

SURVEY OVERVIEW

Please read the instructions before completing this survey

Survey Due Date

This survey is due **April 25, 2003**. Once complete, please send survey to:

California Air Resources Board
Stationary Source Division
Composite Wood Survey
1001 I Street, P.O. Box 2815
Sacramento, CA 95812

CONFIDENTIAL MATERIALS ENCLOSED

Confidential Information

The ARB will treat ALL information that you provide in this survey as confidential so long as it meets the requirements of State law. 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 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 measures to ensure that all Confidential Information remains confidential pursuant to Title 17, CCR.

Contacts

If you have any questions, please contact the following:

Jim Stebbins	California Air Resources Board	(916) 322-2778	jstebbin@arb.ca.gov
Gary Gramp	Hardwood Plywood & Veneer Association	(703) 435-2900	gramp@hpva.org
Chris Leffel	Composite Panel Association	(301) 670-0604	cleffel@cpamail.org

CONFIDENTIAL INFORMATION SUBMITTAL FORM

If you wish to designate any information contained in your survey data as **CONFIDENTIAL INFORMATION**, please provide the data requested below and return it with your completed survey forms.

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.), the information that a company provides to the Air Resources Board (ARB) may be released (1) to the public upon request, except trade secrets which are not emissions data or other information which is exempt from disclosure or the disclosure of which is prohibited by law; and (2) to the Federal Environmental Protection Agency (EPA), which protects trade secrets as provided in Section 114(c) of the Clean Air Act and amendments thereto (42 USC 7401 et seq.) and in federal regulation; and (3) to other public agencies provided that those agencies preserve the protections afforded information which is identified as a trade secret, or otherwise exempt from disclosure by law (Section 39660(e)).

Trade secrets as defined in Government Code Section 6254.7 are not public records and therefore will not be released to the public. However, the California Public Records Act provides that air pollution emission data are always public records, even if the data comes within the definition of trade secrets. On the other hand, the information used in calculation information is a trade secret.

If any company believes that any of the information it may provide is a trade secret or otherwise exempt from disclosure under any other provision of law, **it must identify the confidential information as such at the time of submission to the ARB and must provide the name, address, and telephone number of the individual to be consulted**, if the ARB receives a request for disclosure or seeks to disclose the data claimed to be confidential. The ARB may ask the company to provide documentation of its claim of trade secret or exemption at a later date. Data identified as confidential will not be disclosed unless the ARB determines, in accordance with the above referenced regulations, that the data do not qualify for a legal exemption from disclosure. The regulations establish substantial safeguards before any such disclosure.

In accordance with the provisions of Title 17, California Code of Regulations, sections 91000 to 91022, and the California Public Records Act (Government Code Sections 6250 et seq.),

Company Name: _____ declares that only those portions specifically identified and submitted in response to the California Air Resources Board's information request on the survey are confidential "**trade secret**" information, and requests that it be protected as such from public disclosure. All inquiries pertaining to the confidentiality of this information should be directed to the following person:

Name (please print): _____

Signature: _____

Title: _____

Telephone #: _____

E-mail: _____

Company Address: _____

FORM 1 - INSTRUCTIONS
Company Information – Reporting Year 2002

The information requested on FORM 1 will assist the California Air Resources Board in characterizing the types of businesses that are included in the survey as required by State law.

This survey is intended for manufacturers of plywood and composite wood products. The reporting year is 2002.

Table 1A - Company Information

Company Name: Enter the name of your company. If you are completing this survey for more than one company, please specify.

Web Site: Enter your company web site address, for example, www.compwood.com.

Division: Enter division of company if applicable

Total Number of Employees at Facility: Number of people employed at the facility.

Address: Enter mail address of company name.

Contact Person: Name of person to be contacted if there are questions about the survey responses

Title: Business title of the contact person.

Phone: Telephone number of contact person.

Fax: Fax number of contact person.

Email: Email of contact person.

Table 1B – Company Marketing Classification

Company Marketing Classification: Check the box(es) that describe your company’s main geographical marketing area (check all that apply).

International – Selling products to one or more nations outside the United States. For example, Canada, Japan, Mexico, etc.

Regional – There are four different areas in the continental United States based on time zones. Please check each box that pertains to the company’s marketing areas. Please note – Pacific time zone area excludes California.

California Statewide – Any product sales to the State of California.

Table 1C – Products Manufactured at Facility

Manufactured Products: Check the wood product box(es) that your facility manufactures. For a description of each wood product, please see Attachment A for wood product definitions.

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CERTIFICATION FOR WOOD PRODUCT MANUFACTURER

I hereby certify that, to the best of my knowledge and belief, all information entered on the Manufacturer Information Form (Form 1), Product and Resin Information Form (Form 2), Resin Information Form (Form 3), and Process Equipment and Product Emission Control Form (Form 4) is complete and accurate.

Name:	Title:
Signature:	Date:

FORM 2 – INSTRUCTIONS
Sales / Resin Information - Reporting Year 2002

Please make additional copies if needed

Product Manufacturer: Enter company's name

Table 2A – Product Information

Product #: Number each different product which you manufacture in numerical order. For example, number the first product description as number one, the second product description as number two, and so on. Specialty products such as marine grade, kitchen cabinet or other water resistant products must be listed under their own product number.

Product Description: Identify the thickness and type of each composite wood product (group thicknesses together if environmental characteristics and resin types are similar). For example, ½ - ¾" particleboard, ½ - 5/8" hardwood plywood, ¾ - 1" medium density fiberboard, etc.

Production Data: Total Annual Production - The total amount of each wood product manufactured at the facility for the year of 2002.

Reporting Basis For Each Product: Specify the reporting basis for each product that the total annual production is based upon.

Certification Data: Certification Test Results For 2002 – Specify the range and average formaldehyde concentration (ppm) for each wood product certified using 2002 data for these computations. Certification Standard – Indicate which standard was used to certify each wood product including: 1) ANSI A208.2 (MDF); 2) HUD-ANSI A208.1 Table A (PB); 3) ANSI A208.1 Table B (PB); 4) HUD-ANSI HPVA HP1; 5) Other (please specify under Certification Standard column of table 2A)

Annual Shipment: Percent Sold in CA: For each product, indicate the percent of the total annual shipment sold in California.

Percent Covered: Specify the percent of finished product that is surface covered at the manufacturing facility and/or sold directly to a facility that covers the surface of the finished product. Examples of surface coverings are laminations, vinyls, melamine, papers, and veneers. Also, please specify, to the extent possible, if the product will be surface covered on one side or two sides.

Table 2B – Resin Information

Product #: The product number in Table 2B should correspond with the product number in Table 2A. For example, if product number 1 in Table 2A is ½ - ¾" particleboard, then product number 1 in Table 2B should correspond with the resins to produce the ½ - ¾" particleboard.

Number of Resins Per Product: Indicate the number of different resins that are used to manufacture the wood product

Resin Category: Specify the resin system (e.g., urea/formaldehyde, phenol/formaldehyde, melamine/formaldehyde, methyl diisocyanates, etc.) used for each wood product.

Name of Typical Resin and Resin Manufacturer: The name of the most used resin in a specific product and manufacturer of that resin. Please specify core and surface resin if different.

Total Annual Usage of All Resins by Product: The total amount of all resins used in 2002 per product. Amounts of resin can be specified by 100% solids basis in pounds.

Table 2C – Added Ingredients by Product Manufacturer

Please list any ingredient(s), amount added, and density of the ingredient(s) that the wood product manufacturer adds during processing. If no additional ingredients are added to the base resin, please indicate by "NA".

Ingredient Added: List all ingredients that the wood product manufacturer adds during processing (prior to pressing, if applicable). Example ingredients are catalysts (e.g., ammonium chloride, hexamethylenetetramine, etc.), buffers (e.g., ammonia), scavengers (e.g., specific ureas), fire retardants, wax, biocides, etc.

Amount Added Per Pound of Base Resin: Please list amount (pounds or gallons) of ingredient added per pound of base resin.

Density of Ingredient: Specify the density of the ingredient, either lbs./gal or grams/mL, if using volume for the amount added.

FORM 3 – INSTRUCTIONS
Resin Ingredient Information - Reporting Year 2002

Please make additional copies if needed

****Wood Product Manufacturer Will Complete Top Portion of Form****

Wood Product Manufacturer: Enter the name of your company.

Address: Enter mail address of company name.

Product Description: This product description corresponds to entries in Table 2A in which you describe each wood product you manufacture by thickness and type. Each product will have an associated Form 3. If the wood product involves a face and a core resin, please indicate core or face in the product description (make additional copies of form where needed)

Resin Name: Enter the name of "typical resin" that corresponds to the product number in Table 2B.

The Wood Product Manufacturer will send Form 3 directly to the Resin Supplier after providing the information for the top portion of Form 3. The Resin Supplier will provide information for Table 3A and the Resin Manufacturer Information table. Form 3 will be sent directly to the California Air Resources Board from the Resin Supplier.

****Resin Supplier Will Complete Bottom Portion of Form 3****

Table 3A – Resin Information

Resin Density or Specific Gravity: Specify the density or specific gravity of the resin (indicate units where appropriate)

Molar Ratio: Please specify the formaldehyde:urea, formaldehyde:phenol, etc., molar ratio (e.g., 1:10 : 1, 1.07 : 1, etc.)

Ingredient Name: List all ingredients that the resin is comprised of. Examples of chemical ingredients include organic compounds (carbon-based compounds), inorganic compounds (e.g., calcium carbonate, titanium dioxide, etc.), and water content.

CAS #: Enter the Chemical Abstract Service (CAS) number for the ingredient listed.

Weight %: Enter the percent by weight to the nearest percent of the ingredient in the final product. The total weight of all ingredients should equal 100%.

Resin Manufacturer Information

Company Name: Enter the name of your company.

Address: Enter mail address of company name.

Phone: Telephone number of contact person.

Contact: Name of person to be contacted if there are questions about the survey responses

Title: Business title of the contact person.

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For additional information regarding the Air Resources Board's plan to develop an airborne toxics control measure to reduce formaldehyde emissions from composite wood products, please visit our website at:

www.arb.ca.gov/toxics/compwood/compwood.htm

After resin information is complete, please mail forms to:

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FORM 4 – INSTRUCTIONS

Process Equipment and Product Emission Controls - Reporting Year 2002

Please make additional copies if needed

1A - Process Equipment Table

Equipment Manufacturer: Please list the product manufacturer for all dryers, blenders, and presses

Model #: Please list the model number(s) for all dryers, blenders, and presses

Description: Please give a brief description on the types of dryers, blenders, and presses that you use while processing your wood product. Please include information on how the equipment operates.

1B – Post-Press Product Treatment

Please indicate any post-press treatment to the wood product that may control formaldehyde emissions. An example for a post-press treatment of a wood product would be a surface applied ammonia treatment.

2. – Other Information Regarding Emission Rates

Please provide any other emission rate data from your finished wood product that might be useful for this evaluation.

For additional information regarding the Air Resources Board's plan to develop an airborne toxics control measure to reduce formaldehyde emissions from composite wood products, please visit our website at:

www.arb.ca.gov/toxics/compwood/compwood.htm

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