

DOORS subcommittee meeting notes, 6/25/2008
Draft

Attendees

Last Name	First Name	Affiliation	Email	Phone
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Proceedings:

ARB staff demonstrated the DOORS 1 Excel Spreadsheet upload feature and automated compliance planning tools, and led a discussion on the simultaneous development of DOORS 1 and eventual upgrade, DOORS 2.

Action Items

- ARB staff will distribute the DOORS1 address to the subcommittee
- ARB will distribute a User Guide for review by the subcommittee
- ARB will schedule a teleconference to discuss experience with DOORS 1 and discuss ideas for DOORS 2

Concerns and Comments Raised:

- Suggested that ARB focus on:
 - Simplicity
 - Make the system easy for unsophisticated users (people who cannot use excel) – maybe provide selection up-front for beginner vs. advanced user.
 - Allow fleet planning and not just reporting
 - Transferability of data to other programs – want to be able to upload info
 - Allow the subcommittee to aid in design, testing and critique of DOORS
- Requested that ARB make DOORS 2 feel as much like DOORS 1 as possible, so people do not have to learn two systems
- Requested ARB include a macro, or instructions, to save the spreadsheets to two formats – people will get confused with .xls and .prn
- Requested DOORS1 have on-line screens for fleets that don't want to do spreadsheet uploads
 - ARB reply – for any fleet owner, but particularly those with few vehicles, they can use on-line screens. Also, fleets will have the ability to use hardcopy forms if they prefer.
- Requested that DOORS have a regular log-on and read-only log-on so that fleets could have different levels of user access for their employees
- Suggested ARB create a field for subfleet name if it differs from the parent fleet
- Suggested ARB create a naming system to clarify the file, potentially giving users suggestions for how to name files (create a working file and then name back to upload).
- Recommended ARB name files based on time/date of file creation
- Requested ARB provide agencies a block of EINs prior to initial reporting to prevent delay while agencies collect the information required for reporting
- Suggested we provide clarification on VDECS “Date of purchase”

- Requested compliance planning allow entry of cost for fleet owner analysis of business impacts
- Requested clarification in the User Guide on how DOORS handles vehicles with two engines. The regulatory language specifies in section 2449(f) that vehicles with two engines that provide motive power (such as dual-engine scrapers) will receive two EINs, and DOORS needs to be able to handle this.