an inspection to ensure your reporting information was as complete as possible given the circumstances.

Once the ARB reviews your information, the ARB will submit it for permanent storage in the database. At that time, each vehicle will be issued an Equipment Identification Number (EIN). Then, the next time you login, the system will allow you to display your EINs and automatically generate a compliance plan.

\* Please note that once you submit your information for permanent storage, you will not be able to upload any changes to your fleet data until after the ARB reviews your fleet data, you will then be able to modify your data using on-line screens. \*

**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.

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:

The screenshot displays the DOORS web application interface. At the top, there is a navigation bar with the California Environmental Protection Agency logo, the Air Resources Board logo, and the text "Go to Off-Road Diesel Vehicle". To the right of the navigation bar are links for "A|A|A", "Calendars", and "A-Z Index". Below the navigation bar is a row of buttons: "Home", "Edit Owner", "Enter Vehicle", "Enter Engine", "Enter VDECS", "Request Review", and "Exit". The main content area has a yellow background and displays "DOORS ID: 3352" and "Name: Tester1234 Company". Below this, there is a section titled "Confirm Request Review" with the following text: "DOORS ID: 3352", "Company/agency name: Tester1234 Company", and "ARB staff will review your data and send you an email notifying you of our review within a few days, after which you will be able to go online to retrieve your EINs." At the bottom of the main content area, there are two buttons: "Reporting Home" and "Exit". Below the main content area is a dark blue footer bar with the text "Back to Top | All ARB Contacts | A-Z Index".

After you have successfully requested a review on your account, you will receive an e-mail from us ([doors@arb.ca.gov](mailto: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.