

## Reporting Products

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

**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 left, which is located in the upper left corner of FORMs 3, 4, and if applicable for that product, the Supplement to FORM 3.

**Product Tracking #:**

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*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 product label submittals, FORM 2, and the Supplement to FORM 3.

**Multiple Categories Codes.** If your product fits into more than one category according to the principal display panel, list any additional category codes on FORM 3, item #3. 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 general purpose degreaser/cleaner that is a degreaser primarily, but also has general purpose cleaning claims listed on the principal display panel, would require two different category codes: a primary category code of 20326 for general purpose degreaser and an additional category code of 20325 for general purpose cleaner.

**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 as defined below, only one FORM 3 and one FORM 4 is required for that product group. Note that products with more than two percent variation in VOC content cannot be grouped. Also note that if your products meet the criteria for grouping, and you choose to report your products as a group, you will need to list the details of the group on the Supplement to FORM 3.

**Products with more than  
2% variation in VOC  
content cannot be grouped.**

**Product Group** means a group of products represented together for the purposes of this survey that differ only by size, color, botanical/herbal extract, fragrance, and/or brand name and meet all of the following grouping requirements:

- 1) All products must have the same survey category code(s);
- 2) All products must be the same dispensed form (e.g. liquid, solid, mist/dispersed spray etc., from the choices in item 6 on FORM 3); 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, colorant, or botanical/herbal extracts.

**Kits.** When multiple, different, products are sold together in one kit or package, individual components must be reported separately, according to survey categories. Include the component name in the use claims listed on their principal display panel.

*For example:* "ACME Office Supply Kit" includes "Permanent Markers," "Highlighters," and "Correction Fluid." Each of these three components must be reported since they fit into separate categories in this survey. The full product name for the permanent markers would be "ACME Office Supply Kit; Permanent Markers."

**Multi-packs.** Multiple units of the same item sold together comprise a multi-pack. See FORM 3, item #11, General Information question regarding multi-packs.

*For example:* ACME package of 12 black Permanent Markers sold as one product would be considered a multi-pack. On FORM 3, item #12, report Product Size as "12 pack." Report the combined quantity of ink from the 12 markers in the Volume/Mass filled area, and report the number of "12 packs" sold in CA in 2006 in the Number of Individual Product Units Sold area.

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

**Preliminary Form  
Due: August 14, 2007**

**Completed Survey  
Due: November 21, 2007**