

Instructions for Survey Completion: Products Formulated by Third Party

If your company's name is listed on the product label as "manufactured for" or "distributed by", you are responsible for completing the survey or ensuring that the manufacturer/formulator of your products provides the information that will complete your survey submission. If you are responsible for submitting the survey, but must rely upon the manufacturer/formulator of your products to ensure that your survey submission is complete, please use the following procedure:

1. Complete Forms 1, 2, and 4 (if applicable) of the survey. Please indicate that the ingredients (Form 3) will be provided by the formulator by entering "ingredients to be provided by the formulator" in the comment field of Form 2. Please include the name and contact information for the formulator in the comment field of Form 2.
2. Click on the "**Perform QC Check**" button on the main screen of the Architectural Coatings Reporting Tool (ACRT) and make sure the only errors are due to not completing Form 3. Fix any errors that are not associated with the incomplete Form 3.
3. Click "**Backup Survey.**"
4. Click "**Backup Data.**" This creates the csv files you will use for submittal to ARB via the Upload Portal.
5. Submit all csv files (t1_coinfo_bu.csv, t2_proinfo_bu.csv, t3_ingredinfo_bu.csv, t4_color_details_bu.csv, and t_certify_bu.csv) and labels to the upload portal (https://ssl.arb.ca.gov/consprodsurv/cps_logon_form.php)
6. Provide the excel template (http://www.arb.ca.gov/coatings/arch/survey/2014/2014_arb_archcoatsurvey_template12_31_14.xlsx) to the formulator with the "Co Code" and "Entry #" already populated in the Form3_Template worksheet. Include, in the comment field, the necessary information for the formulator to identify the correct ingredients for the product.
7. Provide the [certification table](#) to the formulator to complete.
8. The formulator will need to sign-up for a user ID and password for the upload portal (https://ssl.arb.ca.gov/consprodsurv/cps_logon_form.php). Make sure the formulator registers as reporting for architectural coatings.

9. Once the formulator has completed the ingredient information (all ingredients sum to 100% for each product), the formulator needs to save the Form3_Template worksheet as a csv file.
10. The formulator submits the Form3_Template and the certification form (as csv files) using the upload portal.

If you have any questions about these instructions, the ACRT, or the Architectural Coatings Program, please email your questions to ArchCoatSurvey@arb.ca.gov.