

## How to Designate a Vehicle as Agriculture, Awaiting Sale, Dedicated Snow Removal, or Emergency

To designate a vehicle as agriculture, awaiting sale, dedicated snow removal, or emergency, a fleet will first need to determine which category is most appropriate for the vehicle and whether or not the vehicle meets the criteria for the particular designation. Once designated, a vehicle cannot be undesignated unless it meets the “Adding Vehicles” requirements in the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation). An explanation of the different designation options is covered below.

### “Designate As” Options

There are four types of vehicle designations:

1. **Agriculture:** This designation is for vehicles that are used a majority of the time (51 – 99%), but not exclusively, for agricultural operations. Vehicles that are used exclusively (100%) for agricultural operations are exempt from the reporting and performance requirements of the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation). For more information on what is considered agricultural operations, see the “Agricultural Equipment” frequently asked questions (FAQ) document, which is available in the Off-Road Knowledge Center at <https://www.arb.ca.gov/msprog/ordiesel/guidance/ag-operations.pdf>.
2. **Awaiting sale:** This designation is for vehicles in the possession of dealers, financing companies, or other entities who do not intend to operate the vehicle nor offer the vehicle for hire, that are operated only to demonstrate functionality to potential buyers or to move short distances while awaiting sale or for maintenance purposes are exempt from all requirements of the Off-Road Regulation. It is optional for fleets to report vehicles designated as “Awaiting Sale” after initial reporting has been completed and approved.
3. **Dedicated snow removal vehicle:** This designation is for vehicles that are operated exclusively to remove snow from public roads, private roads, or other paths from which snow must be cleared to allow on-road vehicle access. Dedicated snow removal vehicles must have permanently affixed snow removal equipment such as a snow blower or auger and may include, but are not limited to, motor graders, loaders, and snow blowers.

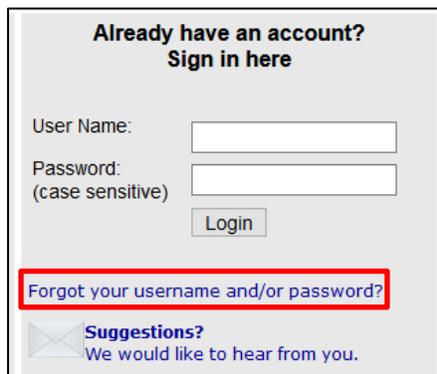
*While this document is intended to assist fleet with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the In-Use Off-Road Diesel-Fueled Fleets Regulation.*

4. **Emergency:** This designation is for vehicles that are used exclusively for emergency operation. Emergency operation means helping alleviate an immediate threat to public health or safety. Examples of emergency operation include repairing or preventing damage to roads, buildings, terrain, and infrastructure as a result of an earthquake, flood, storm, fire, other infrequent act of nature, or terrorism. Routine maintenance or construction to prevent public health risks does not constitute emergency operations.

If a vehicle is used part of the time for non-emergency operation, even if it's very seldom, the vehicle does not qualify for this designation. However, the vehicle may be designated as a low-use vehicle if its non-emergency use is less than 200 hours per year. For additional information, see the Low-Use Vehicles FAQ at <https://www.arb.ca.gov/msprog/ordiesel/faq/lowusefaq.pdf>, and user guide at <https://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-lowuse.pdf>.

#### A. Log into DOORS account and select your fleet

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](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 [doors@arb.ca.gov](mailto:doors@arb.ca.gov) for assistance.



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.

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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.

Choose A Fleet				
	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	117765	<b>Fake Company</b>	0	Off-Road Diesel

## B. Designating a Vehicle After Initial Reporting

### 1. Newly Acquired Vehicle

- a) Click on the [Vehicle & Engine] button located towards the top of the page.

Owner Information	<b>Vehicle &amp; Engine</b>	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
		Non Diesel Engine	Long-Term Rental

- b) If you are reporting an off-road vehicle without an existing equipment identification number (EIN), you will be required to fill out the vehicle and engine information. If you are reporting a vehicle with an existing EIN, use the section at the top of the page, "BUY A VEHICLE – with an EIN", to enter the EIN and purchase date, and then click [Buy].

BUY A VEHICLE - with an EIN			
EIN	Purchase Date		
<input type="text"/>	yyyy	-	mm
		-	dd
			<input type="button" value="Buy"/>

- c) Scroll down to the EIN you just added and click the [Edit] button to open up the option to select a designation.

To see vehicles with missing engines, please sort by Eng MY. \* Show the most recently entered/edited vehicles on top.

Vehicles In The Fleet Currently																	
Vehicle Information										Engine Information						GSE Veh	
	Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family	Included In DOORS ID	
<b>Edit</b>	Delete	Sell/Retire	1	CV7S98	DieselToGas1	1	Excavators	CRABTREE	450D1	1995	CThirteen1	CATERPILLAR, INC.	360A1	1995	400	T0	
Edit	Delete	Sell/Retire	2	EY8Y75	DieselToGas5	5	Excavators	CRABTREE	450D5	1995	CThirteen5	CATERPILLAR, INC.	360A5	1995	400	T0	
Edit	Delete	Sell/Retire	3	GU3M98	DieselToGas9	9	Excavators	CRABTREE	450D9	1995	CThirteen9	CATERPILLAR, INC.	360A9	1995	400	T0	

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- d) Select the appropriate designation from the [Designate As] drop-down list. *Note: Each vehicle may only have one designation at a time.*

BUYENTER A VEHICLE - without an EIN									
Vehicle Information									
Line #	EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type	Manufacturer				
Model		MY	Purchase (yyyy-mm-dd)		Inservice (yyyy-mm-dd)		Received Public Funding		
			0000 - 00 - 00		0000 - 00 - 00		No		
Designate As		Designation Effective Date		Awaiting Sale Hour Meter Reading	Specialty Specialty designation form		Loan	Two-Engine Veh	
<div style="border: 2px solid red; border-radius: 50%; padding: 5px;">           Agriculture (51 - 99%)            Awaiting Sale            Emergency            Dedicated Snow Removal         </div>		0000 - 00 - 00			No		No	<input type="radio"/> No <input type="radio"/> Yes	
1st Engine Information - required for all vehicles									
Manufacturer				Model	Model Year	Max HP	Eng Tier		
Eng Family	Displacement (Liters)		On/Off-Road Engine	Non-Diesel Engine		Certified to a Different Standard			
			Off	No		No			

\* For vehicles used a majority of the time (but not solely) for agricultural operations, the fleet must report hours of use for these vehicles each year that reporting is required. Download the reporting form: [pdf version](#) ([word version](#)).

- e) Once you have selected the appropriate designation, you will need to enter the date the designation became effective under “Designation Effective Date”.

Designate As	Designation Effective Date
Agriculture (51 - 99%)	2013 - 7 - 9

- f) For vehicles designated as “Awaiting Sale”, enter the engine hour meter reading at the time of designation.
- g) The last step is to click on the [Enter Vehicle & Engine Data] button to save the information you’ve just entered.

## 2. Vehicle Already in Your Fleet

A fleet may designate a vehicle at a later time. For example, if a fleet reported an off-road vehicle that was not originally used a majority of the time for agricultural operations, but later on is, the fleet may change the designation to “Agriculture (51-99%)”, given it meets the criteria.

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- a) On the “Vehicle & Engine” page, scroll down to the bottom to view your active vehicle list. Next to the vehicle that needs to be designated, click on [Edit] to bring up the vehicle and engine information.

Vehicle Information										Engine Information							
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family			
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	1	NX6G66	34456565	564565	Bore/Drill Rigs	A&L	54545646	1945	5756757	AGCO	2004	2003	25	T1	

- b) Select the appropriate designation and enter the designation effective date. For an “Awaiting Sale” designation, also include the engine hour meter reading at the time of designation. *Note: Each vehicle may have only one designation at a time.*

BUY/ENTER A VEHICLE - without an EIN									
Vehicle Information									
Line #	EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type			Manufacturer		
		111111	987654	Forklifts					
Model		MY	Purchase (yyyy-mm-dd)		Inservice (yyyy-mm-dd)		Received Public Funding		
DG57		2006	2013 - 1 - 31		2013 - 1 - 31		No		
Designate As		Designation Effective Date		Awaiting Sale Hour Meter Reading	Specialty Specialty designation form		Loan	Two-Engine Veh	
Agriculture (51 - 99%)		2014 - 1 - 31			No		No	<input type="radio"/> No <input type="radio"/> Yes	

- c) Click on the [Enter Vehicle & Engine Data] button to save the information you’ve just entered.

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

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

**If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677), or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).**

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