

2013 Consumer and Commercial Products Survey (2013 Survey): Additional Extension Requests

The California Air Resources Board (ARB) staff recognizes the resources needed to complete the 2013 Consumer and Commercial Products Survey (2013 Survey). In some cases, companies may need extra time to complete reporting of 2013 data beyond the 90 statutorily required days and the additional 90-days ARB staff issued due to the 2013 Survey scope. Below is a summary of the additional extension request process.

1. *Formulators*: All formulators will receive a 30-day extension to submit formulation data to ARB. The due date for formulators is extended to April 1, 2015. Formulators automatically receive the extension and do not need to send an email to request one.
2. *Responsible Parties*: Responsible party requests will be handled on a case-by-case situation. To request an extension from the original survey due date of March 2, 2015, responsible parties must email csmrprod@arb.ca.gov by February 27, 2015 to make a request with the following title: **“2013 Survey Additional Extension Request – Company Name (add your company name here)”**. In order to receive an extension, responsible parties will need to provide the following information:
 - a) When did you learn about the 2013 Survey?
 - b) When did you start working on the 2013 Survey?
 - c) When did you finish your data collection effort for the 2013 Survey?
 - d) Approximately how many products will you report? labels?
 - e) How far along are you in entering data into the Consumer Products Reporting Tool (CPRT)?
 - f) How much time are you requesting to complete the 2013 Survey?

ARB staff will notify each company the results of their request via email.

NOTE: As a reminder, please submit complete data reports. Partial data sets will not be accepted.

3. *Small Businesses*: Responsible parties who are also a small business have an additional extension until July 1, 2015 for reporting 2013 data. For purposes of the 2013 Survey, a small business is defined as a company or entity with 25 or less full-time, part-time and contract employees combined. The 25 employee count must also include seasonal workers. For example, a salon with their own product line of hair care products with a 12 part-time employees would qualify for this extension. Small businesses automatically receive the extension and do not need to send an email to request one.

In order to assist small businesses in completing the 2013 Survey, a series of one-hour small business specific webinars will be held:

April 27th, 2-3 pm PST:

<https://attendee.gotowebinar.com/register/2571246789058273025>

April 28th, 10-11am PST:

<https://attendee.gotowebinar.com/register/855474287076672001>

April 30th, 3-4 pm PST:

<https://attendee.gotowebinar.com/register/5745937080680179457>

These webinars will be recorded and posted on ARB's website for future viewing if a small business is unable to attend.

Please note that reporting period for 2014 sales begins July 1, 2015 and must be completed by November 1, 2015. This date remains unchanged for small businesses.

If you have any questions about the 2013 Survey or have general questions regarding the Consumer Products Program, please send an email to: csmrprod@arb.ca.gov.