

# Plywood and Composite Wood Products (PCWP) Information Collection Request (ICR)

## Spreadsheet Overview: General Navigation, Mill and Prod Tabs

November 2017

This discussion covers the general navigation and the first two tabs of the Plywood and Composite Wood Products ICR spreadsheet.

This discussion is part of a series of recorded presentations that walk respondents through how to enter facility information into the spreadsheet.

**Mill tab:**

This is a copy of the PCWP spreadsheet with some example data in it.

There are 25 tabs. 8 tabs are required for all facilities. The remaining tabs are required depending on the type of equipment at each facility.

Work from left to right from the Mill tab to the end of the spreadsheet (the certification tab).

Enter information into the white cells. The gray cells contain formulas that prepopulate information based on your entries. Shaded cells are locked.

The spreadsheet contains drop-down menus. Note that when you open the menu, only 8 choices appear at a time. You may need to scroll up to see menu choices in menus with short lists.

There is an instruction row (row 10). The field row (row 11) provides the column names that relate to the nationwide data base the EPA will create from all of the ICR results.

The red block at the top is for confidential business information (CBI). Indicate “yes” if the spreadsheet contains CBI and then shade the CBI red for later removal from the non-CBI version of the spreadsheet. If you have CBI, those values should be transferred into a separate spreadsheet for submittal to EPA. See section C2 of the instructions document for details on how to provide and submit CBI.

In the Mill tab, enter the ICR and FRS IDs provided in the ICR letter received from EPA. These values will carry through the spreadsheet.

The Mill tab asks for basic facility and contact information.

AI. You are asked for the North American Industrial Classification System (NAICS) code. See Table 3 of the instructions for small business size status based on NAICS.

There are general questions about other rule applicability (beginning in column AM).

Every tab has a comments column. Use this column as you see fit if further explanation is needed. For example, if you need use a more-representative base year than 2016 for your response, you would note this in the comments column.

**Prod tab:**

B-D. The Prod tab asks for basic information about the PCWP products produced. Use one row per type of product.

- Veneer and plywood should be listed on two separate rows.
- Kiln-dried lumber should be listed on a separate row, if produced

The ICR ID updates when you enter a selection in column C. Several tabs are set up to require a selection before the IDs update so we do not pull empty rows into the data base that will be compiled from everyone’s ICR responses.

Enter a product line ID. We will discuss this a bit more in a minute.

E-H. Enter nominal mill production and capacity for the 2016 ICR base year. Carefully review the instructions in the spreadsheet and in Table 4 of the instructions document when selecting

units of measure and the thickness basis to report production. We have suggested a common basis for each product so the data will be standardized and ready to analyze once it is received.

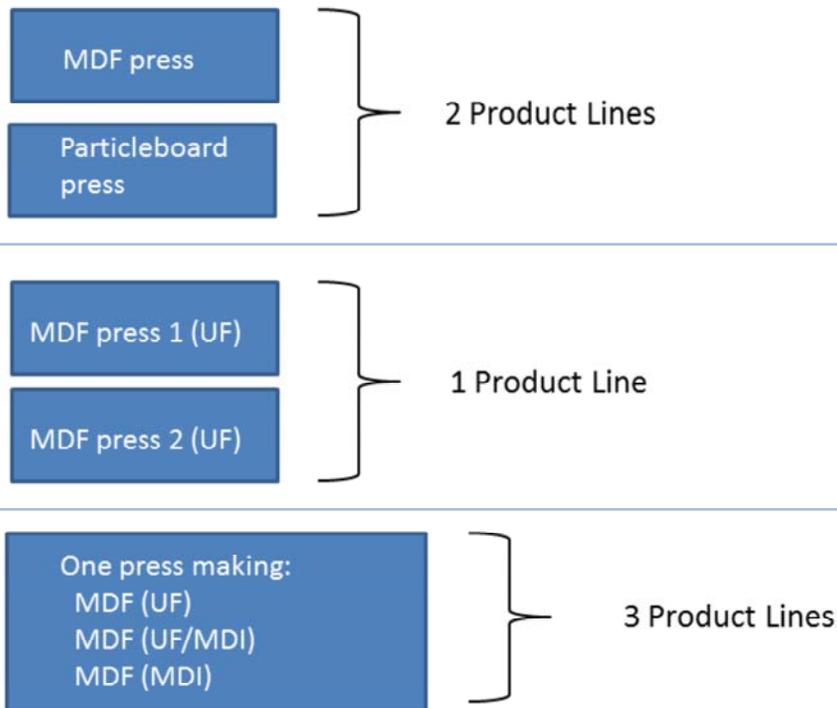
I-J. Operating hours are requested for the 2016 base year.

K-M.

N. Enter “yes” in column N if the product is made with resin. Enter NA for products that do not involve resin such as veneer or lumber. “No” can be used for products that rely on natural binders such as lignin.

O. If the product is made using significantly different types of resins, enter the number of resins in column O. For example, if the product is made with PF and MDI, enter 2. If the product is made with different variations of UF, enter 1. We will be using the information from the Prod tab to summarize which products are made with which general types of resins.

## Product Line Setup



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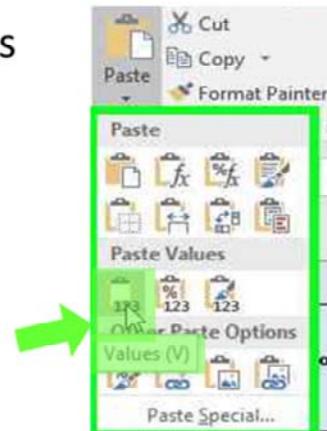
The product line entered in column D of the Prod tab will show up again in subsequent tabs so it is important to set it up correctly following the instructions in Prod cell D10 and in the instructions document.

The blue rectangles represent different combinations of presses at a single facility.

1. As shown in the first example, facilities with presses making different products would enter each product on a separate row of the Prod tab, using different product line identifications.
2. As shown in the second example, facilities may enter one product line if they are making the same product using the same general resin type on multiple presses.
3. Finally, facilities making the same product on the same press with distinctly different resins should enter multiple product lines in different rows of the prod tab. This will allow for distinctions in products made with different resins later in the spreadsheet.

## Spreadsheet Tips

- ▶ Paste data “as values” without formats to avoid overwriting conditional formatting or cell validations



- ▶ Do not attempt to paste over locked cells
  - ▶ Error message says spreadsheet is locked
  - ▶ Paste into white cells only

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Now let's cover a few spreadsheet tips. If you cut and paste from a different information source, whether it be a draft public-comment version of the PCWP spreadsheet, or any other source of information, there are some things you should know.

1. Please be sure that you do not bring in formatting from the source you are copying from that overwrites the cell properties in this spreadsheet. The PCWP spreadsheet was designed with data validations and conditional formatting in selected cells to help guide you through completion of the spreadsheet. The way to prevent overwriting cell properties is simply to use “paste values” (highlighted here) if you are pasting into this spreadsheet. Use “**paste values**” if you are - pasting from cell to cell within the spreadsheet, or - pasting from an outside information source. Do not use “paste values with formats.”

2. You cannot paste across gray locked cells. You will get an error saying the spreadsheet is locked. This goes away if you limit your paste area to the white cells.

## Spreadsheet Tips

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- ▶ Watch for auto-incrementing when dragging/copying within a column
  - ▶ Press [CTRL] when copying to stop the auto-increment
  - ▶ Use [CTRL] + apostrophe ['] to copy the value above without formatting or auto-incrementing

Auto-increment error		Corrected
02 – Source test		02 – Source test
3 – Source test		02 – Source test
4 – Source test		02 – Source test
5 – Source test		02 – Source test

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Watch out for data that automatically increments when dragging menu choices or key-entered within a column. This is an Excel feature that is not unique to the PCWP ICR, but it can cause errors in you ICR response.

If your data auto-increments and you want to stop it, copy it down again holding the CNTR key. You can also use the CNTL-single apostrophe key combination to copy data from the cell immediately above without formatting or auto-incrementing.

## Questions?

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- ▶ PCWP Help Desk:

- ▶ Email: [pcwpicr@epa.gov](mailto:pcwpicr@epa.gov)
- ▶ Phone: 866-522-7297 (toll free)

- ▶ Webpage

- ▶ The ICR survey, supporting documents, and frequently asked questions (FAQs) are available at:  
<https://www.epa.gov/stationary-sources-air-pollution/information-collection-plywood-and-composite-wood-products-industry>

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If you have questions, please contact us at the PCWP ICR Helpdesk, or visit our website where we are posting answers to frequently asked questions, as needed.

Thank you for listening to this discussion on general PCWP ICR spreadsheet navigation, the Mill, and Product tabs.

Our next discussion will be on how to set up the EquipDetail and ReleasePt tabs.