



*California Environmental Protection Agency*

**Air Resources Board**

# 2015 DATA REPORTING FOR THE CONSUMER PRODUCTS PROGRAM

## **Current 2015 Data Reporting Period**

July 1 through November 1, 2016

## **2015 Data Report Due:**

November 1, 2016

**Per California  
State Law,  
Completion and  
Submittal of 2015  
Data is Mandatory.**



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## I. Introduction to 2015 Data Reporting

The California Air Resources Board's (ARB) 2015 data reporting for the Consumer Products Program (2015 Data Reporting) begins July 1, 2016, and ends on November 1, 2016. This is the third year of a three year reporting cycle and is mandatory for all responsible parties that sold consumer products in California during the 2015 calendar year. This document describes the method available for responsible parties to complete ARB's 2015 Data Reporting.

The data submittal method for 2015 data reporting is facilitated by the 2015 Consumer Products Reporting Tool (CPRT2015). The CPRT2015 is a multi-tabbed Excel-based template similar to the CPRT2014 that is used to facilitate the collection and reporting of the required 2015 data reporting into \*.csv formatted files. It is designed for maximum flexibility for users with varying operating systems. Users have the option of entering data directly into the Excel worksheet Tables or via the Form views. All data entered using the Forms are saved directly into the Tables. The CPRT2015 is available for download at: <http://www.arb.ca.gov/consprod/regact/2015surv/2015main.htm> Step-by-step instructions for entering your data and submitting your data to ARB are described in this document. For more information regarding the scope of data reporting, please see: [http://www.arb.ca.gov/consprod/regact/2013surv/cprt/cprt\\_instruct\\_w\\_append.pdf](http://www.arb.ca.gov/consprod/regact/2013surv/cprt/cprt_instruct_w_append.pdf).

## II. Features in the CPRT2015 and Other Reporting Information

- 1) The CPRT2015 includes a 'Change' column in the Product Information table. Users must enter one of the following terms below to describe the status of each product in the 2015 reporting period compared to what was reported in 2014. For more information, please see the Changes to Data Table in Step 9 of the 2015 Data Reporting Steps.
  - a. **Unchanged** means there is no change from what was reported in 2014, except for a UPC code change.
  - b. **Minor** means a product category change and/or label change in 2015.
  - c. **Major** means there is a change between 2014 and 2015 product ingredients but the label remained the same.
  - d. **New** means a product was not sold in 2014, but had sales in California in 2015.
  - e. **Discontinued** means a product was no longer sold in California in 2015.
- 2) International users: please adjust your settings to English (American) before saving the csv files so they are not semi-colon separated.

## III. Downloading your "starter" Zip File

If you submitted 2014 data to ARB, a "starter" Zip file is available for download and is used to prepopulate sections of the CPRT2015, and minimize duplicate reporting.

Log onto the Web Upload Portal using your 2014 account logon information to access your 2014 “starter Zip file.” **Do not unzip the file. Do not rename the Zip file.** Save your Zip file to your computer using the Zip file name provided.

Import your Zip file into the CPRT2015 by clicking on the Import 2014 Data button in CPRT2015. Select your Zip file from the popup directory, as described in Chapter IV, Step 1, below. If you do not see your Zip file in the popup directory, please contact the Consumer Products Help email address at: [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov)

#### IV. 2015 Data Reporting Steps (PC Version)

The following are step-by-step instructions designed to guide users through the 2015 data reporting process. It is recommended that users review the instructions prior to attempting to use the CPRT2015. It is also recommended that users refer to the correct flow chart scenario, while following the instructions. Please see *Flowcharts for Using CPRT2015* at the end of this section. There are three scenarios:

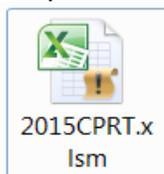
- Companies that reported for 2014 and had no new products in 2015, and no major or minor changes to the 2014 data,
- Companies that reported for 2014 and have new products to report for 2015, or major or minor changes to the 2014 data, and
- First time reporting (2015 data only, or 2014 and 2015 data)

#### Step 1

Download the CPRT2015 from:

<http://www.arb.ca.gov/consprod/regact/2015surv/2015main.htm>

Save it to your computer. Then open the CPRT2015 reporting tool by clicking on the CPRT2015\_ Excel Icon on your computer:



Click the “Enable Content” button in the yellow bar at the top of the screen to open the Menu. If necessary, the Menu window can be accessed at any time during the data entry by going to the tabs/worksheets or by clicking the Start button followed by the Menu button.

\*Users will also be able to import 2014 zip file data via the Setup Menu, described below.

The popup window: "Import 2014 data" alerts users. Click yes to import your 2014 starter zip file and go to step 3. If you do not have did not report data in 2014, click no and go to step 4.

## SETUP

### Step 2

#### Configuring CPRT

***For companies that reported products in 2014:*** Two scenarios exist:

- 1) Users have No New Products in 2015, or
- 2) Users have New Products in 2015 and/or major or minor modifications to 2014 products

Click "Import 2014 Zip File" button and proceed to Step 3, Importing 2014 Data

***For companies that did not report in 2014:*** One scenario exist:

- 3) First Time Reporting

Click "New Responsible Party" button and proceed to Step 4, Responsible Party Information

### Step 3

#### Importing 2014 Data

***Companies that reported in 2014:*** Users will import their "starter" Zip file that contains the 2014 data into CPRT2015 by clicking the Import 2014 Zip File button. Select your Zip file from the popup directory. ***DO NOT rename your 2014 Zip file.*** When prompted, select a location on your computer where "unZipped" file should be saved. The files are now unZipped.

New Responsible Party companies will not have this option available.

**Note:** If you do not see your Zip file, please contact [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov)

***DO NOT attempt to upload previously submitted files or last year's zip file to CPRT2015 - they will not work.***

Note: **DO NOT** move the columns or change column names in the header rows! Each column in the CPRT2015 is given a specific name that the file upload process is programmed to recognize.

## Step 4

### **Responsible Party Information**

Next, click the New Responsible Party button to go to the Responsible Party Information Form for content review.

***For companies that reported in 2014:*** review the contact information fields for accuracy and update as necessary.

***New companies:*** complete the responsible party information. Click the Save button then click the Go to Table button to view the Responsible Party Information saved in the Table. Alternatively, users can click the Go To Table button enter the Responsible Party Information directly into the T115 Table. Click the Add/Edit button to return to the Responsible Party Information Form.

**Using the Tables:** Click on the T115 tab for descriptions of the information being requested. Each column header includes a comment box description. The comment is displayed by hovering the mouse pointer over the column name in the header row of the table.

After completing the Responsible Party information, click the Menu button to save the information and return to the Setup Menu window.

## Step 5

### **Customizing Category Codes and Ingredients**

#### ***Category codes***

Companies with new products in 2015: users can customize the list of ARB reporting category codes relevant to their products by clicking the Category Codes button in the Setup popup window or by opening the Code\_Lookup table. To add category codes: Click the Add Codes button, select the codes to add, then click the Add Selection(s) button. The Clear Codes button removes all category codes from the table.

Click the Menu button to return to the Menu window.

#### ***Ingredients***

Companies with new products in 2015: users can customize the list of chemical ingredient names present in their products to be used when entering ingredient information by clicking on the Ingredients button in the Setup window or by Chem\_Lookup table. To add ingredient names: Click the Add Chem button, select chemicals from the list provided. Click the Add Selection(s) button to save the list to the Chem\_Lookup table. Click the Go to Table button to review your list of chemical

names. To add a chemical name and CAS # not available from the chemical list provided, simply type the chemical name and CAS # directly into the Chem\_Lookup table. Caution: Clicking the Reset button will delete all of the chemical ingredients you manually added to the Chem\_Lookup table.

Click on the Menu button to return to the Menu window.

### **Delete Data**

Caution: Users have the option to delete data and start over. Because these features will delete entered data, popup windows alert users. To delete all data, click the Delete All Data button, and the Yes button in the popup window. To delete the products data, click the Delete Data button to open the Delete Data popup window. Click the red Delete All Data button to delete **ALL** entered data. Click the Delete Products button to delete only the product data. Click the Delete Groups data to delete any product group data. A popup window will open if users click any of these buttons. Click yes to continue with deleting data. Clicking no will return you to the Delete Data menu. Click Exit Menu to return to the Setup Menu.

**Note:** please contact ARB staff at [csmrprod@arb.ca.gov](mailto:csmrprod@arb.ca.gov) if you have questions about using the delete data features.

## **DATA ENTRY**

### **Step 6**

#### **Product Formulators (and Self-Reporting Ingredients)**

Click on the Main Menu button and then on Enter Data button to return to the Data Entry Menu window. Determine if a 3<sup>rd</sup> party formulator will provide formulations to ARB for any new products or product groups. If no: go to Step 7. If yes, click on Product Formulators button to go to the Product Formulator Information Form.

On the Product Formulator Information Form, enter contact information for a new product formulator that will be providing product formulation. Designate the information as confidential by checking the Confidential box in the upper left hand corner of the form and click Save Records. **Only click the Save Records button once per product formulator added!** To add another formulator, click Clear Fields and repeat the process. Alternatively, the user can click on the Go To Table button to go to the Product Formulator Information Table (T415P) and enter the information directly into the table. If you imported your 2014 data into CPRT2015 it will display in the table. Enter any updates that you have for previously listed product formulators. Clicking on the Add Name button will take the user back to the Product Formulator Information Form.

Descriptions of the information being requested in each field are displayed by hovering the mouse pointer over the column name in the header row of the Table. Once you are

done, click on the Menu button to go back to the Menu window. Click the Enter Data button on the menu to return to the Data Entry Menu.

### Step 7

#### **Fragrance Formulators**

If you indicated that you have no formulators in step 6, you are self-reporting new product formulations. Determine if a fragrance is used as an ingredient for any product or product group. If no, go to step 8. If yes, click on Fragrance Formulators button on the Data Entry Menu to go to the Fragrance Formulator Information Form.

Use the Fragrance Formulation Information Form to enter contact information for a new fragrance formulator that provided fragrance(s) for products sold in California in 2015. Designate the information as confidential by checking the Confidential box in the upper left hand corner of the form and click Save Records. **Only click the Save Records button once per fragrance formulator added!** The information will display in the Table. To add another fragrance formulator, click Clear Form and repeat the process. Alternatively, the user can click on the Go To Table button to go to the Fragrance Formulator Information Table (T415F) and enter the information directly into the table. If you imported your 2014 data into CPRT2015 it will be displayed in the table. Enter any updates that you have for previously listed fragrance formulators. Clicking on the Form button will take the user back to the Fragrance Formulator Information Form.

Descriptions of the information being requested in each field are displayed by hovering the mouse pointer over the column name in the header row of the table. Once you are done, click on the Menu button to return to the Data Entry Menu window.

### Step 8

#### **Product Groups**

Determine if new products will be grouped. If you are not grouping new products: go to Step 9.

If you are grouping new products, click on the Product Groups button to go to the Product Grouping Information Form. Enter the representative product group information. Use the Lookup CatCode button to make a selection from a pre-customized list of category codes, and a Lookup Formulator button to make a selection from a list of product formulators you previously entered. **Note:** Clicking the Lookup CatCode button or Display Formulators button will open the Tables. Users must close the Form view to display information in the Tables. Clicking the Lookup CatCode button allows users to make selections from the list of category codes. Users must close the Form and click the Add Group button in the Table. Click the Menu button in the Table and Products Groups button in the Data Entry Menu to return to the Form view. Designate the information as confidential by checking the Confidential box in the

upper left hand corner of the form and then click Save Records. **Only click the Save Records button once per product group added!** To add another group, click Clear Fields and repeat the process. Alternatively, the user can click on the Table button to go to the Product Grouping Information Table (T515) and enter the information directly into the table. Clicking on the Add Group button will take the user back to the Product Grouping Information Form.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table. Once you are done, click on the Menu button to go back to the Data Entry Menu window.

### **Step 9**

#### **Product Information Data Entry**

Click on the Products button on the Data Entry Menu window to begin entering information for each product.

#### **Companies that had no new products or major or minor changes to existing products in 2015:**

Click the Products to go to the Product Information Table (T215) which will be populated with your 2014 data. You will see five blank columns where you will enter 2015 information for products reported previously in 2014: 2015 UPC, Units Sold in 2015, Confidential, Changes, and Comments. Note: The (red) Units sold in 2014 column is blank – leave this column blank unless you did not report data for 2014. Only enter data into the Units sold in 2014 column if you are reporting both 2014 and 2015 data for the first time using the CPRT2015. Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Once you have completed the Products information, click the Menu button to save the information and return to the Setup Menu. Go directly to Step 11 of the instructions.

#### **Companies that reported in 2014 and had new products, or minor or major changes in 2015:**

From the Data Entry Menu: Click on the Products button to go to the Product Information Table. To enter data using the Form, click on the Add Product button. Fill out the form for each new product. Users can click the Lookup Formula button to return to the Table, copy the formula name and paste it into the Form. Select a formulator from the Who Provides Formula dropdown. Select a category code from the previously customized Cat Code 1 / Cat Code 2 dropdowns. Complete the Fragrance, Dilution, & Comment section only if applicable to the product. Users can select the fragrance

formulator's name from the dropdown. Designate the information as confidential by checking the Confidential box at the top of the form and then click Save Record. **Only click the Save Records button once per product added!** A popup will alert users if a required field is missing data. To add another product, click Clear Fields and repeat the process. New products will automatically be appended to the bottom of the table.

To provide 2015 information for products previously reported in 2014, click the Go To Table button on the Product Information Form to go to the Product Information Table, which will be populated with your 2014 data. You will see five blank columns where you will enter 2015 information for products reported previously in 2014: 2015 UPC, Units Sold in 2015, Confidential, Changes, and Comments. Note: The (red) Units sold in 2014 column is blank – leave this column blank unless you did not report data for 2014. Only enter data into the Units sold in 2014 column if you are reporting both 2014 and 2015 data for the first time using the CPRT2015. Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table. If the change column is major or minor, overwrite the 2014 data entries with new product categories or formula name. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Enter new products on the next row at the bottom of the table.

Once you have completed the Products information, click on the Menu button to save the information and return to the Menu. For more information on major and minor changes, please see the Changes to Data Table in Step 9.

#### ***Companies that didn't report in 2014:***

By clicking on the Products button you will be taken to the Product Information Table. If users want to enter product information using the Form, click the Add Product button. Fill out the form for each new product. Use Select Group button to make a selection from a list of previously entered product groups to populate the Group Name field. If the product was also sold in California in 2014, please enter the applicable information into the Units Sold (UPC) 2014 and UPC 2014 fields. Use Select Code button to make selection from a customized category codes list for Category Code 1 and Category Code 2 fields. Designate the information as confidential by checking the Confidential box at the top of the form and click Save Record to save the information. **Only click the Save Records button once per product added!** To add another product, click Clear Fields and repeat the process.

Alternatively, the user can click on the Go To Table button to go to the Product Information Table and enter the information directly into the table. Clicking on the Form button will take the user back to the Product Information Form. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Once you have completed the Products information, click on the Menu button to save the information and return to the Menu.

### Changes to Data Table

CPRT2015 designations of product "status" in 2015 compared to 2013 to be entered in the Change data field.

Entry in Change Column	Label Change	Product Category Change	Ingredient Changes	UPC Code Change	CPRT 2015 Applicability
<b>Major</b>			X		<ul style="list-style-type: none"> <li> Modify existing entry.</li> <li> Create new formula name.</li> <li> Provide new formulator contact information, if needed.</li> </ul>
<b>Minor</b>	X	X			<ul style="list-style-type: none"> <li> Modify existing entry.</li> <li> Provide new label name.</li> <li> Upload new label.</li> </ul>
<b>New</b>	X	X	X		<ul style="list-style-type: none"> <li> Add new row with new product information.</li> </ul>
<b>Unchanged</b>				X	<ul style="list-style-type: none"> <li> No modifications needed.</li> </ul>
<b>Discontinued</b>					<ul style="list-style-type: none"> <li> Enter zero sales.</li> </ul>

### Step 10

#### Formulations

If you are not self-reporting products ingredients information, go directly to step 11.

To enter the self-reported products ingredient information click on Formulations button of the Data Entry Menu window, to go to the Products Formulation Information Form (F315). Select the formula name from the dropdown menu. Enter ingredient information for each new product. When entering data into the ChemName column, click on the cell and then click on the Select Chem button to open a popup window that will allow you to select a chemical from a customized list of ingredients. Click Add Ingredient and the Close to return to the Products Formulation Information Form. Designate the information as confidential by checking the Confidential box at the top of the form and then click Save Record. **Only click the Save Records button once per product formulation added!** To add another product formulation, click Clear Fields and repeat the process.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the Product Ingredient Table (T315).

Click on the Table button to review your data in the Product Formulation Information Table or add ingredient information directly into the table (T315).

Once you have completed the Products Formulation Information, click on the Menu button to save the information and return to the Data Entry Menu.

### **Step 11**

#### **Check Data**

Click on the Check Data button on the Menu window to check for missing information.

#### ***Responsible Party Information***

Click the Responsible Party data check button. Please make sure all of the mandatory data fields with Responsible Party contact information on the Responsible Party Information screen are filled out. All of the data fields on this screen are mandatory except for the parent company contact information. A popup will alert users of missing information.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Responsible Party data check button to run the data checks. Repeat process until there are no errors reported.

#### ***Product Formulators***

Click the Product Formulators data check button. Please make sure there is no missing product formulator information on the Product Formulator screen. A popup will alert users of missing information.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Product Formulators data check button to run the data checks. Repeat process until there are no errors reported.

#### ***Fragrance Formulators***

Click the Fragrance Formulators data check button. Please make sure there is no missing fragrance formulator information on the Fragrance Formulator screen. A popup will alert users of missing information.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Fragrance Formulators data check button to run the data checks. Repeat process until there are no errors reported.

***Product Groups***

Click the Product Groups data check button. Please review your product groups and product group names. A popup will alert users of product group errors.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Product Groups data check button to run the data checks. Repeat process until there are no errors reported.

***Products***

Click the Products data check button. Please make sure there are no blank rows in between the rows with product data information. Please also make sure there are no blank entries, including Kit and Multipack data fields. Both Kit and Multipack data fields require a numerical value of 1 or greater. The Density data field requires users to enter a numerical. A popup will alert users of missing information.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Products data check button to run the data checks. Repeat process until there are no errors reported.

***Formulations***

Click the Formulations data check button. Please make sure the total weight % for all ingredients in each formula totals 100. Please also make sure there are no duplicate chemical name entries for a unique formula name and there are no blank entries in the weight % data field. A popup will alert users of missing information.

Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Formulations data check button to run the data checks. Repeat process until there are no errors reported.

***Check All Tables***

Click the Check All Tables data button to run data checks on information in the tables. Errors in data in the tables will be displayed in the Error\_RPT tab. Review the error report and make data corrections. Click the Clear Report button and click the Check All Tables data button to run the data checks until there are no errors reported.

Click the Menu button to return to the Menu to complete Step 12.

## **Step 12**

### **Certify Data**

Click the Certify Data button to go to the Certification Form to complete certification information. **Users must check at least one of the three boxes to indicate the applicable regulatory sections.** After completing the electronic signature section, click Save Records to save the completed form. Click the Clear Form to start over. Alternatively, users can click the Go to Table button and complete the certification steps by entering data directly into the Table (T615). Descriptions of the requested information are available in the comment boxes in the Table by hovering the mouse over the column headers. When done, click on the Menu button to return to the Menu.

## **Step 13**

### **Making CSV files for ARB**

Once all data has been entered into the 2015CPRT, the user must export csv files to submit to ARB.

On the Menu window, click on Make CSV files button and then on Make CSV's for ARB. In the popup window select the location for files to be saved on your computer. This step will generate 6 csv files with your data that you will upload to ARB.

## **Step 14**

### **Making CSV files for Formulators**

On the Menu window, click on Make CSV files button and then on Make CSV's for Formulators. This will generate CSV files to send to the formulator for completion of the formula information. In the popup window select the location for files to be saved on your computer.

Next, locate the exported formulator files on your computer. You will find one "FormulatorKey.txt" file, which will have a list of exported files and corresponding formulators those files should be emailed to, and one CSV file per each of the formulators you entered into the 2015CPRT. Refer to the "FormulatorKey.txt" file to email each of the exported formulator CSV files to a corresponding formulator.

## **V. Uploading Data to ARB**

Upload the 6 saved CSV files to ARB in addition to the label files for new products. For uploading information, go to:

<http://www.arb.ca.gov/consprod/regact/2015surv/instructions%20for%20uploading.pdf>

**Flowcharts for Using CPRT2015 (PC Users)**

- a) **Companies that Reported in 2014: Flowchart for Using 2015CPRT (PC Users)**  
(See page 16)
- b) **Companies that Did Not Report in 2014: Flowchart for Using 2015CPRT (PC Users)**  
(See page 17)

