

# Consumer and Commercial Products Survey

## *Small Business Assistance*

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



California Environmental Protection Agency  
**Air Resources Board**

2

## Webinar Agenda

- Consumer and Commercial Products Survey (Survey) Overview
- Small Business Assistance Process
- Entering Data into the Reporting Tool
- Uploading Survey Data
- Q & A

3

## Background

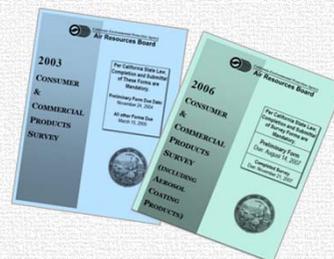
- ❑ Consumer Products
  - Detergents and Cleaning Compounds
  - Polishes and Floor Finishes
  - Home, Lawn, and Garden Products
  - Personal Care Products
  - Disinfectants and Sanitizers
  - Aerosol Paints
  - Automotive Specialty Products



4

## Surveys of the Industry

- ❑ Used to:
  - Guide regulatory development
  - Define categories
  - Build emissions inventory
- ❑ By Collecting:
  - Sales
  - Product ingredients
  - Economic information



5

## Survey Purpose and Rationale

- ❑ State Implementation Plan (SIP)
  - U.S. EPA set an 8-hour ozone standard of 0.075 ppm in 2008
  - Expect to submit new SIP for the 8-hour ozone standard in 2016
- ❑ Update the consumer products emissions inventory by gathering current information on VOCs

6

## Who Must Complete the Survey?

- ❑ All responsible parties must complete the survey
- ❑ To determine survey applicability, ARB staff have developed a tool:  
<https://ssl.arb.ca.gov/consprod/regact/2013surv/2013pre/survey.htm>
- ❑ The applicability tool goes through a series of questions to determine if the company is a responsible party, formulator or not subject to the survey

4/30/2015 8:47 AM

7

## Small Business Assistance

- ❑ Assistance is available for companies with 25 employees or less and 50 or less products to submit.
- ❑ Customized assistance available
- ❑ For small business assistance process please contact Terri Edwards, [teresa.edwards@arb.ca.gov](mailto:teresa.edwards@arb.ca.gov), (916) 445-3238

8

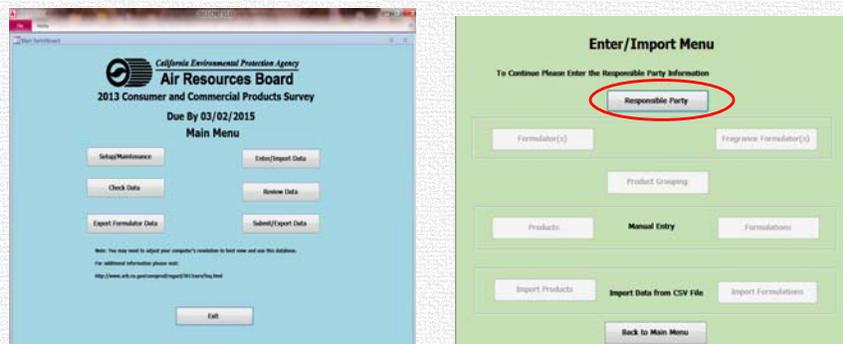
## Completing the Survey

- ❑ What is the CPRT?
- ❑ What about Mac users?
- ❑ 2013 Survey Web Page:
  - <http://www.arb.ca.gov/consprod/regact/2013surv/smallbusiness.htm>
  - Instructions
  - Video Modules
  - Webinars
  - Email Box: [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov)

## IMPORTANT Notes: Data Reporting

- When entering data into the CPRT 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

## Consumer Products Reporting Tool: Main Menu



# Consumer Products Reporting Tool: Responsible Party

This page contains confidential business information

Undo/Exit    Print    Save/Close

**Responsible Party**

Company: Company A  
Division(s): Consumer Products Division  
Address: 100 Consumer Drive  
City: Sacramento  
State: California  
Zip: 95812

Survey Contact  
First Name: John  
Last Name: Smith  
Regulatory Director  
Title (company position)  
916-222-2222  
Phone (and extension)  
john.smith@CompanyA.com  
Email

Type of Business (check all that apply)  
Enter Other Business Types:  Manufacturer/Marketer     Retailer     Distributor     Contract Packager

Calendar Year 2013

Gross Income: >= \$1 Million and < \$10 Million  
Worldwide: 1 to 10  
California: 11 to 100  
Contract Employees: None

North American Industry Classification System (NAICS): (choose code from pull down menu by clicking within the field)

Primary: 325611 Soap & Other Detergent Manufacturing  
Secondary: 325612 Polish & Other Sanitation Good Manufacturing  
Tertiary: 325998 All Other Miscellaneous Chemical Product & Preparation Manufacturing

Some or all products grouped.  
 Formulation for some or all products will be provided by a 3rd party.  
 Some or all products contain fragrances.  
 Some or all products sold as concentrate(s).

Parent Company Contact  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title (company position): \_\_\_\_\_  
Phone (and extension): \_\_\_\_\_  
Email: \_\_\_\_\_

# Consumer Products Reporting Tool: Formulator Contact

**Enter/Import Menu**

This information must be entered before Adding/Importing products and formulations

Responsible Party

Formulator(s)    Fragrance Formulator(s)

Product Grouping

Products    Manual Entry    Formulations

Import Products    Import Data from CSV File    Import Formulations

Back to Main Menu

# Consumer Products Reporting Tool: Product Information

This page contains confidential business information

**Product Information**

Save/Add    Print    Edit/Select    Save/Close

Name: Heavy Duty Sanitizer  
 UPC: 145612378    KGT: 1    Group Name:   
 Formula Name: sanitizer    Who will provide the formulation: Self

Name of the label files that will be submitted for this product or product group:    Image File: sanitizer.ps

2013 California Sales    UPC Units Sold: 2500    Multi-Pack: 1

Mass/Volume Fill (g or mL): 19000    Density: 0.99    Relative density if size and fill units are in mL  
 Size on Label: 18930    Data Collection Method: Prorated National Sales  
 Product Delivery: jar/can/tub/bow/bag/drum/pourable bottle    Form: liquid

Relation to product: Manufacturer/Marketer    Other product info: NA

ARB Product Category Code(s):  
 Pri: 20329    Sanitizer (nonaerosol)  
 Sec:

Fragrance Name: ocean mist 1    Fragrance Formulator: Fragrance House C    Fragrance Tracking Code: om111

Dilution Ratio Minimum:    Maximum:    Diluent:

Comment:  
 Discontinued in September, 2013

Check    Add    Delete

# Consumer Products Reporting Tool: Product Ingredients

**Product Ingredients**

print    Select Formula Name: sanitizer    Save/Close

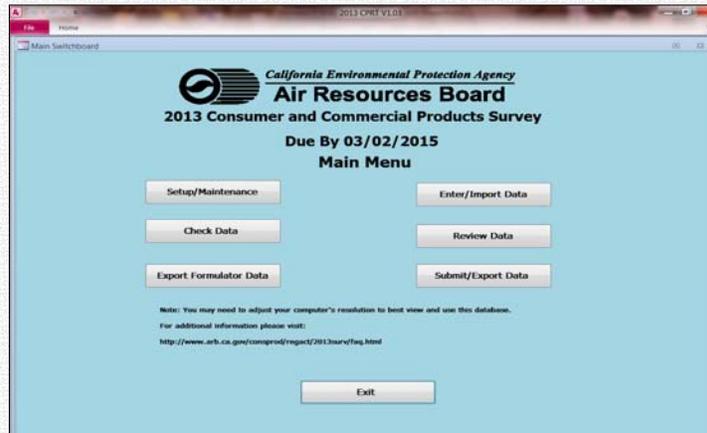
List all VOCs, fragrances, specified LVP-VOCs, and specified inorganics that comprise at least 0.1 Wt.%. For non-specified LVP-VOCs or inorganics, these compounds can be grouped into the 'Grouped LVP' or 'Grouped Inorganic' name.

For compounds that are each less than 0.1 Wt.%, use the Grouped VOCs option from the dropdown menu.

Total Wt %: 100    Hydrocarbon Solvents Only

Conf	Chem Name	CAS	Wt Perc	Manufacturer	Trade Name	BIN
<input checked="" type="checkbox"/>	Ethanol	64175	1			
<input checked="" type="checkbox"/>	Grouped LVPs	99999997	0.1			
<input checked="" type="checkbox"/>	Water	7732185	98.9			
<input type="checkbox"/>						
<input type="checkbox"/>						

## Getting Ready to Export: Check Data



## Getting Ready to Export: Certification

**Vandelay Industries**

**SURVEY CERTIFICATION**

The purpose of this certification is to document survey compliance. Please check the applicable boxes below before signing. I have complied with the requirements of Title 17, California Code of Regulations.

- Section 94504(b) of the Regulation for Reducing Volatile Organic Compound Emissions from Antiperspirants and Deodorants.
- Section 94511 of the Regulation for Reducing Emissions from Consumer Products.
- Section 94524(c) of the Regulation for Reducing the Ozone Formed from Aerosol Coating Product Emissions.

and that the survey information submitted is true, accurate, and complete. By signing, I certify that I have the authority to sign on behalf of my employer.

I have agreed to submit this certification by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By signing this certification electronically, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this: [ ] (day of) [ ] (month) [ ] (year)

at [ ] (address) [ ] (city) [ ] (state)

First Name: [ ] Last Name: [ ] Title: [ ]

Electronic Signature [ ]

[ Print ]

## Consumer Products Survey Data Upload Process

- Registration
- Change Password
- Logon
- Upload Data

## Consumer Products Survey Web Upload Portal

<b>Video Tutorial Modules</b>	<ul style="list-style-type: none"><li>• Playlist for ALL Videos</li><li>• Module 1: Overview/Setup/Maintenance</li><li>• Module 2: CPRT Responsible Party/Formulator/Fragrance Formulator</li><li>• Module 3: Product Grouping</li><li>• Module 4: Product Information (Interactive data entry)</li><li>• Module 5: Product Information (Import template)</li><li>• Module 6: Product Formulations (Interactive data entry)</li><li>• Module 7: Product Formulations (Import template)</li><li>• Module 8: Review data/Check data/Data certification/generation of *.csv. files and transfer to formulators</li><li>• Module 9: CPRTF</li></ul>
<b>Web Upload Portal</b>	<p><b>Please Note: Registration is the last step prior to uploading completed survey data from the reporting tools (CPRT and CPRTF)</b></p> <ul style="list-style-type: none"><li>• 2013 Consumer and Commercial Products Survey Upload Portal<ul style="list-style-type: none"><li>• Need to Register? <a href="#">Click Here</a></li></ul></li><li>• 2013 Consumer and Commercial Products Survey Upload Portal Instructions</li><li>• <b>SYSTEM REQUIREMENTS:</b> The Consumer Products Survey and Architectural Coatings Survey Upload Portal is compatible with the following internet browsers:<ul style="list-style-type: none"><li>• Internet Explorer 10 or higher</li><li>• Chrome version 39.0.21.71.95m or higher</li><li>• Firefox 32.0 or higher</li><li>• Safari 8 or higher</li></ul></li></ul>

# Begin Upload Process

The screenshot shows the login interface for the California Environmental Protection Agency's Air Resources Board. The page title is "Consumer Products Survey and Architectural Coatings Survey Logon". It features a login form with fields for "Enter your Log-in ID:" and "Enter your password:". Below the form are "Submit" and "Clear Form" buttons. Links for "Need to Register?" and "Need Assistance?" are provided. Specific help links are listed: "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 includes "Back to Top | All ARB Contacts | A-Z Index".

# Upload Portal

The left screenshot shows the "Consumer Products Survey and Architectural Coatings Survey File Upload" page. It displays a message: "You are signed in as: 1035miles.smith@compani1a.com as a Responsible Party." Below this, it says "Please select only CSV files to upload." and "0 CSV file(s) have been uploaded." There is a "Choose Files" button and a "No file chosen" message. "Send Files" and "Clear Form" buttons are also present. Links for "Log Out", "Need Assistance?", and specific survey help pages are included. The footer has "Back to Top | All ARB Contacts | A-Z Index".

The right screenshot shows a confirmation message: "Receiving CSV file now." followed by a list of file statuses: "6 files sent", "0 files accepted", "0 files rejected (invalid type)", and "0 files rejected (virus)". It states "Finished at 11:00:32 AM" and "You have successfully uploaded 6 CSV files." Below this are "Upload More Files", "Log Out", and "Need Assistance?" links. The same survey help links and footer are present.

21

## Contacts

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

22

## Next Steps

- ❑ July 1, 2015: Completed 2013 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