PART III:
Before You Begin...

GUIDELINES FOR COMPLETING THE SURVEY

This section provides an overview for particular items on the forms and provides guidelines for filling out and completing the survey. Before you begin filling out the survey forms, please carefully read through these guidelines and the instructions on the back of the forms. Note: *only* use the forms in this survey packet, do not use *any* previous consumer product survey forms.

Who Must Complete the Survey?

Each *responsible party* must complete the entire survey. For the purpose of this survey, the "responsible party" means the company, firm, or establishment listed on the label of a consumer or commercial product covered by this survey (see survey categories, page 78) that was sold with intention for use in California during Calendar Year 2001. If the label lists two companies, firms, or establishments, the responsible party is the party that the product was "manufactured for" or "distributed by," as noted on the label.

If you are a *responsible party* for any product covered by this survey (see survey categories, page 78), this survey is mandatory and must be submitted to the ARB by January 31, 2003. If we do not receive a completed survey by the due date, it is a violation of state regulations and the *responsible party* will be referred to the ARB's Enforcement Division for appropriate enforcement action.

The survey must be received from *both* the *responsible party and formulator* by

January 31, 2003.

The completed survey must be received by January 31, 2003 from both the *responsible party* and *formulator*. If you are using a *formulator*, we advise sending the copy of the ingredient form (FORM 4) to the *formulator* in a timely manner to allow time for completion before the due date.

Using a Formulator

For the purposes of this survey, the "formulator" means a company/person, other than the *responsible party*, that holds the ingredient information for a product. Because many *responsible parties* do not hold their own formulas, it is expected that many *formulators* will be submitting product ingredient information to ARB. FORM 2 has been provided for *responsible parties* to identify which *formulators* will be submitting ingredient information on behalf of the *responsible party*. The *responsible party* is ultimately responsible for ensuring all survey data is turned in to the ARB by the due date.

Designation of Confidential Information

State law protects the confidentiality of trade secrets (Title 17, CCR, Sections 91000-91022). The Confidential Information Form on page 21 provides a summary of these regulations and the full citation of these sections is provided in Attachment B on page 39. The ARB has many years of experience in handling confidential information and takes its responsibilities very seriously. All confidential information will be kept in specifically designated, locked file cabinets and will only be accessible to authorized ARB staff on an "as needed" basis.

If you wish to designate information as confidential, fill out the Confidential Information Form on page 21 and check the confidential box on each form as described. The confidential boxes, like the one shown to the left, are located in the upper left-hand corner of all forms. All information that is designated as confidential will be handled in strict accordance with ARB confidentiality regulations and policies.

Check (✔) if Confidential ❑

Types of Products to Report

This survey is intended to collect information about chemically formulated consumer and commercial products used by households and institutions (such as commercial, service, and governmental establishments), and also products used by industrial entities for the maintenance or operation of their facilities. This survey only covers products sold with intention for use in California, during Calendar Year 2001. This survey is *not* intended to collect information about industrial products used *exclusively* for on-site manufacture or construction of goods or commodities. A list of the product categories covered by this survey has been provided on page 37.

Prescription-only drugs and agricultural-use *pesticides* are not covered by this survey, and do not need to be reported. However, for the purposes of this survey, over-the-counter drugs (OTC), anti-microbial, health benefit products, and *pet care products* are consumer products and must be reported. FORM 3, Section B, Item 5, "Product Type" contains check boxes for OTC drugs, and *pet care products*. These designations will enable staff to differentiate OTC drugs from non-drugs, and products intended for humans from those intended for pets. In addition, *pet care products* will be reported separately in the published results of the survey.

Understanding Category Descriptions vs. Related Definitions

As an aid for completing the survey, please note the difference between *Category Descriptions* (page 78) and *Related Definitions* (page 85). Category descriptions are provided to detail the specifics of each category being surveyed, while, the related definitions are included solely for the purpose of clarifying terms used throughout the survey.

Category Descriptions. To clearly describe the product categories covered in this survey, the complete list of category descriptions has been provided on page 78. It should be noted that these descriptions are for survey purposes only. Some of the categories chosen for this survey are defined and/or regulated in the California Consumer Products Regulation (Title 17, CCR, Sections 94507-94517). However, some of these "regulatory definitions" have been modified, for survey purposes only, to gather a broader range of information about those categories. Because these descriptions are for survey purposes only, they are referred to as "descriptions" rather than definitions.

The general survey categories are listed below. See page 78 for complete titles, ARB survey codes, and full descriptions of the categories.

- Adhesive Remover
- Anti-Static Product
- Body Wipes
- Contact Adhesive
- Electronic Cleaner
- Fabric or Leather Waterproofer
- Footwear Care Product
- General Purpose Degreaser
- Graffiti Remover
- Insect Repellent: non-aerosol
- Jewelry Cleaner
- Leather Care Product
- Multi-purpose Remover
- Packaged Solvent
- Personal Foaming Product
- Personal Hygiene Product
- Shaving Gel
- Solvent Parts Cleaner: non-aerosol
- Wood Cleaner
- Fabric Care
- Hair Care
- Nail Care
- Toilet/Urinal Care

Related Definitions. To help clarify terms used throughout the survey, many related definitions have been provided on page 85. All of the definitions in this section are intended for survey purposes only. Many of the related definitions are worded exactly as they appear in the California Consumer Products Regulation (Title 17, CCR, Sections 94500-94506.5, 94507-94517, and 94520-94528). However, ARB

staff defined or redefined the remaining related definitions for survey purposes only. This survey is not intended to be used in conjunction with the California Consumer Products Regulation; all necessary information to complete this survey is provided within this document.

Reporting Products

This section provides instruction on how to report specific products and keep track of multiple products when submitting the survey.

Selecting Category Codes. A list of the product categories covered by this survey and their respective ARB survey codes have been provided on page 37; they are also listed with the full category descriptions on page 78. On FORM 3, Section B, Item 1 "Primary Category Code," you must select the category code that *best* describes your product according to the product's *principal display panel.* Note that there is also space for listing additional category codes for products that fit into more than one survey category, according to their *principal display panel.* The "Additional Category Codes" field has been added to this survey because of the unique products being surveyed that have multiple-use claims listed on their *principal display panel.*

For example: a 3-in-1 nail product that is a nail polish primarily, but also has topcoat and base coat claims listed on the *principal display panel*, would require three different category codes: a primary category code of 41 for nail polish, and the additional category codes of 45 for topcoat, and 40 for base coat/undercoat.

Grouping of Products. Rather than reporting very similar products multiple times, a single *product group* may be reported. If a group of products meets the requirements for grouping as defined below, only one FORM 3 and one FORM 4 is required for that *product group*. Please note that if you have grouped products, you need to list these products as described in the instructions on FORM 3.

> *Product Group* means a group of products represented together for the purposes of this survey that differ only by size, color, and/or fragrance, and meet all of the following grouping requirements:
>
> 1. All products must have the same Category Code;
> 2. All products must be the same form (e.g. aerosol, pump spray, etc.); and
> 3. Grouped products must have no greater than two percent variation in total *VOC* content, where the difference is only due to the type or amount of *fragrance* or *colorant.*

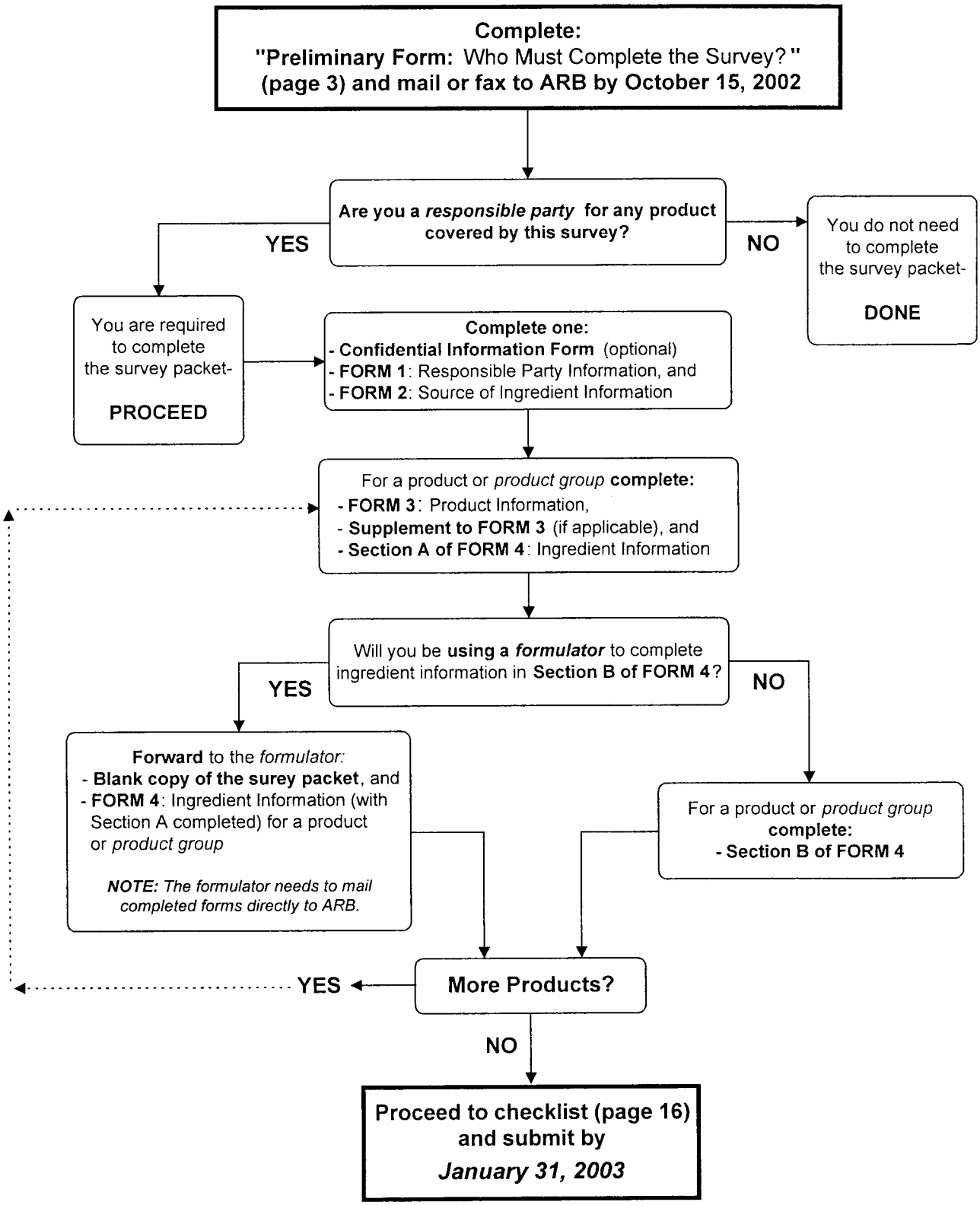
Using Product Tracking Numbers. For each product or *product group*, a "product tracking number" must be assigned by the *responsible party* to associate all related forms and *labels* that provide data for each product or *product group*. The *responsible party* must assign a sequential (1,2,3,4...) tracking number for each product or *product group* submitted. The number should then be entered into the "Product Tracking #" box, like the one shown to the right, which is located in the upper right corner of FORMs 3, 4, and if applicable for that product, the Supplement to FORM 3.

Product Tracking #: _____

> *For example*: the first product submitted will have a "1" written into the "Product Tracking #" box on both FORM 3 and FORM 4 for that product; the second product will have a "2" in the "Product Tracking #" box on both FORM 3 and FORM 4; and so on. This tracking number is also used on the *label*, FORM 2, and the Supplement to FORM 3.

Flowchart for Completing the Survey

This flowchart has been provided to guide respondents through completing this survey. Respondents should use this chart to ensure that they understand the steps in completing survey forms.



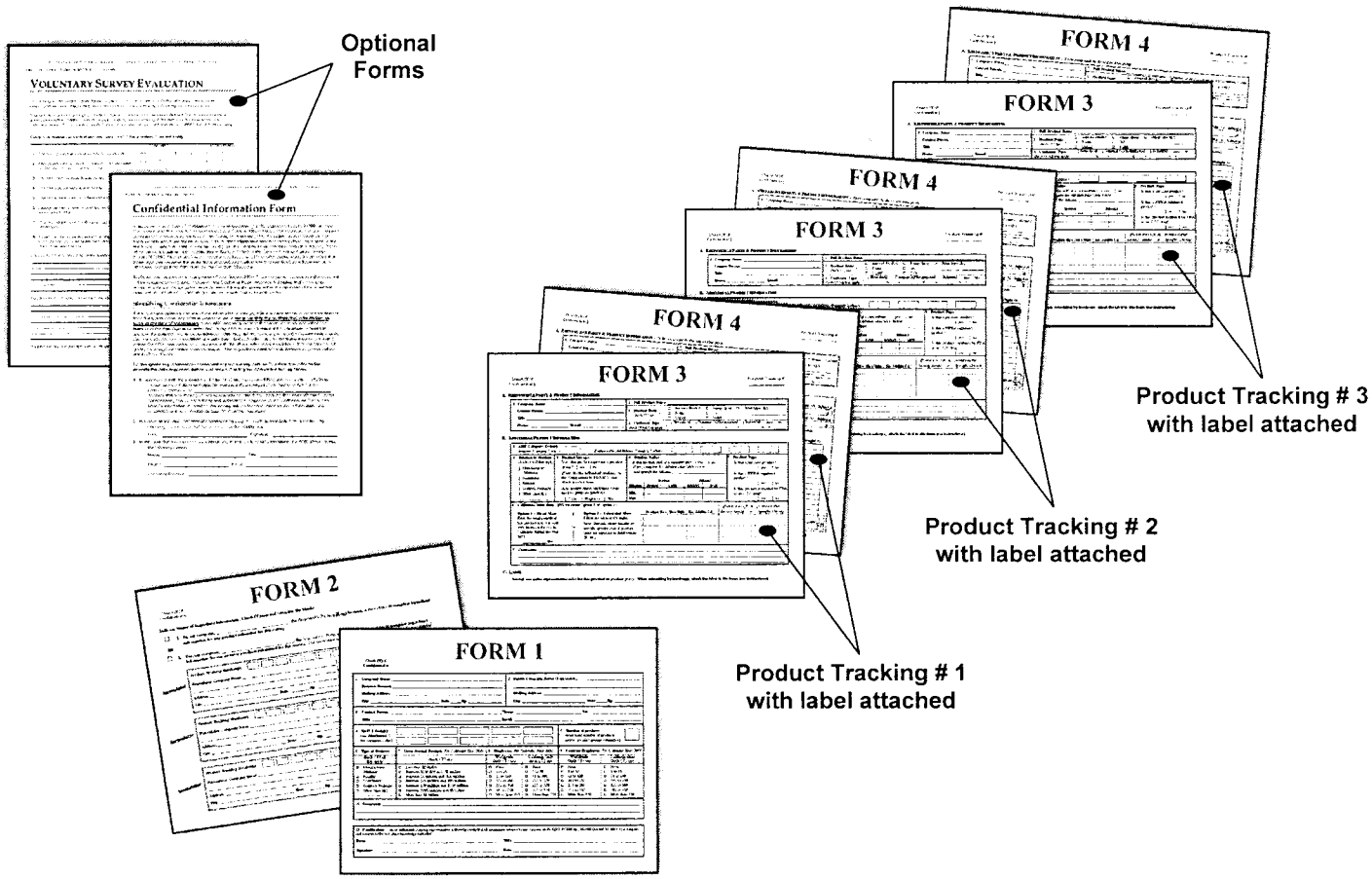
SUBMITTING THE COMPLETED SURVEY

This section provides details about the two options to complete and submit the survey and about how to submit the survey once complete. Choose only one submission option, *either* the hardcopy option *or* the electronic option as described below. A checklist is also provided to reference before mailing the survey back to ARB.

Hardcopy Option

The survey forms may be typed or filled out by hand. Once completed, mail the hardcopies to one of the addresses listed below in the "Mailing" section.

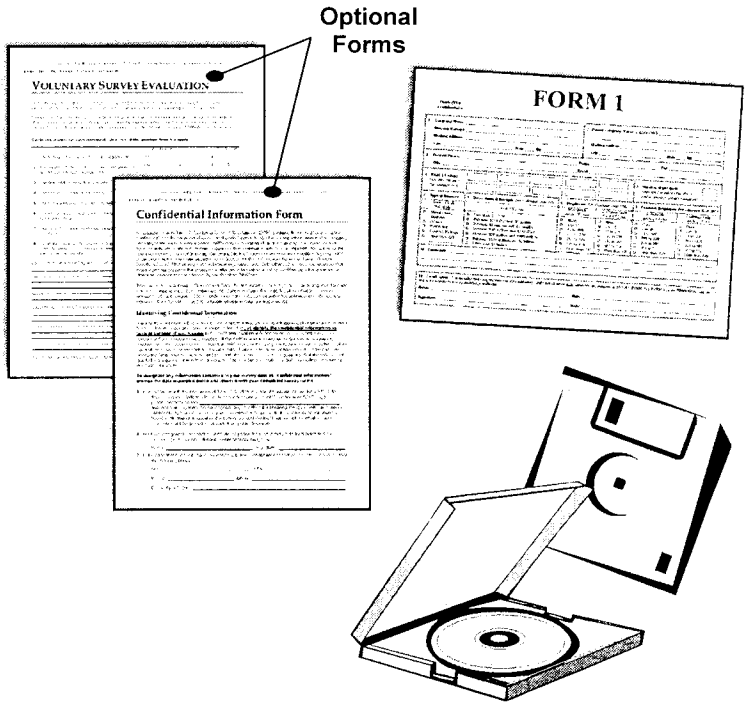
When mailing hardcopies, assemble the forms in such a way as to keep related forms together, as shown in the example below. In addition, attach each product *label* to its corresponding FORM 3.



Electronic Option

An interactive electronic version of the survey is being offered to assist you in filling out the forms. To save time, the electronic version will automatically fill in duplicative areas on the forms. The electronic version will also allow you to generate reports after entering the survey data. To simplify and streamline the data gathering process, we strongly encourage using the electronic submittal option that is available.

Following completion of all data entry, the information should be saved to a disc and mailed to ARB (see mailing addresses below) along with a completed hardcopy of FORM 1 and if applicable, a hardcopy of the Confidential Information Form and the Voluntary Survey Evaluation. See FORM 3 instructions for information on hardcopy and electronic label submittal.



Visit the survey website for more details on obtaining the electronic forms at: www.arb.ca.gov/consprod/regact/2001 surv/2001surv.htm. Contact ARB survey staff (see page 37) if you have any questions regarding electronic submittal.

Mailing

Refer to the "Checklist for Submitting the Survey" on the next page to ensure your survey packet is complete, and then return the completed survey (*either* the electronic *or* hardcopy option) to one of the addresses below.

Regular Mail:	**Overnight Mail:**
California Air Resources Board P.O. Box 2815 Sacramento, CA 95812 *Attn: SSD, Measures Development Section, 2001 Survey*	California EPA Headquarters Building Air Resources Board 1001 I Street (6th Floor) Sacramento, CA 95814 *Attn: SSD, Measures Development Section, 2001 Survey*

Checklist for Submitting the Survey

This checklist has been provided as a tool to help respondents ensure that each part of the survey has been completed before mailing. See "Mailing" section (previous page) for addresses. The table also summarizes "who" is responsible for "which" components of the survey, and lists the due dates for each survey component.

Required By:	Survey Component:	Due Date:
Everyone Who Receives the Survey Packet	✓ **Preliminary Form: Who Must Complete the Survey?** -upon receipt, immediately mail or fax to ARB -submit one	October 15, 2002
Responsible Party	✓ **FORM 1 - Responsible Party Information** -submit one ✓ **FORM 2 - Source of Ingredient Information** -submit one ✓ **FORM 3 - Product Information** -submit one per product or *product group* -attach one representative **label** to each FORM 2 ✓ **Supplement to FORM 3 - Product Group Details** -submit one per *product group*	January 31, 2003
Responsible Party and Formulator (*if applicable*)	✓ **FORM 4 - Ingredient Information** -submit one per product or *product group* -*responsible party* always completes Section A -*responsible party* may need to forward FORM 4 to a *formulator* for completion of Section B	January 31, 2003
Optional For:	**Survey Component:**	**Due Date:**
Responsible Party and Formulator	✓ **Confidential Information Form** -submit one ✓ **Voluntary Survey Evaluation** -submit one	January 31, 2003

FOR MORE INFORMATION...

This section lists way to obtain more information about this survey, consumer products and other air pollution regulations, and provides staff contacts.

Websites

The following sites are provided for more information, however, they are not required to complete this survey.

- **Survey** – *www.arb.ca.gov/consprod/regact/2001surv/2001surv.htm* – Survey forms, related meetings and information, correspondence and other activities related to this survey are posted here.
- **Consumer Products Program** – *www.arb.ca.gov/consprod/consprod.htm* – Provides information about the ARB consumer products program and allows you to sign up for a list server, which will send you an e-mail notice when new information is posted to the consumer products website.
- **Reactivity** – *www.arb.ca.gov/research/reactivity/reactivity.htm* – Visit this site for background, current activities, and the latest information concerning reactivity at the ARB.
- **ARB** – *www.arb.ca.gov* – ARB homepage with links to all programs, regulatory activities, and much more.
- **Air-related Laws and Regulations** – *www.arb.ca.gov/html/lawsregs.htm* – This site provides links to federal, state, and district laws and regulations.

ARB Staff Contacts

For general questions or other requests please contact the following staff. For category-specific questions, see page 37 of this packet for the specific staff contact.

Name	Phone	Email
David Mallory, Manager	916-445-8316	dmallory@arb.ca.gov
Michelle Byars, Survey Co-lead	916-324-9551	mbyars@arb.ca.gov
Amy Livingston, Survey Co-lead	916-324-9549	alivings@arb.ca.gov