

Email to Large and Medium Fleets who did not submit a 2016 ROAR

Date Sent: April 22, 2016

Subject: Off-Road Regulation – 2016 ROAR Reminder

You are receiving this e-mail because we have not received your completed Responsible Official Affirmation of Reporting (ROAR), which was required per the California Air Resources Board's (ARB) In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation) by March 1, 2016. March 1, 2016, was the annual reporting deadline for all large (those with off-road vehicles totaling over 5,000 horsepower OR state/federal agency fleets, regardless of total horsepower) and medium (those with 2,501-5,000 horsepower) fleets. Please note that failing to submit your ROAR by the March 1, 2016, deadline is a violation of the Off-Road Regulation and could subject you to enforcement action.

Electronic Responsible Official Affirmation of Reporting (e-ROAR)

Fleets are encouraged to submit their ROAR forms electronically in the Diesel Off-road Online Reporting System (DOORS). The new e-ROAR feature includes a checklist to ensure all required annual reporting information has been submitted. The e-ROAR package includes a user guide and video tutorial with step-by-step instructions on how to submit an electronic annual report. As of April 21, 2016, 78 percent of large fleets and 41 percent of medium fleets that have submitted their annual reports have utilized the e-ROAR feature. Please keep in mind that e-ROARs are automatically processed and Compliance Certificates are issued immediately while ROAR Forms submitted via mail or fax may require additional processing time.

To simplify the annual reporting process, ARB is providing the following checklist of annual reporting requirements.

- Complete ROAR form electronically in DOORS. Alternatively, mail or fax a signed ROAR form, which is available at http://www.arb.ca.gov/msprog/ordiesel/documents/doors/roar_form.pdf.
- Submit a signed Designated Official form, which is available with the ROAR form and required only if the responsible official would like to designate another to sign on their behalf.
- Report engine hour meter readings for the 2015 calendar year on the "Low-Use" page in DOORS for any vehicles designated as low-use. For more information on reporting low-use vehicles and their hour meter readings, please see the DOORS User Guide, *Reporting Low-Use Vehicles*, which is available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-lowuse.pdf>.
- Submit hour logs titled, "Low-Use Vehicles Operated Inside and Outside of California," if the fleet has vehicles designated as "year-by-year outside" and "permanent outside" low-use. The hour log form is available at

<http://www.arb.ca.gov/msprog/ordiesel/documents/doors/out-of-state-reporting.pdf>.

- Submit hour logs titled, "Vehicles Used for Agricultural Operations," if the fleet has vehicles designated as "51-99% Ag." The form is available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/ag-hours-reporting-log.pdf>.
- Report any changes made to the fleet, such as engine repowers, Verified Diesel Emission Control Strategies installations or removals, and changes in low-use designations. For more information on updating fleet information in DOORS, please see the DOORS User Guide, *Updating Fleet Information*, at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-updatefleetinfo.pdf>.

For more information on the annual reporting requirements of the Off-Road Regulation, please see the *ROAR and Annual Reporting* FAQ, which is available at http://www.arb.ca.gov/msprog/ordiesel/faq/roar_faq.pdf. If you would like additional guidance on how to submit an annual report or electronic ROAR, please view DOORS User Guide, *Annual Reporting & e-ROARs*, at: <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-eroar.pdf>

For questions regarding reporting, please contact us through the DOORS Hotline at 1-877-59-DOORS (877-593-6677) or by email at doors@arb.ca.gov.

Sincerely,

Off-Road Implementation Staff