

Survey Webcast Training
December 3, 2004

Completing The Survey

An Overview

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Major Steps (the “to-do list”)

- Receive and Review Survey Packet
- Send in Preliminary Form
- Compile “Master” List of Reportable Products
- Collect Required Data
- Compile Final Data, Complete all Forms
- Submit Data to ARB

1) Receive and Review Survey Packet

- Should have been received by now
- Also available at the survey website:
www.arb.ca.gov/consprod/regact/2003surv/2003surv.htm
- Review the survey packet and instructions

2) Send in Preliminary Form

- Complete and return to ARB right away
- Complete Questions 1-3
- Instructions for return to ARB in step 4

3) Compile “Master” List of Reportable Products

- List of every product that will be reported
- Two questions to ask yourself about each product you work with...
 - 1) Is this product being surveyed?
 - 2) Am I the *Responsible Party* for this product?

3) Compile “Master” List of Reportable Products (con’t)

Question 1: *Is this product being surveyed?*

Where to find answers....

- “What to Report...and not to Report” section
- Category List

3) Compile “Master” List of Reportable Products (con’t)

Question 2 : *Am I the Responsible Party for this product?*

Where to find answers....

- Definition of *Responsible Party*
- Your product labels!

4) Collect Required Data

- General company information for *FORM 1*
- Formulator's contact information for *FORM 2*
- Product information for *FORMS 3 and 4*
 - *Labels*
 - *Sales information*
 - *Ingredient information*
 - *Other information*

5) Compile Final Data, Complete all Forms

- Completeness and Quality Check
- Hardcopy option
 - Hand-write/type forms yourself
 - ARB performs data-entry once received
- Electronic option
 - Request Responsible Party or Formulator CD with database (email request to: **jdean@arb.ca.gov**)
 - Companies enter data into electronic forms
 - Time saver for many companies, and ARB

6) Submit Data to ARB

- Mailing information provided on Page III-9
- For electronic submittal, still need to submit hardcopy of FORM 1
- Mail BEFORE the due date

THE END

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