
SURVEY OVERVIEW

The Air Resources Board's (ARB) Mid-term Measures Survey is intended to collect information about the consumer product categories listed in Attachment A that were sold for use in California in calendar year 1995. This includes information about the companies that manufacture the products and about the products themselves. For your assistance, you can find all *italicized* terms defined in the Supplemental Definitions (Attachment D).

We would like to emphasize that this survey is intended to collect information about *consumer and institutional (I&I) products* (products used by household and institutional consumers), as well as products that are sold for consumer, institutional (I & I), and industrial uses concurrently.

This survey is not intended to collect information about products sold and used exclusively as *industrial products* (products designed and labeled exclusively for use in the manufacturing of goods or commodities), *agricultural use pesticides* or *pesticides* intended for use by professional pest control operators.

This Survey Overview will provide you with a sense of what to expect in this survey, and it will highlight some important points that you should be aware of. We appreciate your time in reading these instructions and completing this survey. If you have any questions, please do not hesitate to call Mr. Paul Milkey at (916) 327-1517 or Ms. Lisa Kasper at (916) 327-0648, or any of the staff listed in Attachment A.

This survey is composed of two components; the **Company Information Section** and the **Product Information Packet**. These two components are briefly described below along with some highlights of important information that will be required. Before you begin filling-in the survey, please read all of the instructions carefully and take a look at the attachments included to assist you with completing the survey. Also included for your assistance is a completed sample survey (Attachment E). On the following pages are more detailed instructions for completing the survey forms (pages 1.4-1.12).

Company Information Section

In this section, you are requested to provide some fundamental information about the company. This includes the company's name and address, along with the name and phone number of a contact person to be reached if clarification is needed on any information contained in the completed survey. Detailed instructions for completing this section begin on page 1.4.

This section also includes questions regarding general economic information about the company. This information will assist us to characterize the types of businesses that are included in the survey as required by California state law.

If your company is not the *responsible party* for products listed in Attachment A, please complete and submit questions 1-8 of the Company Information Section to the ARB. This will ensure that your company is removed from our mailing list of manufacturers of products listed in Attachment A. If your company is the *responsible party* for any products listed in Attachment A, please complete the entire Company Information Section and appropriate number of Product Information Packets.

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Product Information Packet

In this section, you are asked several questions about the products listed in Attachment A that you manufacture or distribute for sale in California. The Product Information Packet has two parts. The first part requests information on the form of the product(s) (i.e., aerosol, gel, solid), the type of customer(s) that uses the product(s) (consumer, institutional, industrial), and product sales. The second part requests formulation data for the products being reported. Detailed instructions for completing the Product Information Packet begin on page 1.7.

There are several things to remember as you complete this section of the survey.

- A) Only complete the Product Information Packet(s) if you are the *responsible party* for any of the product categories listed in Attachment A that were sold in California in calendar year 1995.
- B) You may group products according to the criteria included on page 1.7 of the Product Information Packet instructions.
- C) The survey must be completed using data from calendar year 1995, or if these data are not available, the most recent twelve month consecutive period beginning no earlier than January 1, 1994.

If Product Formulation Data are Unknown

In the event you do not know the product formulation information required in the Product Information Packet, please do the following:

- 1) Complete and submit to the ARB the entire Company Information Section and the sales data portion (questions 1-19) of the Product Information Packet(s).
- 2) Forward a blank copy of the entire survey to the company with the product formulation information requesting that they complete and submit to the ARB the Company Information Section (questions 1-8) and the Product Information Packet(s).

Please be sure you have spoken to the company that you are sending the survey to and confirm that they will be reporting the data and understand the reporting requirements. If they will be sending the formulation data directly to the ARB, please make sure that they also complete and submit to the ARB questions 1-8 of the Company Information Packet.

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Electronic Data Submittal

To simplify and streamline the data gathering process, we have made the Product Information Packet of the Mid-term Measures Survey forms available electronically. We have created several formats to meet a variety of computer capabilities. If you prefer to submit the survey forms electronically, please see Attachment H for information about the available formats and how to obtain a disk or download the survey from the Internet. To access the survey on the World Wide Web go to the California Air Resources Board Home Page at <http://www.arb.ca.gov>. When you get on our home page, click on "CARB Programs and Information Resources," "Consumer Products Program," and finally on "Mid-term Measures Survey" under the "Mid-term Measures Development and Subgroup Activities" heading.

If you choose to complete and submit your Product Information Packet electronically, you must still complete and submit a hard copy of the Company Information Section to the ARB.

Survey Due Date

This survey is due **June 28, 1996**. Once it is completed, please send it to:

California Air Resources Board
Stationary Source Division
2020 L Street
P.O. Box 2815
Sacramento, CA 95812
Attn: Measures Development Section

CONFIDENTIAL MATERIALS ENCLOSED

Confidential Information

The ARB will treat ALL information that you provide in this survey as Confidential. Title 17, California Code of Regulations (CCR), Section 91000 to 91100 (Attachment B) describes the handling of Confidential Information. We also request that you review and complete the Confidential Information Submittal Form found on Page 12 of Part 2, and submit a hard copy of it with your completed survey. Finally, for your protection, each page of the survey form has a box to check to indicate that the information on that page is confidential. The ARB takes extreme measures to ensure that all Confidential Information remains confidential pursuant to Title 17, CCR.