

Air Resources Board Guidance to Manufacturers for Submitting Off-Highway Recreational Vehicles and Engines Quarterly Production Reports

Quarterly reports consists of three types of information:

1) Quarterly Production (Attachments 1 and 2)

Attachment 1 is the electronic file format for reporting quarterly production numbers by engine family and by model. This file consists of information regarding the total number of vehicles marketed and produced for California in addition to the total number of vehicles actually sold in California for each engine family for the quarter.

Attachment 2 provides the hard copy format for a manufacturer to report quarterly production and sales numbers listed by engine family and by model.

To assist manufacturers in preparing their quarterly reports, the Air Resources Board (ARB) will post the electronic file template on ARB's web site under Mobile Sources Operations Division Mailouts under the document number of this mailout at:

https://ww2.arb.ca.gov/sites/default/files/2021-01/mso0012_0.xls

This template is a Microsoft Excel file that can be used by a manufacturer for data input and for printing the hardcopy.

2) Vehicle Identification Number (VIN) Listings (Attachment 3)

Attachment 3 provides a format for submitting the VINs for vehicles produced and marketed to California and for those sold in California on a quarterly basis. ARB recommends that this data be submitted in hard copy and electronically. A template in Microsoft Excel format has been placed at the ARB website described above for use by manufacturers. Please note that VINs may be reported using a range of VINs or listed individually, as appropriate.

3) VIN Code Key Description

The descriptive information for the VIN and details on how the VINs are coded should be provided in the first quarterly report for the model year.

Guidance for Electronic Submittal of Files

Each electronic file should be named in the following way: YYMMMTQ.XXX

YY = Model year (example: 00, 01, 02)
MMM = 3 letter EPA manufacturer name code
T = P for engine family/model production per quarter file
V for VIN information per quarter file
Q = quarter number (example: 1=Jan-Mar)
XXX = file extension
 XLS for Excel file
 MDB for Access file

Please contact us if you prefer to submit your report using a software other than Excel or Access.