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# Using The Yard

Equipment Owner User Manual 1.3

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# Introduction

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The Yard is an online tool for registering construction equipment and vehicles. If you are a business owner with diesel vehicles and equipment and you want to do work for certain cities, counties and other public agencies in the Portland metropolitan area, you will need to register your equipment here as a first step to meet your contract requirements. The Yard is the tool that allows for ready reporting of equipment and vehicles used on these projects. Once registered you will receive a decal for your equipment that facilitates compliance tracking by Project Managers.

All users should familiarize themselves with the current and upcoming phased in expectations and requirements of the Clean Air Construction Standard. A copy of which can be viewed at [www.portland.gov/cac](http://www.portland.gov/cac).

For shorthand reference, we will use the term “equipment” throughout to refer to all covered highway operated vehicles, e.g., concrete trucks and dump trucks, as well as non-road equipment, e.g., skid steer loaders, excavators, etc. There is a modest difference in the amount of information requested for highway vehicles and non-road equipment, but these two groups are functionally similar for reporting purposes in The Yard.

Users have differing roles, permissions and authorities that allow access to various features of The Yard. Equipment owner user roles include:

- **Staff** – General users for your company
- **Primary Contact** – Authorized to attest to correctness of equipment information and understanding of Clean Air Construction requirements, and can approve staff users to join your company

The Equipment Owner Staff and Equipment Owner Primary Contact play a fundamental role in the successful use of The Yard, which is to upload and update information about their company’s vehicles and equipment. They can both manage equipment lists and enter data in The Yard, modify information as needed, delete equipment when no longer owned or operated, add subcontractors when appropriate, review and complete compliance reporting and request exemptions according to the Clean Air Construction Standard.

Equipment Owner Primary Contacts have the same authorities and permissions as the Equipment Owner Staff. They can also invite staff within their company to register as Staff. They can view and delete the profiles of Equipment Staff within their company and most importantly, sign off or attest to the validity of the information provided on equipment entries and confirm understanding of the Clean Air Construction requirements on a project.

# Navigation Tips

Quick navigation links are located at the top of every page in The Yard, as shown below.



< Dashboard

↑

Clicking on the logo will take you to the dashboard page or the home base for your account.

Underneath the logo on the left-hand side is a “bread crumb”, a line of text preceded by a left facing arrow that will take you back to your previous page or pages when clicked.

↑

The top menu provides links to specific pages appropriate to your role.

**Equipment** takes you to your company’s equipment list.

**Projects** allows you to view Projects assigned to your company.

**More** allows you several options including viewing users within your company. You may also invite additional Equipment Owner Staff as one of the options available here.

↑

Clicking on your **email** in the upper right top menu allows you to edit your account information, change password and delete the account.

Clicking on **Log out** saves your work and closes the application.

**Action Buttons:** The following buttons help you perform actions throughout The Yard

- 

**On-screen help:** The Yard has embedded help throughout the different screens. Hover over any “?” button to see the help displayed there.
- 

**View** Allows you to open the item and view more details.
- 

**Edit** Allows you to open the item and edit details.
- 

**Mark as Read** Allows you to dismiss a message or notification.
- 

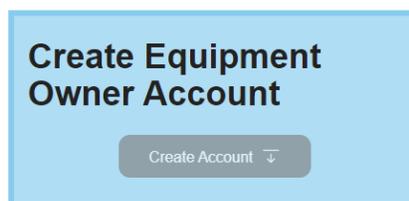
**Trash** Allows you to delete the item. Use caution, this action cannot be undone.
- 

**Primary Contact** You will see this icon in The Yard and it is used throughout this manual to show tasks that only your company’s Primary Contact can perform.

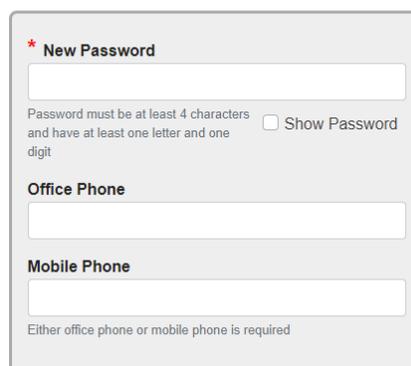
# Creating Equipment Owner Account

- Starting from the opening webpage for Clean Air Construction (<https://TheYard.clean-air.app/>), click on the **Create Equipment Owner Account** link. This will take you to the following view. Provide Email, First Name and Last Name. You will receive an email notice with a clickable link to create a password and activate your account.

Messages you receive from The Yard are from **"noreply@clean-air.app"**. Check that this email is allowed in your email account and is not otherwise collected in Junk or Spam folders.




- This will take you to a screen to create a password. The password must be at least 4 characters and have at least one letter and one digit. Please also provide an office and/or mobile phone. Click the **Activate** button.

- Once you have entered your password, you will need to connect your account to a company.

You may join as an employee of a company already registered or if the company is not already registered, you will need to create a new company profile.

## Equipment Owner Setup

Click below to search for an existing Company to join.

[Join a registered Company](#) 

Click below to create a new Company. If you're not sure if the company already exists [click here](#) to search for the Company name before proceeding with this step.

[Create a new Company](#) 

# Join a Registered Company

1. If you believe the company is already registered, click on **Join a registered Company**.

Join a registered Company 

2. Type in the name of your company to search among registered companies. Select the name of your company from the list and click **Submit** to request to join the company. *If the company is not already listed, you can register a company for the first time in The Yard. Advance to **Registering A New Company** in this training manual for further instructions on this step.*

Use the search below to find a Company and send a request to the Admin to join. If you don't see your Company in the search then it hasn't been created on The Yard yet. Please navigate to the **Create a Company** page to add your Company to The Yard.

Join Company 

Submit

\* Company

3. After selecting a company that is already registered, you will see this message. Your company primary contact must approve you before you can access the company's dashboard. Once you have received this approval, you can begin entering and editing equipment owned by your company to be used on Projects.

## Equipment Owner Setup

You have successfully requested to join Big Name Construction  
To continue, the primary contact at Big Name Construction  
must approve your account.

Join a different company instead

PC

**See *Approving Users for your Company* for instructions on how to approve users who have requested to join a company.**

# Registering A New Company

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You are here because you are an Equipment Owner Primary Contact or Staff and wish to register a new company in The Yard.

1. After you have verified that your company is not already registered in The Yard (*See **Join a Registered Company** above*), you can register a new company by clicking on the **Create a new Company** button.

## Equipment Owner Setup

Click below to search for an existing Company to join.

Join a registered Company 

Click below to create a new Company. If you're not sure if the company already exists [click here](#) to search for the Company name before proceeding with this step.

Create a new Company 

2. Fill in the fields highlighted by the asterisk "\*" and other fields as you have information for, including your registration number with the Oregon Construction Contractors Board.

This page is for creating a new Company in The Yard.  
If you're not sure if your Company already exists on The Yard you can search for the Company name on the [Join a Company](#) page.

## Company Setup Save

<p>* <b>Company Name</b> <small>?</small></p> <input type="text"/>	<p>* <b>Address</b></p> <input type="text"/>
<p>* <b>CCB License #</b></p> <input type="text"/>	<p><b>Address 2</b></p> <input type="text"/>
<p><b>URL</b></p> <input type="text"/>	<p>* <b>City</b></p> <input type="text"/>
<p><input type="checkbox"/> COBID Certified</p>	<p>* <b>State</b></p> <input type="text"/>
<p><b>COBID #</b></p> <input type="text"/>	<p>* <b>Zip</b></p> <input type="text"/>
<p><b>COBID Type(s)</b></p> <p><input type="checkbox"/> MBE   <input type="checkbox"/> WBE   <input type="checkbox"/> ESB   <input type="checkbox"/> SDV</p> <p><input type="checkbox"/> DBE</p>	

If you are a COBID certified business, click the **COBID Certified** box, provide your certification number and indicate your company's certification type(s).

# Adding Users to a Company

## Invite a new user

1. You can invite a new user by clicking on the **More** menu at the top of the page, and then clicking **Equipment Owner** under Invitations.

The Yard will send an email invitation to register from a no-reply address (noreply@clean-air.app). You may want to inform them of the invitation separately, so they don't miss the invitation or consider it spam.

**More**

Users

Sent Invitations

**Invitations:**

Equipment Owner

## Reassign a Primary Contact

1. The Equipment Owner Primary Contact is responsible for overseeing other Staff users associated within the company, can attest on behalf of the company, and will be required to respond in the case of an audit question. Attestation is required to verify and finalize vehicle and equipment registration and to verify participation on a project. This must be a person in your company that is authorized to perform these duties on behalf of your company.

The person who creates a company will automatically be assigned as Primary Contact. To make another person in your company the Equipment Owner Primary Contact, you must navigate to their user page and click on the **View** button in the user list. At the bottom of the User View page there is an "Associated Companies" list. To update the Primary Contact, click the **Edit** button.

### Associated Companies

Associate Company

Name	Is Company Admin	Approval Status	Actions
Jo Trucks	<input checked="" type="checkbox"/>	Is Admin	

2. Assign the user the Primary Contact role by checking the **Is Company Admin** box. Click **Save** to return to the Dashboard.

### Edit Company Association

Cancel

Save

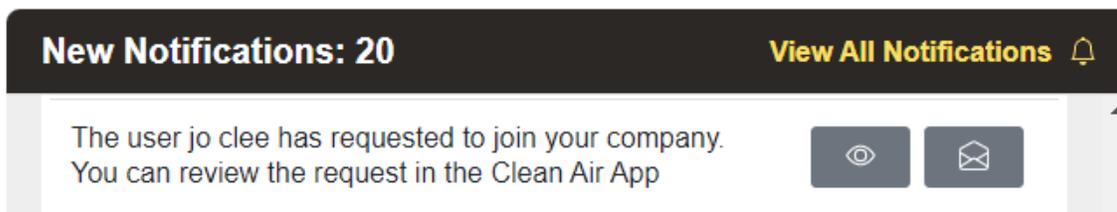
Is Company Admin

# Approving Users for your Company



The Yard requires the company's **Primary Contact** to approve other users before they can access company information including equipment lists, projects and other company users.

1. When a user requests to join your company, you will receive an email directing you to approve the user in The Yard, as well as a notification that will appear on your Dashboard.



To dismiss the notification, click the open envelope **Mark as Read**  button.

The Staff widget on your Dashboard will show the users you have already approved in green and those awaiting approval in red. In this case, Jo Clee is awaiting approval. Click the **View**  button to view the user profile.

Staff	
Name	Actions
JOHN DONE	
JOE TRUCKER	
JO CLEE	

- Review the user information to verify that the user is associated with your company. To approve the user, and grant them permission to view and edit your company information and equipment in The Yard, scroll to the bottom of the page and look at the Approval Status. The “No” means the user is not yet approved. Click the **No – Click to Approve** button to approve the user to access your company in The Yard.

### Associated Companies

Name	Is Company Admin	Approval Status	Actions
Jo Trucks		No - Click to approve	 

- Once a user is approved, the Approval Status will note the date and time of approval

Name	Is Company Admin	Approval Status	Actions
Jo Trucks		Jan 6 9:55 AM	 

# Equipment Owner Dashboard

Once a company has been established, the Equipment Owner Dashboard is a central location to enter, edit and view company equipment, staff and projects. On the Dashboard you will also receive automated notifications relating to your equipment and messages from other users. The Dashboard consists of several widgets, described below.

## Equipment Owner Dashboard

New Notifications: 0
View All Notifications

No Notifications

New Messages: 0
View All Messages

No Messages

Equipment
View All Equipment

Vehicle ID	Model	Expiration	On Road	Type	Actions
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>« &lt; 1 &gt; »</span> <span>5</span> <span>0 Items</span> </div>					

Staff

Name	Actions
Kevin Downing	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>« &lt; 1 &gt; »</span> <span>5</span> <span>1 Items</span> </div>	

Projects

Name	Project Manager	Prime Contractors	Status	Audits	Actions
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>« &lt; 1 &gt; »</span> <span>0 Items</span> </div>					

**Messages** are communications to and from other users in The Yard.

Positioning the cursor over another user's name will show a pop up of the person's name and contact information. You can message the user directly by clicking on [Send Message](#).

**Proj Mann**

**Email:** projectmanager@test.com

**Mobile:**

**Office:**

Send Message

**Notifications** provide automated information including:

- Compliance Expiration notices and reminders
- Exemption Request notices of acceptance, expiration and denial
- Notices to attest equipment information to complete registration (Equipment Owner Primary Contact only)
- Notices of equipment noncompliance (Equipment Owner Primary Contact only)
- Notices of registration sticker mailing
- Notice when an Audit is opened, reopened or completed
- Equipment flagged in an Audit and notice when resolved

**Managing Messages and Notifications.** You will also receive email notification of communications in The Yard, which will direct you to your dashboard to view the content of the notification or message.

You can [View](#) or [Mark as Read](#) directly from the Dashboard.

1. If you wish to hide messages or notifications, click on the **View all Messages** or **View all Notifications** button to enter the Message or Notification view page. From there you can click **Trash**.

**View All Messages**

**View All Notifications**

**Staff** associated with your company and registered within The Yard are listed in the Staff widget. By clicking on the **View** button you can view their contact details on the following screen.

**Equipment:** The Dashboard widget give you a summary view of all of your equipment.

1. To view your full equipment list in more detail, click **View All**
2. To add new equipment directly from the dashboard, click on **New Equipment** then proceed to **Equipment List** in the training manual for further guidance.
3. Click the **View** or **Edit** buttons next to a piece of equipment to access that equipment directly from the Dashboard.

**Projects:** When your company is assigned to projects by Project Managers, these will appear on the Projects widget. Click on the **View** button to view the project details, and view and add subcontractors and equipment rental companies.

Projects					
Name	Project Manager	Prime Contractors	Status	Audits	Actions
Project 1	<b>PROJ MANN</b>	The Business	Draft	<b>IN PROGRESS - STARTED NOV 30</b>	

« < 1 > » 1 Items

# Equipment Registration Information

The Clean Air Construction standard covers diesel powered concrete mixers and dump trucks and nonroad diesel equipment over 25 horsepower. CAC requires that all nonroad equipment (except hand tools) and on-road dump trucks and concrete mixers used on participating construction sites get registered in The Yard. Any equipment that is alternatively fueled using propane, natural gas, electricity, gasoline, etc., or under 25 horsepower still needs to be registered, though these registrations require fewer details.

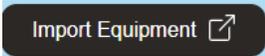
<b>On-Road / Highway Vehicle Registration Info</b> <i>Concrete mixers and dump trucks. Excludes other types of highway vehicles.</i>	<b>Nonroad Equipment Registration Info</b> <i>Non-road equipment including generators. Excludes hand tools.</i>
<b>* Vehicle / Equipment ID</b> <i>an internal company designated identifier unique to each equipment (Excavator no.55, Bobcat Skid Steer, etc.)</i>	
<b>* Vehicle / Equipment Type</b> <i>dump truck, concrete mixer, excavator, skid steer, forklift, etc.</i>	
<b>* Fuel Type</b> <i>diesel (including Biodiesel, Renewable Diesel), non-diesel</i>	
<b>* Vehicle Make</b>	<b>* Equipment manufacturer</b>
<b>Vehicle Model</b>	<b>Equipment Model</b>
<b>Vehicle Identification Number (VIN)</b>	<b>Equipment serial number</b>
<b>* Vehicle Model Year</b>	<b>* Engine horsepower: 25 hp or above?</b>
<i>- Additional information not required for non-covered equipment and vehicles -</i>	
<b>* Engine Manufacturer</b>	
<b>Engine Model</b>	
<b>* Engine Model Year</b>	
<b>* Engine Family Name</b> <i>For more information on identifying engine family names, see "Finding Diesel Engine Emission Certification Information" in FAQ</i> <a href="https://www.portland.gov/omf/brfs/procurement/clean-air-construction/clean-air-construction-faqs">https://www.portland.gov/omf/brfs/procurement/clean-air-construction/clean-air-construction-faqs</a> .	
<b>Engine serial number</b>	
<b>Engine horsepower</b>	
<b>* If applicable, Exhaust Retrofit Type</b> <ul style="list-style-type: none"> <li>• <b>Retrofit Manufacturer</b></li> <li>• <b>Retrofit Model</b></li> <li>• <b>Retrofit Serial Number</b></li> <li>• <b>Retrofit Installation Year</b></li> </ul>	

\* Required information

# Import Equipment from the Template

1. Navigate to your Equipment List. You can do this from anywhere in The Yard by clicking on **Equipment** in the menu at the top of your screen.

2. **Download equipment import template:** If you did not download the template from the CAC website, you can get it from The Yard by clicking on the **Import Equipment** button.



3. On the Import Equipment page you can click the **Download Template** button to download the Excel spreadsheet. The spreadsheet has separate tabs for highway vehicles and non-road equipment. On each tab, columns identify the requested information. Each vehicle or piece of equipment should be listed on a separate row.



4. **Upload equipment spreadsheet:** Once you have filled out the required information for the equipment you wish to register, navigate back to the Import Equipment page to upload the completed file.

## Import Equipment

SELECT FILE
BROWSE

Select an .XSLX file containing your list of equipment.

The file must be created from this template:

↓ Download template

5. **Finalize upload:** A preview will be available for you to review. Click **Import Equipment** to upload.

## Import Equipment

KD EXCAVATING EQUIPMENT IMPORT.XLSX
BROWSE

Please review the data below for errors.

After importing, you can edit individual equipment records to add any missing data.

Cancel

Import Equipment

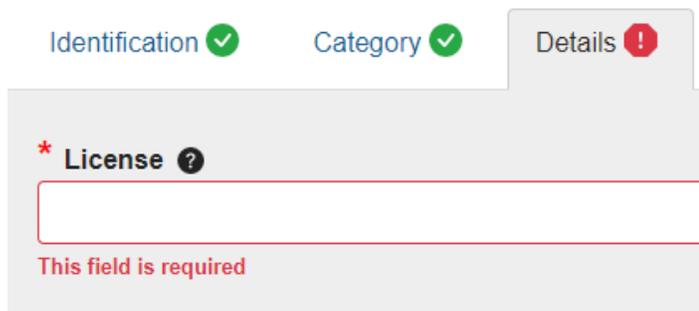
On-road Vehicle													
Vehicle ID	Type	Fuel Type	License	VIN	Vehicle Model Year	Vehicle Make	Vehicle Model	Engine Manufacturer	Engine Model	Engine Model Year	Engine Family Name	Engine Serial Number	Engin Hours
YCTL187	DUMP_TRUCK	DIESEL	YCTL187	1HTWXAHT25J010933	2005	International	7600	Cummins	ISM 385V	2005	5CEXH0661MAT	35117361	385
Truck 3	DUMP_TRUCK	DIESEL	YTLX345	1NKWL29X9FS326551	1985	Kenworth	T600A	Detroit Diesel	14.0L6	1984	None	60525917	435
Truck 2	CONCRETE_MIXER	DIESEL	845JTG	1FDXF46P67EA20240	2007	Ford	F450	Navistar	PowerStroke	2006	6NVXH06.0AEC	1858583C1	325

Non-road Equipment													
Equipment ID	Type	Fuel Type	Equipment Manufacturer	Equipment Model	Equipment Serial Number	Engine Horsepower	Engine Manufacturer	Engine Model	Engine Model Year	Engine Family Name	Engine Serial Number	Exhaust Retrofit Type	

6. **Review equipment:** The equipment information will be loaded to your Equipment List and marked as Incomplete. Review the information by clicking the **Edit** Action Button and reviewing each tabbed category.

Fill in any required information that may have been missing from your import. When the required information is complete, each tab will show a green check mark. Any incomplete fields will appear red and a red stop sign will appear on the tab. In this case, the license field is missing information.



In most cases you can freely move from one tab to another, even if there is information missing. However, the Equipment or Vehicle ID/Name field must be filled in on the Identification tab before you can move on to other tabs.

All information is automatically saved.

7. **Upload Documents:** Note that you can upload documents, including Word, PDF or picture files, to validate the equipment's engine details. Validating documentation is **required** for all Tier 4 (nonroad) or 2007 (or newer) on-road, or DPF-retrofitted equipment, since such (validated) equipment receives a permanent (non-expiring) compliance status. A photo of the engine label (showing the engine family name) or DPF typically provides sufficient validation. The CAC program may request additional information in some cases.

8. You can ask for assistance by clicking **Request Assistance**. This will notify the CAC program that you are seeking help. Please allow 2 business days for a response.

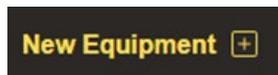
Having trouble with your equipment registration?

[Request Assistance](#) 

9. **Finalize Equipment Information:** Clicking **Done** will take you to the Equipment View page where you can finalize your equipment registration by attesting to the correctness of the information. See **Attest to Equipment Details**.

# Manual Equipment Entry

1. **New Equipment Entry:** To add equipment individually, click on **New Equipment** from the Equipment Owner Dashboard or Equipment List page for the company.



2. **Fill in information:** Here you can see several tabs requesting information about the new equipment.

In most cases you can freely move from one tab to another, even if there is information missing. However, the Equipment or Vehicle ID/Name field must be filled in on the Identification tab before you can move on to other tabs. All information is automatically saved.

3. **Ensure complete data:** When the required information is complete, each tab will show a green check mark. Any incomplete fields will appear red and a red stop sign will appear on the tab. In this case, the license field is missing information.

4. **Upload Documents:** Note that you can upload documents, including Word, PDF or picture files, to validate the equipment's engine details. Validating documentation is **required** for all Tier 4 (nonroad) or 2007 (or newer) on-road, or DPF-retrofitted equipment, since such (validated) equipment receives a permanent (non-expiring) compliance status. A photo of the engine label (showing the engine family name) or DPF typically provides sufficient validation. The CAC program may request additional information in some cases.

5. You can ask for assistance by clicking **Request Assistance**. This will notify the CAC program that you are seeking help. Please allow 2 business days for a response.

Having trouble with your equipment registration?



6. **Finalize Equipment Information:** Clicking **Done** will take you to the Equipment View page where you can finalize your equipment registration by attesting to the correctness of the information. See **Attest to Equipment Details**

# Attest to Equipment Details



The Yard requires the company's **Primary Contact** to attest to the correctness of equipment information.

1. **Review equipment details:** The View Equipment page provides equipment details to the right. To make changes, click [Edit Equipment](#).

**View Equipment: Truck #3** 
[Edit Equipment](#) [Delete Equipment](#)

**Equipment Status** NON-ATTESTED

Equipment details are complete, but must be attested before determining compliance.

Attest Equipment Details

Tier 4 and DPF-retrofitted equipment require additional validation. If your equipment is Tier 4 or retrofitted with a DPF, you must attach a photo of this equipment's engine label (clearly showing the engine family name), or of the DPF retrofit, in the Uploaded Documents section below. The photo will be reviewed by the CAC program for validation prior to mailing your compliance decal.

**Equipment Details**

<b>Company</b>	John's Construction
<b>Equipment or Vehicle ID/Name</b>	Truck #3
<b>Equipment Category</b>	On-Road
<b>Equipment Type</b>	Dump Truck
<b>Fuel Type</b>	Diesel

2. **Attest Equipment Details:** Once you have confirmed that all information is complete and any documentation is attached, click [Attest Equipment Details](#). Read the dialogue box that appears and click [Attest](#) to indicate that you agree. This affirms that the information provided is true and correct and the Equipment Status is updated to Attested.

Note that if you edit equipment details, the Primary Contact will have to re-attest that the data is correct.

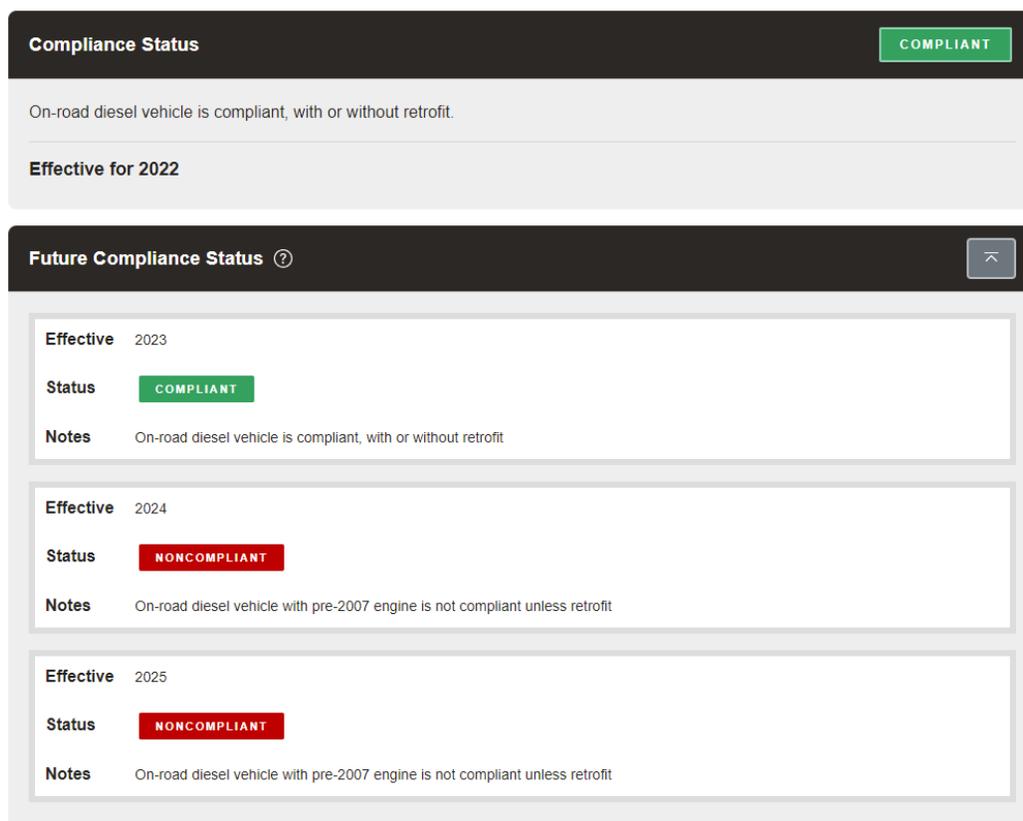
**Equipment Status** ATTESTED

Equipment details are complete and have been attested.

If equipment details are edited, re-attestation will be required.

# Review Compliance Status and Plan

1. **Understand the phase-in schedule.** The equipment emission requirements are phased in over time for the Clean Air Construction Standard. Equipment that is compliant in one year may not be in future years as the standards tighten according to the adopted schedule. In this section, you will be able to see at a glance the compliance status for each piece of equipment. Information is also provided below about options available that can maintain compliance with the program requirements, including requesting an exemption in select circumstances.
2. **View your equipment's compliance status:** From the Equipment View page, you can view the Current Compliance Status and Future Compliance Status of the equipment according to the phased-in schedule of the Clean Air Construction Standard.



**Compliance Status** COMPLIANT

On-road diesel vehicle is compliant, with or without retrofit.

Effective for 2022

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**Future Compliance Status** ?

Effective	2023	Status	COMPLIANT	Notes	On-road diesel vehicle is compliant, with or without retrofit
Effective	2024	Status	NONCOMPLIANT	Notes	On-road diesel vehicle with pre-2007 engine is not compliant unless retrofit
Effective	2025	Status	NONCOMPLIANT	Notes	On-road diesel vehicle with pre-2007 engine is not compliant unless retrofit

3. **Review compliance options:** For vehicles and equipment that do not meet the Clean Air Construction Standard, now or in future years, you may also view and select compliance plan options under Select Compliance Plan, shown below on this page. Compliance options include engine repowering, engine retrofitting, using an alternative fuel, using compliant rental equipment, or requesting an exemption due to qualifying conditions.

The Compliance Options follow a **"Best Available Technology"** approach. In other words, the compliance option for a specific piece of equipment must be the option that reduces the diesel particulate matter the most within the capabilities of that piece of equipment.

To scroll through the options, click [Show Next Option](#) to indicate your approach, click [Select this Option](#)

## Select Compliance Plan

NONE

Please select one of the options below to indicate how you plan to address noncompliance of this equipment.

### Option 1: Repower

Repower means to replace an existing engine with a new, lower emitting engine. This is most effective for diesel powered vehicles and equipment with a useful life longer than the engine. The new engine will be lower emitting and may also improve fuel economy and lower maintenance costs. Repowering can also include converting to alternative fuels like electricity. Contact a local dealer to find suitable engines that can be fit to your equipment.

SELECT THIS OPTION

Show Next Option →

# Equipment List

The Equipment List shows a comprehensive list of the equipment your company has registered in The Yard. To arrive at the Equipment List, from the Equipment Owner Dashboard, click on “View All Equipment”. Or from anywhere in The Yard, click on Equipment on the top menu.

Equipment List

Export 
Import Equipment 
New Equipment

Search
Reset

Registration #
Vehicle ID/Name

ID	Vehicle ID/Name	Type	Model	Company	Last Updated	Equipment Status	Current Compliance	Compliance Plan	Registration #	Actions
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> <span>«</span> <span>&lt;</span> <span style="background-color: #fff9c4; padding: 2px 5px;">1</span> <span>&gt;</span> <span>»</span> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">5</div> <div style="font-size: 0.8em;">0 Items</div> </div>										

- Viewing and Editing Equipment:** Clicking on the **View** button next to any listed equipment will take you to the View Equipment page and allow you to view information about the equipment. From this page, the Equipment Owner Primary Contact can attest to the accuracy of the information and finalize your registration. You can also view current and future compliance, identify a compliance plan, or request an exemption.

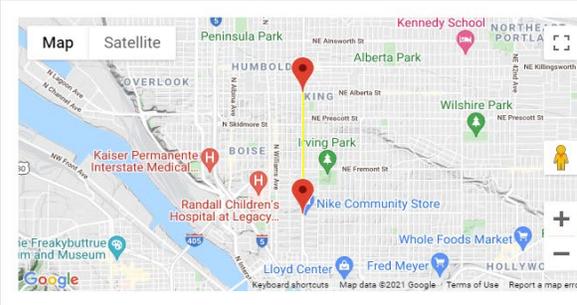
The **Edit** button will take you directly to the Edit Equipment page if you want to edit information about your equipment. Note that edits will require the Primary Contact to re-attest to the correctness of the equipment information.
- Equipment Registration Status Reports:** From the Equipment List page, you can export information about your equipment by clicking **Export**. You can download the report in one of several formats, comma separated values, Microsoft Excel, text, HTML (Hypertext Markup Language), or RTF (rich text format). For most people Microsoft Excel is the most useful format.

# Project View Page

1. If you are working on a Clean Air Construction project as a prime or any level of subcontractor, you will be invited to the project by the Project Manager or another contractor. All contractors including all tiers of subcontractors must be listed on a project in The Yard. For a project to become Active, all contractors must attest to the Clean Air Construction requirements of the project. See #3 below.
2. Navigate to the Project View page by clicking on the **View**  button from your dashboard projects widget or from the Project List page. From here you can see project details, add rentals, add subcontractors, and attest to the CAC requirements. Further down on the Project View page, you can also see the attestation status of your subcontractor's equipment. You can also upload and view supporting documentation that may be requested by Project Managers such as equipment rental agreements.

**Grand Avenue Sewer Replacement/Paving**
[Add Rental](#)
[Add Subcontractor](#)

ID	1
Name	Grand Avenue Sewer Replacement/Paving
Agency	City of Portland
Bureau / Department	
Dollar Value	\$1234
Start Date	Dec 19 '21
Estimated End Date	Nov 22 '22
Status	In Progress
Closed Date	
Project Manager	<b>PROJ MANN</b>
Prime Contractors	John's Construction ✓ Attested Dec 5 1:46 PM
Subcontractors	Jo Trucks ✓ Attested Dec 7 12:40 PM Racy's Trucking ✓ Attested Dec 15 3:40 PM



3. Scroll down the Project View page to view the Attestation Status of the Project. If you have not yet attested, you will see the view below.

### Attestation Status

**Project requires your attestation before proceeding.**

You will need to complete the following prior to the project beginning. Check your contract to ensure you meet required timelines.

- Register additional equipment or vehicles if needed
- Ensure all subcontractors using covered equipment or vehicles at any tier below you are added to the project (if any)
- Provide information for any rented equipment you will bring on the project
- Attest to your understanding of the Clean Air Construction requirements on this project.

Attest Project 

4. To attest your compliance with program requirements for this Project, click on the **Attest Project** button. The following view then appears, laying out what is meant by attestation. Click on the **Attest** button if you agree.

### Attestation

I hereby attest to confirm:

1. All subcontractors using covered equipment or vehicles at any tier below me are added to the project (if any).
2. My equipment, whether owned or rented, and that of all hired subcontractors will remain in compliance for the duration of this project, or will have a valid exemption.
3. My company and all hired subcontractors will abide by idle reduction requirements.
4. I will provide timely updates of any changes regarding all of the above.

Cancel

Attest

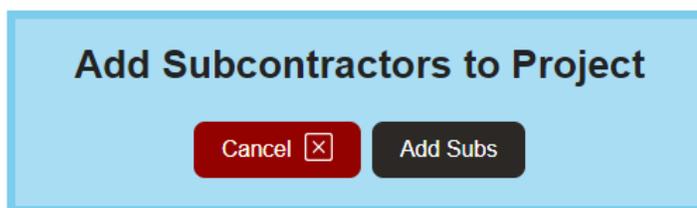
5. If you have attested for this Project, you will see the following view. All subcontractors must also attest to program requirements for each Project.

### Attestation Status

Awaiting attestation from all contractors. If you've added subcontractors to the project, please ensure that they attest.

# Adding a Subcontractor to a Project

1. From the Project View page, click the **Add Subcontractor** button at the top right. This opens a page where you can add a subcontractor by entering the company name.



Once you find the subcontractor in the list, click on their name and they will appear in the Subcontractor field. You may click in the field and enter more subcontractors. If you need to delete a company, click on the **X** next to their name.

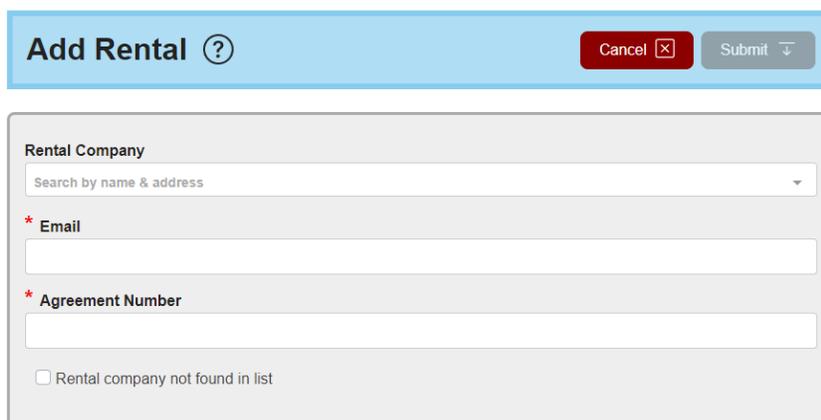


2. **Add Subs:** Once you have entered all of your subcontractors, click the **Add Subs** button. This will send them an automated email and notification that they have been added to the project.
3. **Invite new subs:** If the subcontractor is not already registered, you can invite them to set up an account by clicking in the **More** menu at the top of the page and inviting them as Equipment Owner.

# Adding a Rental Company to a Project

1. All equipment, including rentals, are required to meet CAC requirements. Due to the number of rental equipment companies and the size of their inventory, rental equipment is not required to be individually registered in The Yard. To ensure that rental equipment meets current CAC requirements, the CAC Program Coordinator will review the equipment you plan to rent. Rental equipment validated in this way must be from a business whose primary business is to rent equipment and the equipment must be clearly labeled to indicate it is a rental. If you plan to rent equipment through other informal means, that equipment must be registered in The Yard and properly display a registration decal.

2. From the Project View page, click the **Add Rental** button at the top right. Here you can add a rental company by name. If the company is already CAC approved, their name will appear. Make sure to verify the company name and location. If the company *and* location is not on the list, you can add it here by checking the **Rental company not found in list** box.



3. On the next page, fill in the information about the company including rental agreement number (or other identifier) and contact information and click **Submit** when done. The CAC Program Coordinator will validate the rental equipment used based on information you provide. You may also upload supporting information, such as your rental agreement, on the Project View page for your current project.