



2023 Consumer and Commercial Products Survey Consumer Products Reporting Tool (CPRT)

December 5, 2024

Outline



- 1 Major **Improvements** to the Survey
- 2 **Who** Must Complete the Survey
- 3 How to **Obtain** the Survey Tool
- 4 Required **Submittal** Information
- 5 **Instruction** Manuals and Video **Modules**
- 6 Overview of the **CPRT** and Features
- 7 Survey **Timeline**

Major Improvements to the Survey



User-friendly Excel tool



Chemical Ingredients
Search and Check



Ingredient Identification via
Chemical Abstract Service
(CAS) Number



Validation checks and
Error Report



CARB staff reaches out
to Formulators

Kiteworks



Secure and encrypted
mailbox submittal

Who Must Complete the survey?



Responsible Parties (RP)

- Company, firm or establishment listed on a label of a consumer or commercial product that was **sold or supplied for use in California during Calendar Year 2023**
- Foreign-based companies that sell consumer or commercial products into California are required to complete the 2023 Survey
- If label lists two companies, firms, or establishments, RP is the party that the product was **"manufactured for"** or **"distributed by"** as noted by the label



Product Formulators

Companies, firms or establishments who are identified by the RP to **provide product formulation on behalf of an RP**

The following secondary formulators **will not be surveyed**:

- *Fragrance Formulators
- *Solvent Manufacturers

**CARB will still request contact info*

Obtaining the Survey



Responsible
Parties (RP)

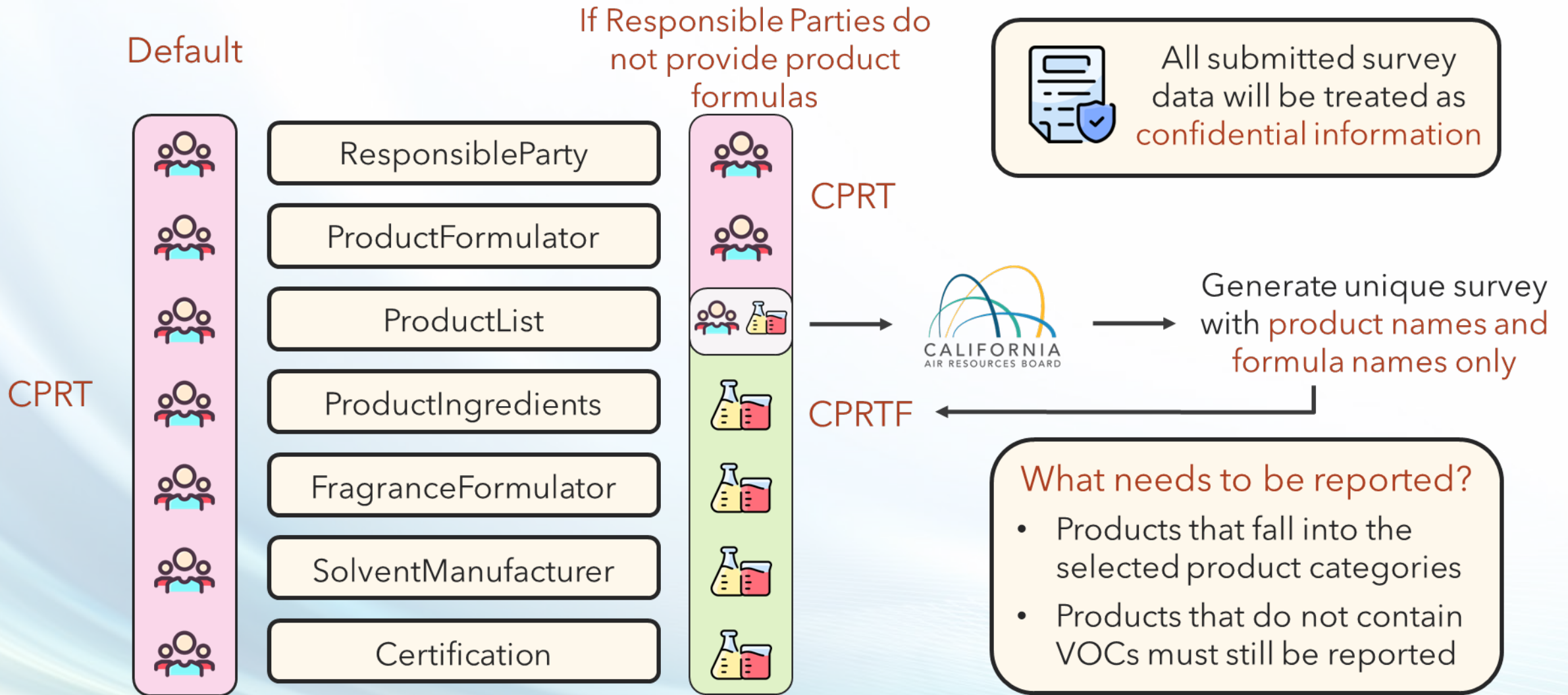
- RP can begin the survey now, and it can be downloaded from [our website here](#)
- CARB is requesting that RP email their Product Formulators and CC 2023CPSurvey@arb.ca.gov by January 14, 2025. This will allow Product Formulators to establish contact with CARB and begin preparations.



Product
Formulators

- Product Formulators **will be contacted by CARB** and provided customized surveys.
- Product Formulators can expect to receive their surveys after their corresponding RP has completed their submission to CARB.

Required Submittal Information





Instruction Manuals and Video Modules



Consumer Products Reporting Tool (CPRT)



Consumer Products Reporting Tool for Formulators (CPRTF)

For definitions and step by step instructions, please see our instruction manuals and video modules posted on [our website](#)

Video Modules

Consumer Products Reporting Tool Getting Started



California Environmental Protection Agency
Air Resources Board

2023

CONSUMER

&

COMMERCIAL

PRODUCTS

SURVEY

INSTRUCTIONS

Per California State Law,
Completion and
Submittal of the Survey
is Mandatory.

Completed Survey
Due: April 8, 2025



INSTRUCTIONS

Consumer Products Reporting Tool for Formulators

If a Responsible Party does not have the ingredient information for products submitted for the 2023 Consumer and Commercial Products Survey (2023 Survey), they will have identified those products as being formulated by a formulator in the Consumer Products Reporting Tool (CPRT). In these instances, California Air Resources Board (CARB) staff will use the submitted .csv files from the Responsible Party to generate a unique version of the CPRTF that contains the formula name and a product name to send to the formulator for completion. The product formulators are then required to submit ingredient data for these products to CARB. A link to a secure mailbox will be provided. In order to electronically facilitate this process and to ensure confidentiality of product formulations held by formulators, CARB staff has developed the Consumer Product Reporting Tool for Formulators (CPRTF) tool to allow formulators to submit ingredient data to CARB. This document describes the function and use of the CPRTF.

The CPRTF is designed
for product formulators

All requested formulation information **must** be interactively entered into the CPRTF or imported into the CPRTF from company specific databases. The CPRTF is available for download on [the 2023 Consumer and Commercial Products Survey](#) webpage. To download the CPRTF, click (or right click) on the link: "Consumer Products Reporting Tool for Formulators" and save it onto your desktop.

CPRT Start Page

* The Survey requires the **Desktop version of Excel**, not the Browser version

2023cpvtV1.01_Win



California Environmental Protection Agency
Air Resources Board

2023 Consumer Products Reporting Tool

Menu **Save/Exit**

- Required User Information
- Conditionally Required User Information
- User System Customization or Alerts
- System Default Values and Work Areas
- System Generated Information
- System Error

*All information provided to CARB will be treated as confidential

Main Menu

Enter Data

Import Data

Delete Data

Check Data

Certify Data

*This action may only be performed once survey is complete.

Export CSVs

CARB Staff Only

Exit Menu

Start ResponsibleParty ProductList ProductIngredients EnterFormula ProductFormulator FragranceFormulator SolventManufacturer Certification Validate_Survey



Fill in Responsible Party Information (Contact Info)

Users **will not be able to proceed** without first filling out Responsible Party info

Microsoft Excel

Start by entering responsible party information.

OK

Responsible Party Information

Menu Go to Table Clear Fields Save Record

Company Business Type Parent Company Comment

(* = Required) Enter or update company information as needed

Company Name *
Division *
Address *
City *
State/Country *
Zip/Postal Code *

Contact information

First Name *
Last Name *
Title *
Phone *
Email *

Make sure to fill out each tab

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Responsible Party Information (Business Type)

Users **will not be able to proceed** without first filling out Responsible Party info

Microsoft Excel

Start by entering responsible party information.

OK

Responsible Party Information

Menu Go to Table Clear Fields Save Record

Company **Business Type** Parent Company Comment

(* = Required) Enter or Update as Needed

(Check At Least One or Specify *)

☐ Manufacturer
☐ Retailer
☐ Distributor
☐ Packager

Other (Specify)

NAICS 1 *

NAICS 2

NAICS 3

Global Employees * California Employees *

Global Contract Employees * California Contract Employees *

Global Gross Income *

Make sure to fill out each tab

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Responsible Party Information (Parent Company)

Users **will not be able to proceed** without first filling out Responsible Party info

Microsoft Excel

Start by entering responsible party information.

OK

Responsible Party Information

Menu Go to Table Clear Fields Save Record

Company | Business Type | **Parent Company** | Comment |

Enter Parent Company Information

<input type="text"/>	Parent Company Name
<input type="text"/>	Address
<input type="text"/>	City
<input type="text"/>	State
<input type="text"/>	Zip

Enter Parent Company Contact Information

<input type="text"/>	First Name
<input type="text"/>	Last Name
<input type="text"/>	Phone
<input type="text"/>	Title
<input type="text"/>	Email

Make sure to fill out each tab

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Responsible Party Information (Comment)

Users **will not be able to proceed** without first filling out Responsible Party info

Microsoft Excel

Start by entering responsible party information.

OK

Responsible Party Information

Menu Go to Table Clear Fields Save Record

Company Business Type Parent Company **Comment**

Comment

Make sure to fill out each tab

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator


SolventManufacturer

Certification

Validate_Survey



ResponsibleParty will be automatically filled



Responsible Party Information

Please enter Responsible Party Information using the "Add/Edit Responsible Party Info" button below.

Menu

Add/Edit Responsible Party

							Company Contact				
Company Name	Division	Street Address	City	State	Zip Code	First Name	Last Name	Phone	Title	Email	
Consumer Products Co.	Regulatory	12 Main Street	Cityville	CA	12345	John	Doe	012-345-6789	Regulatory	JohnDoe@ConsumerProducts.co	

								Global		California Employees		
Manufacturer (T/F)	Retailer (T/F)	Distributor (T/F)	Packager (T/F)	Other Business (Specify)	NAICS1	NAICS2	NAICS3	Global Employees	Global Contract Employees	California Employees	California Contract Employees	Gross Income
TRUE	FALSE	FALSE	FALSE		325992	311999	324110	251 to 500	11 to 100	11 to 100	1 to 10	>=\$10 Million and

[Start](#)[ResponsibleParty](#)[ProductList](#)[ProductIngredients](#)[EnterFormula](#)[ProductFormulator](#)[FragranceFormulator](#)[SolventManufacturer](#)[Certification](#)[Validate_Survey](#)



Fill in Product Information (Name & Sales)

Product Information

Menu Go to Table Clear Fields Save Record

Name & Sales* | General information & Size * | Fragrance, Dilution, & Comment

(* = Required)

Product Name *

Formula Name *

Who Provides Formula *

Units Sold 2023 *

UPC 2023 * *If there is no UPC, enter 'na'

Label File Name *

Sale Data Method *

Find Current Formulator Names:

Product Name must be unique

"Self" or formulator
If formulator, then need to provide contact info

Please provide a descriptive label name related to the product name

Make sure to fill out all the tabs

Formula Name can be repeated

UPC must be 12-digit UPC-A

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Product Information (General Info & Size)

Product Information

Menu Go to Table Clear Fields Save Record

Name & Sales* General information & Size* Fragrance, Dilution, & Comment

(* = Required)

Product Delivery*

Product Form*

Product Relation*

FDA or FIFRA Reg. Status*

Category Code*

View Category Codes

Measurement Units Please select unit type before proceeding.

Kit*

MultiPack*

Container Fill*

Product Density*

Size on Label*

Make sure to fill out
all the tabs

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Product Information (Fragrance & Dilution)

Product Information

Menu Go to Table Clear Fields Save Record

Name & Sales* | General information & Size * **Fragrance, Dilution, & Comment**

Fragrance Name

Fragrance Formulator

Fragrance Tracking

Min Dilution

Max Dilution

Diluent

Comment

Fragrance Formulator

Lookup Formulator

Make sure to fill out all the tabs

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Product Information



Please enter product information either by using the "Add Product" button below or by manual entry.

Note: Formula Names that are repeated must have the same 'Who Provides Formula', 'Form', and 'Category Code' to be considered valid.

Menu

Add Product

Product Name	Formula Name	Who Provides Formula	Units Sold 2023	UPC 2023	Label File Name
Product_A	formula example 1	self	437	123456789123	Product Label
Product_B	formula example 1	self	1289	123456789124	Product Label
Product_C	formula example 1	self	7542	123456789125	Product Label
Item_A	formula example 2	Item Provider	854	123456789126	Item Label
Item_B	formula example 2	Item Provider	9695	123456789127	Item Label
Item_C	formula example 2	Item Provider	442	123456789128	Item Label
Merch_A	formula example 3	Merch Provider	888	123456789129	Merch Label
Merch_B	formula example 3	Merch Provider	459	132456789122	Merch Label
Merch_C	formula example 3	Merch Provider	889	123456789121	Merch Label

Products that share formulas only need to submit one label

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



* May be filled out by formulator in CPRTF

Clicking "Add Formula" will take you to the "EnterFormula" tab to interactively enter formulas

Start ResponsibleParty ProductList ProductIngredients EnterFormula ProductFormulator FragranceFormulator SolventManufacturer Certification Validate_Survey

Enter Formulas Interactively

Search chemicals
by CAS #

Enter Formula

Instructions:

1. Select a formula to provide, then fill out the data rows below either manually or using "Select Chem".
2. Ensure that the Weight % of the formula adds to 100%.
3. Once the Formula is complete, click "Save Record" to transfer it over to the ProductIngredients sheet.
4. If errors are found, please resolve them and then try to save the record again.
5. If an ingredient has a different formulator, please note it.

Note: All values, excluding manufacturer name, will be converted to lowercase.

Menu

Go to Table

Clear Record

Select Chem

Save Record

Select Formula

formula example 1
formula example 1
formula example 2
formula example 3
formula example 4

Total Wt. Percent:

100

Hydrocarbon Solvents Only

Chemical Name	CAS #	Wt %	Trade Name	Manufacturer Name	BIN	ErrorList
water	7732185	50				
fragrance	99999999	50				

Select Ingredients

Add Selected Ingredients

Search and Select

Search by CAS

Ingredients	Hydrocarbon Solvents	Hydrocarbon Propellants
Chemical Name	CAS #	
ammonium chloride	12125029	
ammonium hydroxide	1336216	
carbon dioxide	124389	
compressed air	132259100	
fragrance	99999999	
grouped inorganic compounds	99999998	
grouped lvps	99999997	
grouped vocs that are each less than 0.1	99999996	
hydrogen peroxide	7722841	
nitrogen	7727379	
water	7732185	
1-(1-butoxy-2-propoxy)-2-propanol	29911282	
1-(2-methoxypropoxy)-2-propanol	13429077	
1,1,1,2,2,3,4,5,5,5-decafluoropentane	138495428	
1,1,1,2,2,3,4,5,5,5-decafluoropentane (hfi	138495428	
1,1,1,2-tetrafluoroethane	811972	
1,1,1,2-tetrafluoroethane (hfc-134a)	811972	
1,1,1,3,3-pentafluoropropane	460731	
1,1,1,3,3-pentafluorobutane	406586	
1,1,1,3,3-pentafluorobutane (hfc-365mfc)	406586	
1,1,1,3,3-pentafluoropropane (hfc-245fa)	460731	
1,1,1,3,5,5,5-heptamethyl-3-octyl-trisilox	17955883	
1,1,1-trichloroethane	71556	
1,1,2-trichloroethane	79005	
1,1-diethoxybutane	3658955	

3. Ensure total
wt. percent adds
to 100%

4. "Save Record" will
automatically populate
the information in the
"ProductIngredients" tab

1. Drop down list of
Formula names from
the ProductList tab

5. Fix errors

2. Add chemicals using
Library of Chemical
Names and CAS #

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Product Ingredients

All formulations will be stored on this page. To add more formulas, please click "Add Formula" to be taken to the EnterFormula page.

Note: Values will be converted to lower case, and dashes will be removed from CAS # automatically.

Note: Rows will automatically be sorted by Formula Name.

Menu

Add Formula

Hydrocarbon Solvents Only

[illegible]

* **Fragrance** is aggregated and can be reported as a **single ingredient**

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Fill in Product Formulator Information

Enter Product Formulator Information

Menu Go to Table Clear Fields Save Record

(* = required)

Product Formulator

Company Name *
Address *
City *
State/Country *
Zip/Postal Code *

Formulator Contact

First Name *
Last Name *
Title *
Phone *
Email *

- If a RP does not have ingredient information, a **product formulator must be identified**
- **CARB staff** will use the submitted .csv files from RP to **generate a unique version of the CPRTF** that contains the product names and formula names to send to the identified product formulator(s)



Fill in Fragrance Formulator Information

Enter Fragrance Formulator Information

Menu Go to Table Clear Fields Save Record

(* = required)

Fragrance Formulator

Company Name *
Address *
City *
State/Country *
Zip/Postal Code *

Formulator Contact

First Name *
Last Name *
Title *
Phone *
Email *

- Either the RP or Product Formulator will fill out this portion, depending on who is providing the formulation
- Links to the "ProductList" tab to verify contact information of Fragrance formulators
- Note: We do not plan to survey Fragrance Formulators



Fill in Solvent Manufacturer Information

Manufacturer Contact Information

Menu Go to Table Clear Fields Save Record

(* = required)

Manufacturer Info

Company Name *
Address *
City *
State/Country *
Zip/Postal Code *

Manufacturer Contact

First Name *
Last Name *
Title *
Phone *
Email *

- Either the RP or Product Formulator will fill out this portion, **depending on who is providing the formulation**
- The manufacturer name will need to be the same as those used into the **ProductIngredients** and **EnterFormula** tabs

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

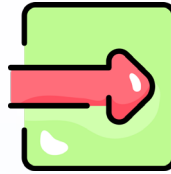
ProductFormulator

FragranceFormulator

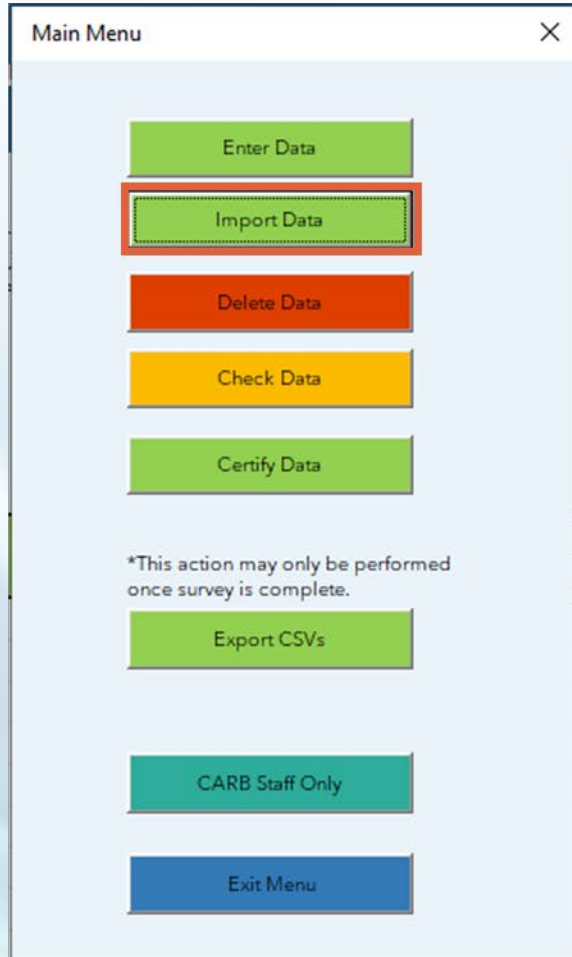
SolventManufacturer

Certification

Validate_Survey



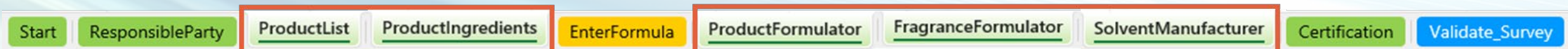
Importing Data



- Files used for import must be saved as a *.csv format
- Please match the headers and number of columns of the imported data to the headers of the tool in each tab
- *.csv headers will be available on our website if needed
- Importing data does not delete any previously imported or manually entered data

Users may import data in the following tabs:

1. ProductList
2. ProductIngredients
3. ProductFormulator
4. Fragrance Formulator
5. SolventManufacturer





2023 Survey Certification

Certification

MenuGo to TableClear FormSave Record

2023 SURVEY CERTIFICATION

The purpose of this certification is to document survey compliance.
Please check the applicable boxes below before signing.
I have complied with the requirements of Title 17, California Code of Regulations,
Executed this:
(Check at least one *)

☐ Section 94504(b) of the Regulation for Reducing Volatile Organic Compound Emissions from Antiperspirants and Deodorants

☐ Section 94513 of the Regulation for Reducing Emissions from Consumer Products,

☐ Section 94524(c) of the Regulation for Reducing the Ozone Formed from Aerosol Coating Product Emissions

and the survey information submitted is true, accurate, and complete.

By signing, I certify that I have the authority to sign on behalf of my employer.
I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

By signing this certification electronically, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(* = Required)

Executed this:

Day *	DD	Month *	MM	Year *	YYYY
At: Address *		City *		State/Country *	
By: First Name *		Last Name *		Title *	

- Serves as an **electronic signature** certifying that all data submitted is correct and accurate
- Certification is required by **both** RP and Formulators

[Start](#)[ResponsibleParty](#)[ProductList](#)[ProductIngredients](#)[EnterFormula](#)[ProductFormulator](#)[FragranceFormulator](#)[SolventManufacturer](#)[Certification](#)[Validate_Survey](#)



Validate Survey

The 'Run Validation Report' button can be used to test for any errors with data entered in this survey.

Note: Before exporting any data to be sent to CARB, this report will automatically be run.

Menu

Run Validation Report

Clear Report

ON

☐ Turn Off Chemical Correction Assistance (Not Recommended)

Worksheet Name	Row	Error Message
ProductList	8	(Error Code 201): Incomplete data found. Please ensure all Products up to row #8 are complete. Or remove incomplete rows.
ProductIngredients	10	(Error Code 310): Manufacturer: Calumet contact information not found in SolventManufacturer page (case sensitive).
ProductIngredients	14	(Error Code 310): Manufacturer: Solvent Manufacturer contact information not found in SolventManufacturer page (case sensitive).
ProductFormulator	5	(Error Code 501): Formulator was not listed in ProductList, please check to make sure formulator name is correct (case sensitive).
ProductFormulator	6	(Error Code 501): Formulator was not listed in ProductList, please check to make sure formulator name is correct (case sensitive).
		(Error Code 504): Address missing.
		(Error Code 505): City missing.
		(Error Code 506): State missing.
		(Error Code 507): Zip code missing.
		(Error Code 508): Contact first name missing.
		(Error Code 509): Contact last name missing.
		(Error Code 510): Contact title missing.
ProductFormulator	6	(Error Code 511): Phone missing.
		(Error Code 512): Email missing.

- Data cannot be exported until the Validate_Survey report **returns no errors**
- If an error message says "**WARNING**", then data can still be submitted without resolving the warning
- If the user has a particularly large dataset, the validation report may take additional time to complete. **DO NOT CLOSE EXCEL WHILE RUNNING**

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

SolventManufacturer

Certification

Validate_Survey



Chemical Correction Assistance

The 'Run Validation Report' button can be used to test for any errors with data entered in this survey.

Note: Before exporting any data to be sent to CARB, this report will automatically be run.

Menu

Run Validation Report

Clear Report

ON

☐ Turn Off Chemical Correction Assistance (Not Recommended)

Worksheet Name

Row

Error Message

Chemical Name

CAS #

ammonium chloride	12125029
ammonium hydroxide	1336216
carbon dioxide	124389
compressed air	132259100
fragrance	99999999
grouped inorganic compounds	99999998
grouped lvps	99999997
grouped vocs that are each less than 0.1 wt %	99999996
hydrogen peroxide	7722841
nitrogen	7727379
water	7732185
1-(1-butoxy-2-propoxy)-2-propanol	29911282
1-(2-methoxypropoxy)-2-propanol	13429077
1,1,1,2,2,3,4,5,5,5-decafluoropentane	138495428

Correcting Chemical Name Form

A correction is recommended to a chemical you entered.

Worksheet: EnterFormula

Row: 8

Chemical Name: carbon dioxide

CAS: 123

Suggested Corrections (select only 1):

Chem Name	CAS #
carbon dioxide	124389

Once "Make Change" is selected, your entry is overwritten with the suggested correction. Your original value can not be recovered.

Make Change

Keep Current

*This form is being displayed because the CAS # or Chemical Name entered was associated with another chemical name(s) within our internal database.

It is recommended, but not required, to change the name to one of the above suggestions.

- Assists with possible misspellings of a chemical name or mis-entry of CAS #
- Compares entered CAS # and chemical name with those on the CARB_Chem tab
- If entered values partially match, then CPRT will present a list of potential corrections

* This functionality is also on the EnterFormula tab

Start

ResponsibleParty

ProductList

ProductIngredients

EnterFormula

ProductFormulator

FragranceFormulator

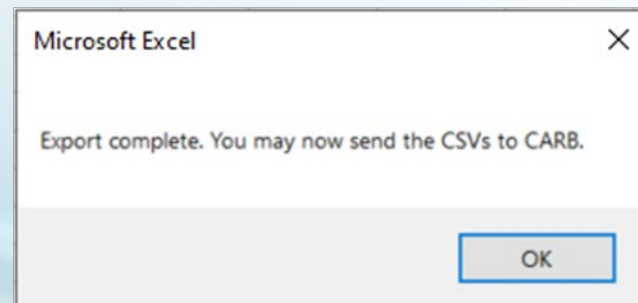
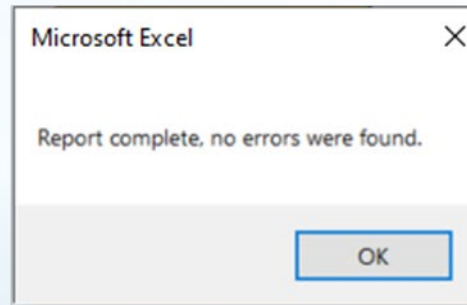
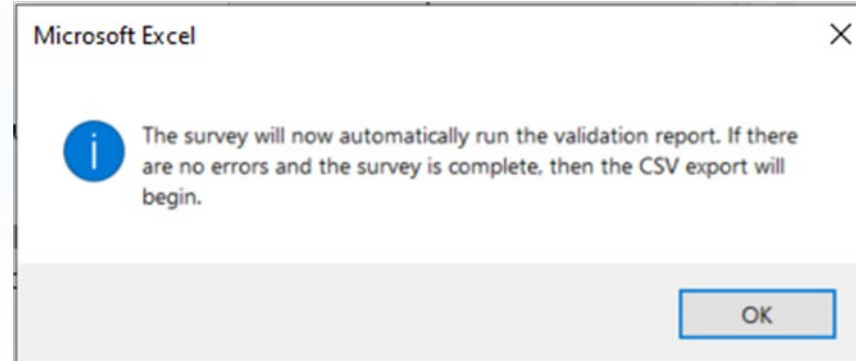
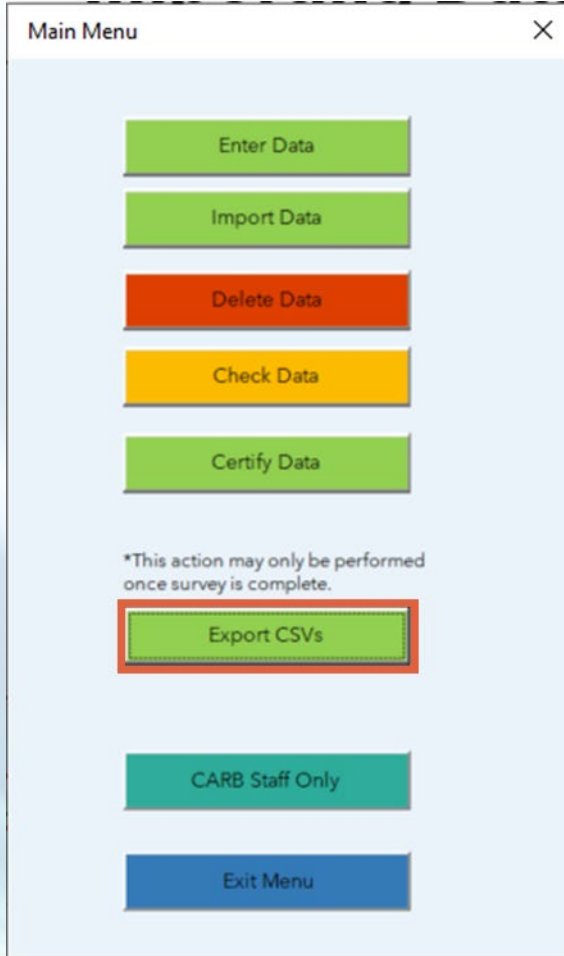
SolventManufacturer

Certification

Validate_Survey



Exporting Data



- Once the export begins, the screen will start **flashing** as the export is being completed.
- **Do not close Excel** while the export is still completing
- **Do not edit the .csv files** in any way before submitting them to CARB, including the name of the .csv file



Required Submittal Documents

Responsible Party (RP)



1. Exported .csv files for the following pages (CPRT)
 - a. ResponsibleParty
 - b. ProductList
 - c. ProductIngredients
 - d. ProductFormulator
 - e. FragranceFormulator
 - f. SolventManufacturer
 - g. Certification
2. All **product label** image files
Please send:
 - **Front and back** labels
 - **Legible** labels
 - **.pdf** format
 - All labels in a **compressed .zip file**

Product Formulators



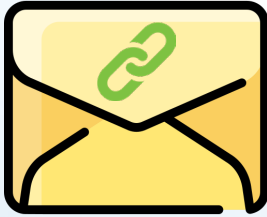
Exported .csv files for the following pages (CPRTF)

- a. **ContactInformation**
- b. **ProductList**
- c. ProductIngredients
- d. FragranceFormulator
- e. SolventManufacturer
- f. Certification



Where to Submit Data

Kiteworks



- All files will be submitted via **Kiteworks**, a secure and encrypted mailbox software
- Only a valid email address is required, no installation needed
- Files will be uploaded via Kiteworks website

Responsible Parties (RP)



- Please email CARB at 2023CPsurvey@arb.ca.gov to receive a Kiteworks link
- CARB staff will **send a link** to a Kiteworks mailbox where files can be submitted

Product Formulators



- CARB will contact **Product Formulators** and send a Kiteworks link to download the customized CPRTF
- The same Kiteworks location will be used to submit data

Survey Timeline





Contact Us

Subscribe to the listserv for announcements

[https://ww2.arb.ca.gov/
subscribe-consumer-
products-program-
bulletin](https://ww2.arb.ca.gov/subscribe-consumer-products-program-bulletin)

Request Submission Link and Survey- Related Questions

Please email the
Survey Help Box at
2023CPSurvey@arb.ca.gov

Program-Related Questions

For general inquiries not
related to the survey,
please email the general
Consumer Products
Program help box at
csmrprod@arb.ca.gov

Questions

Written



Type in the [Q&A](#)
box

OR

Verbally



Use the [raised hand](#)
function (#2 if calling in by
phone)



Please state your [name](#) and
[affiliation](#) before asking a
question or making a
comment