2018 Aerosol Coating and Aerosol Adhesive Products Survey Instructions

Completion and Submittal of the Survey is Mandatory Pursuant to California State Law

Due: March 1, 2020

These instructions are provided to aid survey respondents in completing the 2018 Aerosol Coating and Aerosol Adhesive Products Survey (2018 Survey). The survey must be completed electronically using the 2018 Survey Spreadsheet Tool (2018 ART). The tool will be provided to you when you register. Instructions to register are here: https://ww2.arb.ca.gov/our-work/programs/coatings/consumer-products-program-aerosol-coatings-activity/2018-aerosol-coating

Send Survey Questions to the Consumer Products Help at csmrprod@arb.ca.gov

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Survey Spreadsheet Instructions

This document describes the method available for responsible parties for completing the California Air Resources Board's (CARB) 2018 Aerosol Coating and Aerosol Adhesive Products Survey (2018 Survey).

The Aerosol Coating and Aerosol Adhesive Products Reporting Tool (2018 ART) is available to format the survey results into CSV files as well as automating several processes and data checks needed to complete the survey correctly. Users will be able to enter information for the responsible party (company) based on the name listed on the product label, products, ingredient information, and formulator(s) using a PC and Mac compatible spreadsheet. The Spreadsheet is a multi-tabbed Excel-based template developed to facilitate the collection and reporting of the required survey information. CARB anticipates users will data mine their systems using the headers in the reporting tool as a guide to collect the requested information.

Below is a description for each worksheet in the 2018 ART along with step-by-step instructions for entering the information being requested and submitting the information.

To begin, please save the 2018 ART to your computer and open the reporting tool provided to you by CARB. Users may need to click the enable content button before being allowed to use the tool.

IMPORTANT!

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

Users can choose to manually enter requested data into the worksheets or query your company's data systems and paste requested data into the worksheets. Users can copy the headers from the Header worksheet for use in querying your data system. Users who choose to query their own data systems will need to paste the data for each worksheet into the 2018 ART to be able to run the data verification process prior to submittal to CARB. Do not include the header rows when you paste the data into the 2018 ART.

Start

Click on the Start tab to open the spreadsheet. The Start tab includes the Verify Data button, Make CARB CSV button, and Make Formulator CSV button. These buttons are used to run data checks on reported data and to format the data into CSV files. Clicking on the Make Formulator CSV button will generate a text file PFkey document and formulator CSV files. The PFkey document is used to determine which Excel file to send to the corresponding formulators to allow them to confidentially report ingredient data to CARB. These buttons are for use after all requested data have been entered. Instructions on use of these buttons are located in Step 5, below.

In addition, the Tab Legend worksheet includes a description for each of the worksheets in the 2018 ART.

Step 1

Enter company information in to Company worksheet. Hovering the mouse pointer over the column name in the header row displays a comment box describing the information being requested and specific formatting requirements for entered data. Users will need to manually enter the requested data into the Company worksheet.

> **Note:** Complete the final "Certification" boxes (rows 40-48) after entering all of the requested survey data to verify that all of the information entered is true and accurate.

Step 2

Click on the Formulators worksheet. The first formulator entry is designated for the self-reporting company. Enter your company contact information as "Self." Hovering the mouse pointer over the column name in the header row displays a comment box describing the information being requested and specific formatting requirements for entered data.

Next. Determine if a 3rd party formulator will provide formulations to CARB for any products.

If No: Skip to Step 3

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If yes: Enter the product formulator's contact information into the Formulators worksheet for each product formulator that will provide product formulations. A feature has been added to automate the Formulators worksheet based on input data from the Products worksheet. Upon finishing the Products worksheet click the "Auto Fill Formulators" button to transfer data to the Formulators worksheet.

> **Note:** For each product formulator listed in this worksheet, users need to create a formulator code (FormCode). Hover your mouse pointer in the FormCode box and follow the instructions in the comment box.

Step 3

You are now ready to begin entering information for each product into the Products worksheet. Hovering the mouse pointer over the column name in the header row displays a comment box describing the information being requested and specific formatting requirements for entered data. You can choose to manually enter the information for each product directly into the worksheet or you can query your data system using the headers provided in the Header worksheet.

> **Note:** Users that are manually entering data into the 2018 ART can select the category codes from the dropdown menu. Users that are querying their own data systems will need to use the category codes that are listed in the CARB_Codes Worksheet.

> **Note:** For each product whose formula data will be provided to CARB by a 3rd party formulator – the formulator's name **must exactly match** what is entered in the Formulators worksheet.

> **Note:** Each individual product needs to be individually reported. No product groupings for size or color are allowed to be reported for the 2018 Survey.

Responsible parties must submit one entire product label for each product. **"Label"** means any written, printed, or graphic matter affixed to, applied to, attached to, blown into, formed, molded into, embossed on, or appearing upon any consumer product or consumer product package, for purpose of branding, identifying, or giving information with respect to the product or to the contents of the package.

> **Label File Name:** For each product enter the name of the label file according to the **Formula Name**, followed by the file type. For example: When

submitting the label file for "Joes Clear Gloss" product (as identified in the **Formula Name** data field), the label file should be named: *Joes Clear Gloss.pdf.* Additionally, all images (front and back label panels) need to be saved as one file. Label files do not get saved in the 2018 ART. Label files should be saved separately in a "Label Folder" on the user's system. Label files will be submitted to CARB along with the data from the 2018 ART.

> **Note:** Users are allowed to submit a representative label for a product line. For example, a user with 12 colors can choose to submit one representative label for the products. Be sure that the label file names exactly match for each product included in the representative product line.

If your product is sold as a "kit" please enter the number of products in the kit in the kit field. A kit means that 2 separate containers are packaged and sold together as one unit. For kits, enter the number of kit units (greater than "1") sold to identify the product is part of a kit.

> **Note: Two Component Aerosol Coating Products** – please contact CARB staff for specific data reporting instructions. Email the Consumer Products Help at csmrprod@arb.ca.gov and staff will assist users with the specifics of the reporting requirements for two component aerosol products.

Step 4

If you are self-reporting ingredient information open the Formulations worksheet. Hovering the mouse pointer over the column name in the header row displays a comment box describing the information being requested and specific formatting requirements for entered data. You can choose to manually enter the information for each product directly into the worksheet or you can query your data system using the headers provided in the Header worksheet.

> **Note:** The formula names listed in the Formulations worksheet must exactly match the formula names entered in the Products worksheet.

Aerosol Coating Products Ingredient Reporting

Report all ingredients that comprise at least 0.1 weight percent.

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The Trade Name, Manufacturer, and BIN number are required for each <u>hydrocarbon solvent</u> in your product. Leave these fields blank for every ingredient that is NOT a hydrocarbon solvent. For more information, see Appendix A.

Users are allowed to aggregate and group all reactive organic compounds (ROC) that are each less than 0.1 Wt. %. Enter as: "Grouped ROCs that are each less than 0.1 Wt. %" and use the CARB provided generic CAS # 99999994.

Users are allowed to aggregate and group all inorganic ingredients that are each less than 0.1 Wt. %. Enter as: "Grouped Inorganic Ingredients that are each less than 0.1 Wt. %" and use the CARB provided generic CAS # 99999995.

Enter Fragrance as: "Fragrance" and use the CARB provided generic CAS # 99999999.

> **Note:** Additionally, any reactive organic compound (ROC) that is part of the resin needs to be identified and reported separately. Contact your resin suppliers as needed to obtain and report the ROC content of the resin in your products.
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> **Note: Two Component Aerosol Coating Products** – please contact CARB staff for specific ingredient data reporting instructions. Email the Consumer Products Help at csmrprod@arb.ca.gov and staff will assist users with the specifics of the reporting requirements for two component aerosol coating products.

Aerosol Adhesive Ingredient Reporting

Report all ingredients that comprise at least 0.1 weight percent.

The Trade Name, Manufacturer, and BIN number are required for each <u>hydrocarbon solvent</u> in your product. Leave these fields blank for every ingredient that is NOT a hydrocarbon solvent.

Users are allowed to aggregate and group all volatile organic compounds (VOC) that are each less than 0.1 Wt. %. Enter as: "Grouped VOCs that are each less than 0.1 Wt. %" and use the CARB provided generic CAS # 99999996.

Users are allowed to aggregate and group all nonvolatile organic compounds (Grouped LVPs) that are not LVP-VOCs listed in Appendix B. Enter as: "Grouped LVPs" and use the CARB provided generic CAS # 99999997.

Users are allowed to aggregate and group all inorganic compounds. Enter as: "Grouped Inorganic Compounds" and use the CARB provided generic CAS # 99999998. Inorganic compounds listed at the end of Appendix B need to be individually listed.

Enter Fragrance as: "Fragrance" and use the CARB provided generic CAS # 99999999.

Step 5

Data Checks: After entering all of the requested information, users need to return to the Start worksheet for data verification checks. Users that queried their data system using headers from the Header worksheet will need to copy and paste their data into the 2018 ART. Do not include your header rows in the copy.

Next, click the Verify Data button to run the data checks. Users will be taken to the Error_RPT worksheet to review errors or missing data. Errors will be accompanied with a location for ease of correction. Review the data error prompts for each worksheet and correct data as necessary. After correcting the listed errors, return to the Start worksheet. Click the Verify Data button to rerun the data checks. Continue this process until no more data errors are reported.

Step 6

For responsible parties using a 3rd party formulator to provide ingredient data to CARB, users need to click the Make Formulator CSV button on the Start worksheet. Individual CSV files and text file will be generated for each 3rd party formulator listed in the Formulators worksheet. Use the text file PFkey to identify which Excel file to send to send to formulators.

> **Note:** The Formulator CSV files will automatically be saved to the file directory where the reporting tool is saved.

> **Note:** Email the saved Formulator CSV files to the corresponding formulator based on text file for completion of ingredient information. Instruct your

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formulator to contact CARB at csmrprod@arb.ca.gov for instructions on how to submit the ingredient information for your products to CARB.

Step 7

Beginning January 1, 2020, users will be able to upload the saved worksheet files to CARB in addition to their label files. Please contact CARB for instructions on the transmittal process.

Note: If there are questions regarding the Spreadsheet Instructions, please email the Consumer Products Help at csmrprod@arb.ca.gov.

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