

# Fleet Reporting Guidance Document

## How to Copy Data Between Subcontractor and Prime Contractor Forms

Produced by Oregon Department of Transportation and Oregon Department of Environmental Quality

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This guidance is for the Nonroad and Onroad Construction Fleet Monthly Compliance Report form (here called the “Fleet Form”), version 1.02 dated 3/15/2023, which is used for reporting to the Oregon Department of Transportation and to the Oregon Department of Environmental Quality. This guidance also covers versions through 1.05 dated 1/5/2026.

Prime contractors on certain construction projects are required to use this form. If the prime has subcontractors, the prime may need equipment / vehicle information from the subs in order to fill out the form. One option<sup>1</sup> is for the prime and their subs to have separate copies of the Fleet Form. The subs would send an updated copy of their form to the prime each month, and the prime would copy the data into their copy of the form. These instructions are intended to help the prime copy data from a sub’s form into their prime copy of the form. These forms are MS Excel spreadsheets.

If you have questions or would like help with this process, please contact ODOT or DEQ.

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<sup>1</sup> Another option to consider is for the prime and their subs to share one copy of the form, using a file sharing service such as OneDrive, Google Drive, Dropbox, etc.

# Steps

## 1. Make a backup copy of the prime spreadsheet

Make a backup copy of the prime spreadsheet before transferring any subcontractor data via cut and paste for the new reporting period, just in case you make a mistake along the way. This also preserves a prior copy for record keeping purposes.

## 2. Open the prime and sub copies of the spreadsheet

Open both the prime copy of the spreadsheet and the sub copy of the spreadsheet in Excel.

## 3. Check that the subcontractor is in the prime copy

The name of the subcontractor needs to appear in the “Subcontractor Business Name” column of the Subcontractors tab of the prime spreadsheet.

	A	B
1	<b>Information about Subcontractors</b>	
2	ODOT Nonroad Equipment and Onroad Vehicles (N	
3	Please fill in one row for each subcontractor with an	
4	The subcontractors entered on this tab will show as	
5		
6		
7	<b>Subcontractor Business Name</b>	<b>COBID Certified?</b>
8		
9	Example Subcontractor	[select an option]

If the subcontractor is new and needs to be added to the prime spreadsheet, first verify that the information in the sub copy of the spreadsheet is correct. If there is a need for the sub to add/edit information in the sub copy of the spreadsheet, contact the sub and have them update their copy of the spreadsheet and then resubmit it to you as the prime. We recommend that the sub update the file name to show that it is a resubmitted copy. Repeat this process with any sub copy received until you and the sub agree that the copy you have is correct and needs no further edits. This should be the copy that information gets transferred from.

Please also ensure that the name that the subcontractor uses is their legal business name for doing business in the state of Oregon when you review the Subcontractors tab in the sub spreadsheet. You can verify this at the Oregon Secretary of the State's website or from an Oregon business license copy provided to you by the sub. It should also be listed in the subcontract that you have with the sub.

Note: In the “Equipment Operator” column of the Nonroad Equipment tab and the “Vehicle Operator” column of the Onroad Vehicles tab of the prime spreadsheet (see pictures below), the

subcontractor's name needs to exactly match what's in the "Subcontractor Business Name" column of the Subcontractors tab of the prime spreadsheet, and that should also match the "Subcontractor Business Name" column of the Subcontractors tab of the sub spreadsheet. If the names don't match exactly, you will get an error in later paste steps. You should also be able to select the correct subcontractor's name from the drop-down menu in both of these columns and tabs. The Subcontractors tab of the prime spreadsheet should be completed for each subcontractor prior to transferring information about equipment and/or vehicles that are owned/operated by that subcontractor.

	A	B
1	<b>Information about Nonroad Const</b>	
2	ODOT Nonroad Equipment and Onroad	
3	Please fill in one row for each piece of e	
4	The equipment operator list is populated	
5		
6		
7	<b>Equipment Operator</b>	<b>Equipment Type</b>
8		
9	Example Subcontractor	Aerial Lift

	A	B
1	<b>Information about Onroad Vel</b>	
2	ODOT Nonroad Equipment and Or	
3	Please fill in one row for each vehic	
4	The vehicle operator list is populat	
5	<b>Note:</b> You do not need to report co	
6		
7	<b>Vehicle Operator</b>	<b>Vehicle Type</b>
8		
9		
10	Example Subcontractor	Concrete Mixer Truck

If the subcontractor is not new, then review the sub spreadsheet for accuracy and any edits or new rows that need to be added to the prime spreadsheet for the reporting period.

## 4. Edited rows

### Determine which rows of sub data need to be edited

Have there been any rows of the Nonroad Equipment or Onroad Vehicles tabs of the sub's spreadsheet that were previously copied into the prime copy but have since undergone changes made by the sub that need to carry over to the prime spreadsheet? If so, note which rows those are in the sub spreadsheet. And, find the corresponding rows in the prime spreadsheet. A suggestion for this process is to have the sub add the date and then the new or edited information to the beginning of the Comments column (column Y on the Nonroad Equipment tab, or column AA on the Onroad Vehicles tab) of the row. An example might be "8/15/23 - new engine retrofit." This would help with identifying which rows contain new or edited data. Now we're going to copy from the sub spreadsheet and use that updated data to overwrite the corresponding rows in the prime spreadsheet.

## Copy the edited data from the sub spreadsheet

You may need to do these copy and paste steps repeatedly, once for each row of data that has been edited.

- In the sub spreadsheet, select the cells that you want to copy.

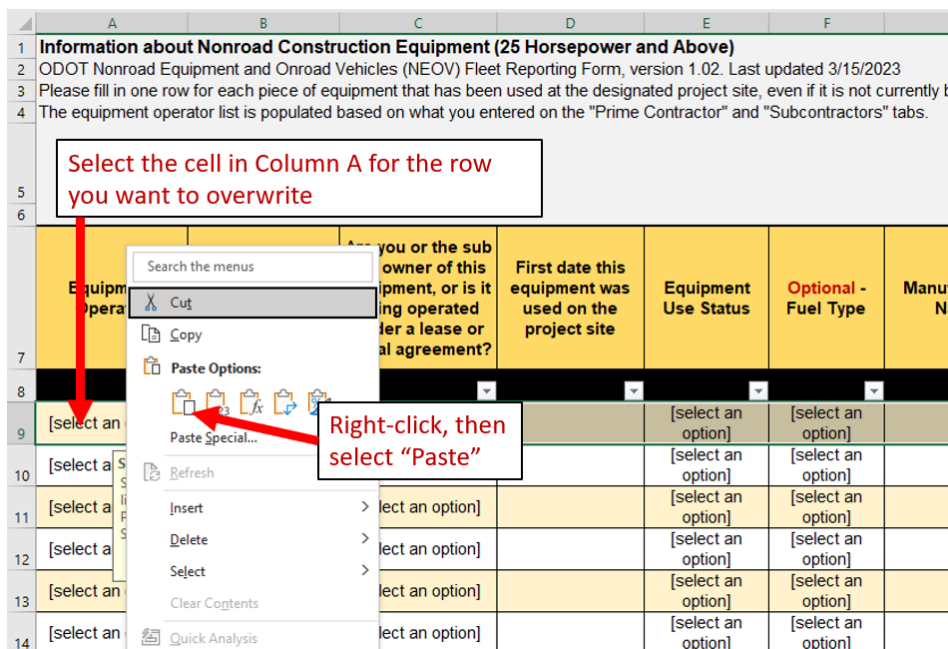
**IMPORTANT:** You should only select the columns that you are able to edit, not the columns that are for ODOT or DEQ use. So, if you are copying from the Nonroad Equipment tab, then select the cells in columns A through Y. If you are copying from the Onroad Vehicles tab, then select the cells in columns A through AA.

- If you select columns that are for ODOT or DEQ use only, you may see an error when you try to paste. (Note: If you would like to request a change in an ODOT or DEQ use only column, then please add notes in the beginning of the notes section for the row with the date preceding the request.)
- Once you've selected those columns for the row you want to copy, right-click and choose "Copy". Pressing Control-C will also work.

## Paste the edited rows into the prime spreadsheet

In the prime spreadsheet, find the row in the Nonroad Equipment or Onroad Vehicles tab that contains the old version of the data that you need to update. Select the first cell (column A) of that row. Right-click on that cell and select "Paste". Pressing Control-V is another option that will also work.

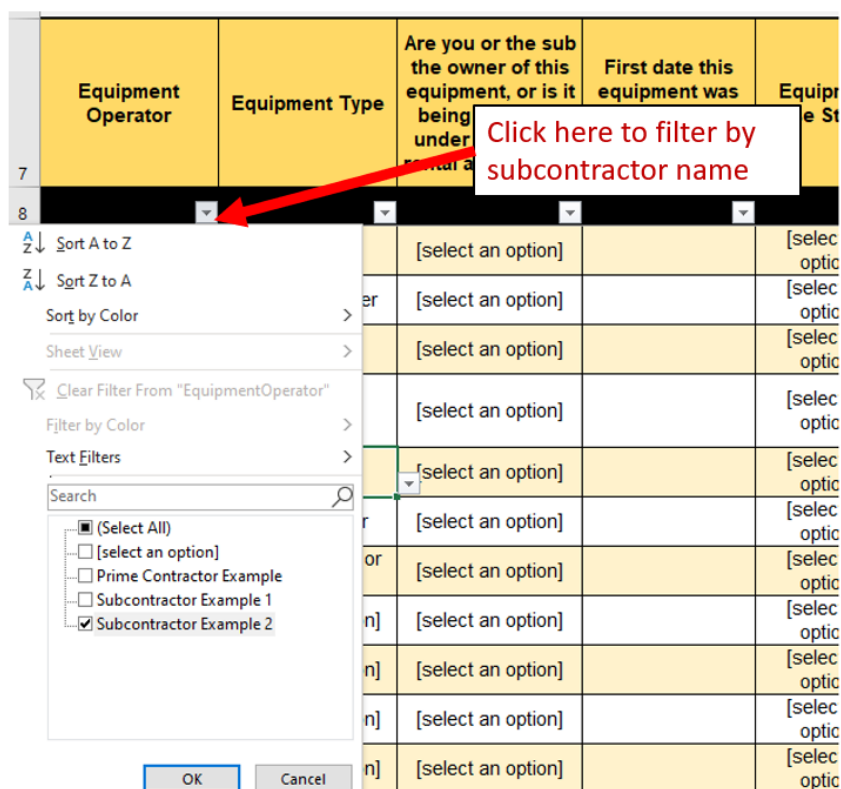
Check that the old data in that row has been overwritten with the updated data from the sub spreadsheet. Also, please make sure that there is a note in the Comments column for each row that has been edited with updated information to make it easier for ODOT and DEQ to see any changes made.



## 5. New rows

### Determine which new rows of sub data need to be copied

Are there any new rows in the Nonroad Equipment or Onroad Vehicles tabs of the sub's spreadsheet that have not yet been added to the prime copy? If so, note which rows those are. New rows should be easily identifiable by beginning in the next row after the last row of equipment or vehicles that was added during a previous reporting period in the subcontractor's spreadsheet. In the prime spreadsheet, if you would like to review only rows with entries from the particular subcontractor you are moving over information from, you can select the filter feature (shown in the picture below) in column A of both the Nonroad Equipment and Onroad Vehicles tabs. Choose the subcontractor from the list and press the "OK" button. After reviewing, you can undo the filter by selecting the filter feature again and then pressing the "Select All" option.



**Note: Rows should not be deleted.** If any equipment/vehicles are no longer in use, they should instead have the use status changed to "Inactive" in column E for the Nonroad Equipment tab or column H for the Onroad Vehicles tab.

### Copy the new rows from the sub spreadsheet

- In the sub spreadsheet, select the cells that you want to copy.

**IMPORTANT:** You should only select the columns that you are able to edit, not the columns that are for ODOT or DEQ use. So, if you are copying from the Nonroad Equipment tab, then select the cells in columns A through Y. If you are copying from the Onroad Vehicles tab, then select the cells in columns A through AA.

- If you select columns that are for ODOT or DEQ use only, you may see an error when you try to paste.
- Once you've selected those columns, for the row or rows you want to copy, right-click and choose "Copy". Pressing Control-C will also work.

## Paste the new rows into the prime spreadsheet

In the prime spreadsheet, find the first available blank row in the Nonroad Equipment or Onroad Vehicles tab, whichever you copied from in the corresponding area of the sub spreadsheet. The first blank row should follow the last row filled in with information, and it should have no filled in rows after it. Select the first cell (column A) of that row. Right-click on that cell, and select “Paste”. Pressing Control-V is another option that will also work.

**Information about Nonroad Construction Equipment (25 Horsepower and Above)**

ODOT Nonroad Equipment and Onroad Vehicles (NEOV) Fleet Reporting Form, version 1.02. Last updated 3/15/2023

Please fill in one row for each piece of equipment that has been used at the designated project site, even if it is not currently being used.

The equipment operator list is populated based on what you entered on the "Prime Contractor" and "Subcontractors" tabs.

Select the cell in Column A for the blank row where you want to paste

Right-click, then select "Paste"

	A	B	C	D	E	F
1	<b>Information about Nonroad Construction Equipment (25 Horsepower and Above)</b>					
2	ODOT Nonroad Equipment and Onroad Vehicles (NEOV) Fleet Reporting Form, version 1.02. Last updated 3/15/2023					
3	Please fill in one row for each piece of equipment that has been used at the designated project site, even if it is not currently being used.					
4	The equipment operator list is populated based on what you entered on the "Prime Contractor" and "Subcontractors" tabs.					
5						
6						
7	Equipment Operator	Are you or the sub owner of this equipment, or is it being operated under a lease or other agreement?	First date this equipment was used on the project site	Equipment Use Status	Optional - Fuel Type	Manufacturer Name
8						
9	[select an option]			[select an option]	[select an option]	
10	[select an option]			[select an option]	[select an option]	
11	[select an option]			[select an option]	[select an option]	
12	[select an option]			[select an option]	[select an option]	
13	[select an option]			[select an option]	[select an option]	
14	[select an option]			[select an option]	[select an option]	

Once you have copied and moved over all of the row data from the sub spreadsheet, review the data in the prime spreadsheet against the sub spreadsheet to ensure that the information has been copied and pasted correctly. Fix any errors that need fixing in order for the information in the prime spreadsheet to be a correct match to the sub spreadsheet. Save the transferred data in the prime spreadsheet by clicking on the save button in Excel. Pressing Control-S will also work.