

## **Email to Fleets with Missing Engine Information**

**Date Sent:** April 21, 2016

**Subject:** Missing Engine Information in DOORS

Thank you for utilizing the Air Resources Board's (ARB) Diesel Off-Road On-line Reporting System (DOORS) for reporting under the "Regulation for In-Use Off-Road Diesel-Fueled Fleets" (Off-Road Regulation). ARB staff has reviewed your reported fleet information and found missing engine information; until this information is provided, your fleet is considered out of compliance with the reporting requirements of the Off-Road Regulation. Please correct by following the instructions below. Failing to provide required engine information for your fleet to ARB by your reporting deadline may subject you to enforcement action.

Instructions:

1. Log onto DOORS using your username and password at:  
[https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html).
2. On the top of the DOORS home page, there will be a note in red identifying your vehicle(s) with missing engine information (e.g., "Fleet DOORS ID: 12345, Vehicle with EIN: AA1A11 does not have an engine. You must enter the engine information before proceeding."). Choose your fleet and click the button "Edit Vehicle & Engine" under "Step 2: Choose an Option."
3. All of your vehicles with missing engine information will be shown with the engine fields highlighted in red. Click the "Edit" link next to the vehicle(s) with missing engine information and enter the engine information.

Note: Engine information may be found on engine labels, owner's manuals/documents, or sales receipts, or obtained by calling the manufacturer. If you are unable to locate any engine information, please refer to ARB's User Guide on "How to Report with Missing Information" at:

<http://www.arb.ca.gov/msprog/ordiesel/documents/doors/missingdata.pdf>.

Thank you in advance for your prompt attention to this matter.

Sincerely,

ARB Off-Road Implementation Staff