Initial Reporting (Revised, January 2017)

Introduction

DOORS is an online tool designed to help fleet operators report Large Spark-Ignition (LSI) equipment inventories and actions taken to meet the Fleet Average Emission Level (FAEL) as required by the LSI Engine Fleet Requirements Regulation.

This user guide summarizes of the information required to complete LSI Fleet Regulation initial reporting and step-by-step instructions on how to report using DOORS online forms.

Both the DOORS reporting tool and this DOORS user guide were created to help fleet operators comply with the LSI Fleet Regulation. However, many portions of the DOORS system require fleet operators to understand terms and conditions defined in LSI Fleet Regulation, and to know which portions of the regulation apply to their equipment. It is strongly recommended that, prior to using the DOORS system, fleet operators determine how the LSI Fleet Regulation applies to their fleet.

The regulation, fact sheets, and additional user guides can be found at: https://arb.ca.gov/lsi

Note: For more information regarding equipment subject to the LSI Fleet Regulation, please see the "General Applicability" Flowchart, which is available in the LSI Fleet Regulation Knowledge Center at

Link Coming Soon

Information Required to Complete Initial Reporting

The following information must be included when reporting equipment for the LSI Fleet Regulation.

Fleet Operator and Contact Information

Prior to inputting equipment information, the fleet operator will be required to supply:

- Contact Name and Contact Information
- Mailing Address
- Fleet Owner as defined in § 2775 (d)(35): The fleet owner or operator is defined as a person with legal right of possession and use of a piece of equipment including a person whose usual and customary business is the rental, leasing, or sale of equipment.

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any ARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Large Spark-Ignition Engine Fleet Requirements

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Equipment and Engine Information

The following information is required by the regulation for each piece of equipment and engine:

Equipment Information

Purchase or Rent From Other Equipment Serial Number (as applicable)

Your Equipment Identifier (optional)

Equipment Type

Equipment Manufacturer

Equipment Model

Equipment Model Year

Date Equipment Entered Fleet

Equipment Lift Capacity *

Equipment Lift Capacity Units *

Engine Information**

Fuel Type

Engine Serial Number

USEPA Engine Family¹Name

Emission Standard & Units

Engine Manufacturer

Engine Model Year

Engine Model

Engine Displacement (liters)

Engine HP/kW/Volt & Units

Battery or Fuel Capacity*

Retrofit EO *

Retrofit Serial Number *

- Engine HP/kW/Volt Value & Units
- Battery or Fuel Capacity

Special Circumstances

If equipment falls under any of the following categories, additional information will be required:

- Limited Hours of Use Equipment
- Boneyard
- Retired

Online Forms for Initial Reporting (Entering Information into DOORS)

This section of the guide contains instructions on:

- · Creating an online account with ARB in DOORS;
- Navigating the online screens;
- Entering the data; and
- Receiving equipment identification numbers (EIN).

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^{*} Only if applicable

^{**}If equipment is powered by **fuel cell** or is **electric** the following is required:

¹ Those with engines built prior to 2000 for most engine sizes will not have an engine family and the certification emission standard = 12 g/bhp-hr.

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Additionally, if you already have a DOORS account, this section will describe how to complete an initial report for your LSI equipment fleet.

Steps to Report Fleet Data Using DOORS

Instructions to report your LSI fleet are provided below:

- A. Create a DOORS account with ARB;
- **B.** Determine applicable equipment;
- **C.** Log in to DOORS, and opening the online forms;
- **D.** Complete the owner information form;
- E. Add or edit equipment and/or engine information;
- **F.** Report equipment with existing Equipment Identification Numbers (EINs), if necessary;
- **G.** Review the data, and make changes, if necessary;
- H. Delete equipment with existing EINs.

A. Create a DOORS Account with ARB If you already have a DOORS account jump to step B

- 1. Go to https://ssl.arb.ca.gov/ssldoors/doors reporting/doors login.html and select the "Create an Account" button on the left side of the page.
- 2. Fill out the "Create New Account" fields and select the "Create Account" button. Your account information will be sent to the email address you provided within a few minutes. In order to ensure that you receive the email, you may need to add our email address (doors@arb.ca.gov) to your contacts list. If you do not see the email within 10 minutes, check your "Spam" or "Trash" folders to ensure the email was not blocked by your email server. If you do not receive the email within 10 minutes, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing doors@arb.ca.gov.

Note: If you already have a DOORS account, but are having any difficulties with the account, please do not create another account. Instead, please contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by email at doors@arb.ca.gov.

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B. Determine applicable equipment

Prior to reporting equipment information to ARB, fleet operators will need to determine which of their LSI equipment are covered by the regulation. The regulation requires LSI fleets with powered forklifts, floor sweeper/scrubbers, airport ground support equipment, and industrial tow tractors to comply. The regulation requires fleets to report and label each piece of equipment used to calculate the FAEL including electric powered equipment. Small fleets with one to three pieces of equipment are exempt from the reporting and labeling requirements. However, small fleets may voluntary report and label. Agriculture in-field equipment is exempt from the LSI Fleet Regulation.

Create a complete list of equipment subject to the LSI Fleet Regulation. The following spreadsheet printout helps collect the equipment and engine information needed for reporting.

https://www.arb.ca.gov/msprog/offroad/orspark/userquides/lsieguipworksheet.xlsx

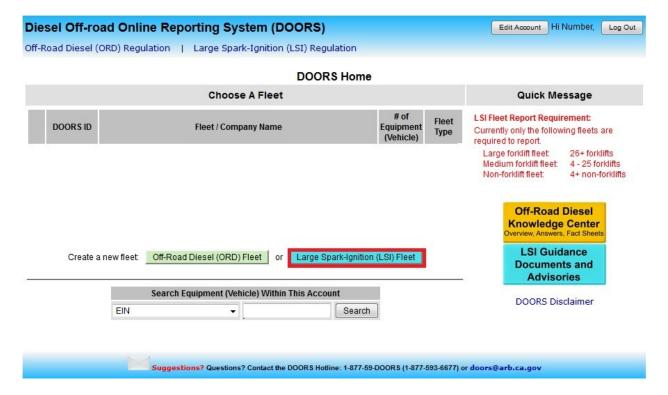
C. Log in to DOORS, and opening the online forms

 Return to the DOORS log-in page at https://ssl.arb.ca.gov/ssldoors/doors reporting/doors login.html, and log into the system using the username you chose and the password that was emailed to you.

Note: The password is case-sensitive. If DOORS does not accept your password, copy the password from the email, and paste it into the DOORS log-in page. If DOORS still does not accept your password, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing doors@arb.ca.gov.

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2. Once you have logged into DOORS, you will need to click on the button that says "Create a new fleet: Large Spark-Ignition (LSI) Fleet".



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D. Complete the owner Information form

1. The first page you will be taken to is the Owner Information page. Complete the fields, and then select the "Save Data" button, as shown below.

Note: If you already have a LSI fleet or an Off-Road fleet in your DOORS account you have the ability to copy the owner information from the existing fleet to your new one at the top of the page. Select the fleet you want the information to be copied from and then click "Copy Owner Info" button, and then select the "Save Data" button.

You are about to create a new Large Spark-Ignition (LSI) fleet in this account.

Owner Info

Do you want to copy the owner information from an existing fleet to this new fleet? Copy Owner Info Select an existing fleet: 117573 - LSI Fleet 1 Fleet Type: LSI Fleet Owner Name: Company / Agency Name: Company / Agency Type (optional): Individual (sole proprietorship) Company / Agency Tax ID: Company / Agency Phone #: Company / Agency Fax # Company / Agency Email Address: Company Mailing Address: Address for Fleet Owner: Suite / Apartment / Floor: City: State: California ~ Zip: Company Physical Address: Same as mailing address Address for Fleet Owner: Suite / Apartment / Floor: City: California State V Responsible Person (Responsible Official): Responsible Person Title: Responsible Person Email: Responsible Person Phone: Save Data

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Notes:

- Responsible Official means: the owner or operator as defined in the LSI Engine Fleet Requirements Regulation § 2775 (d)(35)
- For third-party reporters (such as consultants), please enter the fleet's contact information and then add contact information for a third-party reporter on the "Edit Login Account & Contact Info" page, which will appear after you log in and select your fleet.

If DOORS rejects any of your information, it will supply an error message and reason at the top of the page. Attempt to fix the cause of the error, and resubmit the data. If this fix does not work, contact the DOORS hotline for assistance at 1-877-59DOORS (1-877-593-6677) or by emailing doors@arb.ca.gov

2. Once your information has been successfully entered, your fleet will be assigned a DOORS ID number, which will be emailed to the email address you provided. We recommend that you write down your fleet's DOORS ID number, as well. If you have specific questions or concerns about your fleet, please reference your DOORS ID number when contacting the DOORS hotline.

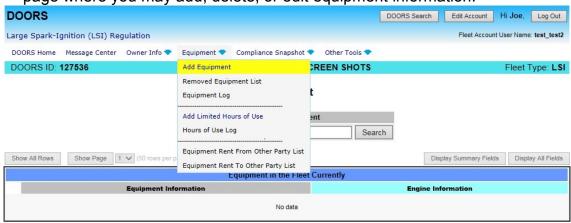
E. Add or edit equipment and/or engine information

DOORS allows fleet operators to report information from an Excel spreadsheet using the DOORS LSI Import Tool. The user guide for the DOORS LSI Import Tool is available at:

https://www.arb.ca.gov/msprog/offroad/orspark/userguides/importtool.pdf

Alternatively, fleets may enter equipment one-by-one using the following steps:

1. At the top of the "Owner Information" page, you will see a series of buttons. These buttons are found on the top of all of the reporting pages, and they are used to navigate from page to page. Select "Add Equipment" from the drop down menu of the "Equipment" button, as shown below. This will take you to the page where you may add, delete, or edit equipment information.



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2. Enter the equipment and engine information as required (if the engine has a retrofit emission control system see step F before saving data, and if electric equipment is added see notes), and then select the "Save Data" button, as shown below.

ADD AN EQUIPMENT - without an EIN			
Equipment Information			
Transaction Type:	Purchased equipment Rented / leased equipment		
EIN:			
Equipment Serial # (or VIN):			
Your Equipment #:			
Equipment Type:	☐ Forklift. Or pick from here		
Equipment Manufacturer:	~		
Equipment Model:			
Equipment Model Year:			
Date Equipment Entered Fleet:	yyyy ✓ - mm ✓ - dd ✓ <u>②</u>		
Lift Capacity (if applicable):	lbs ∨		
Engine Information			
Fuel Type:	∨ •		
Engine Serial #:			
USEPA Engine Family Name:	Q		
Certification Emission Standard:	g/bhp-hr ✓		
Engine Manufacturer:	~		
Engine Model Year:	▽ ②		
Engine Model:			
Displacement:	Liters 2		
Max HP / kW / Volt:	HP ✓ ❷		
Battery or Fuel Capacity:	▼		
Retrofit Information			
	Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard		
Retrofit EO:	→		
Retrofit Serial #:			
Electric Equipment			
Exclude This Equipment in Fleet Average:			
Electric Airport Ground Support Equipment (GSE)			
For the eletric airport GSE equipment purchased before 1/1/2007, it can be included in both the Off-Road Diesel fleet and LSI fleet. Include This Equipment In The Off-Road Diesel Fleet:			
	Save Data		

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Notes:

- Electric Equipment: After entering the equipment information, select
 "Electric" from the drop down menu in the "Fuel Type" field. Be aware,
 this action will automatically delete the "USEPA Engine Family Name" and
 set the "Certification Emission Standard" to zero as well as blocking all
 engine fields not needed. Also, the option to exclude the piece of
 equipment from the fleet average becomes available.
- Fuel Cell Equipment: After entering the equipment information select "Electric" from the drop down menu in the "Fuel Type" field. Be aware, this action will automatically block all engine fields not needed; the only engine fields required are Max HP/kW/Volt and the Battery or Fuel Capacity along with units. Remember, only equipment needed for FAEL is required to be reported and labeled.
- Electric Airport GSE Equipment Purchased before 1/1/2007: This equipment can be included in both the Off-Road Diesel fleet and LSI fleet at the bottom of the "Add Equipment" page.
- Receive Equipment Identification Numbers (EIN): EINs will
 automatically be assigned when the data for each piece of equipment is
 saved. If you wish to see the list of equipment with its assigned EIN go to
 the Equipment page. We do not provide labels; a list of label vendors for
 off-road diesel vehicles and large spark-ignited equipment is available at:
 https://www.arb.ca.gov/msprog/ordiesel/labelvendors.htm

If you have questions about Limited Hours of Use equipment, please contact the DOORS hotline at 1-877-59-DOORS (1-877-593-6677).

If you have installed exhaust retrofits on any of your equipment, please complete the step below. Otherwise, skip to step 4.

3. Once you have entered the equipment and engine information go to the "Retrofit Information" portion of the "Add Equipment" page. This field has a drop down menu to select the equipment's emission control system, enter the serial number, and then select the "Save Data" button.

Retrofit Information			
	EO: Retrofit Manufacturer / Retrofit Type / Engine Displacement / Retrofit Emission Standard		
Retrofit EO:			
Retrofit Serial #:	G-08-007: Engine Control Systems / TermiNOx / 1 - 3 liters / 1.0 g/bhp-hr G-08-008: Engine Control Systems / TermiNOx / > 3 liters / 3.0 g/bhp-hr		
	G-09-011: Nett Technologies Inc / Nett BlueCAT 200 / 1 - 3 liters / 1.5 g/bhp-hr		
	G-09-012: Nett Technologies Inc / Nett BlueCAT 300 / 1 - 3 liters / 1.0 g/bhp-hr		
Evaluda This Equipment	in Flee G-09-013: Nett Technologies Inc / Nett BlueCAT 300 / > 3 liters / 2.0 g/bhp-hr		

4. Complete steps 1-4 for each piece of equipment.

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- F. Report equipment with existing EINs, if necessary
 - You may add equipment to your fleet using its EIN by accessing the "Add Equipment" page where you will see a box at the top of the page and instructions on how to add equipment using an EIN.
 - 2. Enter the EIN for the equipment that you are adding to your fleet and the purchase date, and then select "Save Data", as shown below.

Add Equipment

ADD AN EQUIPMENT - with an EIN		
Transaction Type:	Purchased equipment	
EIN:		
Date Equipment Entered Fleet:	yyyy 🗸 - mm 🗸 - dd 🗸	
	Save Data	

3. When you have successfully added the equipment, you will see the following notification.



Note: When you click "Save Data", make sure there are no errors shown in red at the top of the page. For example, "That EIN was not listed as equipment that has been sold".

If the above message appears, it means the fleet that previously owned the equipment has not reported the equipment as sold or retired. In this case, if 30 days have passed since the equipment was purchased, fill out and submit the DOORS form for "Adding Equipment with an Existing EIN," which can be found at https://www.arb.ca.gov/msprog/offroad/orspark/forms/lsi_addein.pdf.

Please do <u>not</u> report the equipment in the "ADD AN EQUIPMENT- without an EIN" page (page from step 2); otherwise the record/history of the equipment will be lost

If you get a different error message, please contact the DOORS hotline by phone at 1-877-59DOORS (1-877-593-6677) or by email at doors@arb.ca.gov to resolve any issues.

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- 4. Review the equipment and engine information. If there are any discrepancies between the originally reported data and your records, please fill out and submit the DOORS form for "Equipment/Engine Information of Previously Reported Equipment" at https://www.arb.ca.gov/msprog/offroad/orspark/forms/lsi_equipinfo.pdf to correct the discrepancies.
- 5. Repeat Steps 2 through 4 for each equipment with an existing EIN.

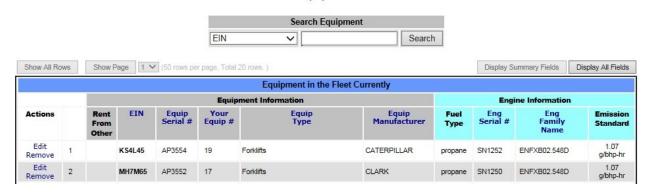
G. Review the data and make changes, if necessary

1. Once you have finished adding or editing information in DOORS click on "Equipment" to look at the list of equipment in your fleet.



There are two options for viewing the saved equipment and engine information:

 The "Display Summary Fields" button shows you the basic equipment and engine information of your fleet. This is your quick reference viewing option and is the default view.



Equipment

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 The "Display All Fields" button, shows you all of the information that you have entered for each equipment, such as more detailed engine information, Emission Standards, Fuel Type, In Service Dates, Purchase Dates, etc.



- 2. The last equipment that you entered will appear at the top of the equipment and engine data fields which is the default sort setting. However, there are multiple ways to sort the data fields:
 - You can click on the link above the column that you would like to sort.
 This will arrange each piece of equipment in alphabetical order by the
 information that is in the column. For example, if you would like to sort by
 the EIN, you will click on the EIN link at the top of the column.



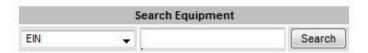
- If you would like to see the equipment in reverse order, you will just need to click the link again, and the equipment will appear in reverse alphabetical order.
- You can use the sort function for any column that has a link in the title.

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- 3. If you have more than 50 pieces of equipment, you may need to change the quantity of the visible rows by clicking the "Show All Rows" button. You can also view your equipment and engine data in groups of 50 rows by selecting the different pages that are available.
- 4. If you would like to search for equipment by its EIN, you can also enter the EIN in the "Search Equipment by EIN" box and then click on the "Search Equipment" button.

Equipment



H. Delete equipment with existing EINs

Equipment entered in the system by mistake or duplicated can be deleted by using the remove link. Be aware that once a piece of equipment is removed it cannot be reinstated.

- 1. Go to the "Equipment" page.
- 2. Find the equipment you want to remove by typing the EIN in the "Search Equipment" table or by looking though the list.



3. Click "Remove" on the left side of the equipment you want to delete from the equipment list. The "REMOVE EQUIPMENT FROM FLEET" table will pop up.



- 4. Select the current date in the "Date Equipment Removed from the Fleet" field, and select a "Non-Op Reason".
- 5. Click "Save Data" button.

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