



California Environmental Protection Agency

Air Resources Board

2003

CONSUMER

&

COMMERCIAL

PRODUCTS

SURVEY

**Per California State Law,
Completion and Submittal
of These Forms are
Mandatory.**

**Preliminary Form Due Date:
November 24, 2004**

**All other Forms Due
March 15, 2005**





Terry Tamminen
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov



Arnold Schwarzenegger
Governor

November 3, 2004

Dear Sir or Madam:

Enclosed please find a copy of the California Air Resources Board's (CARB) 2003 Consumer & Commercial Products Survey (2003 survey). In this survey, CARB will be gathering data about consumer and commercial products that were sold with intention for use in California during Calendar Year 2003. This survey represents the first round of a two-part effort to update our consumer products volatile organic compound (VOC) emissions inventory and evaluate the feasibility of further reducing consumer product VOC emissions. Response to this survey also fulfills special reporting requirements for aerosol adhesives, outlined in title 17, section 94513(d) of the California Code of Regulations. The second survey, encompassing Calendar Year 2005 sales, is planned for 2006.

These two surveys represent our most comprehensive survey effort to date. As a result, virtually all consumer products must be reported in one of the two surveys. The survey instructions specifically address which categories must be reported under the 2003 survey, and which categories have been deferred until the 2005 survey. Please note that completion of the survey is mandatory under California State Law.

To help develop the survey, the 2003 Survey Stakeholder Workgroup (Workgroup) was formed, and more than 70 stakeholders actively participated in the Workgroup. I would like to express my personal appreciation to the individuals and associations that assisted us in developing this survey through the Workgroup, as your input has proven invaluable. We appreciate the effort, resources and commitment industry will put forth to complete the survey.

Please return the "Preliminary Form: Who Must Complete the 2003 Survey?" on page I-2 to CARB as soon as possible, but no later than November 24, 2004. This form will help you determine if you are a responsible party for any product covered by this survey, and will also help CARB track receipt of the survey packet. The completed survey is due to CARB by March 15, 2005. To assist you in completing the survey more quickly, we strongly encourage using the electronic submittal option (see Part III of the survey packet for details).

If, after completing the Preliminary Form, you determine you are a responsible party, we recommend that you read the entire survey packet. The packet is specifically designed

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Sir or Madam
November 3, 2004
Page 2

to help you complete the survey, and contains all you need to get started right away. Nevertheless, to further assist you in completing the survey, CARB will be conducting a webcast survey training session from 8:00 AM to 12:00 PM PST on Friday, December 3, 2004, from the Central Valley Auditorium of the Cal/EPA Headquarters Building in Sacramento, California. You may attend in person, or participate in the training via the webcast. Prior to the training, visit our website, <http://www.arb.ca.gov/consprod/regact/2003surv/2003surv.htm>, to obtain the webcast link and handouts for the training session.

We have included a voluntary survey evaluation as the last page of the survey. Following completion of the survey forms, please rate the layout, usability, and readability of the survey packet and submit this evaluation to CARB. Together, we can further improve the format for future survey efforts.

For additional hardcopies of the survey, see the survey website at: <http://www.arb.ca.gov/consprod/regact/2003surv/2003surv.htm>. If you have questions concerning completion of the survey, or know of more companies that should receive the survey, please contact Ms. Amy Livingston, Measures Development Section, at (916) 324-9551 or by e mail at alivings@arb.ca.gov.

Sincerely,



Peter D. Venturini, Chief
Stationary Source Division
Air Resources Board

Enclosure

cc: Janette Brooks, Chief
Air Quality Measures Branch
Stationary Source Division

David Mallory, Manager
Measures Development Section
Air Quality Measures Branch

Amy Livingston
Measures Development Section

TABLE OF CONTENTS

| | |
|---|--------------|
| PART I: RESPONSIBLE PARTY IDENTIFICATION | I-1 |
| Preliminary Form: Who Must Complete the 2003 Survey? <i>(For immediate reply)</i> | I-2 |
| PART II: SURVEY INTRODUCTION | II-1 |
| Overview | II-2 |
| <i>Background</i> | II-2 |
| <i>Purpose & Goals</i> | II-2 |
| Survey Development | II-3 |
| <i>Workgroup Formed</i> | II-3 |
| <i>Updates Since the 2001 Survey</i> | II-4 |
| PART III: BEFORE YOU BEGIN... | III-1 |
| Guidelines for Completing the Survey | III-2 |
| <i>Who Must Complete the Survey?</i> | III-2 |
| <i>Designation of Confidential Information</i> | III-2 |
| <i>Types of Products to Report...and not to Report</i> | III-3 |
| <i>Survey Definitions</i> | III-4 |
| <i>Reporting Products</i> | III-4 |
| <i>Flowchart for Completing the Survey</i> | III-6 |
| Submitting the Completed Survey | III-7 |
| <i>Hardcopy Option</i> | III-7 |
| <i>Electronic Option</i> | III-8 |
| <i>Submitting Product Labels</i> | III-9 |
| <i>Mailing</i> | III-9 |
| <i>Checklist for Submitting the Survey</i> | III-10 |
| For More Information (includes ARB staff contacts) | III-11 |
| PART IV: FORMS & INSTRUCTIONS | IV-1 |
| Confidential Information Form | IV-2 |
| FORM 1 and Instructions | IV-3 |
| FORM 2 and Instructions | IV-5 |
| FORM 3 and Instructions | IV-7 |
| Supplement to FORM 3 | IV-10 |
| FORM 4 and Instructions | IV-11 |
| PART V: ATTACHMENTS FOR REFERENCE | V-1 |
| Attachment A: List of Survey Categories and Codes | V-2 |
| Attachment B: Statute: Disclosure of Public Records | V-13 |
| Attachment C: 2002 NAICS Codes | V-15 |
| Attachment D: U.S. Resident Population | V-17 |
| Attachment E: LVP-VOCs to be Individually Reported | V-18 |
| Attachment F: Hydrocarbon Solvent Information | V-21 |
| Attachment G: Reactivity Bin Numbers | V-24 |
| PART VI: SAMPLES OF COMPLETED FORMS | VI-1 |
| Sample #1: Lickety Split Adhesive Remover | VI-2 |
| Sample #2: 3 in 1 Nail Miracle | VI-7 |
| Sample #3: Kitty-B-Clean Cat Bathing Wipes | VI-13 |

Continued...

PART VII: DEFINITIONS

VII-1

Definitions for **Bolded** Categories (CARB-defined categories on the category list are **Bolded**)..... VII-2
Related Definitions..... VII-18

PART VIII: SPECIAL REPORTING REQUIREMENTS FOR AEROSOL ADHESIVES **VIII-1**

Requirements for Aerosol Adhesive Responsible Parties..... VIII-2
General Instructions for Forms AA-1 through AA-3..... VIII-2
Forms AA-1 through AA-3 VIII-3

PART IX: VOLUNTARY SURVEY EVALUATION

IX-1

Voluntary Survey EvaluationIX-2

**Per California State Law,
Completion and Submittal
of These Forms are
Mandatory.**

**Preliminary Form Due Date:
November 24, 2004**

**All other Forms Due
March 15, 2005**