

How to Designate a Vehicle as Agriculture, Awaiting Sale, Dedicated Snow Removal, or Emergency

To designate a vehicle as agriculture, awaiting sale, dedicated snow removal, or emergency, a fleet will first need to determine which category is most appropriate for the vehicle and whether or not the vehicle meets the criteria for the particular designation. An explanation of the different designation options is covered below.

“Designate As” Options

There are four types of vehicle designations:

Agriculture: This designation is for vehicles that are used a majority of the time (51 – 99%), but not exclusively, for agricultural operations. Vehicles that are used exclusively (100%) for agricultural operations are exempt from the reporting and performance requirements of the In-Use Off-Road Diesel Vehicle Regulation (Off-Road Regulation). For more information on what is considered agricultural operations, please see the “Agricultural Equipment” frequently asked questions (FAQ) document, which is available in the Off-Road Knowledge Center at <http://www.arb.ca.gov/msprog/ordiesel/guidance/ag-operations.pdf>.

Awaiting sale: This designation is for vehicles in the possession of dealers, financing companies, or other entities who do not intend to operate the vehicle nor offer the vehicle for hire, that are operated only to demonstrate functionality to potential buyers or to move short distances while awaiting sale or for maintenance purposes. Vehicles may only be designated as “Awaiting Sale” after initial reporting has been completed and approved.

Dedicated snow removal vehicle: This designation is for vehicles that are operated exclusively to remove snow from public roads, private roads, or other paths from which snow must be cleared to allow on-road vehicle access. Dedicated snow removal vehicles must have permanently affixed snow removal equipment such as a snow blower or auger and may include, but are not limited to, motor graders, loaders, and snow blowers.

Emergency: This designation is for vehicles that are used exclusively for emergency operation. Emergency operation means helping alleviate an immediate threat to public health or safety. Examples of emergency operation include repairing or preventing damage to roads, buildings, terrain, and infrastructure as a result of an earthquake, flood, storm, fire, other infrequent act of nature, or terrorism. Routine maintenance or construction to prevent public health risks does not constitute emergency operations. If a vehicle is used part of the time for non-emergency operation, even if it's very seldom, the vehicle does not qualify for this designation. However, the vehicle may be designated as a low-use vehicle if its non-emergency use is less than 200 hours per year. For additional information, please see the Low-Use Vehicles FAQ at

<http://www.arb.ca.gov/msprog/ordiesel/faq/lowusefaq.pdf>, and user guide at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-lowuse.pdf>.

Designating a Vehicle During Initial Reporting

If you are reporting your off-road fleet for the first time (known as “initial reporting”), you will need to create a Diesel Off-road On-line Reporting System (DOORS) account. For more information about initial reporting, please see the DOORS “Initial Reporting” user guide, which is available in the Off-Road Knowledge Center at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-initialreporting.pdf>.

1. Once you’ve created a DOORS account, log in and select your fleet.

Diesel Off-road On-line Reporting System (DOORS)

New to DOORS? START HERE
[Create an Account](#)

[Guide to Reporting Online](#)

Other reporting methods:

[Mail in Hardcopy Forms](#)

[Back to Off-road Diesel Vehicle Home Page](#)

Already have an account? Sign in here.
You must click on the login button after entering your user name and password.

This will not work if you hit the Enter key!

User Name:

Password:
(case sensitive)

[Login](#)

[Forgot your username and/or password?](#)

Fleet Reporting

All existing fleets should have filed their initial report in 2009. If you are a new fleet, you must register your vehicles within 30 days per Section 2449(d)(4) of the regulation. If you are an existing fleet, you must report any new vehicles added within 30 days as per Section 2449(d)(6).

For further guidance, please check [The Knowledge Center](#) for DOORS user guides.

To request changes to DOORS information, please visit the [Forms](#) area of our website.

[Information Privacy Statement](#)

Still Have Questions?
Contact ARB at doors@arb.ca.gov or calling 1(877) 59-DOORS (1-877-593-6677).

Step 1: Choose a Fleet

[Joe Schmoe Company \(85248\)](#)

2. Once your fleet is selected, a list of options will appear in the center column. Click on the “Enter Vehicle” button to go to the Enter Vehicle page.

Step 2: Choose an Option

[Edit Owner](#)

[Enter Vehicle](#)

[Enter Engine](#)

[Request Review](#)

Steps To Reporting:

- ✓ Enter Owner Info
- ✓ Enter Vehicle Info
- ✓ Enter Engine Info (must enter vehicles first)
- ✓ Request Review

- Next, select the appropriate designation (Emergency, Snow removal, Agriculture) that applies to your vehicle. *Note: Each vehicle may only have one designation at a time. "Awaiting Sale" is only an option after initial reporting has been completed and approved.*

DOORS ID: 85248 **Company/Agency Name: No owner company/agency name**

[Explanation of terms \(this opens a new window\)](#)
 To add a new vehicle, enter a new serial number or if the vehicle serial number is unknown leave blank.

Line #	Veh serial num	Your veh num	Type	Manufacturer	
1	111111	1	Bore/Drill Rigs	A&L	
Model	MY	Emergency	Snow removal	Agri- culture	Non-diesel
DGZ	2006	No	No	Yes	No
SOON	Moyer	Demo	Awaiting Sale	Island	Loan
No	No	No	No	No	No

- Once the appropriate designation is selected, click on the "Enter Data" button to save your data.



Designating a Vehicle After Intial Reporting

Once initial reporting has been completed and approved, you will need to log into your DOORS account to report newly acquired vehicles or to make designations to vehicles that already exist in your fleet.

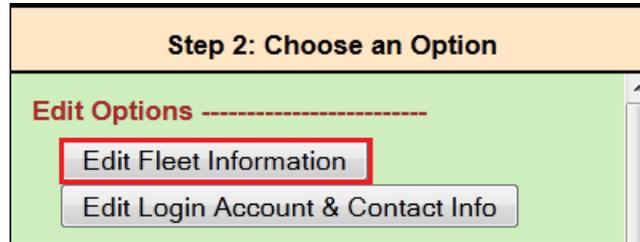
Newly Acquired Vehicle

- To report a newly acquired vehicle in DOORS and add a designation to the vehicle at the same time, log into your DOORS account and select your fleet.

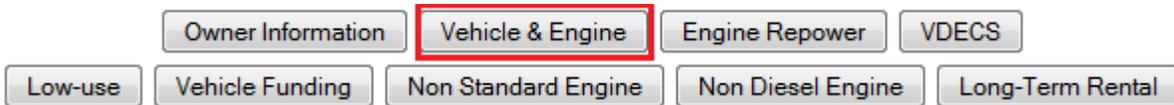
Diesel Off-road On-line Reporting System (DOORS)

<p style="text-align: center;"><u>New to DOORS?</u> <u>START HERE</u></p> <p style="text-align: center;"><input type="button" value="Create an Account"/></p> <p>Guide to Reporting Online</p> <p style="text-align: center;">Other reporting methods:</p> <p>Mail in Hardcopy Forms</p> <p style="text-align: center;"><input type="button" value="Back to Off-road Diesel Vehicle Home Page"/></p>	<p style="text-align: center;"><u>Already have an account?</u> <u>Sign in here.</u></p> <p>You must click on the login button after entering your username and password.</p> <p style="color: red;">This will not work if you hit the Enter key!</p> <p>User Name: <input type="text"/></p> <p>Password (case sensitive): <input type="password"/></p> <p>Forgot your username and/or password?</p> <p style="text-align: center;"><input type="button" value="Login"/></p>	<p style="text-align: center;"><u>Fleet Reporting</u></p> <p>All existing fleets should have filed their initial report in 2009. If you are a new fleet, you must register your vehicles within 30 days per Section 2449(d)(4) of the regulation. If you are an existing fleet, you must report any new vehicles added within 30 days as per Section 2449(d)(6).</p> <p>For further guidance, please check The Knowledge Center for DOORS user guides.</p> <p>To request changes to DOORS information, please visit the Forms area of our website.</p> <p>Information Privacy Statement</p>
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- Once your fleet is selected, a list of options will appear in the center column. Click on the “Edit Fleet Information” button, and you will be redirected to the “Owner Information” page.



- Click on the “Vehicle & Engine” button located towards the top of the page.



- If you are reporting an off-road vehicle without an existing equipment identification number (EIN), you will be required to fill out the vehicle and engine information. If you are reporting a vehicle with an existing EIN, use the section at the top of the page, “BUY A VEHICLE – with an EIN”, to enter the EIN and purchase date, and then click “Buy”. Then scroll down to the EIN you just added and click the “Edit” button to open up the option to select a designation.
- Select the appropriate designation from the “Designate As” drop-down list. *Note: Each vehicle may only have one designation at a time.*

BUY/ENTER A VEHICLE - without an EIN									
Vehicle Information									
Line #	EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type	Manufacturer				
		Model	MY	Purchase (yyyy-mm-dd)	Inservice (yyyy-mm-dd)	Received Public Funding			
				0000 - 00 - 00	0000 - 00 - 00	No			
		Designate As	Designation Effective Date	Awaiting Sale Hour Meter Reading	Specialty	Loan	Two-Engine Veh		
			0000 - 00 - 00		Specialty designation form	No	No	Yes	
		<div style="border: 1px solid red; border-radius: 50%; padding: 5px;"> Agriculture (51 - 99%) Awaiting Sale Emergency Dedicated Snow Removal </div>							
1st Engine Information - required for all vehicles									
		Manufacturer			Model	Model Year	Max HP	Eng Tier	
		Eng Family	Displacement (Liters)	On/Off-Road Engine	Non-Diesel Engine		Certified to a Different Standard		
				Off	No		No		

* For vehicles used a majority of the time (but not solely) for agricultural operations, the fleet must report hours of use for these vehicles each year that reporting is required. Download the reporting form: [pdf version](#) [word version](#).

Enter Vehicle & Engine Data

- Once you have selected the appropriate designation, you will need to enter the date the designation became effective under “Designation Effective Date”.

Designate As	Designation Effective Date
Agriculture (51 - 99%)	2013 - 7 - 9

- For vehicles designated as “Awaiting Sale”, please enter the engine hour meter reading at the time of designation.
- The last step is to click on the “Enter Vehicle & Engine Data” button to save the information you’ve just entered.

Vehicle already in your fleet

A fleet may designate a vehicle at a later time if need be. For example, if a fleet reported an off-road vehicle that was not originally used a majority of the time for agricultural operations, but later on is, the fleet may change the designation to “Agriculture (51-99%)”, given it meets the criteria (see the Agricultural Equipment FAQ at <http://www.arb.ca.gov/msprog/ordiesel/guidance/ag-operations.pdf>). Please note that once designated, the vehicle cannot be undesignated unless it meets the “Adding Vehicles” requirements in the regulation (see the next section below).

- On the “Vehicle & Engine” page, scroll down to the bottom to view your active vehicle list. Next to the vehicle that needs to be designated, click on “Edit” to bring up the vehicle and engine information.

Vehicle Information									Engine Information								
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family			
Edit	Delete	Sell/Retire	1	NX6G66	34456655	564565	Bore/Drill Rigs	A&L	54545646	1945	5756757	AGCO	2004	2003	25	T1	

- Select the appropriate designation and enter the designation effective date. For an “Awaiting Sale” designation, please also include the engine hour meter reading at the time of designation. *Note: Each vehicle may have only one designation at a time.*

BUY/ENTER A VEHICLE - without an EIN										
Vehicle Information										
Line #	EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type	Manufacturer	Model	MY	Purchase (yyyy-mm-dd)	Inservice (yyyy-mm-dd)	Received Public Funding
		111111	987654	Forklifts		DG57	2006	2013 - 1 - 31	2013 - 1 - 31	No
Designate As		Designation Effective Date		Awaiting Sale Hour Meter Reading	Specialty Specialty designation form	Loan	Two-Engine Veh			
Agriculture (51 - 99%)		2014 - 1 - 31			No	No	No <input type="button" value="Yes"/>			

3. The last step is to click on the “Enter Vehicle & Engine Data” button to save the information you’ve just entered.

Enter Vehicle & Engine Data

Undesignating a vehicle

To undesignate a vehicle, the fleet is required to meet the “Adding Vehicles” requirements, since undesignating would mean the vehicle is no longer excluded from the fleet in terms of fleet size and compliance requirements. For more information on the Adding Vehicles requirement, please refer to the Adding Vehicles FAQ, which is located in the off-road Knowledge Center at

<http://www.arb.ca.gov/msprog/ordiesel/faq/addingvehicles.pdf>.

For more information on reporting, refer to our other user guides, which are available from our reporting homepage at:

https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html

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