



*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**



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**\*Note: Starting with page 5 is a series of step-by-step instructions of how to enter data into the Consumer Products Reporting Tool**

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## **SURVEY APPLICABILITY: Who Must Complete the Survey?**

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Each company, firm, or establishment ("Responsible Party") listed on the label of a consumer or commercial product that was sold or supplied for use in California during Calendar Year 2023 and falls into a product category listed in Appendix A must complete this survey. Please note that categories that are not currently regulated are being surveyed.

**Note:** Foreign-based companies that sell consumer or commercial products into California are required to complete the 2023 Survey.

*(If the label lists two companies, firms, or establishments, the Responsible Party is the party that the product was "manufactured for" or "distributed by," as noted on the label.)*

Responsible Parties are required to complete the survey and submit to the California Air Resources Board (CARB) by April 8, 2025.

**Completed Survey  
Due:  
April 8, 2025**

Responsible Parties must submit their data using the Consumer Products Reporting Tool (CPRT). As not all Responsible Parties have access to the formulation data for products and rely on Product Formulators, who have this information, CARB has also created a customized tool called the Consumer Products Reporting Tool for Formulators (CPRTF). This tool will be sent out to Product Formulators after the Responsible Party has submitted their survey to CARB. CARB will reach out to Product Formulators on behalf of the Responsible Party with the customized version of the CPRTF that includes Product Names and corresponding Formula Names submitted by the Responsible Party.

Responsible Parties that have Product Formulators must e-mail the Survey help box at [2023CPSurvey@arb.ca.gov](mailto:2023CPSurvey@arb.ca.gov) by January 14, 2025 with a list of product formulators, contact names, and e-mail addresses. CARB will then reach out to Product Formulators to ensure that Product Formulators have time to prepare relevant materials to complete the CPRTF, as the CPRTF cannot be started until the Responsible Party has submitted their CPRT.

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## **2023 Survey Rationale**

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CARB develops the State Implementation Plan (SIP) to identify the proposed control measures and emissions reductions necessary from State-regulated sources to support attainment of the National Ambient Air Quality Standards (NAAQS) for nonattainment areas in California. The 2022 SIP includes a target reduction of 20 tons per day (tpd) of volatile organic compound (VOC) or VOC-equivalent (VOC-eq) emissions by 2037 from consumer products. To establish the scientific foundation for these plans, related rulemakings and other program developments, CARB is undergoing a comprehensive effort to update the state's emission inventories. CARB's 2023 Survey is an important step in collecting data on consumer products that are sold or supplied for use in California. The data collected from the 2023 Survey will support the statewide consumer product

inventory, speciation profiles used in criteria pollutant modelling, future rulemakings, risk assessments, and development of future SIPs.

## Types of Products to Report

This survey is intended to collect information about chemically formulated consumer and commercial products used by households and institutions (such as commercial, service, and governmental establishments), and also products used by industrial entities for the maintenance or operation of their facilities. Reportable under this survey are all consumer products defined under section 41712(a)(1) of the California Health and Safety Code (HSC) listed in Appendix A and were sold or supplied for use in California during calendar year 2023. This survey is *not* intended to collect information about industrial products used exclusively for on-site manufacture or construction of goods or commodities, with the exception of thinners, reducers, and lubricants. However, products that do not contain VOCs and fall into the product categories listed in Appendix A must be reported in this survey.

A "Consumer Product" is a chemically formulated product used by household and institutional consumers including, but not limited to, detergents; cleaning compounds; polishes; floor finishes; cosmetics; personal care products; home, lawn, and garden products; disinfectants; sanitizers; aerosol paints; and automotive specialty products; but does not include other paint products, furniture coatings, or architectural coatings.

**Products that do not  
contain VOCs  
MUST be reported.**

**Please** report products belonging to the following categories and category codes:

Category Code	Category Name
10115	Plastic Pipe Cement and Primer
10209	Sealant or Caulking Compound -- Chemically Curing
10210	Sealant or Caulking Compound -- Nonchemically Curing
20103	Dual Purpose Air Freshener/Disinfectant (aerosol)
20104	Air Freshener, liquid/pump spray
20305	Disinfectant (aerosol)
20311	General Purpose Cleaner (nonaerosol)
20312	General Purpose Degreaser (aerosol)
20313	General Purpose Degreaser (nonaerosol)
20321	Metal Polish/Cleanser (aerosol)
20326	Oven or Grill Cleaner (nonaerosol)
20504	Carpet and Upholstery Cleaner (nonaerosol - dilutable)
20513	Spot Remover (nonaerosol)

20903	Laundry Detergent
20919	Liquid Fabric Softener
21003	Cutting or Tapping Oil (aerosol)
21012	Multi-purpose Dry Lubricant
21014	Penetrant
21018	Rust Preventative or Rust Control Lubricant (aerosol)
21301	Footwear or Leather Care Product (aerosol)
21303	Footwear or Leather Care Product (all other forms)
21405	Floor Wax Stripper
30101	Antiperspirant
30102	Deodorant
30201	Anti-microbial Dry Hand Wash (Hand Sanitizer)
30207	Body Wash/Mousse/Gel/Soap/Foam/Scrub
30211	Anti-microbial Dry Hand Wash (Hand Sanitizer)
30404	Hand and Body Conditioner, Cream, Lotion, and Moisturizer
30411	Sunscreen (hair or body) (aerosol)
30602	Conditioner without styling claims
30603	Dye, permanent
60203	Clean Up Solvent
60211	Lacquer Thinner
60213	Multi-purpose Solvent (nonaerosol)
60214	Paint Remover and Stripper
60216	Paint Thinner (nonaerosol)
60223	Thinner/Reducer/Retardant (Motor Vehicle Coating Systems)
70117	Undercoating (aerosol only)

The rest of this document provides instructions about how to complete the survey. In addition, CARB staff provides a series of appendices developed to assist users. Included as appendices: A) List of Survey Product Categories, B) List of 2022 NAICS Codes, C) List of Chemical Compounds, D) List of Hydrocarbon Solvent Bins, E) Consumer Product Definitions, F) Conversion Tables, and G) U.S. Resident Population.

The appendices are available here: <https://ww2.arb.ca.gov/our-work/programs/consumer-products-program/product-surveys/2023-survey/consumer-products-reporting>

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## Consumer Products Reporting Tool

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The data submittal method for the 2023 Survey will be facilitated by the new electronic CPRT. All requested information must be interactively entered into the CPRT. The CPRT is available for download at: <https://ww2.arb.ca.gov/our-work/programs/consumer-products-program/product-surveys/2023-survey/consumer-products-reporting>

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## Overview Of The Reporting Tool

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The CPRT is designed to input data interactively via manual entry, via built-in forms or via import. The determining factor for using the interactive pages, forms or import features will vary by company, but will mainly be dictated by size. A company with a small amount of data will likely use the interactive function, while a larger company may choose to use the import function. When using the data upload feature, data must be saved in a comma delimited file, or \*.csv format (CSV). The CPRT will not accept data in any other format (e.g., excel). The \*.csv format is a record-based text file that prevents the introducing of macros or malware. The CPRT upload feature uses the \*.csv format to enhance confidentiality of data being submitted.

**Note:** When the term “company” is used, “company, firm, or establishment” is implied.

**Note:** The description of the data fields applies to both the Data Import Fields and the Fill-In Data Sheets.

**Note:** A desktop version of Microsoft Excel is required to run the survey tool; a web-based version of the software is not compatible.

**Note:** Users must import all their data into the CPRT for data checks. It is NOT acceptable to directly submit unprocessed CSV files to CARB.

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## Designation of Confidential Information

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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.),

State law protects the confidentiality of trade secrets. The full citations of these sections are provided at: <https://govt.westlaw.com/calsitelist> and <http://www.leginfo.ca.gov/calaw.html>.

All information contained in submitted survey data will be treated as “confidential information.” A note is located at the bottom of the Start page indicating confidentiality for all information provided to CARB.

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## Getting Started

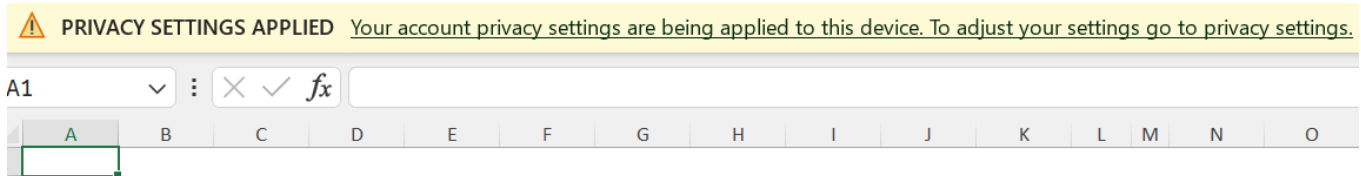
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Before entering data, getting familiarized with the CPRT setup will provide ease of navigating through the tool. The following sections summarize the Menu button located on every page, the legend on the Start page, and the Start Page. Instructions on entering data will follow these sections.

To download the tool, go to <https://ww2.arb.ca.gov/our-work/programs/consumer-products-program/product-surveys/2023-survey/consumer-products-reporting>

The order of the following descriptions is consistent with the order that CARB staff recommends for using the CPRT.

The CPRT document must be unblocked from Security settings to access it. A warning from Privacy Settings will appear at the top of the page if the document is blocked with the following message, **“Privacy Settings Applied: Your account privacy settings are being applied to this device.”** See the image below:



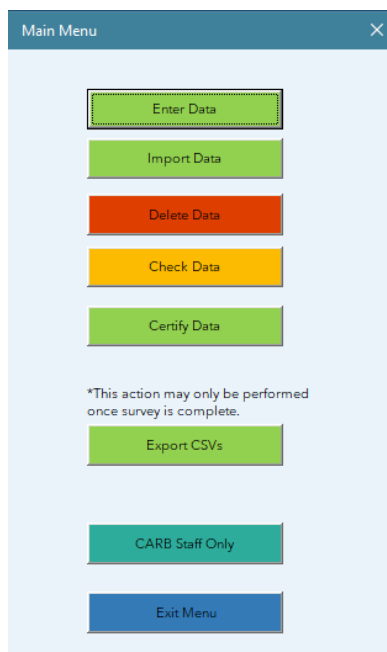
To unblock it, find the file in your file manager application (i.e. files explorer) and right click on the document to open properties. Under “Security” in the “General” tab, make sure the “unblock” Checkbox is selected. If the security section does not exist in the General tab, then the CPRT has already been unblocked.

**Note:** Before entering data, enable macros for the CPRT. Go to Options > Trust Center > Trust Center Settings > Macro Settings, and then selecting ‘Enable VBA macros’.

## Menu

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As a general guide to navigate from page to page, the CPRT has a Menu that can be accessed from any page of the tool. Click the **“Menu”** button on any page of the tool to open the Menu.



The Menu has several buttons that can be used to manage data for the CPRT, explanations for each are below:

**Enter Data:** Clicking this button opens the Data Entry Menu and allows users to begin entering data into the CPRT. Users may then select one of the following buttons to fill out the corresponding form: New Responsible Party, Products, Product Ingredients, Product Formulators, Fragrance Formulators, or Solvent Manufacturers. The Responsible Party Information must be complete before any other forms can be filled out. To return to the Menu, select the Main Menu button.

**Import Data:** Clicking this button opens the Import Menu and allows users to begin entering data into the CPRT. Users may then select one of the following buttons to fill out the corresponding form: ProductList, ProductIngredients, ProductFormulator, FragranceFormulator, SolventManufacturer, or Import all. To successfully import data, the file must be saved as a CSV. If the CSV has more columns than the worksheet you are importing to then those excess columns will be cut off and not imported. To avoid difficulties importing data, the CSV structure being imported must match the structure of the worksheet being imported to (e.g. columns and column headers all in the same order as they appear in the tool). The Import all button does not import all CSVs at once, it allows users to go page by page and import CSVs. To return to the Menu, select the Main Menu button.

**Delete Data:** Clicking this button opens the Delete Data Menu that allows users to delete entries from the following forms: Product List, Product Ingredients, Product Formulators, Fragrance Formulators, Solvent Manufacturer, or all data.

**Check Data:** Clicking this button opens the Data Check Menu that allows users to perform a series of data checks on forms for the Responsible Party, Products, Product Ingredients, Product Formulators, Fragrance Formulators and Solvent Manufacturers prior to submitting and exporting data to CARB.

**Certify Data:** Clicking this button opens the Certification form that allows users to document survey compliance.

**Export CSVs:** Clicking this button allows the Responsible Party to generate CSV files to send to CARB. Before the export begins, the tool will automatically run the full error checking report from the Validate\_Survey worksheet and ensure no errors occur. If errors occur, they will need to be fixed before the export can be complete. CARB will then contact any entities reported in the ProductFormulators page in order to collect formulation data. Fragrance Formulators and Solvent Manufactueres may also be contacted, as is deemed necessary by CARB.

**CARB Staff Only:** This button is to be accessed only by CARB staff and is not for Responsible Party use.

**Exit Menu:** This button closes out of the Menu.

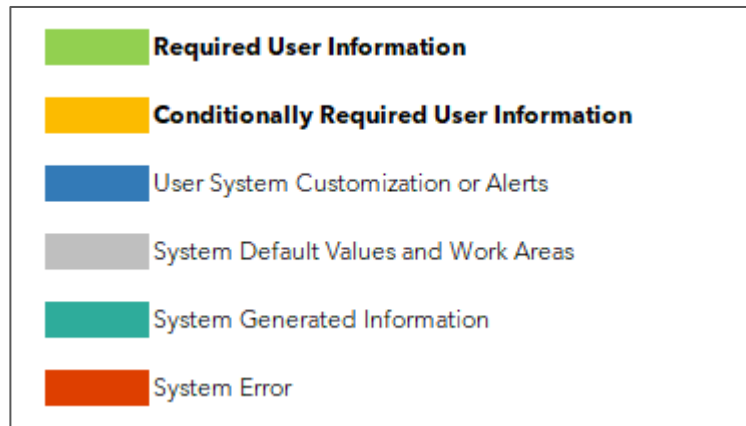
*Note:* The Menu button is located towards the top of every page of the CPRT.



## Legend

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Since not all fields must be filled out by the Responsible Party, the CPRT uses different colors to identify those responsible for each field. Take note of the legend below:



**Note:** The legend is available on the bottom left of the Start page.

Each color coincides with a user's responsibility, and all tabs and buttons are colored by category. Each green area/button should be filled out or used by the Responsible Party filling out the Survey. Yellow areas/buttons should be filled out on a case-by-case basis. Other colors indicate information that is automatically generated. Note that "System Generated Information" fields/buttons are to be completed/used by CARB staff, and the Responsible Party does not have to complete those areas.

## Start Page

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The first page of the CPRT is the Start Page. This is the landing page of the CPRT. It includes the legend mentioned in the previous section and two administrative buttons that allow users to navigate between pages and save the CPRT.

Below is a description of both buttons found on the Start Page. The bold type corresponds to the button in the form, followed by a description for the button's function.

**Menu:** This button opens the Main Menu, refer to the previous "Main Menu" section.

**Save:** This button allows users to save the work they've done on the CPRT so they can exit without losing progress. It's recommended to use this Save button instead of the Save option under File, as it is more reliable.

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## Entering Data

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There are three ways to enter data into the pages of the CPRT:

1. Using the built-in forms on each page. To access a built-in form, first navigate to the page on which you would like to enter data. Click the “Add ...” button near the top of the page and that page’s form will then be opened.

Each built-in form has a few buttons to help users submit data and navigate the survey tool. Below is a detailed description of each button found in the applicable built-in form for the page. The bold type corresponds to the button name in the form, followed by a description for the button’s function.

**Menu:** This button returns the user to the Main Menu.

**Go To Table:** This button exits out of the form and goes to the applicable CPRT page table.

**Clear Fields:** This button clears the data fields below. When clicked the data entry page will clear and then automatically clear the entries in the applicable page.

**Save Record:** This button saves the data entered by the user and adds it to the page. If the data is not valid, an error message will be displayed.

2. Using manual entry. Each page allows users to manually enter data directly into the page. Because manually entered data is not validated until the report on the Validate Survey page is run (please refer to “Validating Data” section further down), it is recommended to use the built-in form option until the reporting requirements for the page are well understood.
3. Using data imported from a CSV. To read more about how to import data into the tool from a CSV, please refer to the “Importing Data” section below.

**Note:** Both manually entered data as well as imported data are not validated until the report on the Validate Survey page is run (please refer to “Validating Data” section further down). It is recommended to use the built-in form option until the reporting requirements for the page are well understood.

**Note:** All pages allow for all three methods of data entry except for the ResponsibleParty and Certification pages. These two pages only permit the built-in form for data entry.

The following sections describe each of the pages where data is requested as well as definitions for the data fields being requested. Additionally, the “Importing Data” section describes how to import CSV files to each page using the functions in the tool.

## **Responsible Party**

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When starting a new survey, a pop-up box will appear prompting the Responsible Party information to be filled out first. Users will not be able to proceed without first filling out the necessary information. If the user wishes to change their ResponsibleParty information

at any time, they can do so by clicking the "Add/Edit Responsible Party" button found near the top of the ResponsibleParty worksheet and using the form that is opened.

The Responsible Party information requested will assist CARB in characterizing the business included in the 2023 Survey as required by California State Law. The Responsible Party Information must be filled out in the built-in form of the CPRT. This information may not be entered manually and there is not an import function in the CPRT for this page.

**Responsible Party** means the company, firm, or establishment listed on the product's label of a consumer or commercial product reportable under this survey (Appendix A) that was sold or supplied for use in California during Calendar Year 2023. If the label lists two companies, firms, or establishments, the Responsible Party is the party which the product was "manufactured for" or "distributed by," as noted on the label. Below is a detailed description of each data field. The data fields relate to the Responsible Party (company information) and survey contact. The bold text corresponds to the data field header in the CPRT, followed by a description for the data field. Please enter survey contact information for CARB to use to contact your company in the event of survey related questions. The survey contact information may or may not be the same management level representative that will certify the survey information prior to submitting it to CARB.

Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

### **Company Information**

**Company Name:** Enter the name of the company that is the Responsible Party for the product(s) being submitted.

**Division:** If the respondent represents a division of the company, enter the name of the division.

**Street Address:** Enter the complete mailing address for the company listed above.

*Note:* Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the "State" data field. Enter either the postal code or the number "1" in the "Zip" data field.

**Company Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by CARB staff if clarifications are needed for the information submitted.

The question below relates to the Responsible Party's "type of business." Please choose from the list provided: Manufacturer, Retailer, Distributor, or Packager.

### **Business Type**

**Type of Business:** Select (ü) each box that describes the type of business conducted by the Responsible Party. If the type of business listed does not apply, describe your company's type of business in the "Other Business Type" space provided.

The next five data fields relate to business financial information for the 2023 calendar year:

**Gross Income:** Select from the dropdown the range that best identifies the gross annual receipts generated by the Responsible Party worldwide for Calendar Year 2023. This means the total income of the company before expenses are deducted.

*Note:* Report total worldwide gross annual receipts.

**Employees:** Select from the dropdown the range that indicates the total number of employees (include part-time and temporary staff), not including contract employees, for the Responsible Party "Worldwide" (including California), and also for "California Only."

**Contract Employees:** Select from the dropdown the range that indicates the total number of contract employees for the Responsible Party "Worldwide" (including California), and also for "California Only."

*Note:* "Contract Employees" include temporary, consultant, contractor, and/or contract service employees. As the number of these employees can be fluid, choose a representative number of employees that best describes the overall number of contract employees throughout the year.

The next question describes the type of industry in which the Responsible Party conducts business.

**NAICS (North American Industry Classification System):** Select/Enter the Primary 2022 NAICS code(s) from the dropdown menu related to consumer and commercial products that apply to the responsible party for the products covered by this survey. If applicable, select the Secondary and Tertiary NAICS codes from the dropdowns. For more information about NAICS codes, see Appendix B.

*Note:* Foreign-based Companies: Please choose a representative industry description from the list of NAICS.

The last block of data fields are to be completed by companies that are not independently owned. If your company is independently owned you have completed the responsible party section of the 2023 Survey. Click "Save Record" to save the entered information and close the form.

### **Parent Company Information**

**Parent Company Name:** If the company is not independently owned, enter the name of the parent company.

**Address:** Enter the complete mailing address for the parent company listed above.

*Note:* Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the "State" data field. Enter either the postal code or the number "1" in the "Zip" data field.

**Parent Company Contact:** If the company is not independently owned, enter the name, title, telephone number, and email address of the contact person responsible for the information submitted.

**Comment:** Comment any extra information needed here.

Click "Save Record" to continue to the ResponsibleParty page.

Below is a detailed description of each data field in the product section. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

## **Products**

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Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field. The order of data field descriptions follows the order they appear in the built-in form.

### **Product Name & Sales**

**Product Name:** Enter the Full Product Name as shown on the principal display panel.

***Note:*** Each Product Name must be unique. If the names entered are not unique, an error will display when the data is validated. Please enter any additional qualifying information from the label as necessary. This can be information such as fragrance, size, product form, etc.

**Formula Name:** The Formula Name is the name given to a Product's Formulation for usage in the CPRT. The Formula Name can be the Full Product Name as shown on the principal display panel (Product Label), or it can be a custom entry. Formula Name will be provided to Product Formulators so that they can provide formulation data, so ensure that it is something recognizable to all relevant parties. Formula Names can be repeated for products that have the same Formulation.

**Reusing Formula Names:** For the purpose of minimizing the amount of formulation data collected for similar products, a single "representative" Product Formula Name can be reported for a series of similar products. Formula Names may be reused based on Size, Fragrance, VOCs, Inorganics (limited) and/or Grouped Inorganics; or low vapor pressure VOCs (LVP-VOCs) (limited) and/or Grouped LVPs. For purposes of the survey, "representative" product Formula Name means the formulation used most, or the formulation with the highest sales. If a group of products meets the requirements as defined below, then the formulation only needs to be entered on the ProductIngredients page once.

***Note:*** It is not required to reuse Formula Names. A Responsible Party that finds the reporting process to be more expedited without reusing Formula Names has an option of reporting in this manner.

To reuse a Formula Name, simply enter the same Formula Name for a different Product on the Products page in the CPRT. Below is an example of reused Formula Names.

***Example:***

If a “Moisturizing Hand Lotion” product is sold in two sizes (454 g and 510 g) and each product uses the same formulation, the Formula Name can be reused, and the product formulation will not need to be reported more than once. The unique UPC and Product Name for the 454 g and 510 g products would be reported separately.

If “Honey Lemon Hand Sanitizer” and “Lavender Hand Sanitizer” have the exact same formulation except for the ingredients that make up their respective honey lemon and lavender fragrances, the formulation can be reported under one general hand sanitizer Formula Name provided the bucket ingredient ‘fragrance’ is used instead of the individual components that comprise the honey lemon and lavender fragrances.

***Reusing Formula Name Criteria:*** For the purpose of the 2023 Survey, reusing a Formula Name only applies to a group of products that differ ONLY by **Size, Fragrance, VOCs, Inorganics** (limited) and/or **Grouped Inorganics**; or LVP-VOCs and/or **Grouped LVPs**. Formula Names can only be reused for Products that also meet the following requirements:

1. All products must have the same survey category codes.
2. All products must be the same dispensed form (e.g. liquid, solid, mist/dispersed spray).
3. All products must have the same formulation.
4. Formulations must have no greater **than 0.5 percent variation** in total VOC content. This includes exempted VOCs, e.g. acetone, and variations in fragrance
5. Formulations must have no greater **than 1 percent variation** in total LVP-VOC content.
6. Formulations must have no greater **than 1 percent variation** in total ingredient content.

***Note:*** The parenthetical use of the word (limited) indicates that some inorganic and organic compounds can be grouped unless they are specifically listed.

**Who will provide the formula?:** This information references the party that will complete the “Formulation” section of the CPRT. Formulator information is available as a dropdown in the built-in form if users have already entered in Formulator contact information on the ProductFormulator page. If not using the built in form, the Formulator name should be entered in manually.

If the Responsible Party will provide the formulation for this product, enter “self” for this field. If a Formulator will submit formulation information to CARB, select/enter the name of the Formulator that holds the formulation information.

**Note:** “Self” means that the Responsible Party is the Product Formulator.

**UPC Units Sold:** List, for each UPC, the number of individual product units (packages, containers, etc.) sold in California at any point during 2023.. Products that have no California sales in 2023 are not required to be reported in this survey.

**Note:** Product units sold at federal military facilities located in California must be included.

**UPC:** Enter the product Universal Product Code “UPC” number. Each product will need to report individual product UPCs, as printed on the product label. If your company does not print the UPC numerical symbol on the product label, then you must enter “NA”

**Note:** The UPC number must be unique and cannot be reported more than once. The only instance where UPC can be repeated is when a product “Kit” is being reported. Please refer to the note below as well as the “Kit” description further below.

**Note:** If you are reporting a product “Kit,” as described below, enter the UPC number located on the outer most packaging. For CPRT tracking purposes, each individual product within the kit will be assigned the “Kit” UPC number.

The 2023 Consumer Products Survey requests reporting of the standard UPC-A format only, including all 12 digits. Below are examples of typical product code symbols printed on product labels.



In its standard version (UPC-A), the bar code consists of a five digit manufacturer number (i.e. “12345”) and a five digit product number

(i.e. “67890”). In addition, there is a one-digit number system identifier at the start of the code (i.e. “0”) and a onedigit “check digit” at the end of the bar code (i.e. “5”). The total number of all digits

requested is 12.

Example of acceptable UPC-level reporting: 012345678905



Smaller packages may be labeled with a “zero-suppressed” version of UPC called (UPC-E). This symbol only uses a 6-digit code, with or without the number system identifier and check digit. The 2023 Consumer Products Survey does not accept the compressed UPC-E format. If the label of the product uses a UPC-E, the uncompressed full UPC (UPC-A) must still be reported in the survey,

Example of acceptable UPC-level reporting: 012345678905



Products manufactured in Europe may be labeled with a (EAN-13) bar code. A typical EAN-13 looks something like this. The 2023 Consumer Products Survey does **not** accept the EAN format for UPC. If a UPC-E is not available, please enter "NA" for the UPC field.

If your product does not have a UPC-E code, please enter "NA."

**Label:** Responsible parties must submit one entire product label for each product or Formula Name submitted (submit only one label file for each product or Formula Name according to the reusing Formula Name specifications noted above). **"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 purposed of branding, identifying, or giving information with respect to the product or to the contents of the package.

**Note:** If a Formula Name is reused, only one label is required for all products using that Formula Name. In this case, the Responsible Party should list the same Label name for these products.

It is recommended that companies submit their clear, complete, and legible labels, written in English if available, via \*.jpg, \*.doc, or \*.pdf file.

**Image File:** For each product, as described above, name each image file according to the **Formula Name**.

**Note:** Users must include the file type *i.e.* \*.ps, \*.jpg, \*.doc, or \*.pdf in the image file name.

**Example:** When submitting the label for "Best Window Cleaner" (as identified in the **Formula Name** data field), the Image File should be named: *Best Window Cleaner.ps*.

**Example:** If your reported 25 product UPCs vary only in the type of fragrance used in the final product, please submit only one representative product label for the 25 product UPCs reported.

**Note:** If your product consists of multiple label files for a single product that together reflect the complete product label you will need to combine and save all the image files into one \*.pdf file.



**Sales Data Method:** Enter in the applicable designation for how sales data were collected, or in the built in form select from a dropdown menu. If sales data were estimated by prorating sales data by population to quantify products sold ("Number of Product Units Sold,") *See population estimated provided in Appendix G*

- CA specific sales data
- Prorated National Sales
- Prorated Regional Sales
- Prorated Distribution Centers

### **General Information & Size**

The next several questions are used to calculate product emissions from the 2023 calendar year sales in California.

**Product Delivery:** Select from the dropdown menu in the built-in form or enter manually the type of delivery or packaging system that best describes this product. If the provided options don't describe your product, select "other" and specify the delivery or packaging method employed.

**Note:** To specify "other," include the product delivery in the Comment section

The data field below is different from the previous field in that this field is specific to what is the form of this product as it is dispensed from the product or package. Descriptions for the possible selections are provided below.

**Product Form:** Select from the dropdown menu in the built-in form or enter manually the option that best describes the form of this product as it is dispensed, or as it leaves the delivery or packaging system.

**Note:** This data field describes the dispensed form of this product.

If the options provided do not describe the dispensed form of this product, indicate "other" and specify the dispensed form.

**post-foaming gel** means a semisolid that, upon being dispensed from its container, or upon contact with a surface, or as a result of exposure to body heat or the atmosphere, changes from a semisolid state to a foaming state. "Post-foaming gel" does not include substances that become foam solely from shearing action after being dispensed, such as rubbing the product on the skin or other agitation.

**Note:** Report non-foaming gels under the "semisolid" option.

**foam/mousse** means substance that is comprised of two phases: a dispersed gas or vapor phase, and a continuous liquid phase, therein creating a mass of gaseous cells that is separated by thin films of liquid and formed by the juxtaposition of bubbles.

**liquid** means a substance or mixture of substances which is capable of a visually detectable flow as determined under ASTM D-4359-90. "Liquid" does not include powders or other materials that are composed entirely of solid particles.

*Note: Most impregnated wipes/towels/cloths/sheets/pads and ink dispensing products should be reported as "liquid" here. Report mist or dispersed sprays under the "mist/dispersed spray" option.*

**semisolid** means a product that, at room temperature, will not pour, but will spread or deform easily, including but not limited to gels, pastes, and greases.

*Note: Report post-foaming gels under "post-foaming gel" option.*

**solid** means a substance or mixture of substances which, either whole or subdivided (such as the particles comprising a powder), is not capable of visually detectable flow as determined under ASTM D-4359-90.

**mist/dispersed spray** means a substance that, upon being dispensed, generally yields a uniform application of discrete particles or droplets.

**other specify:** Specify the "other" delivery method by choosing this option and then specify the delivery method.

*Note:* To specify "other," click Other (specify), then click next to the highlighted section of the data field. This activates and allows users to manually enter a description in the data field

**Relation to Product:** Select from the dropdown menu in the built-in form or enter in manually your primary relationship to this product.

**Manufacturer:** Selecting "yes" means you are the Manufacturer of this product.

**Distributor:** Selecting "yes" means you are the Distributor of this product.

**Retailer:** Selecting "yes" means you are the Retailer of this product.

**Contract Packager:** Selecting "yes" means you are the Contract Packager of this product.

**Specify:** Selecting "yes" means allows users to enter a different relationship to this product in the space provided.

*Note:* Select or manually enter in (Specify), then enter a description in the Comment section

The data field below allows users to provide additional information related to the product. The CPRT only allows users to select one "relation to product" entry from the dropdown. If more than one selection applies to your product, choose **one** entry. In the "comment" field, enter the other selection as a comment.

**FDA or FIFRA Status:** Select/Enter additional registration information related to your product from the dropdown menu.

***Note:*** Entry of "NA" is required for products that are not registered with the FDA as over-the-counter (OTC) drugs or are not registered with FIFRA. The CPRT does not allow a blank entry for this data field.

**FDA Registered OTC Drug:** This product is a Food & Drug Administration (FDA) regulated Over-the-Counter (OTC) drug.

***Note:*** Prescription-only drugs are not covered by this survey and do not need to be reported.

***Note:*** OTC drugs intended for ingestion are not covered by this survey and do not need to be reported.

***Note:*** OTC drugs intended for external use must be reported. *(Includes products used on pets.*

***Examples:*** External pain analgesics must be reported, whereas ingestible vitamin supplements do not need to be reported.

**FIFRA:** This product is product is a Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) registered product.

***Note:*** Entry of "NA" is required for products that are not FIFRA registered products. The CPRT does not allow a blank entry for this data field.

**Category Code:** Select/Enter category code from the 2023 Survey Category Code List. Choose the primary category code that best describes your product according to the product's principal display panel. If the product category is a regulated category, this should be the primary category.

***Note:*** If you are using the import function, refer to the list of product categories in Appendix A.

The following three data fields request information for products that contain a fragrance ingredient. If your product does not contain a fragrance, leave the next three fields blank.

***Note:*** If your product contains more than one fragrance, enter the most representative fragrance information in the applicable data field.

***Note:*** For products that include more than one fragrance, enter the additional "Fragrance Name," "Fragrance Formulator," and "Fragrance Tracking Code" information as a comment in the comment section.

***Note:*** Responsible Parties that generate fragrances "in-house" must complete the three fragrance information fields.

**Measurement Units:** Entries MUST be reported in grams (g) for mass filled or milliliters (mL) for volume actually **filled** into the container. This data field accounts for product overfill. For products without “overfill,” record size in mass grams (g) or in volume milliliters (mL) as printed on the product label. Measurement Units will also apply to container fill, density, and size on label fields mentioned further below. Refer to Appendix F for common measurement conversion factors. (*Unit Conversion websites are also available online.*)

**Kits:** Kits are multipacks of:

- a) the same formulation in different sizes, or
- b) different formulations in the same sizes, or
- c) different formulations and different sizes.

The CPRT automatically defaults to an individual product of “1.” Any other number denotes a kit unit. Enter the number of kit units (greater than “1”) sold.

**Notes: Kits** - When multiple products are sold together in one kit or package with one kit UPC, individual components must be reported separately, according to Survey Categories.

**Example:** A retail skin care kit “101 Beauty Kit” includes 3 separate items: “moisturizer,” “skin protectant,” and “sunscreen.” Enter “3” under Kits Sold. Each of these three components must be reported separately since they fit into separate survey categories. The full product name for each item in the kit would be: “101 Beauty Kit: (plus name of individual component). I.e. “101 Beauty Kit Moisturizer,” or “101 Beauty Kit: Skin Protectant.” The same package UPC number would be used to identify each product included in the kit.

**Example:** “Moisturize Me! Holiday Collection” includes “Hand Lotion (5 samples with different fragrances),” “Hair Conditioner,” and “Body wash.” Each of these three components must be reported since they fit into separate categories in this survey. The full product name for the permanent markers would be “Moisturize Me! Holiday Collection Hand Lotion (Lavender)” and the same UPC would be reported 7 times, one for each component and fragrance of hand lotion.

**Multipack:** Multiple units of the same item sold together comprise a multipack. The CPRT automatically defaults to “1.” Any other number denotes a multipack. Enter the number of units (greater than “1”) in the multipack.

**Example:** ACME package of 2 bottles of conditioner (750 mL each) sold as one packaged product would be considered a multipack. Enter “2” in the data field.

**Container Fill:** This data field accounts for product overfill. This data field cannot be smaller than the Size on Label.

**Product Density:** For products filled by volume **only** (e.g. milliliters (mL)), provide the density in grams per milliliter (g/mL). If the measurement units selected were grams, then the CPRT will default the density value to "1" automatically.

**Size on Label:** List the size of this product. (Record size in mass grams (g) or in volume milliliters (mL) as printed on the product label.) If there is no overfill, this value should be the same as the mass/volume filled.

### **Fragrance, Dilution, & Comment**

The data field below relates to the delivery or packaging system.

**Fragrance Name:** Enter the name of the fragrance, as provided by the Fragrance Formulator.

*Note:* Responsible Parties that are also the Fragrance Formulator must enter the fragrance name here.

*Note:* For Responsible Parties that do not hold formulation information, the Fragrance Name can be entered by the Formulator through the Consumer Products Reporting Tool for Formulators (CPRTF).

**Fragrance Formulator:** Select/Enter the Fragrance Formulator from the dropdown menu. The Fragrance Formulator information was entered under the Fragrance Formulator button on main Enter/Import Menu. If a product has more than one Fragrance Formulator, enter the Fragrance Formulator that contributes the most to the overall (percent, weight-wise) to the fragrance weight percent.

*Note:* Responsible Parties that are also the Fragrance Formulator may either enter in "self" or leave the Fragrance Formulator field blank. Responsible Parties that are also Fragrance Formulators do not need to fill out Fragrance Formulator contact information for the applicable fragrance. \

*Note:* For Responsible Parties that do not hold formulation information, the name of the Fragrance Formulator can be entered by the Formulator through the CPRTF specific for Formulators.

**Fragrance Tracking Code:** Enter the fragrance tracking code, as provided by the Fragrance Formula

*Note:* For Responsible Parties that do not hold formulation information, the Fragrance Tracking Code can be entered by the Formulator through the CPRTF specific for Formulators.

*Note:* Responsible Parties must enter the fragrance tracking code for fragrances generated "in-house."

The following three data fields are specific to concentrated products. If your product displays dilution recommendations on the label, you must enter the dilution ratio

minimum, maximum, and specify the diluent in the applicable data field. If your product does not display dilution recommendations on the label then you have completed the required product information.

**Dilution Ratio Minimum:** Enter the minimum amount of diluent to (assumed) 1 part product. This is the “most concentrated” use of the product, as specified on the product’s label.

**Maximum:** Enter the maximum amount of diluent to (assumed) 1 part product. This is the “least concentrated” use of the product, as specified on the product’s label.

**Diluent:** Water is the assumed diluent. If the diluent is “other” than water, specify and enter the diluent in this data field.

*Example:* If a concentrated general purpose cleaner recommends diluting 1 part product to 1 part water for extra strength cleaning, and 1 part product to 4 parts water for light cleaning. Then:

“1” is entered in the **Dilution Ratio Minimum** field,

“4” is entered in the **Maximum** field, and

“water” is entered in **Diluent** field

If a product can be used “straight” or non-diluted, enter “0” in the **Dilution Ratio Minimum** field.

**Comments:** Provide any comments that will help us understand your product or how you have filled out the survey for this product.

*Note:* As described above, if your product uses more than one Fragrance Name, Fragrance Formulator, and Fragrance Tracking Code, please list that information here.

*Example:* A liquid/pump spray air freshener product is formulated using three separate fragrances that may or may not be supplied from the same fragrance house. After entering the most representative fragrance information in the applicable fragrance data fields, enter the remaining fragrance names, fragrance tracking codes, and Fragrance Formulator information as a comment in the comment data field.

If additional products will be entered, click either the “Save/Add” or “Add” buttons to continue.

Click the “Save/Close” button to save entered information and return to the “Enter/Import Menu” screen.

*Note:* All product information provided to CARB will be treated as confidential.

Users that hold the formulation information are now ready to begin entering formulation information into CPRT's Formulations section. If a Responsible Party does not hold the formula information, please skip to the "Check Data" section of the instructions.

In the case when the Responsible Party does not hold the formulation information, the Responsible Party will enter information for the Product Name and Formula Name, along with the rest of the information on the ProductList sheet. Once the survey is complete, the Responsible Party will then validate the data and generate the CSV files with this information to submit to CARB. CARB staff will then send the CPRTF file to the Formulator for the completion of the ingredient information. The CPRTF file will contain a list of product names that require formulation information to be provided.

## **Formulation Data (Product Ingredients)**

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### **How to Report Formulation Data:**

To enter in product ingredients, users can either import data into the ProductIngredients page or enter data into the EnterFormula page. The ProductIngredients page stores all formulations entered into the EnterFormula page. It is not recommended for users to start by entering information manually into the ProductIngredients page as errors will not be caught. First enter data into the EnterFormula page to familiarize yourself with the ProductIngredients fields before importing any data. Click the "Product Ingredients" button on the "Enter Data" Menu to begin or go to the EnterFormula page.

If the Responsible Party holds all formulation information, then the Responsible Party will complete this formulation information section.

**Note:** If the Responsible Party does not hold the formulation information, this section will be completed by the Formulator later. The Product Formulators are required to submit ingredient data to CARB directly. To facilitate this process and ensure confidentiality of product formulations held by Formulators, CARB staff has developed the Consumer Products Reporting Tool for Formulators (CPRTF) to allow Formulators to submit ingredient data to CARB.

**Note:** If you are the Formulator for this product, CARB staff will provide a copy of the CPRTF with the information submitted by the Responsible Party necessary to complete the formulations information section below. All Formula Names will be available via the dropdown menu. For more information on reporting as a Formulator, please see the Formulator reporting instructions (CPRTF Instructions).

### **What ingredients to Report:**

**List all ingredients** that comprise at least 0.1 weight percent (Wt. %) of the product. Additional Information for Reference:

- List of common product ingredients reported for the past surveys is available in a separate Excel file (please see Appendices C, D and E). This includes VOCs, LVP-VOCs, and select Inorganic compounds.
- Specific reporting requirements for Hydrocarbon Solvent mixtures, Inorganic compounds, Grouped Totals, and Other Specific ingredients are listed below.

### **EnterFormula Page:**

The EnterFormula page provides several functions to help assist users with reporting formulation information.

To report a formulation using the EnterFormula page, follow these steps:

1. Select a Formula from the dropdown menu. These Formula Names are populated by the Formula Names reported on the ProductList page. If you do not see the Formula Name you need, then it has not yet been reported on ProductList.
2. Fill out the necessary columns for ingredients and hydrocarbon solvents (refer to definitions below). This can be done by entering in data manually to EnterFormula or by using the "Select Chem" button to select pre-listed chemicals that are present on the CARB\_Chem page.
3. Ensure the total weight percentage of your formulation totals to 100%. The Total Wt. Percent is always displayed at the top of the page and it represents a total sum of all the weights currently listed in the Wt % column.
4. Click the "Save Record" button.
5. If there are any errors with the data entered, errors will be displayed in the "ErrorList" column.
6. If there are errors, fix them and attempt to save the record again. If there are no errors, then the record will be saved and transferred to the ProductIngredients page.

**Note:** If a chemical or Chemical Abstract Service (CAS) number reported closely matches with one of the pre-listed chemicals on the CARB\_Chem page, the EnterFormula page will recommend that you change the data to match what is in the CARB\_Chem page as shown below. It is optional to make this change by clicking either "Make Change" or "Keep Current". Making this change may help CARB process data quickly, but is not required.



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.

Below is a detailed description of each data field on the EnterFormula and ProductIngredients pages. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

**Total Wt Percent:** This field is automatically calculated and populated as the user begins to enter ingredient information in the data fields below. All ingredients listed below must total to 100 weight percent in this box.

Information required for each ingredient listed:

**Chemical Name:** Click on the Select Chem button to enter in ingredients or enter in ingredient name manually.

*Note:* You can use the "Search by CAS" function in the top right of the Select Chem form to locate chemicals

## Grouped Totals

The dropdown menu includes several terms to describe the options for grouping ingredients. The sections "Reporting fragrance content", "Grouped Inorganic Compounds", "Grouped VOCs that are each less than 0.1 Wt. %", and "Grouped LVPs" (below) describe these listings in the dropdown menu.

**Reporting fragrance content:** Aggregate all fragrance together and enter the total by selecting "fragrance" from the Select Chem form.

*Example:* If more than one fragrance is used in this product, aggregate the amount of fragrance entered in the fragrance data fields with the amount of fragrance(s)

entered as a comment in the comment section. Select "fragrance" from the dropdown menu and enter the total amount (wt%) of fragrance in the product.

Below is a description of the term "Grouped Inorganic Compounds."

**Grouped Inorganic Compounds:** Aggregate all inorganic compound ingredients together and enter the total by selecting "grouped inorganic compounds " from the Select Chem form. Enter the aggregated weight percent of all inorganic compound ingredients except for several specific ingredients listed below:

- Water (H<sub>2</sub>O)
- Ammonium chloride (NH<sub>4</sub>Cl)
- Ammonium hydroxide (NH<sub>4</sub>OH) *i.e.* ammonia in solution
- Hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>)
- Compressed air
- Carbon dioxide (CO<sub>2</sub>)
- Nitrogen (N<sub>2</sub>)
- Nitrous oxide (N<sub>2</sub>O)

The eight inorganic compounds listed above are listed as specific ingredients in the CPRT dropdown menu.

*Examples of Grouped Inorganic Compounds* include: calcium carbonate, hydrochloric acid, mica, pumice, silica, talc, titanium dioxide, etc.

Below is a description of the term "Grouped VOCs that are each less than 0.1 Wt. %" in the dropdown.

**Grouped VOCs that are each less than 0.1 Wt. %:** Aggregate all VOC compounds for which each individual compound comprises less than 0.1 weight percent together and enter the total by selecting "grouped vocs that are each less than 0.1 wt" from the Select Chem form.

Below is a description of the term "Grouped LVP" in the dropdown.

**Grouped LVP:** Aggregate all other non-volatile organic compounds. (Do not include chemicals listed in Appendix C.

**Examples include:** botanicals/herbal extracts, colorants, enzymes, organic solids, resins/polymers, surfactants

*For Example:* beeswax, cellulose, corn starch, non-volatile silicones, oils, non-volatile polymers, sodium xylenesulfonate, styrene butadiene rubber, tallow, triclosan, urea, xanthan gum, paraffin wax, mineral oil

**Note:** Surfactant VOCs **must** be reported as speciated individual ingredient.

**Note:** Solvent or liquid carrier within the resin system **must** be reported as individual ingredients.

**CAS Number:** If a compound chemical name is listed in the dropdown menu in the CPRT, the CAS number will automatically be populated. If a compound is not listed, manually enter the CAS number. The CAS number for the compound or mixture must be obtained from your supplier.

**Note:** If your supplier does not provide a CAS number, please contact CARB staff by email at: [2023CPSurvey@arb.ca.gov](mailto:2023CPSurvey@arb.ca.gov). Please include the name of the ingredient, and if available, the tradename and manufacturer in the email. CARB staff will reply to confirm the absence of the CAS number or provide users with the appropriate CAS number to use in the CPRT.

**Note:** If there is no CAS number assigned to your chemical, you can enter "NA" into the "CAS #" field.

**Note:** CAS number and chemical name are optional for Hydrocarbon solvents. Examples of Hydrocarbon solvents include: Mineral Spirits, mixed Xylenes, VM&P Naphtha, Petroleum Distillates, *etc.*

**Note:** **Do not** include dashes when entering the CAS number into the CPRT. The CPRT will automatically remove them.

**Weight Percent:** Enter the weight percent of the ingredient, to the nearest 0.1 Wt %. If the ingredient is a mixture of known components, list the weight percentages of the individual components.

**Note:** If the product is sold as a concentrate, list the Wt. % as sold (undiluted).

The next four data fields are specific to Hydrocarbon solvents.

**Trade Name:** Enter the name given to the Hydrocarbon solvent by the manufacturer.

**Note:** Hydrocarbon solvents must have a trade name listed.

**Manufacturer Name:** Enter the name of the company that manufactures the Hydrocarbon Solvent.

**Note:** Hydrocarbon solvents must have a manufacturer listed.

**Bin #:** If the Responsible Party knows the Bin Number for the Hydrocarbon Solvent, list here. Otherwise, enter 'na'. The Manufacturer listed by the Responsible Party will be contacted by CARB staff to confirm the Bin #.

**Note:** *A list of commonly used hydrocarbon solvents, bin numbers and other information are provided in Appendix D.*

## Product Formulator(s)

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This section provides contact information related to the Product Formulator(s). If the Responsible Party holds the product formulation information, then that company will complete the applicable data fields. If the Responsible Party does not hold the formulation information, the Responsible Party is required to provide Formulator contact information for each product submitted. The contact information for each Formulator will only need to be entered once and will be available as a dropdown selection in the Product List form if the Formulator section is filled out first. This section can be filled out after or before the Product List section, but it is recommended, especially for larger companies importing information, that it be filled after. Filling the Formulator section first would be useful in cases where products are added one-by-one into the Product List section using the built-in form. If a Responsible Party uses Formulators, the names must match what is entered in other pages. If the Formulator names do not match, the data checks will report an error and the Responsible Party must fix the discrepancy before moving to next steps.

**Note:** Users will only need to enter each Formulator contact information once. In the ProductList form, users will be able to select the Formulator from a dropdown menu.

Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

**Product Formulator Company Name:** Enter the name of the company that holds the ingredient formulation for the product(s) being submitted.

**Address:** Enter the complete mailing address for the Formulator company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the "State" data field. Enter either the postal code or the number "1" in the "Zip" data field.

**Formulator Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by CARB staff if clarifications are needed for the product ingredient information submitted.

Click the "Save Record" button to save entered information and return to the ProductFormulator page.

**Note:** All Formulator information provided to CARB will be treated as confidential.

## Fragrance Formulator(s)

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If the Responsible Party holds the fragrance ingredient information, then that company will complete the applicable data fields.

**Note:** If the responsible party is also the Fragrance Formulator, then the Responsible Party must complete the Fragrance Formulator contact information for fragrances generated “in-house.”

The contact information for each Fragrance Formulator will only need to be entered once and will be available as a dropdown selection in the Product List form if the Fragrance Formulator section is filled out first. This section can be filled out after or before the Product List section, but it is recommended, especially for larger companies importing information, that it be filled after. Filling the Fragrance Formulator section first would be useful in cases where products are added one-by-one into the Product List section using the built-in form. If a Responsible Party uses Fragrance Formulators, the names must match what is entered in other pages.

**Note:** Users will only need to enter each FragranceFormulator contact information once. In the built-in Add Product tool on the ProductList page, users will be able to select the Fragrance Formulator from a dropdown menu.

Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

**Fragrance Formulator Company Name:** Enter the name of the company that holds the ingredient information for the product(s) being submitted.

**Address:** Enter the complete mailing address for the Fragrance Formulator company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the “State” data field. Enter either the postal code or the number “1” in the “Zip” data field.

**Fragrance Formulator Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by CARB staff if clarifications are needed for the product ingredient information submitted.

Click the “Save Record” button to save entered information and return to the FragranceFormulator page.

**Note:** All Formulator information provided to CARB will be treated as confidential.

## **Solvent Manufacturer(s)**

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This section is for Hydrocarbon Solvent Manufacturers. If the Responsible Party holds the solvent ingredient information, then that company will complete the applicable data fields.

If the Responsible Party does not hold the solvent ingredient information, the Solvent Manufacturer will submit the information. The manufacturer name will need to be entered into the ProductIngredients page and EnterFormula page. This section can be filled out

after or before the ProductList, the ProductIngredients, and the EnterFormula pages, but it is recommended, especially for larger companies importing information, that it be filled after. If a Responsible Party uses solvent manufacturers, the names must match what is entered in this section if they choose to use the import function.

**Note:** Users will only need to enter each solvent manufacturer contact information once.

Below is a detailed description of each data field. The bold type corresponds to the data field header in the CPRT, followed by a description for the data field.

**Solvent Manufacturer Company Name:** Enter the name of the company that holds the ingredient information for the product(s) being submitted.

**Address:** Enter the complete mailing address for the solvent/propellant manufacturer company listed above.

**Note:** Foreign-based Companies: Enter the street address for the company listed above. Enter the country name in the "State" data field. Enter either the postal code or the number "1" in the "Zip" data field.

**Solvent Manufacturer Contact:** Enter the name, title, telephone number, and email address for the person to be contacted by CARB staff if clarifications are needed for the product ingredient information submitted.

Click the "Save Record" button to save entered information and return to the SolventManufacturer page.

**Note:** All manufacturer information provided to CARB will be treated as confidential.

## Importing Data

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The following pages in the CPRT allow for optionally importing data directly through a CSV:

1. ProductList
2. ProductIngredients (Formulations)
3. ProductFormulator
4. FragranceFormulator
5. SolventManufacturer

Although data can be imported through a CSV, it is recommended at least for the first few data entries that the user does this manually or using the built-in forms to familiarize themselves with the data requirements for each page.

### Import File Types Supported:

The files used for import must be saved as a \*.csv format.

## How to Access Importing:

Import Data: The "Import Data" button is located in the Main Menu. Click the Menu button located on any page then click on this button to upload saved CSV files into the CPRT.

## How to Import Data:

First the user must access the import menu through the main menu. Then the user will either select the sheet they wish to directly import into, or they can select the "import all" button. The "import all" button will prompt the user to select a CSV for each page that allows for imports. The user can choose to skip pages they do not wish to import into.

**Note:** The same page can be imported into multiple times. Importing data does not delete any previously imported or manually entered data. If there are multiple CSVs to import on a page, simply re-open the import menu and repeat the process to import additional CSVs.

**Note:** The import function will only import CSVs into a page with matching headers. The header row from the CSV will be deleted when importing so just the data is included in the final import. Header templates for CSVs to be imported will be provided on the [CPRT webpage](#).

**Note:** Users will be responsible for deleting any data they erroneously import.

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## Finalizing Data

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The following sections describe how users can use the tool functions to validate data to ensure minimal errors, digitally sign off on all data reported by certifying data, and export and submit finalized data to CARB.

### Certifying Data

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The CPRT requires the user to certify data before exporting and submitting the csv files to CARB. This serves as an electronic signature certifying that all data submitted is correct and accurate to the best of the Responsible Party's knowledge. Click the "Certify Data" button, located on the Menu form or in the Certification page.

**Note:** For the date of certification, enter in a number for the day, month, and year.

### Validating Data

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Before exporting data, the data must be validated. In the Validate\_Survey page, the user may click the "Run Validation Report" button to check for errors being reported at any time. This report will output a description of the error as well as the page name and row number where the error has occurred. Based on the errors, go back to the page where the error is located and resolve them. Once the errors are fixed, Clear the Report and run another report to ensure no new errors.

**Note:** Fixing errors may result in new errors being reported. It is important to keep running the validation report and fixing errors until no errors remain.

**Note:** The data cannot be exported until the Validate\_Survey report returns no errors. When no errors remain, a message stating “No Errors” will appear on the Validate\_Survey page.

**Note:** If an error message says “WARNING”, then data can still be submitted without resolving the warning.

**Note:** If the user has a particularly large dataset, the validation report may take additional time to complete.

The Validate\_Survey page also offers an extra check for ingredients. This option can be turned on or off by selecting the “Turn Off Chemical Correction Assistance (Not Recommended)” checkbox. As indicated by the name, this is not recommended since this is meant to assist with possible misspellings of a chemical name or mis-entry of CAS number. The validation report will compare the entered CAS number and chemical name with the CAS number and chemical name pairings on the CARB\_Chem page in the CPRT when the Chemical Correction Assistance button is on. If either of the entered values partially match with one or more of the rows in CARB\_Chem, then the CPRT will present a list of potential synonyms that can be selected to help avoid any data mis-entries. If the data entered matches exactly with the rows in CARB\_Chem, then no suggested correction will be made.

**Note:** Because the list in CARB\_Chem does not capture all possible synonyms of a chemical, this prompt does not mean that the entry is incorrect. It is optional to make this change by clicking either “Make Change” or “Keep Current”. Making this change may help CARB process data quickly, but is not required. An example of a suggested change form is depicted below.

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.

\*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.



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## Exporting Data

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Click on the “Menu” button on any page of the CPRT and then select “Export CSVs” to generate CSV files to send to CARB. A popup window will display that will explain to the user that the Survey will now be validated. Once the survey is validated, and no errors occur, the survey can be exported. Another popup window will display to select the file location to export the CSV files to. In the popup window, select location for files to be saved on the computer. Confirm by clicking “OK” in the next popup window. 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.

**Note:** If the Responsible Party has listed that Formulators will provide some formulation information, the popups will inform the user that CARB will reach out to those Formulators to request the remaining formulation information.

**Note:** If the Responsible Party has a large amount of data, a second prompt will display warning the Responsible Party that the validation may take some additional time.

**Note:** Do not edit the CSV files in any way before submitting them to CARB. This includes the name of the CSV file. A unique filename will be generated and should not be altered when saving.

After locating the exported files on your computer the user is ready to submit data to CARB. All CSVs, labels, and additional documents such as Safety Data Sheets, can be submitted. Please refer to the section below on submitting data for more information.

The final CSV files, including the certification CSV can be submitted to CARB beginning on December 3, 2024 up until the deadline submittal date on April 8, 2025.

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## Submitting Data

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After CSVs have been exported from the CPRT, the user is ready to submit data to CARB.

CARB staff will send a link to a secure, encrypted mailbox using a software called Kiteworks. The Kiteworks folder will be where users can upload all relevant documents including product labels and exported data CSVs.

**Note:** If the user does not have a Kiteworks folder to upload to, please email CARB staff at [2023CPSurvey@arb.ca.gov](mailto:2023CPSurvey@arb.ca.gov) in order to receive one.

### Required submittal documents:

1. Exported CSV files for the following pages:
  - a. ResponsibleParty
  - b. ProductList
  - c. ProductIngredients

- d. ProductFormulator
  - e. FragranceFormulator
  - f. SolventManufacturer
  - g. Certification
2. All product label image files as described in the Entering Data page

**Note:** It is VERY IMPORTANT that product label image files are compressed into a .zip file before being uploaded. This can be done in Windows by right-clicking the image file, mousing over 'Send to,' and selecting 'Compressed (zipped) folder.'

Once the files are uploaded to the Kiteworks folder, CARB staff will review the submittal. CARB staff will notify you via email if there are any issues with the submittal or additional information requested.

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## **CARB Data Review**

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As part of the Quality Assurance/Quality Control (QA/QC) process for the 2023 Survey, CARB staff intends to conduct a detailed review of the information submitted for the 2023 Survey by individual company. The company will be notified by CARB staff if there are any issues with the submittal that need to be corrected by the Responsible Party.

As with past surveys, CARB staff intends to release preliminary data summaries following CARB staff review of survey data for quality assurance/quality control. Examples of previous survey data postings (2015 Survey) are available at:

[https://ww2.arb.ca.gov/sites/default/files/2020-08/2015\\_CP\\_Survey\\_Summary\\_data\\_2019-12-09%20%28Autosaved%29.xlsx](https://ww2.arb.ca.gov/sites/default/files/2020-08/2015_CP_Survey_Summary_data_2019-12-09%20%28Autosaved%29.xlsx)

**If there are questions regarding the instructions, please email [2023CPSurvey@arb.ca.gov](mailto:2023CPSurvey@arb.ca.gov).**