

# CARS Project Work Flow

Core Project Activities			
Meeting #	Roles	Task	Activities
Introductory Meeting	ZWA and Organization	Present	<ul style="list-style-type: none"> <li>Present CARS overview</li> </ul>
Meeting 1	ZWA and Organization	Plan	<ul style="list-style-type: none"> <li>Develop scope of project with organization defining types of chemicals to be assessed, tasks, activities timeline and cost structure</li> </ul>
	Organization (ZWA support if desired)	Inventory	<ul style="list-style-type: none"> <li>Develop list of chemicals or products to be assessed</li> <li>Collect and compile Material Safety and Data Sheets for all relevant products (Each product may be made up of many ingredients or chemical components. CAS numbers for ingredients are listed on MSDSs.)</li> <li>Input product information data into <a href="#">input form</a> for screening through CARS database</li> </ul>
	ZWA	Assess	<ul style="list-style-type: none"> <li>Screen the inventory through the database (Full screen plus rescreen if inventory or MSDSs change) to obtain output</li> <li>Prepare interpretation summary of chemicals of concern of the CARS output</li> </ul>
Meeting 2	Organization and ZWA	Rank	<ul style="list-style-type: none"> <li>Review and discuss CARS output and interpretation</li> <li>Use <a href="#">prioritization criteria worksheet</a> to facilitate ranking                             <ul style="list-style-type: none"> <li>Understand the organization's concerns and priorities regarding human / environmental health, etc.</li> <li>Collect additional inventory information such as amounts used, frequency of use, associated costs, method of disposal, etc.</li> <li>Perform preliminary ranking (based only on CARS output, interpretation, and organizational values)</li> <li>Perform final ranking (based on additional weighting factors)</li> </ul> </li> <li>Prepare report to summarize project and document ranking results</li> </ul>
Supplementary Activities			
Meeting 3	Organization and ZWA	*Set Goals	<ul style="list-style-type: none"> <li>Use ranking results in setting goals for establishing replacement or elimination projects where feasible</li> </ul>
	Organization and ZWA	*Improve	<ul style="list-style-type: none"> <li>Perform market research to identify potential alternatives</li> <li>Evaluate the potential alternatives via CARS database</li> <li>Implement change and monitor progress of replacement</li> </ul>
	ZWA or Organization	*Report	<ul style="list-style-type: none"> <li>Prepare final report summarizing process and results</li> </ul>
Meeting 4	Organization and ZWA	*Review	<ul style="list-style-type: none"> <li>Review report and discuss results</li> <li>Discuss feasibility of transferring results to other departments or companies if applicable</li> </ul>

<b>Additional Support Activities</b>			
		*MSDS Support	<ul style="list-style-type: none"> <li>• Interact with manufacturers to clarify MSDS data</li> <li>• Obtain full disclosure of ingredients from manufacturers (under confidentiality agreement, if necessary)</li> </ul>
		*Set Specific Targets	<ul style="list-style-type: none"> <li>• Assist with the identification of specific targets to support the achievement of the goals established above</li> </ul>
		*Develop Tracking System	<ul style="list-style-type: none"> <li>• Establish a measuring system for tracking improvements (i.e., baseline indicators and measurements)</li> </ul>
		*Research Alternatives	<ul style="list-style-type: none"> <li>• Assist with researching alternatives for specific products, as requested</li> </ul>
		*Purchasing Support	<ul style="list-style-type: none"> <li>• Screen new products for health and ecological hazards prior to purchasing</li> </ul>
		*CARS Subscription	<ul style="list-style-type: none"> <li>• CARS assessment and interpretation service</li> <li>• Cost depends on number of chemicals and assessments</li> </ul>

\* ZWA can provide support with these activities as desired.