California Environmental Protection Agency

Air Resources Board

2016 DATA REPORTING INSTRUCTIONS FOR MULTI-PURPOSE LUBRICANT PRODUCTS TECHNICAL ASSESSMENT

Data Report Due: March 31, 2017

Per California State Law, Completion and Submittal of 2016 Data Reporting for Multi-purpose Lubricant is Mandatory.

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I. Introduction to 2016 Data Reporting for Multi-purpose Lubricants

The California Air Resources Board's (ARB) is conducting an assessment of the feasibility of the future 10 percent by weight volatile organic compound (VOC) limit for Multi-purpose Lubricant (MPL). The VOC limit is scheduled to become effective on December 31, 2018. Section 94513(f)(2) of the Regulation for Reducing Emissions from Consumer Products (Consumer Products Regulation; title 17, California Code of Regulations, sections 94507 – 94517) stipulates the types of data required to be reported for Multi-purpose Lubricant products sold, supplied, offered for sale, or manufactured for sale in California. All information required by section 94513(f)(2) must be submitted to ARB by March 31, 2017. Data reporting is mandatory for all responsible parties that sold MPL products in California during the 2016 calendar year. This document describes the method provided for responsible parties to complete ARB's 2016 Data Reporting for MPLs.

Data submittal will be done through the use of the Multi-purpose Lubricant Reporting Tool (MPLRT). All required information must be entered into the MPLRT. The reporting tool and instructions for completing and submitting the data are available at https://www.arb.ca.gov/consprod/regact/2016mpl/2016main.htm. In order to complete reporting requirements, responsible parties who do not formulate their own product(s) may need to forward their product list to their formulator(s) so that the formulator can complete the ingredient and research and development portion of the reporting requirements and submitted directly to ARB.

Formulators who are not the responsible party for the products they manufacture, must use the Multi-purpose Lubricant Reporting Tool for Formulators (MPLRTF) to complete the ingredient and research and development portion of the reporting requirements for their client(s). The MPLRTF and instructions for completing and submitting the required data are available at: https://www.arb.ca.gov/consprod/regact/2016mpl/2016main.htm.

The due date for formulators submitting data to ARB is also March 31, 2017.

Note: please contact ARB staff at csmrprod@arb.ca.gov if you have questions about using the MPLRT or the process for formulators submitting data to ARB.

II. 2016 Data Reporting Steps

The following are step-by-step instructions designed to guide users through the 2016 data reporting process. It is recommended that users review the instructions prior to attempting to use the MPLRT. The tool is a Microsoft based macro-enabled Excel spreadsheet.

Note: users can enter data directly into the tables (table users) or by using the forms (form users). Reporting instructions are tailored based on use of the tables or forms to enter data. The forms are accessible by clicking on the Form button at the top of each table (worksheet/tab). Data entered using the forms are saved in the tables. Users can edit saved data by opening the applicable table and updating the data directly. Data entered into the tables are automatically saved when the tables are closed.

Step 1: Download Reporting Tool

Download the MPLRT from:
https://www.arb.ca.gov/consprod/regact/2016mpl/2016main.htm. Save the tool to your computer. Open the MPLRT.

Click the "Enable Content" button in the yellow bar at the top of the screen to open the Menu. If necessary, the Menu window can be accessed at any time during the data entry by going to the tables or by clicking the Start tab followed by the Menus button.

<u>**Menu Descriptions**</u>

Below are highlights of menu topics in the MPLRT. Detailed descriptions of the menu topics are provided in the sections below.

Setup Menu

The Setup menu allows users to setup the product ingredient list and access the Delete Data menu to delete some or all of the data saved in the tables.

Delete Data Menu

The Delete Data menu allows users to delete all saved data or data saved in the Products and Formulations tables.

Main Menu

The main menu allows users to access the setup menu, check data, certify data, and make csv files.

III. Data Entry

Each column header in the tables described below includes a comment box description for the required information. The comment is displayed by hovering the mouse pointer over the column name in the header row of the table. Users may need to edit the comment box to enlarge description text box if the comment is not fully displayed.

Step 2: Company Information

Begin by clicking on the Company table (green tab). Users have the option to enter data directly into the table or can use the form by clicking the Form button.

Table Users: Enter the required data into the blank cells below the header row. Data entered into the table are automatically saved upon closing the table. Go to Step 3 to continue.

Form Users: Click the Form button to open the form. Enter required data. Users can click the Go to Table button to view the comment descriptions displayed in the header row for each field and to view or edit saved data. Click the Add button to save the data into the table. Note: users will need to manually close the menu popup window. Go to Step 3 to continue.

Step 3: Formulators (and Self-Reporting Ingredients)

Next, click on the Formulators table (green tab). Users have the option to enter data directly into the table or can use the form by clicking the Form button. If a third party formulator will provide formulations to ARB for any products you are reporting enter the third party formulator contact information.

Table Users: Complete your company contact information under "self." If you are using a third party formulator, enter their company contact information. Go to Step 4 to continue.

Form Users: Click the Form button to open the form. Enter required data. Users can click the Go to Table button to view the comment descriptions displayed in the header row for each field and to view or edit saved data. Click the Add button to save the data into the table. Go to Step 4 to continue.

Step 4: Products

Next click the Products table (green tab) to enter product information about MPL products you sold in California during calendar year 2016. In this section please also provide product data on proposed products to assist in the technical assessment of the future volatile organic compound (VOC) limit for MPL products. Users have the option to enter data directly into the table or can use the form.

For the purpose of this assessment the definitions of current product and proposed product are provided below:

>Current Product: means a product that was sold in California during calendar year 2016.

Proposed Product: means a product/formulation that was evaluated or is being evaluated to meet the upcoming 10 percent by weight VOC limit. Report all product formulations that met or are expected to meet the performance requirements whether or not they meet the future 10 percent by weight VOC limit for MPLs.

R&D: R&D Field and Comment Field

For all current products: in addition to entering the product status for each product, users must indicate if the product is in the research and development (R&D) process by entering "yes" or "no" in the R&D field. Users that enter a "no" response must provide an explanation in the **comment field**. Example explanations for a "no" response include:

a) The product is already compliant
b) The product will be discontinued in California
c) The R&D process has not been initiated yet.

*For products where the response to the R&D field is "no" the R&D section for that product is not required to be completed. Users that enter a "yes" response will need to complete the R&D section found in Step 7, below.

For all proposed products: all proposed products must include a "yes" response to the R&D question. The MPLRT will automatically populate the R&D field with a "yes" response for Form Users. Users that enter a "yes" response will need to complete the R&D section for each product formula listed in the Products table (green tab). A description of the R&D section is found in Step 7 below.

*Users entering data for proposed products only need to complete the following data fields: [**Conf (T/F**], [**Status**], [**R&D (yes/no)**], [**Formula Name**], [**Formulator Name**], [**Product Delivery**], and [**Product Form**].

Table Users: Enter the required product information into the blank cells below the header row. Enter NA if the response is not applicable. Go to Step 5 to continue.

Form Users: Click the Form button to open the form. Enter product information into the form. Some fields include a drop down menu for easy selection. Users can click the Go to Table button to view the comment descriptions displayed in the header row for each field and to view or edit saved data. Click the Add button to save the data into the table. Go to Step 5 to continue.

Step 5: Customizing Ingredients

If you are not self-reporting product ingredient information, continue to Step 8, below.

Table Users: Customization of ingredients is not required for table users. Users can enter the ingredient data directly into the table. Continue to Step 6.

Form Users: Prior to completing the Formulations section (Step 6), users must customize the list of chemical ingredients that will be available for selection from the dropdown menu.

Ingredients

Users can customize the list of chemical ingredient names present in their products to be used when entering ingredient information by clicking on the Chem_Lookup table (blue tab) or going through the menu button, click the Setup button, and click the Ingredient List button.

Review the list of ingredients provided. If you do not see one of your ingredients listed you will need to manually enter the ingredient to the list. Scroll down the list and enter the new ingredient names, CAS #s, and maximum incremental reactivity (MIR) values below the first blank row. (List only one ingredient per row.) The tables of MIR Values are available for reference here: https://www.arb.ca.gov/consprod/regs/2015/mir_tables_final_1-22-15.pdf.

*Users can leave the CAS # blank for proprietary ingredients. Please enter the tradename in the ChemName field, and leave the CAS # blank.

*Not all ingredients have a MIR value assigned. Please contact ARB staff at csmrprod@arb.ca.gov if you have questions about listing a MIR value for a reported ingredient.

Caution: clicking on the Reset button will delete all newly added ingredients and reset the ingredient list.

After adding the new ingredients to the list users must manually close the worksheet. Newly added ingredients are automatically saved and are available for selection from the dropdown menu in the formulations section.

Continue to Step 6, below.

Step 6: Formulations

*If you are not self-reporting products ingredients information, go directly to step 8.

Next click the Formula tab (green) below. Users have the option to enter data directly into the table or can use the form view and select ingredients.

The purpose of this section is to collect detailed ingredient information for each product listed in the Products table.

List all ingredients that comprise at least 0.1 weight percent (Wt. %) of the product. Specific reporting requirements for Hydrocarbon Solvent mixtures, Inorganic compounds, Grouped Totals, and Other Specific ingredients are listed below.

Below is a description of the term "Grouped VOCs that are <u>each less</u> than 0.1 Wt. %."

Grouped VOCs that are <u>each less</u> than 0.1 Wt. %: Aggregate all VOC compounds for which <u>each</u> individual compound comprises less than 0.1 weight percent of the product. Select this term from the dropdown menu to enter in the value.

Below is a description of the term "Grouped LVPs."

Grouped LVP: Aggregate all other non-volatile organic compounds.

Below is a description for the term "Grouped Inorganics."

Grouped Inorganics: Aggregate all inorganic compounds.

Reporting fragrance content: Aggregate all fragrance together and enter the total as "fragrance."

CAS Number: If a compound chemical name is listed in the Chem_Lookup table, the Chemical Abstract Service (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 <u>must</u> be obtained from your supplier.

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.

MIR: Enter the maximum incremental reactivity (MIR) value for each ingredient listed. The tables of MIR Values are available for reference here: https://www.arb.ca.gov/consprod/regs/2015/mir_tables_final_1-22-15.pdf.

*Not all ingredients have a MIR value assigned. Please contact ARB staff at csmrprod@arb.ca.gov if you have questions about listing a MIR value for a reported ingredient.

The next three data fields are specific to hydrocarbon solvent mixtures.

Trade Name: Enter Manufacturer's name for the Hydrocarbon Solvent.

Manufacturer Name: Enter the name of the Manufacturer for the Hydrocarbon Solvent

Bin #: List the Bin Number for the Hydrocarbon Solvent

Table Users: Enter the formula information into the blank cells below the header row. Users must enter formula information for each formula name listed in the Products tables. Note: the formula name entered must match the formula name listed in the Products Table (green tab). Users can copy and paste chemical names from the list of ingredients in the Chem_Lookup table (blue tab). Continue to Step 7, below.

Form Users: Click the Form button to open the form to enter ingredient information. Select the formula name from the dropdown menu. The formula name will appear in the green "formula name" cell. Click the Select Chem button. A popup chemical list window opens. Select the chemical name from the prepopulated list. Click the Add button to transfer the chemical name to the form. Note: Users can select multiple chemicals by holding down the shift key and using the mouse to select multiple ingredients. Enter the weight percent and MIR value for each ingredient listed. To add ingredients for a new product formula, select the formula name from the dropdown and repeat the steps to select the ingredients from the dropdown as described in Step 5, above. To continue, go to Step 7, below.

Step 7: Product Research and Development (R&D) Information

Next click the R&D table (yellow tab) to begin the section related to product research and development. Users that answered a "yes" response to the product formula R&D question in the Products section need to complete the R&D section. Users entering data using the Form will have the formula name for all "yes" responses available in the dropdown.

Note: Although instructions for Table Users are provided below, ARB staff recommends the use of the Form to complete the R&D section, step 7.

Table Users: Return to the Products table (green tab). Copy the formula names for each product where you answered a "yes" response to the R&D question and paste them into the formula name in the R&D tab. Complete the required information for each formula name listed. Descriptions of the Product Attributes and Summary of R&D Costs are provided below.

Form Users: Click on the Form button to open the form. Select the Formula Name from the dropdown. Enter the required information. Descriptions of the Product Attributes and Summary of R&D Costs are provided below.

Product Attributes

For each product formula selected from the dropdown or listed in the R&D table (with a "yes" R&D response), complete the product attributes section. Each entry includes a comment box description for the required information. Users must enter "yes" or "no" for each applicable product attribute listed.

Summary of R&D Costs

For each product formula selected from the dropdown or listed in the R&D table (with a "yes" R&D response), complete the summary of R&D costs section. Each entry includes a comment box description for the required information. Users must enter associated dollar costs for each R&D description listed. Ranges are acceptable.

Click the Add button to save the record to the R&D table. Select another formula name from the dropdown to continue. A complete R&D record is required for each formula name listed in the dropdown.

To clear the form, click the Clear Form button. Clicking the Clear Form button does not delete records saved in the R&D tab.

Click the Exit button to return to the R&D tab.

Step 8: Check Data

Click on the Check Data button on the Menu window to check for missing information.

Check All Tables

Click the Check All Tables data button to run data checks on information in the tables. Errors in data in the tables will be displayed in the Error_RPT (blue tab). Review the error report and make data corrections in each table that shows an error. Click the Clear Report button and click the Check All Tables data button to run the data checks until there are no errors reported.

Click the Menu button to return to the Menu to complete Step 9.

Step 9: Certify Data

Table Users: Click the Cert table (green tab) to begin certifying the data. Enter the required information into the blank cells below the header row. Continue to Step 10.

Form Users: Click the Form button to open the Form to complete the certification information. After completing the electronic signature section, click the Add button to save the data to the Cert table. Click the Clear Form to start over. Click the Menu button to open the Main Menu and Continue to Step 10.

Step 10: Making CSV files for ARB

Once all data has been entered into the MPLRT, the user must export csv files to submit to ARB.

On the Menu window, click the Make CSV Files button. This step will generate 6 csv files with your data that you will upload to ARB. The 6 csv files will be saved in the same directory that you saved the MPLRT.

Step 11: Process for Third Party Formulators

The Responsible party must contact their product formulator and refer them to ARB's webpage for the Technical Assessment for MPL products available here: https://www.arb.ca.gov/consprod/regact/2016mpl/2016main.htm. The product formulator will need to download the Multi-purpose Lubricant Reporting Tool for Formulators (MPLRTF) to complete the data reporting. To assist formulators and provide the necessary data linkage between responsible parties and formulators, responsible parties need to copy the product names, formula names, and formulator names saved in the Products table (green tab) and provide them to the formulator along with your company name.

Note: please contact ARB staff at csmrprod@arb.ca.gov if you have questions about using the MPLRT or what information you need to provide to your product formulator.

IV. Uploading Data to ARB

Submitting the data required under the Multi-purpose Lubricant reporting is done through the Consumer Products Survey and Architectural Survey Upload Portal (Upload Portal) provided by the California Air Resources Board (ARB). The Upload Portal allows users to electronically submit csv files produced by the 2016 Multi-purpose Lubricant Reporting Tool (MPLRT) and the 2016 Multi-purpose Lubricant Reporting Tool for Formulators (MPLRTF).   The Upload Portal also allows the electronic submission of Label files.

Note: In order to upload your data, you must register to obtain a **NEW** user name and temporary password specifically for 2016 Data Reporting. Detailed instructions for the Upload Portal are available in the Supplemental Information section here: https://www.arb.ca.gov/consprod/regact/2016mpl/2016main.htm.

Upload the 6 saved CSV files to ARB in addition to the label files for current MPL products.