

Information Required to Complete Initial Reporting

Since 2009, all owners of off-road diesel vehicles in California have been required to report their vehicle information to the Air Resources Board and then label their vehicles. The following information must be included in the report.

Owner and Contact Information

Information about the company or agency will be required prior to inputting vehicle information. You will be required to supply:

- **Contact Name**
- **Mailing Address**
- **Federal Tax ID**
- **Responsible Official:** The responsible official is the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
- **Parent DOORS ID (if applicable):** A parent DOORS ID is required when reporting fleet portions or for State and federal agencies. Federal agencies must report a Parent DOORS ID of 9, and State agencies must report a Parent DOORS ID of 10. For more information on fleet portions, please see our “Fleet Portions” Frequently Asked Questions (FAQ) guide which is available at: <http://www.arb.ca.gov/msprog/ordiesel/faq/fleetportions.pdf>.

Vehicle and Engine Information

The following information will be required for each vehicle and engine:

Vehicle Information	Engine Information
Vehicle Serial Number	Engine Serial Number
Your Identifier (optional)	Engine Manufacturer
Vehicle Type (from ARB’s list)	Engine Model
Vehicle Manufacturer	EPA Engine Family
Vehicle Model	Engine Model Year
Vehicle Model Year	Maximum Horsepower
	Displacement (liters)

Tier 0 vehicles will not have an engine family. ARB has also released a guide on how to report if you are missing some of the information listed above, available at: <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-missinginfo.pdf>.

Special Circumstances

If the vehicle falls under any of the following categories, additional information will be required.

- Vehicles with verified exhaust retrofits installed
- Low use, emergency use, part-time agricultural use, snow removal vehicles
- Vehicles involved in Carl Moyer, Showcase, SOON, or other incentive funding programs*
- Demonstration vehicles, or vehicles awaiting sale
- Non-diesel vehicles or systems being claimed for credit towards the off-road diesel regulation*
- Engines with non-standard emissions certifications*
- Vehicles sold for early retirement credit
- Captive attainment area fleets, or municipal fleets in low population counties
- Vehicle is a two-engine vehicle subject to the Off-Road Regulation.

*Vehicles or engines that fall under these special circumstances have additional reporting requirements after the fleet has gone through the review process and assigned Equipment Identification Numbers (EINs).

For more information on reporting, refer to our DOORS user guides, which are available in the Off-road Knowledge Center at:

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

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