

Owner Information Page

This guide provides the definitions for the information required on the 'Edit Owner' page of the Diesel Off-road Online Reporting System (DOORS), which is the reporting system for the In-Use Off-Road Diesel Vehicle Regulation (Off-Road Regulation). Below is a screen shot of the 'Edit Owner' page, and below is a table that provides a description/definition for each field.

Explanation of terms (this opens a new tab in this window)

Legal owner name:	<input type="text"/>
Company / Agency name	<input type="text"/>
Company / Agency type (optional)	Individual (sole proprietorship) ▾
Company / Agency tax id	<input type="text"/>
Company / Agency Phone #:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Company / Agency Fax #:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Company / Agency Email Address:	<input type="text"/>

Address for Fleet Owner	<input type="text"/>
Suite / Apartment / Floor	<input type="text"/>
City	<input type="text"/>
State abbreviation	CALIFORNIA ▾
Zip	<input type="text"/>
Responsible person (Responsible Official)	<input type="text"/>
Responsible Person title	<input type="text"/>
Are you a Low-population county local municipality fleet?	No ▾
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	No ▾
Non-profit training center?	No ▾
Do you have a documented idling policy?	Yes ▾
Fuel VDECS?	No ▾
Are you a Captive Attainment Area Fleet?	No ▾
Parent company DOORS ID (if any)	<input type="text"/>
Are you a Job Corps Fleet?	No ▾

If you would you like ARB staff assistance, please email us at: doors@arb.ca.gov

Field	Definition
Legal Owner Name	The individual or corporate entity with legal ownership of the fleet.
Company / Agency name	The name of the company or agency that owns and manages the fleet. Individuals may submit their personal name if they do not have a registered company name.
Company / Agency type (optional)	Optional field to include a company description (e.g. Individual or Sole Proprietorship, General Partnership, Corporation, Non-Profit Corporation, City, County, State Agency, etc.).
Company / Agency tax id	The federal tax identification for a company or agency. If the fleet is owned by an individual, the field may be filled in with 00-0000000.
Company / Agency Phone #	The phone number for the company or agency. This should be the main company phone number, not the phone number for the person reporting on the company's behalf.
Company / Agency Fax #	The fax number for the company or agency. This field is optional, but, if included, should be the main company fax number, not the fax number for the person reporting on the company's behalf.
Company / Agency Email Address	The email address for the company or agency. This should be the main company email address, not the email address for the person reporting on the company's behalf.
Address for Fleet Owner	The <u>mailing</u> address for the reporting fleet. This does not need to be the address where the vehicles are used or stored.
Suite / Apartment / Floor	Optional space for additional mailing address information to be included (such as suite, apartment number, etc.).
City	City for the mailing address.
State Abbreviation	State of the mailing address. Owners may use an out of state address. Select the correct state from the dropdown menu if it is not California.
Zip	Zip code for the mailing address.

Field	Definition
Responsible person	<p>The responsible person, or responsible official, means one of the following:</p> <p>(A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation;</p> <p>(B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or</p> <p>(C) For a municipality, state, federal or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of an agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA or a City Manager).</p>
Responsible person title	Title of the responsible person (e.g., President, Treasurer, Proprietor, Executive Officer, Owner, etc.).
Are you a low-population county local municipal fleet?	<p>Select “Yes” from the drop down menu if your fleet is owned by a local municipality (e.g., a city or county-owned fleet) and operates in a low-population county. Otherwise, select “No”.</p> <p>Local municipal fleets that operate in low-population counties are treated as small fleets, regardless of their total horsepower. For a list of low-population counties, please see the Municipal Fleets in Low-Population Counties website: http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm.</p>
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	<p>Select “Yes” from the drop down menu if your fleet is owned by a local municipality (e.g., a city or county) that has applied for and received low-population county status from the ARB Executive Officer. Otherwise, select “No”.</p> <p>Local municipal fleets that have been granted low-population county status are considered small fleets, regardless of their total horsepower. For a list of fleets that have been granted this status, please see the Municipal Fleets in Low-Population Counties website: http://www.arb.ca.gov/msprog/ordiesel/lowpopulation.htm.</p>

Field	Definition
<p>Non-profit training center?</p>	<p>Select "Yes" from the drop down menu if your fleet is owned by a non-profit training center. Otherwise, select "No".</p> <p>Non-profit training center means an entity that operates a program for training in the use of off-road vehicles and that (A) is a community college program that trains students in the use of off-road vehicles or (B) qualifies as a non-profit or not for profit organization under title 26 Internal Revenue Code section 501(a), (c)(3), (c)(5), or (c)(6). Any vehicles that are not used for an off-road training program are not considered part of a non-profit training center and must be considered a separate fleet.</p> <p>Non-profit training centers are considered small fleets, regardless of their total horsepower.</p>
<p>Do you have a documented idling policy?</p>	<p>Select "Yes" from the drop down menu if your fleet has a documented idling policy. Otherwise, select "No".</p> <p>Medium and large fleets were required to have a written idling policy by March 1, 2009, and must make the policy available to vehicle operators. For more information, please see our Frequently Asked Questions (FAQ) on the Written Idling Policy Guidelines at http://www.arb.ca.gov/msprog/ordiesel/faq/idlepolicyfaq.pdf.</p>
<p>Fuel VDECS?</p>	<p>Select "Yes" from the drop down menu if your fleet is using a fuel-based strategy as an emissions control strategy. Otherwise, select "No".</p>
<p>Are you a captive attainment area fleet?</p>	<p>Select "Yes" from the drop down menu if your fleet (or fleet portion) is a captive attainment area fleet. Otherwise, select "No".</p> <p>Captive attainment area fleet means a fleet or fleet portion in which all of the vehicles in the fleet or fleet portion operate exclusively within the following counties: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Trinity, Tehama, Yuba, and the portion of Sonoma County that lies within the boundaries of the North Coast Air Basin.</p> <p>Captive attainment area fleets are considered small fleets, regardless of their total horsepower. State and federal fleets are considered large fleets, regardless of their total horsepower, and therefore cannot be captive attainment area fleets. For more information, please see our "Captive Attainment Area" FAQ at http://www.arb.ca.gov/msprog/ordiesel/faq/captive_attainment_area_faq.pdf.</p>

Field	Definition
Parent company DOORS ID (if any)	<p>The Off-Road Regulation allows companies or agencies that have different divisions, subsidiaries, or other organizational structures to report all vehicles owned by the company as one fleet, or to report as individual fleet portions. If you are reporting as a fleet portion, you must list a Parent DOORS ID. The Parent DOORS ID is the ID of the “parent” company (the main company/agency DOORS ID) that will be used to link all of the individually reported fleet portions together.</p> <p>For federal agency fleets, a Parent DOORS ID of 9 must be used. For State agency fleets, use a Parent DOORS ID of 10.</p> <p>For more information, please see the ‘How to Report Fleet Portions or Multiple Fleets’ DOORS User Guide, which is available at http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-multifleet.pdf.</p>
Are you a Job Corps fleet?	<p>Select “Yes” from the drop down menu if your fleet is a Job Corps fleet. Otherwise, select “No”.</p> <p>Vehicles used by the Job Corps nonprofit apprenticeship training program are exempt from the performance requirements of the Off-Road Regulation, but still must be labeled and reported.</p>