

Survey Webcast Training
December 3, 2004

The Survey Packet

*An overview of the packet
components*

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California Air Resources Board

Table of Contents

- Nine Parts (sections)
- Survey Forms 1-4 in Part IV

Part I: Responsible Party Identification aka the "Preliminary Form"

*Past due date of 11/24/04...
fax to us by next week if you haven't turned in yet.*

Two Main Purposes:

- Help companies identify themselves as a *Responsible Party*
- Lets ARB know if the survey packet was received

Part II: Survey Introduction

- Background
- Purpose & Goals
- Workgroup Formed
- Updates Since the 2001 Survey

Part III: Before You Begin...

- Guidelines for Completing the Survey
- Submitting the Completed Survey
- For More Information

Part IV: Forms & Instructions

- Confidential Information Form (optional)
- FORM 1: Responsible Party Information
- FORM 2: Source of Ingredient Information
- FORM 3: Product Information, *including grouping supplement*
- FORM 4: Ingredient Information

Part V: Attachments for Reference

- **Attachment A-**
List of Survey Categories and Codes
- **Attachments C and D-**
For reference while completing
FORM 3
- **Attachments E, F, and G -**
For reference while completing
ingredient information on FORM 4

Part VI: Samples

- **Three samples of completed forms**
- **Provide a “quick” visual of the type of information asked for**

Part VII: Definitions

Two Types of Definitions:

- Definitions for Bolded Categories from Category List
- Other definitions related to the survey

Part VIII: Special Reporting Requirements for Aerosol Adhesives

- For Responsible Parties of Aerosol Adhesives only
- Fulfills reporting requirements of Title 17, section 94513(d) of the Consumer Products Regulation

Questions?

*Contact Tom Roemer, **troemer@arb.ca.gov***

*OR Judy Yee, **jyee@arb.ca.gov***

Part IX: Voluntary Survey Evaluation

- Gives opportunity for critique and feedback on the survey packet
- We received very good input from 2001 Survey respondents

THE END

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