

California Air Resources Board

INSTRUCTIONS FOR NOTIFYING DISTRIBUTORS, RETAILERS AND SELLERS ABOUT THE CALIFORNIA REGULATION TO LIMIT OZONE FROM INDOOR AIR CLEANING DEVICES

Updated May 27, 2011

According to Section 94807 of the State of California's regulation to limit the amount of ozone produced from indoor air cleaning devices (Title 21, Subchapter 8.7 of the California Code of Regulations), manufacturers are required to notify their distributors, retailers and sellers about the regulation, and to provide a copy of the regulation to them. Manufacturers also must submit documentation of such notification to the ARB. Both the initial notification and the submittal of documentation to ARB were required to be completed by October 18, 2009.

In order to comply with this portion of the regulation, please make sure that you have taken the following steps.

1. Download and review the sample notification letter on our website at www.arb.ca.gov/research/indoor/aircleaners/manufacturers.htm (scroll down to the sample letter) or you may try the direct link at www.arb.ca.gov/research/indoor/aircleaners/sample_notification_letter-1.pdf. Please read the letter carefully and be sure to provide the appropriate information in the letter as indicated (e.g., manufacturer contact).
2. Notify all retailers, distributors, and sellers of your air cleaner about the regulation via mail or email. When a paper notification is used, a hard copy of the final regulation must be provided with the letter, even if a link to the final regulation is included in the letter. An active, direct link to the final regulation order may be included in an email notification or the final regulation may be provided as an attachment to the email. You may download a copy of the final regulation order at www.arb.ca.gov/research/indoor/aircleaners/final_regulation_order_complete_reg_09-08-10.pdf. Please note that your computer must have Adobe Reader installed on it in order to view the document. Adobe Reader may be downloaded at no charge from <http://get.adobe.com/reader/>. If you have questions about the installation of the Adobe Reader or its impact on your computer configuration, contact your information technology department.
3. Provide ARB with documentation of the notice that was sent to all distributors, retailers and sellers, as follows. Note that all materials may be submitted electronically.
 - a. For mailed (hardcopy) notification: Acceptable documentation of a letter includes a copy of all materials mailed and the associated mailing list with complete contact information for each addressee – e.g., contact person, company name, mailing address, phone number, and email address.
 - b. For email notification: Acceptable documentation of email notification includes a copy of the email and any attachments, and the complete contact information for each email address or addressee, as specified above in 3(a).
4. Fill out the attached [transmittal form](#) and submit it along with the required materials listed in number 3, above.
5. For clarification on which entities or individuals fall under ARB's definition of "retailers, distributors, and sellers", in addition to further clarification on the notification requirement, please see the responses to questions 23 through 28 in our Frequently Asked Questions document at

www.arb.ca.gov/research/indoor/aircleaners/faq.pdf. These links and other information on the air cleaner regulation also can be accessed at www.arb.ca.gov/research/indoor/aircleaners/manufacturers.htm.

6. Where to Send Documentation

Electronic submission of documentation:

Electronic submission of documentation should be in a file format in common use (e.g., Word 2010, Excel 2010, Adobe Acrobat [PDF]). Files created in later versions of Microsoft Office should be saved in a format compatible with Microsoft Office 2010 or an earlier version. All materials submitted electronically should be sent to aircleaners@listserv.arb.ca.gov.

Hard copy documentation should be sent to:

(via U. S. or government postal service)
Susan Lum
California Air Resources Board
Research Division, 5th Floor
P.O. Box 2815
Sacramento, CA 95812

(via FedEx or other ground delivery)
Susan Lum
California Air Resources Board
Research Division, 5th Floor
1001 I Street
Sacramento, CA 95814
Phone: (916) 445-0753

- 7. Reminder:** After notifying your current distributors, retailers, and sellers as required, you must also give notice in the future to any new distributors, retailers, or sellers with whom you do business. Notification should be made as soon as possible after entering into a business relationship with a new distributor, retailer, or seller, and prior to distribution and sale of air cleaners by that entity. It is suggested that documentation of such notification be submitted to ARB on a quarterly basis whenever new distributors, retailers, and sellers have been added, and at least annually when there are few new additions.

If you have questions regarding the documentation submittal, please contact Susan Lum at (916) 323-5043 or by email at slum@arb.ca.gov.