

Voluntary Use and Exposure Information Project
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General Instructions

The attached form is intended to provide information for EPA's review of potential chemical concerns. It requests information on chemical releases and worker exposures at sites where your company manufactures the chemical and descriptive information on the uses for which the chemical is distributed to other sites.

Completion of the form is voluntary, and should be based on readily available data and reasonable estimates. You can qualify the data by indicating your evaluation of its accuracy (e. g. release estimate to water +/- 50%).

Parts I through VI of the form are site-specific. If reporting for more than one facility, complete these sections for each. Cover all activities at the site. For example, if the chemical is manufactured and subsequently formulated into consumer products at the facility, the release and exposure data should cover both activities.

Part VII requests more general information about the end uses of the subject chemical which may occur at other facilities or by consumers. This part can be a composite of all activities for which your company distributes the chemical. Alternatively, you may complete this part for only that portion of use(s) supported by the site's production.

Fill out Parts I, II, III, VI, and VII for all chemicals.

Fill out Part IV and skip Part V, if you have already submitted a TRI form on the subject chemical for the most recent calendar year.

Fill out Part V and skip Part IV, if you have not reported on the subject chemical for TRI.

Submitting the Use/Exposure Form containing no Confidential Business Information (CBI)

Information on this form will be used by EPA to assess any potential concerns with the subject chemical. To ensure adequate public understanding of the Existing Chemicals Program as well as agency and industry decisions, this voluntary project is designed to collect use and exposure information as much as possible in a form that is accessible to the public.

Approved under OMB Control No. 2070-0147
OMB Approval expires Sept. 30, 1997

The Use/Exposure Form will be entered into the public record. It cannot contain any confidential business information (CBI). In those sections of the form that may cover information that your company considers to be CBI, please fill in the form with as much non-CBI information as possible using ranges or generic descriptions. (See examples on sample form.) If you cannot find a way to provide any non-CBI information, enter the letters "CBI" in any space left blank due to claims of confidentiality.

Completed forms containing no CBI can be sent directly to:

Greg Macek
Use and Exposure Information Project
U.S. EPA/OPPT (7406M)
1200 Pennsylvania Ave N.W.
Washington, DC 20460
PH: (202) 564-8516
FAX: (202) 564-8428

Submitting supplemental CBI information

If you believe that CBI, in addition to the non-CBI information submitted on this form, is essential to help EPA clarify its screening of this chemical, you may submit CBI information but you must do so **in a separate mailing**. Any information submitted to OPPT in response to this voluntary program and claimed as confidential will be handled by EPA using the same precautions to avoid disclosure that are applicable to information submitted under mandatory reporting sections of TSCA.

Please be advised that a business has a right to assert that certain information provided to the agency in this process may be proprietary and eligible for confidential business information protection. You are advised that if no CBI claim accompanies the submission, the submission will be made available to the public. In the event that CBI claims are made in the submission, the information covered by such claims will only be disclosed to the extent and by means of the procedures set forth in 40 CFR 2.201 et seq and at 41 FR 36902, Sept. 1, 1976, as amended by 50 FR 51662, Dec. 8, 1985.

If you submit information to be treated as CBI, please follow the procedures set forth in 40 CFR 2.201 et seq and at 41 FR 36902, Sept. 1, 1976, as amended by 50 FR 51662, Dec. 8, 1985. In summary, these regulations provide that a business which submits information to EPA may designate all or part of the information as CBI. The submitter should clearly mark an attached cover sheet and each page which contains CBI with the legend "Confidential," "Trade Secret," "Proprietary," or other appropriate term indicating the confidential nature of the information contained on that page. Confidential portions of any particular page should be clearly marked by highlighting, bracketing, or some other marking which clearly identifies the precise information which is considered to be CBI. In addition to the marked copy, a second copy of the submission should accompany the submission from which all the marked information and legends are removed, leaving only the non-confidential portions of the submission. This second copy will be placed in public files and will not be handled as confidential information. The submitter may, if desired and known, indicate the period of time for which the business will consider the information to be considered as CBI.

Since the non-confidential data to be submitted will be available to the public, it is very important to determine which information is confidential before completing the form. Submitters of the form should be sensitive to information their *customers* may hold confidential, and should refer to any confidential disclosure agreement with them. If you are in doubt concerning customer CBI, please consult the customer or the appropriate department in your company.

Any questions about how to file CBI claims should be directed to Scott Sherlock, Office of Pollution Prevention and Toxics, Information Management Division, at 202-260-1536.

To help OPPT combine CBI submissions with the corresponding non-CBI form, please include a copy of page one of the form (the chemical and company identification page) with the CBI submission. Also, please indicate on the CBI submission the part of the Use and Exposure Form that the CBI information is intended to supplement. In a separate mailing from the non-CBI Use/Exposure Form, send the CBI submission and these identifiers to:

OPPT Document Control Officer 7407
USEPA/Office of Pollution Prevention and Toxics
401 M Street, SW
Washington, DC 20460

In accordance with the Paperwork Reduction Act, 44 U.S.C. 3501 *et seq*, this information collection activity has been approved by the Office of Management and Budget (OMB) under OMB control number 2070-0147. OMB has approved the activity through September 30, 1997. This collection of information has an estimated reporting burden averaging 10 hours per response, which includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. EPA's burden analysis is detailed in the Information Collection Request document submitted to OMB (EPA ICR No. 1170.04, Supplement dated 09/02/94), a copy of which may be obtained from Sandy Farmer, Information Policy Branch, EPA, 401 M Street, S.W. (Mail Code 2136), Washington, DC 20460 or by calling (202) 260-2740. Any comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden should be submitted to the Chief of the Information Policy Branch, EPA, 401 M Street, S.W. (Mail Code 2136), Washington, DC 20460, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503, marked "Attention: Desk Officer for EPA."