

ORIAG DOORS Subcommittee Teleconference Minutes
July 10, 2008
10:00 am – 11:35 am

ARB Staff:

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Experiences with DOORS 1 and feedback:

Password Problems

- Passwords have not been received
 - ARB: In some instances people have not been receiving passwords (possibly due to spam blockers or filters in email accounts), methods to get around (case by case), will have to work with different ISP's to determine best way to work with the filter and allow emails through; there is currently an email and call in number to receive passwords
 - **UPDATE September 2008:** ARB has found a work-around to this issue, however some filters may still prevent delivery, please contacts doors@arb.ca.gov if you do not receive your password.
- What is the mechanism to change password or username?
 - ARB: You can relay username and password to ARB and we can make changes
- Users were not able to receive passwords, went through spam blocker to receive.
- Other users had no problem getting emails from ARB personnel but had trouble with passwords.
 - ARB: Cory Parmer will be contact person for ORIAG, ARB will set up an official process with an email linked on the DOORS homepage when DOORS is publically released.

Linking Spreadsheets and Cutting and Pasting Information

- 3 members had trouble getting spreadsheets to link, very confusing;
- Had to right click and save target directly; could not save by opening file
- Recommend that ARB put directions to right click and save on computer; be very specific on what people have to do
- Commented that they had no problem except with drop down fields when cutting and pasting; can ARB protect drop down fields?
 - ARB: A possible compromise - people can do cut and paste on non-drop down fields, and will be informed about how to handle drop down fields
- Concerns: people who are not familiar with excel having trouble with cutting and pasting
- Thought it was easy (esp. moderate sized business) once they began entering data

Missing engine families and other data

- What about for engine families? Does it need to be full 11 digit?
 - ARB: Users can place in 5 character placeholder (NA001, etc)
 - **UPDATE September 2008:** Fields other than maximum horsepower and vehicle type may be left blank and DOORS will assign a placeholder ID.
- 2 missing pieces of information for one engine and 1 missing piece for another engine – do numbers need to match up for each engine?
- Suggestion: place in placeholders immediately through certain buttons
- System checks for engines with same serial number?
 - ARB: There can be duplicate serial numbers in the state but not within the same fleet
- Recommend that ARB use a logical sequences of EINs
 - ARB: If vehicles is sold to another fleet, EIN would not match up if it relates to fleet itself

Spreadsheets not linking?

- Members express concerns about getting the spreadsheets to link
 - ARB: Spreadsheets must be saved to disk, and to same directory, instead of opening them directly
- Member comment: If you have any of the other spreadsheets open, the spreadsheet will link to wrong file type; users must save information and close spreadsheet before moving onto next

General help documents

- Members recommend ARB develop Powerpoint presentation – 20 pages long; help with filing out forms, going step by step to input data

DOORS 1 questions?

- How do you do a subfleet?
 - ARB: Enter a new fleet; must get a new fleet number and have different set of documents for each fleet. ARB will develop guidelines.
- Do you still place in the same owner information?
- Corporate fleets with depots?
- Large fleets have to report by April of next year and will want to place in information as soon as possible – the system is too complex
- Wants to know if data can be sorted by subfleet
- Wants to know if you can simply add another field above the user name and be able to enter the subfleet name
 - ARB: We recommend you place in “Parent” owner information for a parent company and tax ID and so forth; then “add a new fleet”
- Comment: place at the top of spreadsheet information for parent company ID

- Bigger corporations: there may not be a way for bigger corporations to have the communications between independent district when entering subfleets
- Link is based around tax ID?
 - ARB: Link is now based around parent ID number
- Companies may not all report the parent ID and may be listed as separate smaller companies? Is there a way to catch that?

DOORS 2 Discussion

DOORS 2 Suggestions?

- Reporting will be a mixture of self and corporate headquarters as well as other divisions, 5-6 total
- Some fleets will have groups responsible for recordkeeping and data entry

Regulation Approach

- The group is just learning about regulation and what they have to do
- There are problems with determining what data is entered;
 - Be more specific with what a fleet is; some companies have portable equipment and other vehicles as part of their fleet which are not affected by the regulation
 - Help determine what vehicles are to be reported
 - Interactive way to determine what vehicles fall under which regulation; asking questions and determining based on the individual's answer to the questions
 - Place link on DOORS to fact sheets of the regulation
 - Place something about what is applicable – nothing under 25 hp – a pop-up or something on DOORS to help?
- Make a better link to the regulation – a link on the front page of www.arb.ca.gov
 - **UPDATE September 2008:** ARB has placed a link on the front page of ARB which links to Diesel Activities.
- Coordinate with the different districts and the SOON program
- Cut and paste from tax information data
- Use the DOORS program for other applications?
- Help by making reporting consistent (with other regulations)
- Way to input information to make it easier when deciding what needs to be done in the future in order to keep up with the compliance; master list of fleet

What tools could we add to help?

- Attach dollars to the variables; add 10 possible retrofits you could add and their prices to help plan out the costs
- Time is also an issue besides budgets

- Possibly put together a list of possibilities for the vehicles taking time (to install) and money into consideration

Final Questions

- DOORS1 must be done and working well within the next month or two before working on DOORS 2
- Suggestion: Next meeting should be around time when DOORS1 is made public
- Want to know if they can give out link to other people in their association