INSTRUCTIONS

Consumer Products Reporting Tool for Formulators

If a responsible party does not have the ingredient information for products submitted for the 2013 Consumer and Commercial Products Survey (2013 Survey), they will have identified those products as being formulated by a formulator in the Consumer Products Reporting Tool (CPRT). In these instances, the CPRT generates a unique *.csv file that contains the formula name and a product name to send to the formulator for completion. The product formulators are required to submit ingredient data for these products directly to the California Air Resources Board (ARB). In order to electronically facilitate this process and to ensure confidentiality of product formulations held by formulators, ARB staff has developed the Consumer Product Reporting Tool for Formulators (CPRTF) tool to allow formulators to submit ingredient data to ARB. This document describes the function and use of the CPRTF.

All requested formulation information **must** be interactively entered into the CPRTF or imported into the CPRTF from company specific databases. The CPRTF is available for download at http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm. To download the CPRTF, click (or right click) on the link: “Consumer Products Reporting Tool for Formulators” and save it onto your desktop.

The CPRTF is designed for product formulators

Before downloading the CPRTF, please review Appendix F to determine if you need the 32- or 64-bit version. The 32- or 64-bit version refers to the Office version your computer runs. Appendix F has instructions for determining the number of bits your Office version has. To download the CPRTF, click (or Right click) on the link: “Consumer Products Reporting Tool for Formulators” and save onto your desktop.

If you do not have Microsoft Access or do not have the 2010 or 2013 version of Microsoft Access, please see additional instructions in Appendix F that will walk you through the steps needed to download a free version Microsoft Runtime that will allow you to use the CPRTF.

OVERVIEW OF THE FORMULATOR REPORTING TOOL

The CPRTF is designed to input data interactively or via import. The determining factor for using the interactive or import features will vary by company, but will mainly be dictated by size. A company with a small amount of data will likely use the interactive feature, while a larger company may choose to use the import function. When using the data import feature, formulation data must be saved in a *.csv format. The CPRTF will not accept data in any other format (e.g., Excel). The *.csv format is a record-based text file that prevents the introducing of macros or malware. The CPRT upload feature uses the *.csv format to enhance confidentiality of data being submitted.

> ***Note:*** The description of the data fields applies to both the Access Data Import Fields and the Fill-In Data Sheets.

> ***Note:*** Users must import all their formulation data into the CPRTF for internal data checks. It is **NOT** acceptable to directly submit unprocessed CSV files to ARB.

Designation of Confidential Information

In accordance with Title 17, California Code of Regulations (CCR), sections 91000 to 91022, and the California Public Records Act (Government Code Section 6250 et seq.), State law protects the confidentiality of trade secrets. The full citations of these sections are provided at: https://govt.westlaw.com/calsitelist and http://www.leginfo.ca.gov/calaw.html.

To designate any information contained in your survey data as "confidential information," you must select and **(✓)** the confidential business information box located in the upper portion of each CPRTF screen. For the Ingredients pages, the confidential information denotation is located in the first column of the ingredient table.

To designate "confidential information" via the *csv import files, you must populate the Access Date Import Field named: Confidential with "**True**" or "**Yes.**" Enter "**False**" or "**No**" for non-confidential data.

Main Menu

Upon opening the CPRTF, the Main Menu screen will appear with a series of buttons. Below is a summary of the buttons followed by specific instructions for the process of entering data.

The order of the following descriptions is consistent with the order that ARB staff recommends for using the CPRTF.

Setup: To begin, click the **Setup** button and review the setup instructions to read about specific features available in the CPRTF, including options for user customizations.

Enter/Import Data: Clicking this button opens the Enter/Import Menu and allows users to begin entering data into the CPRTF after the setup steps are complete.

Submit/Export Data: Clicking this button will allow users to generate CSV files of their data. The CSV files will be uploaded to ARB through a secure web portal that will be available for use on January 1, 2015. Clicking this button is the last step in the CPRTF process.

Web Portal for Uploading Data to ARB is available starting January 1, 2015

Exit: This button closes the CPRTF.

Setup

The CPRTF allows users to partially customize data on the ingredients dropdown menu to simplify the data entry process, and to back up or delete already entered data. These options are provided under the "Setup" button, located at the top of the Main Menu screen.

Customize Data Through Setup Button

Below is a description of different command buttons provided on the "Setup" menu screen.

Ingredients Dropdown

The CPRTF allows users to customize the prepopulated dropdown list of chemicals provided under the "Product Ingredient Details" button of the "Enter/Import Data" menu screen in the "Client Product Ingredients" data entry table.

The dropdown "Lookup Chemical Name/CAS" menu provides a more extensive "master" list of chemical compound names that the user can select from to add to the shorter dropdown list in the "Client Product Ingredients" data entry table. To do so, select a chemical compound name from the "Lookup Chemical Name/CAS" list, or simply start typing its chemical name in this field to locate it on the list, and click "Add."

If a chemical name that you want to add is not on the “master” list, enter its information into the “Ingredient Name” and “CAS Number” fields and click the “Add” button.

Note: **Do not** include dashes when entering the CAS # into the CPRTF.

The “View/Edit List” button displays chemical compound names currently listed on the dropdown menu on the “Product Ingredient Details” page in the “Client Product Ingredients” data entry table. Any chemical compound names added by the user will be displayed at the bottom of the list under the “View/Edit List” button.

To delete irrelevant chemical compound names from the dropdown menu on the “Product Ingredient Details” page, click on the “View/Edit List button, highlight the chemical names on the list, and hit “Delete” button on your keyboard. A popup window will prompt you to confirm the deletion. The change should be automatically reflected in the category dropdown field on the “Product Ingredient Details” data entry screen. Click on the “x” in the upper right hand corner to exit the screen and go back to the “Add or Delete Ingredients” page.

The “Reset List” button allows users to restore the modified dropdown list of chemicals to its original state.

When complete, click “Close” to return to the Setup main screen.

Backup Data

To save entered data to your computer at any time during the data entry, click “Backup Data” button on the “Setup” screen in the CPRTF. Then, the first popup window will prompt you to select where you want the files to be saved and the second popup window will prompt you to confirm the backup by clicking “Ok.” Backed up files can later be uploaded back into the CPRTF if needed.

Backup Data Feature: Allows users to backup data to desktop at any time

Note: Files backed up using the “Backup Data” button are not checked by the CPRTF for completeness or other errors and should not be used to submit data to ARB.

Note: Files backed up can be imported into updated versions of the CPRTF if needed. See “Restore Data” below.

When complete, click “Close” to return to the Setup main screen.

Restore Data

A user can restore data by uploading files saved on the computer earlier. To do this, click “Restore Data” button and select correct folder when prompted by the popup window. Click “Ok” in the next popup window to confirm the upload.

Restore Data Feature: Allows users to reload data into the CPRTF

When complete, click “Close” to return to the Setup main screen.

Delete Tables

The user can delete entered product details information and ingredient information by clicking on “Product Details and Ingredients” button. Upon clicking on the button, a popup window with “This function will delete your data” message will be displayed. Click “OK” to continue.

The user can delete only the imported ingredient formulation data by clicking on “Ingredients” button. This option is useful when a user imports a CSV formula file and then realizes that the formulations themselves are incorrect. Upon clicking on the button, a popup window with “This function will delete your data” message will be displayed. Click “OK” to continue.

When complete, click “Close” to return to the Setup main screen.

Reset Database

By clicking “Reset Database” button a user can delete all of the previously entered data, including any modifications made to the list of chemical compounds, resetting the database to its original state. The popup window will prompt the user to confirm the deletion.

> ***Note:*** Once the data is deleted it will not be possible to restore it unless the user backed up the data earlier on the computer.

When complete, click “Close” to return to the Setup main screen.

Back to Main Menu: Click this button to return to the Main Menu.

Next CPRTF Steps:

Upon return to the Main Menu, click the Enter/Import Data button to begin entering/importing data into the CPRTF.

Enter / Import Data

Enter/Import Data: This button allows for users to enter information pertaining to: 1) Company Information, 2) Client Information, 3) Fragrance Formulators, 4) Product Details, and 5) Product Ingredients.

> ***Note:*** CPRTF allows the user to either import product ingredients data from a CSV file, or enter it manually. However, even if the user choses the import feature for the ingredients data, information under Company Information, Client Information, Fragrance Formulator, and Product Details buttons must still be entered manually before the user can begin adding/importing formulation ingredients.

Below are descriptions on the function of each button and the process for entering/importing data.

Company Information

This section provides contact information related to the product formulator. The contact information for each company will only need to be entered once, and will be available as a dropdown selection.

> ***Note:*** This information is required in order to successfully upload client's *.csv files into the CPRTF.

In addition to the data fields on this screen, the CPRTF includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and Exit/Save the CPRTF.

Administrative Buttons: The following two buttons, "Print," and "Exit/Save" are administrative. Descriptions for each button follow.

Print: Click to print screen.

Exit/Save: Click the “Exit/Save” button to save the company contact information. Clicking this button returns the user to the “Enter/Import Menu” screen.

> ***Note: A window will popup alerting the user of missing required information. User must enter any missing information in order to successfully save and exit screen.***

The next block of data fields relate to the formulator (company information) and survey contact. Please enter survey contact information for ARB to use to contact your company in the event of survey related questions.

Company: Enter the name of your company.

Division(s): If the respondent represents a division of the company, enter the name of the division.

Address (City, State, Zip): Enter the complete mailing address for the company listed above.

> ***Note:*** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

Survey Contact: Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the information submitted.

> ***Note:*** The statement below relates to your client’s products and is important to answer as your response will automatically customize your reporting view screens.

Response to this Statement Is Essential!

Some or all products contain fragrances: Select (✓) the box to indicate that one or more of your client’s products contain a “Fragrance.”

Click “Exit/Save” to save entered company information and return to the “Enter/Import Menu.” You are now ready to begin entering client information.

Next CPRTF Steps:

Click the "Client Information" button to open the client information screen. On this screen users will be able to import client *.csv files and manage client contact information.

Client Information

Upload Client's CSV Files to CPRTF!

This section allows manufacturers/formulators to enter contact information for each client company, whose *.csv file they import into the CPRTF. After each client's information has been entered and saved, the client name will be available as a dropdown selection for future use.

In addition to the data fields on this screen, the CPRTF includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and Exit/Save the CPRTF.

Administrative Buttons: The following four buttons, "Save/Add," "Print," "Save/Exit," and "Delete" are administrative. Descriptions for each button follow.

Print: Click to print screen.

Save/Add: Click the "Save/Add" button to save the client company information. Clicking this button will allow the user to remain on the screen to import *.csv files with information for additional client companies.

Save/Exit: Click the "Save/Exit" button to save the company contact information. Clicking this button returns the user to the "Enter/Import Menu" screen.

Delete: Click the "Delete" button to delete the entered client company information and delete the client company from the record. Clicking "Delete" opens a window alerting the user they will also delete any formulas they may have already entered for this client. "Deleting the client will also delete associate formulas!" Users have the option to click "yes" or "no." Clicking "yes" requires users to reenter the client company information.

Congratulations! You are now ready to import client *.csv files from your desktop.

> ***Note:*** The *.csv files emailed to your company by your client do not contain any confidential data. Rather, the *.csv file contains four data tracking fields of

> information necessary to align and merge survey data after submittal to ARB. In addition, the information within the files are provided to assist you in the survey process. The four items included in the *.csv file are: 1) Client Code, 2) Client Name, 3) Formula Name, and 4) Product Name.

Users must import one individual client's CSV file one at a time into the CPRTF. Click the "Import Client CSV" button located in the upper portion of the screen to begin.

Import Client CSV: Click the "Import Client CSV" button to import your client's *.csv files. Clicking this button opens a window showing the user's desktop documents library. Locate your client's *.csv file from your directory. Click "ok." A window opens, prompting you to accept importing the client *.csv file.

Importing your client's *.csv file partially populates data fields in this screen. For example, your client's name should now appear in the dropdown menu and the white data field above the "Client Company Name" box should now include an alpha numeric "client code."

This Page contains confidential business information: Select **(✓)** this box to designate information on this data entry page as confidential.

The next block of data fields allow formulators/manufacturers to enter their client contact information. Please enter client contact information for ARB to use to contact in the event of survey related questions.

Address (City, State, Zip): Enter the complete mailing address for your client's company listed above.

> ***Note:*** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the "State" data field. Enter either the postal code or the number "1" in the "Zip" data field.

Client Contact: Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the information submitted.

If you have more clients to add, click the "Save/Add" button and then click on the "Import Client CSV" button to import information for another client. Repeat the above steps until you have entered all of your client's information.

Click “Save/Exit” to save entered client information and return to the “Enter/Import Menu.” You are now ready to begin entering fragrance formulator information.

Next CPRTF Steps:

Click “Fragrance formulator” to begin entering fragrance formulator information.

Fragrance Formulator

In this section, enter the contact information for each fragrance formulator used by your company in client’s products. The contact information for each fragrance formulator will only need to be entered once, and will be available as a dropdown selection.

> ***Note:*** This information is required prior to entering product ingredient information.

In addition to the data fields on this screen, the CPRTF includes a series of administrative buttons to allow users to navigate between screens, make edits, print, and save/close the CPRTF.

Administrative buttons: The following five buttons “Save/Add,” “Print,” “Save/Close,” “Undo/Exit,” and “Delete” are administrative. Descriptions for each button follow.

Save/Add: Click the “Save/Add” button to save the fragrance formulator contact information. If multiple fragrance formulators are used by the responsible party, click the “save/add” button to continue to enter additional fragrance formulator contact information.

Print: Click to print.

Save/Close: Click the “Save/Close” button to save the fragrance formulator contact information. Clicking this button returns the user to the “Enter/Import Menu” screen.

Undo/Exit: Click this button to clear the data fields and exit without saving.

Delete: Click the “Delete” button to delete the entered information for fragrance formulator. Clicking this button also removes the fragrance formulator from the dropdown.

This Page contains confidential business information: Select **(✓)** this box to designate information on this data entry page as confidential.

An overview of the data fields is presented below.

Fragrance Formulator Company Name: Enter the name of the company that holds the fragrance ingredient information for the product(s) being submitted.

Address (City, State, Zip): Enter the complete mailing address for the fragrance formulator company listed above.

> ***Note:*** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

Fragrance Formulator Contact: Enter the name, title, telephone number, and email address for the person to be contacted by ARB staff if clarifications are needed for the product fragrance ingredient information submitted.

Next CPRTF Steps:

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

Users are now ready to move on to the specific product information data entry. Before choosing manual interactive data entry option or the import data function for product ingredients, users need to enter product detail information that consists of density and fragrance formulation information. To do this, click on “Product Details” button.

Product Details

Upon clicking on “Product Details” button, the user will be taken to the “Select Client” page, which allows the user to select the client from the dropdown list. After selecting the client from the dropdown, click “Add/View Product Details” to open the second screen, which is the Formula Fragrance and Density section. The dropdown in the Formula Fragrance and Density section lists all of the products for the selected client. Below are descriptions for each data field.

In addition to the data fields on this screen, the CPRTF includes a series of administrative buttons to allow users to navigate between screens, print, and save/close the CPRTF.

Administrative buttons: The following two buttons “Print,” and “Save/Close,” are administrative. Descriptions for each button follow.

Print: Click to print.

Save/Close: Click the “Save/Close” button to save the product details information. Clicking this button returns the user to the “Select Client” screen.

The two data fields (Client Name & Client Code) in the upper corners of the screen are display fields and are only used for internal tracking in the CPRTF.

Client Name: This field is a display field (*only*) that is populated after the user selects a client from the dropdown menu on the previous screen.

Client Code: This field is a display field (*only*) that is populated after the user selects a client from the dropdown menu on the previous screen.

This Page contains confidential business information: Select **(✓)** this box to designate information on this data entry page as confidential.

To begin: Users must first select a client’s product from the dropdown menu.

Select Formula Name: Select the Formula Name of the product, as identified by the Responsible Party, from the dropdown menu.

> **Note: If you are the formulator for this product, the Responsible Party will provide you a CSV file with the product Formula Name that is necessary to complete the Formula Fragrance and Density information section below. All Formula Names will be available via the dropdown menu after successfully importing your client’s CSV file in the “Client’s Information” section.**

Note: The grayed out field below displays the name of the product. The Formula Name and the name of the product may, or may not, be the same.

Note: After entering information for a selected Formula Name, users can select another Formula Name from the dropdown menu and begin entering density and fragrance formulator information. Selection from the dropdown menu automatically saves entered information.

Density: Users **<u>must</u>** enter the <u>density</u> in grams per milliliter (g/mL) for all products. If density does not apply, users must enter “1” as a default.

Note: The CPRTF will not allow the user to select another product or exit the screen without entering a value into the “Density” field.

The following three data fields request information for products that contain a fragrance ingredient. If your client’s product does not contain a fragrance, leave the next three fields blank.

Note: If your client’s product contains more than one fragrance, enter the most representative fragrance information in the applicable data field.

Note: For products that include more than one fragrance, enter the additional “Fragrance Name,” “Formulator,” and “Sales Tracking” information as a comment in the comment section below.

Fragrance Name: Enter the name of the fragrance, as provided by the fragrance formulator.

Fragrance Formulator: Select/Enter the fragrance formulator from the dropdown menu. The fragrance formulator information was entered under the Fragrance Formulator button on main Enter/Import Menu page.

Fragrance Tracking: Enter the fragrance sales code, as provided by the fragrance formulator.

Comments: Provide any comments that will help us understand your product or how you have filled out the survey for this product.

Note: As described above, if your product uses more than one Fragrance Name, Formulator (*Fragrance*), and Sales Tracking (*fragrance code*), please list that information here.

Click the “Save/Close” button to save entered information and return to the “Select Client” page. Click the “Exit” button to return to the “Enter/Import Menu” screen.

Users are now ready to begin entering ingredient information into CPRTF. The next section below describes the “Product Ingredient Details” button which is included for users that will use the interactive feature to manually enter ingredient information into the CPRTF. For data import, skip down to the section named “Import Ingredients” to read about how to use the CPRTF data import feature to enter ingredient information.

To begin manually entering ingredients data, click the “Product Ingredient Details” button on the “Enter/Import Menu” screen.

Manual Entry

To begin manually entering ingredients data, click the “Product Ingredient Details” button on the “Enter/Import Menu” screen.

Product Ingredient Details

Upon clicking on “Product Ingredient Details” button, the user will be taken to the “Select Client” page, which allows the user to select the client from the dropdown list. After selecting the client from the dropdown, click “Add/View Ingredients” to open the second screen, which is the Client Product Ingredients section. The dropdown in the Client Product Ingredients section lists all of the products for the selected client. Below are descriptions for each data field.

In addition to the data fields on this screen, the CPRTF includes a series of administrative buttons to allow users to navigate between screens, print, and save/close the CPRTF.

Administrative buttons: The following two buttons “Print,” and “Save/Close,” are administrative. Descriptions for each button follow.

Print: Click to print.

Save/Close: Click the “Save/Close” button to save the ingredient information. Clicking this button returns the user to the “Select Client” screen.

The two data fields (Client Name & Client Code) in the upper corners of the screen are display fields and are only used for internal tracking in the CPRTF.

Client Name: This field is a display field (*only*) that is populated after the user selects a client from the dropdown menu on the previous screen.

Client Code: This field is a display field (*only*) that is populated after the user selects a client from the dropdown menu on the previous screen.

This Page contains confidential business information: Select **(✓)** this box to designate information on this data entry page as confidential.

To begin: Users must first select a client's Formula from the dropdown menu.

Select Formula Name: Select the Formula Name of the product, as identified by the Responsible Party, from the dropdown menu.

Note: If you are the Formulator for this product, the Responsible Party will provide you a CSV file with product Formula Name that is necessary to complete the Client Product Ingredients information section below. All Formula Names will be available via the dropdown menu after successfully importing your client's CSV file in the "Client's Information" section.

Note: The grayed out field below displays the name of the product. The Formula Name and the name of the product may, or may not, be the same.

Note: After entering information for a selected product, users can select another product from the dropdown menu and begin entering ingredient information. Selection from the dropdown menu automatically saves entered information.

Total Wt%: This field is automatically calculated and populated as the user begins to enter ingredient information in the data fields below. All ingredients listed below must total to 100 wt % in this box.

The section below describes how to enter ingredient information for each of your client's products.

If multiple formulas were used during Calendar Year 2013, the most recent formula should be reported. If ingredients varied because they were supplied by different vendors, report the ingredients from the most representative vendor (i.e. largest amount used, etc.).

List all ingredients that comprise at least 0.1 weight percent (Wt. %) of the product. Additional Information for Reference:

- List of common product ingredients reported for the past surveys is available in a separate Excel file (please see Appendices C, D and E). This includes VOCs, LVP-VOCs, and select Inorganic compounds.
- Specific reporting requirements for Hydrocarbon Solvent mixtures, Inorganic compounds, Grouped Totals, and Other Specific ingredients are listed below.

Conf: "Conf" means the abbreviation for "confidential." Although selecting the **(✓)** box at the top of this screen designates information on this data entry page as confidential, users have the additional option to designate each listed ingredient as confidential. To designate ingredients as "confidential" populate the data field with "True."

Information required for each ingredient listed:

When reporting the ingredients for a series of grouped products, enter the most representative formula.

Chemical Name: Enter/Select the chemical name for the ingredient compound.

> ***Note:*** Users can customize the list of chemical names available in the dropdown by clicking on the "Setup/Maintenance" button.

Grouped Totals

The dropdown menu includes several terms to describe the options for grouping ingredients. The sections "Grouped Inorganic Compounds," "Grouped VOCs that are each less than 0.1 Wt. %," and "Grouped LVPs" (below) describe these listings in the dropdown menu.

Below is a description of the term "Grouped Inorganic Compounds."

Grouped Inorganic Compounds: Enter the aggregated weight percent of all inorganic compound ingredients except for several specific ingredients listed below:

- Water (H_2O)
- Ammonium chloride (NH_4Cl)
- Ammonium hydroxide (NH_4OH) *i.e.* ammonia in solution
- Hydrogen peroxide (H_2O_2)
- Compressed air

- Carbon dioxide (CO_2)
- Nitrogen (N_2)
- Nitrous oxide (N_2O)

The eight inorganic compounds listed above are listed as specific ingredients in the CPRT dropdown menu.

> ***Examples of Grouped Inorganic Compounds*** include: calcium carbonate, hydrochloric acid, mica, pumice, silica, talc, titanium dioxide, etc.

Below is a description of the term "Grouped VOCs that are each less than 0.1 Wt. %" in the dropdown.

Grouped VOCs that are each less than 0.1 Wt. %: Aggregate all VOC compounds for which each individual compound comprises less than 0.1 weight percent of the product. Select this term from the dropdown menu to enter in the value.

Below is a description of the term "Grouped LVP" in the dropdown.

Grouped LVP: Aggregate all other non-volatile organic compounds. (Do not include VOCs, LVP-VOCs listed in Appendix D.

> **Examples include:** botanicals/herbal extracts, colorants, enzymes, organic solids, resins/polymers, surfactants
>
> ***For Example:*** beeswax, cellulose, corn starch, non-volatile silicones, oils, non-volatile polymers, sodium xylenesulfonate, styrene butadiene rubber, tallow, triclosan, urea, xanthan gum, paraffin wax, mineral oil
>
> ***Note:*** Surfactant VOCs **must** be reported as speciated individual ingredient.
>
> ***Note:*** Solvent or liquid carrier within the resin system **must** be reported as individual ingredients.
>
> ***Note:*** **"Floor Polish or Wax:"** All organic compound ingredients **must** be reported as individual ingredients. No "Grouped LVP" allowed. **
>
> **Full speciation for these products is needed to better understand the temporal relationship between a "Floor Polish or Wax" and a "Floor Coating."

Grouping LVPs is not allowed for

"Floor Polish or Wax!"

Reporting fragrance content: Aggregate all fragrance together and enter the total by selecting "fragrance" from the dropdown menu to enter in the value.

***For Example*:** If more than one fragrance is used in this product, aggregate the amount of fragrance entered in the fragrance data fields with the amount of fragrance(s) entered as a comment in the comment section. Select "fragrance" from the dropdown menu and enter the total amount (wt%) of fragrance in the product.

Weight Percent: Enter the weight percent of the ingredient, to the nearest 0.1 Wt %. If the ingredient is a mixture of known components, list the weight percentages of the individual components.

Note: If the product is sold as a concentrate, list the Wt. % as sold (undiluted).

CAS Number: If a compound chemical name is listed in the dropdown menu in the CPRT, the Chemical Abstract Service (CAS) number will automatically be populated. If a compound is not listed, manually enter the CAS number. The CAS number for the compound or mixture must be obtained from your supplier.

Note: If your supplier does not provide a CAS number, please contact ARB staff by email at: csmrprod@arb.ca.gov. Please include the name of the ingredient, and if available, the tradename and manufacturer in the email. ARB staff will reply to confirm the absence of the CAS number or provide users with the appropriate CAS number to use in the CPRT.

Note: If there is not a CAS # assigned to your chemical in the dropdown list, it is not needed.

Note: **Do Not** enter CAS # for Hydrocarbon solvents. Examples include: Mineral Spirits, mixed Xylenes, VM&P Naphtha, Petroleum Distillates, *etc*.

Note: **Do not** include dashes when entering the CAS # into the CPRT.

The next three data fields are specific to hydrocarbon solvent mixtures.

Trade Name: Enter Manufacturer's name for the Hydrocarbon Solvent.

Manufacturer Name: Enter the name of the Manufacturer for the Hydrocarbon Solvent

Bin #: List the Bin Number for the Hydrocarbon Solvent. Please contact your ingredient supplier or manufacturer if you do not know the Bin #.

Note: *A list of commonly used hydrocarbon solvents, bin numbers and other information are provided in Appendix E.*

Comments: Provide any comments that will help us understand your product or how you have filled out the ingredient information for this product.

After entering ingredient information for a selected product, users can select another product from the dropdown menu to begin entering additional ingredient information.

> ***Note:*** Popup windows will alert users of missing or incomplete information. For instance, the message **"Wt% must total 100%"** will open if the weight percent does not equal 100 percent. Users cannot continue until this information is corrected.

Click the "Save/Close" button to save entered information and return to the "Select Client" page. Click the "Exit" button to return to the "Enter/Import Menu" screen.

The next section, "Import Ingredients" describes how to import ingredient files into the CPRTF.

Import Ingredients

Product ingredient formulations can also be imported from a prepopulated file saved in *.csv format. In order to successfully import the data, the column headings in the *.csv file must match those within the CPRTF. This information will include the list of ingredients in a product and a formula name that will help match this data to the correct product information record.

> ***Note:*** If you are the Formulator for this product, the Responsible Party will provide you a CSV file with the Formula Names. These Formula Names provided by the Responsible Party should be used when importing data into the CPRTF so that product information and formulation information can be tracked and matched.

> ***Note:*** ARB staff recommends that users open the saved client CSV file named **"Products.csv"** to review the Formula Names and Products that users will need to use in order to import ingredient information.

In order to generate the most accurate list of column headings for the import function, go to the 2013 Survey webpage and click on the excel file below the CPRTF to obtain the correct column order of headings.

> ***Note:*** CPRTF will not upload files with missing formulation information. CPRTF will also not do a partial upload by only importing complete ingredient formulations and leaving out formulations that are incomplete. If any of the fields in the import file are missing data, none of the formulations in the import file will

be uploaded into the CPRTF. The user must correct/complete the import file before attempting to upload formulation data again.

Import Ingredients: Click on this button to upload saved files with ingredient formulations into the CPRTF. Select correct files when prompted by the popup window. Click "Ok" in the next popup window to confirm the upload. If CPRTF identified any missing mandatory formulation information in the file, a popup window will appear with a message that a text file entitled "IngredientErrors.txt" has been generated. This file will appear in the same folder that the product *.csv file was uploaded from. Review the report and correct any errors identified in the original import file. Once the errors have been fixed, please re-upload *.csv file into the CPRTF. The originally entered CSV file with the errors is automatically deleted (even the files that are correct).

> ***Note***: When filling in the confidential column, either "TRUE/FALSE" or "YES/NO" is acceptable to use. In order to ensure the files upload correctly, please consistently use one or the other notations in the csv file, but do not mix and match both options.

> ***Note***: When the user imports the data designated as confidential into the CPRTF, and then uses the "Product Ingredient Details" button on the "Enter/Import Menu" screen to view the imported information, the confidentiality box at the top of the "Client Products Ingredients" page will not be checked. However, the confidentiality designation can be viewed upon scrolling to the right in the ingredients data entry table, and will be treated as such.

The ingredient information is now uploaded into the CPRTF and matched with previously entered product details information. To view the formulation ingredient information you imported use the "Product Ingredient Details" button on the "Enter/Import Menu" screen. Upon clicking the button, select the client from the dropdown list on the next "Select Client" page and click "Add/View Ingredients" to go to the Client Product Ingredients page. The dropdown in the Client Product Ingredients section lists all of the products for the selected client. Select a product from a dropdown list to view and/or edit ingredient information. Click the "Save/Close" button to return to the "Select Client" page. Click the "Exit" button to return to the "Enter/Import Menu" screen.

Next CPRTF Steps:

You are now ready to generate the final csv files to send to ARB.

Back to Main Menu

Back to Main Menu: This is an administrative button. Clicking this button returns the user to the Main Menu.

Congratulations! You are now ready to generate *.csv files in preparation to submit/export data to ARB.

Next CPRTF Steps:

Click "Submit/Export Data" and follow the prompts.

Submit / Export Data

Once all the data has been entered/imported into the CPRTF, the user must export CSV files to submit to ARB. To do this, click the "Submit/Export Data" button in the CPRTF.

Clicking on the "Submit/Export Data" button opens a popup window alerting the user that "this function will export stored data." Click "ok" to open the "Create CSV File for Submission" screen. Select one individual client at a time from the dropdown menu. Click the "Make CSV File" button to begin the export process. Clicking this button opens an Export Directory popup window populated with the client's name in the "Folder Name" data field. Click "OK" to save the client *.csv file to the Export Directory.

Web Portal for Uploading Data to ARB

Availability: January 1, 2015

Beginning January 1, 2015, users will be able to upload client *.csv files through ARB's web https username/password secure portal. For more information on this process, please register for the webinars on October 15, 2014, and December 15, 2014, designed to go over this process. Registration for the October 15, 2014, webinar is available here https://www1.gotomeeting.com/register/131592120. Registration for the December 15, 2014, webinar is available here https://www1.gotomeeting.com/register/111660040.

When done, click "Exit" to return to the Main Menu screen.

If there are questions regarding the formulator instructions, please email csmrprod@arb.ca.gov.