

2013 Consumer and Commercial Products Survey

February 4, 2015

<http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>



California Environmental Protection Agency
Air Resources Board

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Webinar Agenda

- ❑ Current Survey Upload Statistics
- ❑ 2013 Consumer and Commercial Products Survey (2013 Survey) Overview
- ❑ Uploading Survey Data
- ❑ 5 minute break at 11:30am PST
- ❑ Frequently Asked Q & A

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Current Statistics

- ❑ Upload portal was made available on December 31, 2014
- ❑ The portal is designed to collect completed Survey csv files and label files
- ❑ Since its inception,
 - 25 Responsible parties have completed the survey upload process
 - 40 companies have successfully uploaded some data
 - 288 registrants
- ❑ Label uploads have been successfully completed

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2013 Survey Data Review

- ❑ Product grouping information does not match
- ❑ Fragrance formulator information does not match
- ❑ Product fragrance information incomplete
- ❑ Formula does not add up to 100 percent

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2013 Consumer and Commercial Products Survey Overview

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2013 Survey Purpose and Rationale

- ❑ Provide robust scientific foundation for best decision making in the 2016 SIPs
 - Evaluate the feasibility of further reducing VOC emissions from consumer products
- ❑ Update the consumer products emissions inventory by gathering current information on VOC and low vapor pressure-VOC (LVP-VOC) emissions
- ❑ Evaluate the use of LVP-VOCs

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Data Requirements

- ❑ Reporting sales and formulation data for three consecutive years
 - 2013 sales and detailed formulation of all products
 - 2014 and 2015 sales only except for new products or formulations which have modifications to VOCs
- ❑ Reporting all products per their UPC number
- ❑ Product grouping is allowed for selected organic and inorganic compounds - designed to minimize ingredient and label reporting
- ❑ Products containing low or no VOCs must be reported

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ARB staff thanks the industry and trade groups for providing insightful comments and numerous questions regarding the survey.

ARB staff will continue to work with industry to elicit timely submittal of accurate data.

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Completing the Survey – Responsible Party

1. Gather Company Product Data
2. Determine the Consumer Products Reporting Tool (CPRT) version (32 bit or 64 bit)
3. Download CPRT and determine data entry method
4. Enter responsible party, formulator, fragrance formulator and grouping information into the CPRT
5. Interactively enter product information or use the import template
6. Enter ingredient information, if applicable
7. Check data for completeness
8. Certify the data is true, accurate, and complete
9. Save csv files from CPRT to computer and compile label files in separate folder

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Completing the Survey – Formulator

1. Receive a csv file in an email from a responsible party
2. Determine CPRTF version
3. Download CPRTF and determine data entry method
4. Enter contact information into the CPRTF
5. Import the csv file from the responsible party into the CPRTF
6. Add any fragrance formulators, if necessary
7. Interactively enter ingredient information or use the import template
 - If there are fragrance formulators, enter fragrance name and tracking code
8. Once complete, click on 'Export Data' to generate a csv file specific to the responsible party
9. Repeat process if there are multiple responsible party csv files
10. Save files to computer in a single folder

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Completing the Survey – Extensions

- ❑ ARB staff recognizes the resources needed to complete the Survey
- ❑ In some cases, companies may have a need to have some extra time to complete the Survey
- ❑ Below is a summary of the extension process
 - All formulators will receive an extension
 - Responsible party requests will be handled on a case-by-case basis. Parties must send an email to ARB to make the request.
 - Justification for the extension and efforts made to date must be provided
 - Extension requests may begin once ARB adds the extension process to its web page on the week of February 16
 - List-serve notice will be sent

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IMPORTANT Notes: Data Reporting

- ❑ CPRT Import Template
 - Do NOT change or move the columns or headers
- ❑ When entering data into the survey do NOT use:
 - Comma (“,”) colon (“:”) semicolon (“;”) forward slash (“/”) and backslash (“\”) as a punctuation mark
 - Ampersand (“&”) percent (“%”) number (“#”) dollar (“\$”) and accent (“^”)
 - Dashes are Ok with the exception of CAS numbers

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IMPORTANT Notes: Data Reporting (cont.)

- ❑ File storage
- ❑ CPRT does not automatically upload
- ❑ Responsible parties do not need to submit formulator csvs or import templates to ARB.

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2013 Consumer Products Survey Data Upload Step-by-Step Use

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Consumer Products Survey Data Upload Process

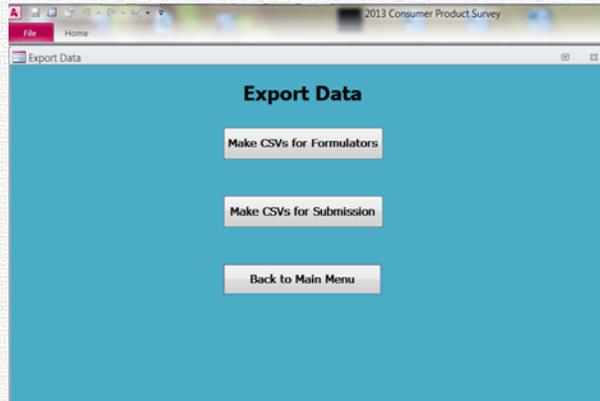
- Within the CPRT:
 - Data Export
- Within the upload portal:
 - Registration
 - Change Password
 - Logon
 - Upload Data

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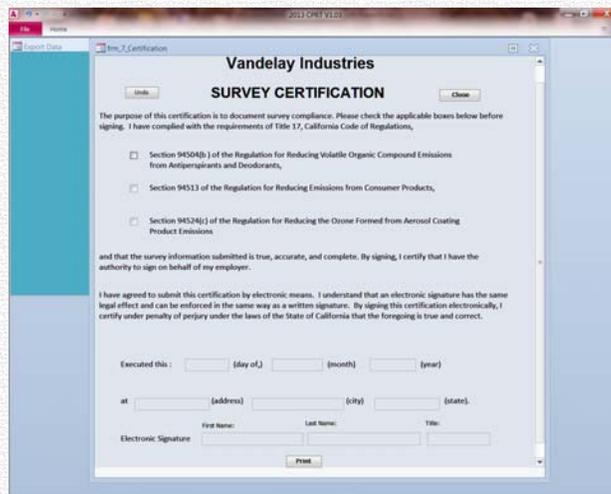
Consumer Products Reporting Tool



CPRT Export

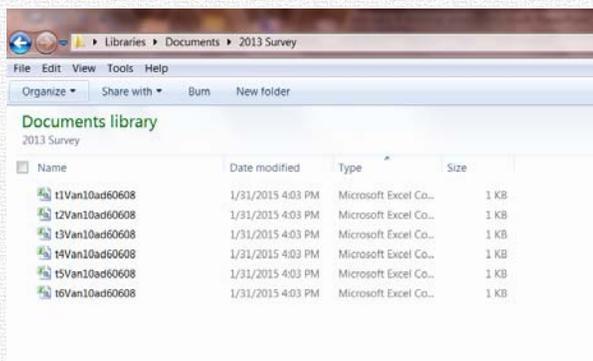


CPRT Certification



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CPRT CSV File Generation



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Label Files

- ❑ Compile label files in batches of no more than 1000
- ❑ Single label files must be under 20 MB

Begin Upload Process

The screenshot shows a web browser window with the URL www.arb.ca.gov/compprod/regact/2013surv/2013main.htm. The page contains a list of links: B. List of 2012 NAICS Codes, C. List of Chemical Compounds (XLS) (PDF), D. LVP-VOC, Inorganic, and Group Total Ingredients to Report, E. List of Hydrocarbon Solvent Bins, F. Instructions for Downloading Microsoft Access Runtime, G. Consumer Product Definitions, H. Conversion Tables, I. U.S. Resident Population, and J. Air Freshener Reporting. Below this is a link for 'Survey Instructions For Formulators'. A green arrow points to the 'Please Note' section, which states: 'December 31, 2014: The 2013 Consumer and Commercial Products Survey Upload Portal is now available. Please Note: Registration is the last step prior to uploading completed survey data from the reporting tools (CPRT and CPRTF)'. Below this are links for '2013 Consumer and Commercial Products Survey Upload Portal', 'SYSTEM REQUIREMENTS', and '2013 Consumer and Commercial Products Survey Upload Portal Instructions'. The 'SYSTEM REQUIREMENTS' section lists: 'Internet Explorer 10 or higher', 'Chrome version 39.0.21.71.95m or higher', 'Firefox 32.0 or higher', and 'Safari 8 or higher'. At the bottom, a 'December 22, 2014' update notes that new materials have been updated and provides a link to the 'FAQ Document'.

Begin Upload Process

The screenshot shows the California Air Resources Board's website. The header includes the CA.GOV logo, the California Environmental Protection Agency logo, and the Air Resources Board logo. Navigation links include Home, Reducing Air Pollution, Air Quality, Business Assistance, Laws & Regulations, and Health. A search bar is present. The main heading is 'Consumer Products Survey and Architectural Coatings Survey Logon'. Below this are two input fields: 'Enter your Log-in ID:' and 'Enter your password:'. There are 'Submit' and 'Clear Form' buttons. Below the buttons are links for 'Need to Register?' and 'Need Assistance?'. Further down, there are links for 'For the Consumer Products Survey: Contact Consumer Products Survey Help' and 'For the Architectural Coatings Survey: Contact Architectural Coatings Survey Help'. At the bottom, there are links for 'Consumer Products Survey Page' and 'Architectural Coatings Survey Page'. The footer contains 'Back to Top | All ARB Contacts | A-Z Index'.

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Consumer Products Survey Registration

The screenshot shows the registration page for the Consumer Products Survey and Architectural Coatings Survey. The page header includes the California Environmental Protection Agency logo and the Air Resources Board name. The main heading is "Consumer Products Survey and Architectural Coatings Survey Registration". Below the heading, there is a paragraph of instructions: "COMPLETE THIS FORM TO SUBMIT YOUR REGISTRATION REQUEST. REGISTRATION MAY TAKE UP TO 5 CALENDAR DAYS TO PROCESS. IF YOU ARE A RESPONSIBLE PARTY AND A FORMULATOR, PLEASE SUBMIT A REGISTRATION REQUEST FOR BOTH. YOU WILL RECEIVE TWO (2) UNIQUE LOGIN IDS TO UPLOAD YOUR INFORMATION SEPARATELY." The form fields include: First Name, Last Name, Title, Company Name, Phone Number, Email Address (with a confirm email address field), Address, City, State, Country, and Zip Code. There is also a field for "Reporting as" with a dropdown menu and a note: "If you are a formulator, how many companies will you report for:". At the bottom, there is a checkbox for "Need Assistance?" and links for "Send Request" and "Clear Form".

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Consumer Products Survey Registration (Cont.)

- ❑ If you are a Responsible Party and a Formulator, please submit a Registration Request for both
- ❑ When registered, you will receive three separate email messages:
 - Registration confirmation
 - User name
 - User password
- ❑ If you are a Responsible Party and a Formulator, you will receive two unique log-in IDs to upload your information separately

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Consumer Products Survey Password Change

The screenshot shows the 'Change Password Form' on the Air Resources Board website. The page header includes the CA.GOV logo, the California Environmental Protection Agency logo, and the Air Resources Board logo. A navigation menu contains links for Home, Reducing Air Pollution, Air Quality, Business Assistance, Laws & Regulations, and Health. The main heading is 'Consumer Products Survey and Architectural Coatings Survey Password Change'. Below this is the 'Change Password Form' with the following fields: 'Enter your Log-in ID:', 'Enter your old password:', 'Enter your new password:', and 'Re-Enter your new password:'. There are 'Submit' and 'Clear Form' buttons. Below the form, there is a 'Need Assistance?' section with links: 'For the Consumer Products Survey: Contact Consumer Products Survey Help' and 'For the Architectural Coatings Survey: Contact Architectural Coatings Survey Help'.

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Consumer Products Survey Logon

The screenshot shows the 'Logon' form on the Air Resources Board website. The page header is identical to the previous slide, including the CA.GOV logo, the California Environmental Protection Agency logo, and the Air Resources Board logo. The navigation menu is also the same. The main heading is 'Consumer Products Survey and Architectural Coatings Survey Logon'. Below this is the 'Logon' form with two fields: 'Enter your Log-in ID:' and 'Enter your password:'. There are 'Submit' and 'Clear Form' buttons. Below the form, there is a 'Need Assistance?' section with links: 'For the Consumer Products Survey: Contact Consumer Products Survey Help' and 'For the Architectural Coatings Survey: Contact Architectural Coatings Survey Help'.

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Upload Portal

The screenshot displays the Air Resources Board's upload portal interface. It features two overlapping upload progress windows. The top window, titled "Consumer Products Survey and Architectural Coatings Survey File Upload", shows a user signed in as "1035niek.amth@company1a.com". It indicates that 6 CSV files have been uploaded, with 6 files sent, 6 files accepted, and 0 files rejected. The upload finished at 11:06:30 AM. The bottom window, also titled "Consumer Products Survey and Architectural Coatings Survey File Upload", shows 2 image files being uploaded, with 2 files sent, 2 files accepted, and 0 files rejected. It finished at 11:08:09 AM. Both windows include "Upload More Files" and "Log Out" buttons.

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2013 Survey: Frequently Asked Questions

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Frequently Asked Questions: Formulators

- ❑ Formulator out of business: product line discontinued
- ❑ Formulator out of business: product line still in use
 - Use new formulator as ingredient contact
- ❑ Hard to reach formulators
 - See if they can send information for responsible party to enter into CPRT
 - Use contractual means

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Frequently Asked Questions: Gift Sets and Single Product Sales

- ❑ Gift Sets (a.k.a. Kits)
 - Gift sets contain a variety of products at different sizes and types
 - To report, use a single UPC for all the products in a single gift set
 - Set the “Kit” value to the number of items in the gift set
 - List the sales generated from the gift set
 - The “UPC Units Sold” data field should be the same for all items in the same gift set

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Frequently Asked Questions: Product Packaging

- Products Samples
 - Small package samples which are not for sale and often do not have a UPC code printed on the label/package must be reported in the Survey
 - If a product does not have a UPC code, use your company's internal SKU codes or similar tracking code in the Product Information section
 - Same code used to identify these product samples needs to be used for each of the three survey reporting years

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Frequently Asked Questions: Mass/Volume Fill

- Mass/Volume Fill
 - Impregnated wipes/towels/cloths/sheets/pads
 - Report only the mass or volume of liquid (or other substance) in the impregnated substrate
 - Barrier packs and compartmentalized containers
 - Report the mass or volume of product and propellant, both inside and outside the bag or above and below the piston, even if this amount does not match the product size on the label

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Frequently Asked Questions: Fragrance Reporting

- Fragrance Reporting
 - Enter the Fragrance Formulator Contact Information
 - Fragrance Formula does not need to be submitted
 - If product contains more than one fragrance
 - The most representative fragrance information should be reported
 - Additional fragrance information to be reported as a comment in the comment section
 - Responsible Parties that generate fragrances “in-house” must complete the three fragrance information fields
 - For Responsible Parties that do not hold formula information, fragrance information must be entered by the Formulator through the CPRTF

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Frequently Asked Questions: Labels Reporting

- Labels Reporting
 - Label file name needs to match the name entered in the ‘Image File’ data field
 - Include file type: *.ps, *.pdf, *.jpeg, *.jpg., *.doc, *.docx
 - Either the 2013 version of product label or the updated GHS (Globally Harmonized System) label could be provided
 - If product underwent reformulation and the reformulated product was launched in 2013, the most recent product label must be submitted
 - One representative label could be provided for products grouped based on color or fragrance

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Contacts

- ❑ General Consumer Products Email Box:
csmrprod@arb.ca.gov
- ❑ General and Survey Related Questions:
David Edwards, david.edwards@arb.ca.gov,
(916) 323-4887
- ❑ 2013 Survey and reporting tool related questions:
www.arb.ca.gov/consprod/regact/2013surv/2013main.htm

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Next Steps

- ❑ Week of February 16: Information on extensions
- ❑ March 2, 2015: Completed survey due
- ❑ July 1, 2015: Begin 2014 reporting
 - Webinars: 10a -1p PST
 - July 1: <https://attendee.gotowebinar.com/register/119958403>
 - September 16: <https://attendee.gotowebinar.com/register/119958542>
- ❑ November 1, 2015: End of 2014 reporting period