

How to Report Low-Use Vehicles

To place a vehicle in the low-use category (under 200 hours a year), a fleet will first need to determine which category is most appropriate for their vehicle. An explanation of the low-use categories is covered in the FAQ on low-use vehicles, which is summarized below and also available in the Knowledge Center, found here:

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

Low-Use Categories

Year-by-Year Low-Use: Vehicles in this category do not count toward the fleet's horsepower or fleet averages and targets, and therefore can lower the fleet's requirements. However designating a vehicle as year-by-year low-use does **not** provide credit towards the BACT (Best Available Control Technology) requirements. A vehicle designated as year-by-year low-use can be used more than 200 hours per year in future years without restriction.

Permanent Low-Use: Vehicles in this category also do not count toward the fleet's horsepower or fleet averages and targets. However, reporting a vehicle as permanent low-use means that the fleet is committing to using the vehicle less than 200 hours per year in the future. In return, the fleet receives credit towards the BACT requirements, but cannot use the vehicle more than 200 hours per year in future years unless the vehicle meets the adding vehicles requirements. For more information on the "adding vehicles" requirements, please see the Frequently Asked Questions (FAQ) document on Adding Vehicles at <http://www.arb.ca.gov/msprog/ordiesel/faq/addingvehicles.pdf>.

Reporting Options

There are several special options concerning low-use vehicles:

Low-Use Outside: Vehicles used part of the time outside of California, and under 200 hours per year inside of California may be claimed as low-use. (In DOORS such vehicles are called "Low-Use Outside.") For Permanent low-use, this option would mean the vehicle can only be used inside of California less than 200 hours per year in the future, but could be used any amount of time outside California.

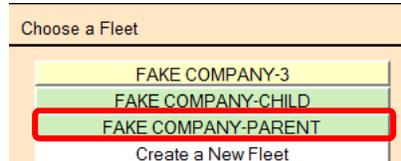
Year-by-Year Three-Year Rolling Average: A vehicle operated only in California and used over 200 hours may be claimed as low-use if it was used under 600 hours in the last 3 years. This option applies to year-by-year low-use vehicles only operated in California but cannot be used for permanent low-use vehicles or year-by-year low-use vehicles used both inside and outside of California.

For more information on the credits and options for low-use vehicles, please see the Low-Use FAQ linked above.

Reporting Vehicles as Low-Use

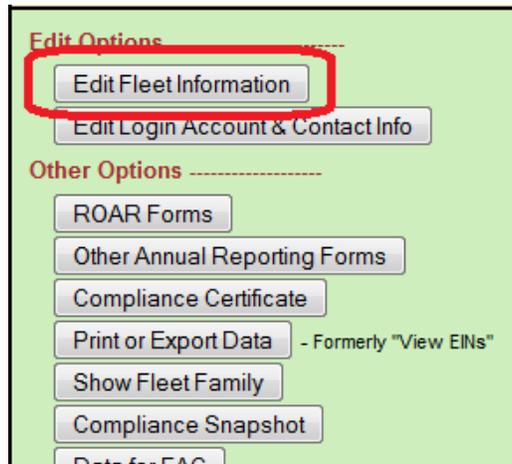
To be reported as low-use, a vehicle must have an Equipment Identification Number (EIN) and a functioning non-resettable hour meter. In some cases, hour meter readings from the past year will also be required. See the instructions below for selecting which of the fleet's vehicles is low-use, and how to enter the hour meter readings.

1. Log into your DOORS account, and select your fleet.



2. Once your fleet is selected, a list of options will appear in the middle column. Click on the "Edit Fleet Information" button.

Note: These options will only appear once your account has been approved. If you do not see the options in the figure below, please request a review of your fleet information, or contact the DOORS hotline at 1-877-59-DOORS (1-877-593-6677).



3. The option for Low-Use will appear in top left corner of the "Owner Information" page. Click on the "Low-use" button to go to the Low-Use Reporting page.



4. When you are on the Low-Use Reporting page, you will then select the appropriate low-use category for each vehicle in your fleet.

- Each vehicle in the fleet will be listed.
- For each low-use vehicle, select the type of low-use from the drop down menu under “Low-Use Type”.

Low-Use Designation page

If you have vehicles that operate less than 200 hours/year (low-use), please consider which type of low-use best meets your needs.

(The Low-Use Vehicles FAQ and the DOORS User Guide for Reporting Low-Use Vehicles are being revised. They will be available soon.)

To go directly to the "Low-Use Hour Meter Readings" page, click

To designate low-use:

- First, select a low-use type for the vehicle to designate low-use status.
- Then, click the "Save low-use designation & Enter low-use hour meter readings" button to record your selections and go to the "Enter low-use hour meter readings" page. Or click the "Save low-use designation" button to record your selections.

Search Vehicle By EIN:

1 (200 rows per page)

The following vehicle(s) is/are available for low-use for DOORS ID: 55510

Vehicle Information									
Line #	Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Veh veh #	Veh serial #	Veh Type	Veh Manufacturer	Veh Model	Veh MY
1	<input type="text"/>		RR6T37	8	fftina8	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1991
2	<input type="text"/>		LS8A45	9	fftina9	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1990
3	<input type="text"/>		KT4C99	5	fftina5	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1994
4	<input type="text"/>		JS9L68	2	fftina2	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1998
5	<input type="text"/>		HC7W45	13	fftina13	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1985
6	<input type="text"/>		DJ6H34	1	fftina1	Tractors/Loaders/Backhoes	CATERPILLAR	3416	2004
7	<input type="text"/>		BG6L76	12	fftina12	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1990
8	<input type="text"/>		AR8D44	7	fftina7	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1992
9	<input type="text"/>		AN4V63	11	fftina11	Tractors/Loaders/Backhoes	CATERPILLAR	3416	1991

- The four low-use vehicle designations are as follows:
 - Year-by-Year – this is for a vehicle used less than 200 hours in the past calendar year (or 600 hours in the past 3 years if using the 3-year rolling average) and operated only in California. The fleet must remove the low-use designation if the vehicle exceeds 200 hours in any given year or 600 hours in the previous 3 years if using the 3-year rolling average (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately);
 - Year-by-Year Outside – this is for a vehicle used less than 200 hours inside California in the past year, but used some hours outside of California as well. The fleet must remove the low-use designation if the vehicle exceeds 200 hours of use in California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately);

- Permanent – this is for a vehicle the fleet will only use less than 200 hours per year. The fleet must remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately);
- Permanent Outside – this is for a vehicle the fleet will only use less than 200 hours per year within California. The fleet must remove the low-use designation AND meet the “Adding Vehicles” provision of the Off-Road Regulation if the vehicle exceeds 200 hours of use within California in any given year (DOORS will maintain the designation until the fleet removes it, so it is important for the fleet to report low-use status accurately).
- For the “Permanent” and “Permanent Outside” low-use categories, fleets are required to enter the effective date (i.e., the date the vehicle became low-use) in the “Permanent Low-Use Effective Date” column. The vehicle will not be allowed to operate more than 200 hours per calendar year from this date forward.

#	Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)
1	Year-By-Year Outside* ▼	
2	Year-By-Year ▼	
3	Permanent ▼	2013-07-12
4	Permanent Outside* ▼	2013-07-12
5	▼	

5. Once the appropriate designations are selected, click the button, “Save low-use designation” or “Save low-use designation & Enter low-use hour meter readings”. If you do not click this button once your choices are made, DOORS will not save your selections. **Note:** As soon as the low-use designation is entered and saved, DOORS will treat the vehicle as low-use even without engine hour meter readings.

Save low-use designation

Save low-use designation & Enter low-use hour meter readings

- To report the low-use hours for each designated vehicle, click on “Low-use hour meter readings” or “Save low-use designation & Enter low-use hour meter readings”. **Note:** Make sure to save your low-use designations before proceeding to enter your low-use hour meter readings.

(The Low-Use Vehicles FAQ and the DOORS User Guide for Reporting Low-Use Vehicles are being revised. They will be available soon.)

To go directly to the "Low-Use Hour Meter Readings" page, click [Low-use hour meter readings](#)

To designate low-use:

- First, select a low-use type for the vehicle to designate low-use status.
- Then, click the "Save low-use designation & Enter low-use hour meter readings" button to record your selections and go to the "Enter low-use hour meter readings" page. Or click the "Save low-use designation" button to record your selections.

Search Vehicle By EIN:

Show Page 1 (200 rows per page)

The following vehicle(s) is/are available for low-use for DOORS ID: 46557

Vehicle Information							
Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Veh veh #	Veh serial #	Veh Type	Veh Manufacturer	Veh Year
Year-By-Year		HS3U36	asdf	sdfsdfsdfsdf	Bore/Drill_Rigs	A&L	509

se vehicle that operates both inside and outside of California (must operate less than 200 hours inside California).

Enter Hour Meter Readings

- Engine hour meter readings for vehicles designated as low-use in DOORS must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets).
- Only the vehicles that were selected as a type of low-use will be shown on this page. All other vehicles that were not designated as "Low-Use" will not be included.
- Fleets also have the ability to search their vehicle list for a specific EIN. To do so, enter the EIN of the vehicle in the "Search Vehicle by EIN" field and select "Search Vehicle".

Search Vehicle By EIN:

Show Page 1 (200 rows per page)

The following vehicle(s) is/are available for low-use for DOORS ID: 46557

Vehicle Information							
Line #	Low-Use Type	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Veh veh #	Veh serial #	Veh Type	Veh Year
1	Year-By-Year Outside*		HP5K55	b666666666	a6666666	Rubber_Tired_Dozers	ALL
2	Year-By-Year		GL9J95	b13131313	a1313131313	Tank_Truck	AM
3	Permanent Outside*	2012-09-09	TG4B49	b7777777	a7777777	Rubber_Tired_Loaders	ALL
4			TK9R96	b4444444	a44444444	Cranes	AIC
5			TG4M45	b17171717	a1717171717	Passenger_Stand	AM
6			MY4B64	knpjoipoj	okjoijm	Skid_Steer_Loaders	AH
7			DG9P88	b16161616	a16161616	Yard_Goat	AM
8			BR4R83	fkfk	yfkjf	Excavators	AB
9			AT4U79	zxcvzxcv	czvxzx	Crawler_Tractors	AB
10			AA3D84		60292	Tractors/Loaders/Backhoes	KO

- Below are the four types of low-use mentioned previously. The reporting requirements for each one will be different.

Low-Use Type	Vehicle Information				Engine Information		2013 Hour Meter Readings				2012 Hour Meter Readings			
	Permanent Low-Use Effective Date (yyyy-mm-dd)	EIN	Your Veh #	Veh Serial #	HP	Engine Serial #	On or BEFORE 1/1/2013	On or AFTER 12/31/2013	Emergency Hours* in 2013	Total Hours Within California**	On or BEFORE 1/1/2012	On or AFTER 12/31/2012	Emergency Hours* in 2012	Total Hours Within California**
1 Permanent Outside*	2013-07-15	FG5H95	2Cool4U	123456	250	654321	--	--			--	--		
2 Permanent	2013-07-11	HS3U36	asdf	sdfsdfsdfsdf	50	50923NA001								
3 Year-By-Year Outside*		RA9Y56	H8Ba11	10111213	250	111213141516	--	--			--	--		
4 Year-By-Year		YE6Y89		111111	150	45678934								

Year-by-Year

- For year-by-year low-use vehicles used less than 200 hours per year in the last year, enter the engine hour meter reading (**NOT the hours of use**) from on or before January 1 of the previous year, and the engine hour meter reading from December 31 or later of the previous year. For example, if a vehicle was a year-by-year low-use vehicle in 2010, enter an hour meter reading from on or before January 1, 2010, and an hour meter reading from on or after December 31, 2010.
- Note that these hour meter readings must have less than 200 hours difference (or 600 hours if using the three-year rolling average option described below) for the vehicle to be considered low-use (although DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet's responsibility to designate the vehicle as low-use appropriately; exceeding the low-use hour limit could lead to a citation as well as impacting the fleet's overall fleet average, fleet size determination, and ability to comply with performance requirements). DOORS will calculate and enter the total hours used in the "Total Hours within California" column. Do NOT include hours that were used in emergency operations (e.g., fighting or controlling a wildfire).

Using a Three-Year Rolling Average for Year-by-Year Low-Use:

- For the year-by-year low-use vehicles used greater than 200 hours per year in the last year, but less than 600 hours in the past three years, enter the hour meter readings (**NOT the hours of use**) from on or before January 1 and on or after December 31 for each year in the three-year rolling period. Currently, a fleet can only enter hour meter readings as far back as January 1, 2010; but, once the hour meter reading for on or after December 31, 2012 is entered, the vehicle will be considered a low-use vehicle beginning with the 2013 calendar year. If you do not have an hour meter reading from January 1, 2010 or prior, the vehicle will not qualify for low-use status. However, DOORS will maintain the low-use designation until the fleet removes it, so it is important for the fleet to report low-use status accurately. For example, if you start documenting hour meter readings beginning January 1, 2012, the final hour meter reading would be taken on December 31, 2014, and the vehicle would receive low-use status beginning in 2015.
- Note that the hour meter readings from on or before January 1 of the first year in the three-year period, and on or after December 31 of the third

year in the three-year period must have less than 600 hours difference. Do NOT include hours that were used in emergency operations.

Search Vehicle

Show All Rows

2 vehicles for DOORS ID: 2

Do not enter a comma or any special characters or text.

2013 Hour Meter Readings				2012 Hour Meter Readings				2011 Hour Meter Readings				2010 Hour Meter Readings			
On or BEFORE 1/1/2013	On or AFTER 12/31/2013	Emergency Hours** in 2013	Total Hours Within California*	On or BEFORE 1/1/2012	On or AFTER 12/31/2012	Emergency Hours** in 2012	Total Hours Within California*	On or BEFORE 1/1/2011	On or AFTER 12/31/2011	Emergency Hours** in 2011	Total Hours Within California*	On or BEFORE 1/1/2010	On or AFTER 12/31/2010	Emergency Hours** in 2010	Total Hours Within California*
600				350	600		250	150	350		200	0	150		150
600				450	600		150	250	450		200	50	250		200

Hours You Entered

hours used within California for each calendar year. Additionally, the fleet owner
upon entry; and
upon exit.
to view the log form: [\(pdf version\)](#) [\(word version\)](#).

earthquakes, storm, fire, infrequent act of nature, or terrorism).

$(150) + (200) + (250) = 600$

$(200) + (200) + (150) = 550$

Year-by-Year Outside

- For year-by-year outside low-use vehicles enter the number of hours this vehicle was used in California (in the “Total HOURS within California” column). The “Total HOURS in California” must be under 200 for the vehicle to be considered low-use (although DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet’s responsibility to designate the vehicle as low-use appropriately; exceeding the 200-hour low-use limit could lead to a citation as well as impacting the fleet’s overall fleet average, fleet size determination, and ability to comply with performance requirements). Do NOT include hours that were used in emergency operations. Fleets cannot use the three-year rolling average on Low-Use Outside vehicles. **Additionally**, the fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets), and is located (in PDF and Word format) under the hour meter reading table. Submittal instructions are located on the log form.

* For vehicles used both inside and outside of California, please enter total hours used within California for each calendar year. Additionally, the fleet owner must submit a log to ARB that contains:

- Each date the vehicle entered California and the hour meter reading upon entry; and
- Each date the vehicle exited California and the hour meter reading upon exit.

To submit inside and outside California low-use information, please download the log form: [\(pdf version\)](#) [\(word version\)](#).

** Only for vehicles used for emergency operations (i.e., as a result of flood, earthquakes, storm, fire, infrequent act of nature, or terrorism).

Permanent Low-Use

- For a vehicle the fleet is designating as permanent low-use, enter the hour meter reading from on or before January 1 of the current year (or year in which the vehicle was designated as a permanent low-use vehicle). For

subsequent years, the fleet will need to enter the hour meter readings from on or before January 1 and on or after December 31 of each year.

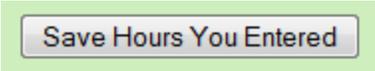
- Note that these hour meter readings must have less than 200 hours difference for your vehicle to be considered low-use (although DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet's responsibility to designate the vehicle as low-use appropriately; exceeding the 200-hour low-use limit could lead to a citation as well as impacting the fleet's overall fleet average, fleet size determination, and ability to comply with performance requirements). Do NOT include hours that were used in emergency operations. **Please be aware that BACT credit is only earned for vehicles designated as permanent low-use on or after January 1 of the year before the first compliance deadline (January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.**

Permanent Outside

For permanent outside low-use vehicles, enter the number of hours this vehicle was used in California (in the "Total HOURS within California" column). The "Total HOURS within California" must be under 200 hours for your vehicle to be considered low-use (although DOORS will allow the entries if they exceed the 200-hour limit, it is the fleet's responsibility to designate the vehicle as low-use appropriately; exceeding the 200-hour low-use limit could lead to a citation as well as impacting the fleet's overall fleet average, fleet size determination, and ability to comply with performance requirements). Do NOT include hours that were used in emergency operations. **Additionally**, the fleet must keep a log of the dates the vehicle entered and exited California, and the hour meter readings from those dates. This log must be submitted by March 1st each year that annual reporting is required (beginning 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets), and is located (in PDF and Word format) under the hour meter reading table. Submittal instructions are located on the log form. **Please be aware that BACT credit is only earned for vehicles designated as permanent low-use on or after January 1 of the year before the first compliance deadline (January 1, 2013 for large fleets, January 1, 2016 for medium fleets, and January 1, 2018 for small fleets). NO BACT credit is earned if designated permanent low-use before the dates shown above.**

6. Select "Save Hours You Entered".

- Do NOT select "Exit" or hit the back button before clicking "Save Hours You Entered" or all the data will be lost.



Save Hours You Entered

- DOORS will save the hours you entered after you select “Save Hours You Entered” and you can leave the page, log out of DOORS, return, and the hours will be available to review or edit.

Low-Use Data Changing Log

The data changing log keeps an active history of any changes made on this page. To display the history of changes, click on “Show Data Changing Log”, and changes will be highlighted in yellow.

Show Data Changing Log

2010 Hour Meter Readings					
On or BEFORE 1/1/2010	On or AFTER 12/31/2010	Emergency Hours* in 2010	Total Hours Within California**	Action Made	Date Action Made
0	150		150	Updated low-use hours	2013-08-16 10:49:33
0	150		150	Updated low-use hours	2013-08-16 10:50:15
0	150		150	Updated low-use hours	2013-08-16 10:50:34
				Updated low-use hours	2013-08-16 12:22:04
				Updated low-use hours	2013-08-16 12:22:15
				Updated low-use hours	2013-08-16 12:22:58
				Updated low-use hours	2013-08-16 12:22:59
				Updated low-use hours	2013-08-16 10:49:33
50	250		200	Updated low-use hours	2013-08-16 10:50:15
50	250		200	Updated low-use hours	2013-08-16 10:50:34
				Updated low-use hours	2013-08-16 12:22:04
				Updated low-use hours	2013-08-16 12:22:15
				Updated low-use hours	2013-08-16 12:22:59

Yellow cells indicate the data changes.

For more information on reporting, refer to our other guides, which are available in the Off-Road Knowledge Center at <http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

If you require additional assistance or information, please contact the DOORS hotline by phone at 1-877-59-DOORS (1-877-593-6677), or by email at doors@arb.ca.gov.