

Overview of 2016 Data Reporting Instructions for Multi-purpose Lubricant Products Technical Assessment

Below is an overview of the 2016 Data Reporting Instructions for Multi-purpose Lubricant Products Technical Assessment. Please review the full set of instructions for more information.

Step 1: Download the MPLRT and save to your computer. Click the enable content button.

Step 2: Enter company information (Company Tab) into the table/sheet directly or use the input form (click form).

Step 3: Enter formulator information (Formulator Tab). Add "Self" as a formulator and any third party formulators that will complete the product formulation and Research and Development portion of the report. Note: "Self" is automatically populated for form users.

Step 4: Enter product information (Products Tab) directly or use the form. A list of formulators enter in Step 3 is available in a dropdown for form users. If product information is entered directly into the sheet, make sure that formulator names match the names entered in step 3.

Step 5: Form users need to customize the list of ingredients in the (Chem_Lookup Tab) based on the ingredients in users products.

Step 6: Enter formulations (Formulas Tab) for each product directly or by using the form.

Step 7: Enter R&D information (R&D Tab) for products identified as having R&D activity.

Step 8: From Main menu, click the Check Data button, then the Check All Tables button to run data checks.

Step 9: Certify data by clicking the (Cert Tab) or by using the form button.

Step 10: On Main menu, click the Make CSV Files button to generate 6 csv files.

Step 11: If you are using a third party formulator, you must provide them your company name as listed in the MPLRT and a list of product names, formula names, and applicable formulator name(s) and request that they provide the required data directly to ARB. Formulator data is generated using the MPLRT for formulators available for download from the 2016 Data Reporting for Multi-purpose Lubricant webpage.

Final Step: Upload the 6 saved csv files and label files to ARB through the web portal.