

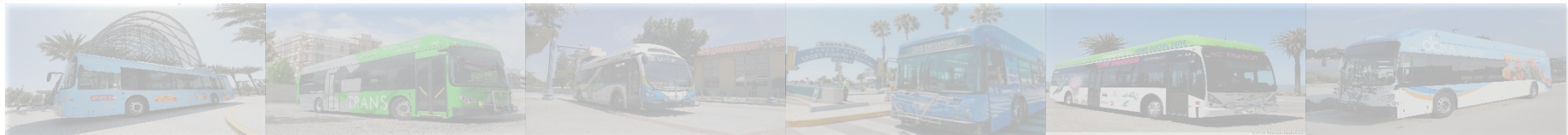


# Demonstration of the Innovative Clean Transit Reporting Tool

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Tutorial Webinar

May 5, 2021



# Outlines

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- Housekeeping
- What is ICTRT?
- Reporting timeline
- Record keeping requirements
- Sign up procedure
- ICTRT walk-through
- Questions and answers

# Housekeeping

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- This webinar is being recorded
- Recording and related materials will be available on the [ICT- Meetings & Workshops](#)
- Presentation slides and reporting guidance document are available as handouts during the webinar
- All attendees are muted
- Use the question box for questions and comments
- Questions will be answered at the end of the webinar
  - Send any unanswered questions to the [ICT@arb.ca.gov](mailto:ICT@arb.ca.gov) for follow up

# Innovative Clean Transit Reporting Tool (ICTRT)

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- Is a web-based platform for transit agencies to electronically submit their data to comply with the ICT reporting requirements <https://ictrt.carb.arb.ca.gov>
- Allows CARB to track fleet information and ZEB deployment status and enforce the ICT regulation
- Launched in April 2021 with limited modules necessary for the initial reporting
  - Rest of modules will be available by the end of the year for future use

# ICTRT Modules

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- Transit Agency
- Bus Information
- Bus Purchase
- Fuel Contract

Modules available for 2021 initial reporting

- Bus Delivery
- Joint Groups
- Bonus Credits
- Rollout Plans
- Transit Agency Exemptions
- Zero-Emission Mobility Option
- Compliance

Modules to be added for 2022 Reporting

# ICT Reporting Timeline

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- Mandatory annual reporting through 2050
- For the 2021 reporting, ICTRT remains open through June 30, 2021
- Provide adequate time for transit agencies to familiarize themselves with the new reporting site, gather data, and build their bus inventory



# Record Keeping Requirements

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- Ensure reported data is correct and accurate
- Retain a copy of reported information (§2023.9(a))
- Retain the following records (§2023.9(b))
  - Contracts, agreements, or notice to proceeds related to purchase, lease, rent, conversion, and outsource of any new or used bus
  - Vehicle registration and proof of delivery
  - Fuel contracts for large transit agencies
  - Records of passenger miles generated under Zero Emission Mobility Option
- Retain the records for 3 years after a bus is retired, ownership changed, or a fuel contract is expired



# Contacts and Resources

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- Reporting Guidance Document  
<https://ww2.arb.ca.gov/sites/default/files/2021-04/ICTRT-Guidance-Document-Apr2021.pdf>
- Transit Agency Information Spreadsheet  
<https://ww2.arb.ca.gov/sites/default/files/2021-03/ICTRT-Transit-Agency-Information.xlsx>
- ICT regulation  
[https://ww2.arb.ca.gov/sites/default/files/2019-10/ictfro-Clean-Final\\_0.pdf](https://ww2.arb.ca.gov/sites/default/files/2019-10/ictfro-Clean-Final_0.pdf)
- Contacts
  - Yachun Chow, Manager [yachun.chow@arb.ca.gov](mailto:yachun.chow@arb.ca.gov)
  - Shirin Barfjani, Lead Staff [shirin.barfjani@arb.ca.gov](mailto:shirin.barfjani@arb.ca.gov)
  - ICT Team [ICT@arb.ca.gov](mailto:ICT@arb.ca.gov)



# User Sign-Up Stage

- Enter your email, choose a password, and click on the **Sign Up**

  
CALIFORNIA  
AIR RESOURCES BOARD

Sign in with your corporate ID

[CARB-ADFS](#)

Sign in with your email and password

Email

Password

or

[Forgot your password?](#)

[Sign in](#)

Need an account? [Sign up](#)

Enter your email and password here

# Email Domain Name

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- ICTRT recognizes the email domain (e.g. @actransit.org) to allow user sign up when transit agency information is pre-populated
- It displays an error message when signing up with an unknown domain to the system or using commercial domains like @gmail.com
  - If you have not submitted the transit agency information spreadsheet yet, send it to ICT@arb.ca.gov now
  - If you are using a commercial domain, please email us your name, title, and affiliation to provide you access manually

# Email Verification

- Check your email inbox and follow the instruction to verify your email. Then, click on **Continue** to go to ICTRT
- Once in ICTRT, at the upper right corner, click on the small triangle symbol next to your email, and click on the **Complete Registration**

We have sent an email to T\*\*\*@m\*\*\*.com. Please check your email, follow the instructions to verify your email address, and then click the button below to continue.

**Continue**

Didn't receive a link? [Resend it](#)

 CALIFORNIA AIR RESOURCES BOARD

California Air Resources Board  
Innovative Clean Transit Reporting Tool

CARB-BY1@mailinator.com  [Logout](#)

**Complete Registration**

## Innovative Clean Transit Reporting Tool (ICTRT)

ATTENTION: To complete your registration, please select the 'Complete Registration' option from your user name menu above.



# Complete Registration

- Enter your name and phone number
- Select a user role
  - Transit Agency User can view and edit data
  - Transit Agency Admin can view and edit data and approve access of transit agency's users
- Select the transit agencies you are reporting for
- Click **Submit Registration**

The screenshot shows a web form titled "Complete Registration" with the following sections:

- User Details:** Includes fields for Email (pre-filled with "CaliforniaTransit@mailinator.com"), First Name\*, Last Name\*, and Phone Number\*.
- User Role:** A dropdown menu for "Role Name\*" with options: "Select User Role", "Transit Agency Admin", and "Transit Agency User".
- User Transit Agency\*:** A section with the instruction "(At least one must be selected)". It features a search bar with "California Transit" entered, a "Show 10 entries" dropdown, and a table with one entry: "California Transit" with an unchecked checkbox in the "Selected" column. Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 215 total entries)" and includes "Previous", "1", and "Next" navigation links.
- Submit Registration:** A blue button at the bottom left.

# Registration Approval

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- CARB or your preapproved Transit Agency Admin will process your request to approve or deny you
- You will receive a confirmation email
- If approved, you can sign in and start reporting



# ICTRT Walk-Through



The screenshot shows the top portion of a web browser displaying the California Air Resources Board's Innovative Clean Transit Reporting Tool (ICTRT) website. In the top left corner is the California Air Resources Board logo, which consists of three stylized, overlapping arches in blue, green, and yellow, followed by the text "CALIFORNIA AIR RESOURCES BOARD". To the right of the logo, the text "California Air Resources Board" is displayed in a large, dark font, with "Innovative Clean Transit Reporting Tool" in a smaller font below it. A solid blue horizontal bar spans the width of the page below the header. On the right side of this bar, the words "Register" and "Login" are written in white. Centered below the blue bar is the main title "Innovative Clean Transit Reporting Tool (ICTRT)" in a large, blue, sans-serif font.