

2022 Testing, Certification and Terms of Agreement Guide

This document was designed to help all new and existing customers through the package testing and certification process and contains all of the information needed to make that process as quick and efficient as possible

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All “Test Request Forms” can be found available for download on our website, www.propacktestlab.com

See the “2022 Testing and Certification Procedure and

Any questions can be directed to our Project Coordinator Noah Harper (n.harper@propacktestlab.com) Workflow” document for information on how a project flows from start to finish

Please read these documents carefully and sign and date where indicated.

This is all new for 2022 so any feedback is welcomed regarding the information and formatting of this material. This entire document will become available on the website soon. E-mail myself with any questions or suggested changes to this document at m.rosa@propacktestlab.com

Letter from the President

In April of this year Pro-Pack will celebrate its 40th Anniversary!! We of course are very grateful for all of our customers that have allowed us to make it to 40. My father started Pro-Pack Testing Laboratory, Inc in 1982 when he was 55 years old. It was the opportunity, chance and risk of a lifetime. I was drafted at the age of 13 to help out where I could and the business grew over time. Now here we are 40 years later and it's all because of customers like you putting your trust in us and we are very thankful and grateful for every single customer. We will be upgrading our website this year to become a lot more interactive and include a few surprises that we know will make our clients happy and their testing and certification process a lot simpler and easier to understand and be involved with. I am working hard to streamline the testing process for 2022 and eliminate some of the processes that have caused confusion in the past. We are here to make the package testing and certification process as seamless as possible all the while providing valuable feedback and information to make your job easier. This information packet that you now have in front of you was designed as the beginning to what I see as a significant step forward in moving package testing into the future and allowing our customers to reap the benefit of providing them with all of the information that they need in one place and being able to manage it moving forward as efficiently as possible. I will be revealing more about these changes in the coming months as our website goes through a complete redesign with the goal of increased communication and efficiency at the forefront of this effort. I would like to personally and sincerely thank each and every one of you for taking this journey with us. Customers such as yourself are the lifeblood of this 2nd generation family owned package testing facility (the first in the country by the way). We look forward to helping you to meet your package testing needs now and in the future. Contact me personally for questions. I would enjoy working with you. Here's to a healthy and prosperous 2022.

Manuel Rosa -President /CEO

618-277-1160 or m.rosa@propacktestlab.com

Pro-Pack Testing Laboratory Terms of Service (updated 1/13/2022)

*******DISCLAIMER*******

Responsibilities of each party:

The testing and certification of all packagings is the sole 100% responsibility of the entity that marks, labels and ships the packaging containing the hazardous material. Any advice or information in the form of questions or interpretations or suggestions concerning the regulations within Title CFR 49 or any other regulatory information are 100% the opinion of the personnel of Pro-Pack Testing Lab, Inc.

Pro-Pack is responsible for doing the correct tests as per the correct protocol and that is where our responsibility ends.

Any changes to the packaging that we are NOT made aware of will result in an invalid test and the tests must be repeated at the customer’s cost

Delays in Testing

Any delays in the test process including **but not limited to**

- 1) Packaging failures
- 2) Missing or invalid Purchase Order Number
- 3)Missing or incorrect packaging materials

Will **STOP** the testing process and also place the project on hold at which point the promised turn-around time also **stops** and does not resume until the issue that caused the project to go on hold is rectified.

Initial Date

Initial and date Here to indicate that you have read and understand the above

Estimates:

In order to receive an estimate, the proper Test Request Form must be completed and returned to Manuel Rosa at m.rosa@propacktestlab.com.

Test Request Forms:

A Test Request Form is required in order to receive a quote. We have Test Request Forms specific to every test that we do. Please use the proper form for the test that you are requesting. **Incomplete test request forms (including a valid Purchase Order number) will cause a delay in the testing and report writing process.**

Purchase Order Numbers:

Testing cannot begin until a valid Purchase Order is on file

Send all Purchase orders to

Manuel Rosa at m.rosa@propacktestlab.com AND

Julia Rosa at j.rosa@propacktestlab.com ONLY

Payment Terms Updated 4/20/2021

Payment Terms: Net 30

Discount Terms and additional Fees

2% Net 10 (2.95% Credit Card Processing Fee for all Credit Card Payments)

Note: Any payment terms beyond Net 30 will be assessed an additional charge as follows

Net 60: Add 2% to invoice total

Net 90: add 4% to invoice total

Any unpaid invoices that exceed the payment terms will be assessed a 2% fee (of the current invoice total) per month until paid.

Turn-around time:

Our standard turn-around time is 5-10 business days. This changes daily and on rare occasion exceeds 10 business days. Please enquire as to the current turn-around time so as to avoid delays in your certification process.

_____ Initials _____ (Date)

Initial and date Here to indicate that you have read and understand the above

Express Services:

Express services are available at an additional charge according to what is possible at the moment. Weekend, evening and sometime Holidays can be included as part of the express service at a premium charge

Packaging Failures

Any necessary retests done as a result in packaging failure will come at an additional charge. Any estimate provided initially is just that – an estimate. It’s not a formal and fixed quote. This is the result of the nature of this business. Any additional tests as a result of negligence on our part will be provided free of charge.

Return or Disposal of Test Samples following Testing

Should any of the samples need to be returned this must be stated by completing the instructions below. Pro-Pack does not pay for the shipment of anything to or from our facility so please provide any necessary account information needed to get your materials returned to you.

In the case of disposal of an IBC(s) (intermediate bulk container(s), there will be a disposal fee of \$475.00 added to your final invoice. All other materials will be disposed of at no cost to you.

All testing materials associated with any given project will be disposed of or returned at the customer’s cost within 14 days of the date listed on the final test

Return Info

Carrier _____

Account Number _____

Instructions _____

2022 Information Release Form (Recertification)

For packagings that have been certified before and are being submitted for retest and all required information is the same as it was before

I, _____ here by authorize Pro-Pack Testing Laboratory, Inc to use any and all information including but not limited to the prior test report itself, all specs, and any other information attached to the prior Test Report Number _____ as a guide in generating a test report for the current project consisting of Packaging Identification _____

(insert what you will refer to the tested design type as)

By signing, I am indicating that NOTHING has changed from the prior test report and that I am responsible for determining if a package is a different packaging as per CFR 49 178.601C(4) as follows

A different packaging is one that differs (*i.e.*, is not identical) from a previously produced packaging in structural design, size, material of construction, wall thickness or manner of construction but does not include:

- (i) A packaging which differs only in surface treatment;
- (ii) A combination packaging which differs only in that the outer packaging has been successfully tested with different inner packagings. A variety of such inner packagings may be assembled in this outer packaging without further testing;
- (iii) A plastic packaging which differs only with regard to additives which conform to [§ 178.509\(b\)\(3\)](#) or [§ 178.517\(b\) \(4\)](#) or [\(5\) of this part](#);
- (iv) A combination packaging with inner packagings conforming to the provisions of [paragraph \(g\)](#) of this section;
- (v) Packagings which differ from the design type only in their lesser design height; or
- (vi) For a steel drum, variations in design elements which do not constitute a different design type under the provisions of [paragraph \(g\)\(8\)](#) of this section.

Sign and date below. We cannot start your project until we have this in your file for your current project

Sign here _____

Date _____

2022 Information Release Form (New Certification)

For packagings that have never been tested before or require a new certification

I, _____ have made the necessary changes to prior Test Report Number _____ and am submitting that report along with the required specifications for the items that will be used going forward in reference to any packaging materials including but not limited to any and all outer containers, inner containers, any and all protective packaging such as pads, partitions, dividers, bubble wrap, etc and also all closures for the inner and outer containers. I also understand that as a result of the changes made to the prior report that my packaging will receive a new certification number which will be different than the one in the prior test report.

By signing below I acknowledge that my packaging DOES meet the requirements for a “different” packaging as defined within CR Title 49 178.601C(4)

A different packaging is one that differs (*i.e.*, is not identical) from a previously produced packaging in structural design, size, material of construction, wall thickness or manner of construction but does not include:

- (i) A packaging which differs only in surface treatment;
- (ii) A combination packaging which differs only in that the outer packaging has been successfully tested with different inner packagings. A variety of such inner packagings may be assembled in this outer packaging without further testing;
- (iii) A plastic packaging which differs only with regard to additives which conform to [§ 178.509\(b\)\(3\)](#) or [§ 178.517\(b\) \(4\)](#) or [\(5\) of this part](#);
- (iv) A combination packaging with inner packagings conforming to the provisions of [paragraph \(g\)](#) of this section;
- (v) Packagings which differ from the design type only in their lesser design height; or
- (vi) For a steel drum, variations in design elements which do not constitute a different design type under the provisions of [paragraph \(g\)\(8\)](#) of this section.

sign on the and date below. We cannot start your project until we have this in your file for your current project

_____ Date _____

2022 Testing and Certification Procedure and Work-Flow

*****New for 2022*****

Below is a detailed procedure on how to get a package tested and certified. If there are questions or comments regarding the below, let Manuel Rosa know at m.rosa@propacktestlab.com. This entire packet of information will be made available on the redesigned Pro-Pack Testing Laboratory website sometime in 2022. Any feedback on your opinion of this format is welcomed whether positive or recommendations. Our goal is to make this process as easy as possible for our customers so that the process of getting a packaging tested and certified is a smooth trouble free process.

Step

1 – The first step is to decide on **ONE** of the following two options

1A - Complete the applicable Test Request Form(s) for the test(s) that you need completed. These are located inside the file folder of forms sent in this same email as this attachment. **Use this option if the package that you want certified has never been tested either here at Pro-Pack Testing Lab, Inc or another test lab.**

1B – Submit the old test report (and bypass completing the “Test Request Forms” as in #1A above) along with the applicable “Information Release Form”

Use this option if your package has been tested before (either here or another lab) and nothing has changed OR It’s been tested before and there have been only minor changes. Note: When using #1B above, you will ALWAYS submit the prior test report regardless of what lab tested it in the past AND the applicable “Information Release Form” Please note that when submitting a test report from another lab that depending on the level of detail in their test report, we may need further information from you.

Do NOT do both #1A and #1B above.

2 – email the above paperwork to m.rosa@propacktestlab.com in order to obtain an estimate for your project. Don’t forget to sign and initial all documents where indicated

3-After receiving your estimate, submit a Purchase Order Number to m.rosa@propacktestlab.com and j.rosa@propacktestlab.com

4 – Submit your test samples following the directions on the “Test Request Form” that you completed in Step 1A above. **Even if you are not submitting an actual “Test Request Form” (as per step 1B), the directions for submitting samples are on the applicable form in file folder of test request forms sent as an attachment along with this one.**

2022 Testing and Certification Procedure and Work-Flow (cont)

5 – Upon arrival at our location, your project will be assigned a “Project Number” and entered into our que for testing according to the turn-around time that you selected on your “Test Request Forms.”

6 – Our Project Coordinator, Noah Harper (n.harper@propacktestlab.com) will review your submitted materials to ensure nothing is missing and all is correct. He will email you if anything is missing or incorrect.

7 – Our Lab Manager Brice Thomas (b.thomas@propacktestlab.com) will ensure that your project will be completed on schedule. He can be reached via email or phone at 618-277-1160, for questions regarding the status of your project.

8 – Once your project is completed Noah Harper will compose your test report usually in 1-3 business days depending upon the complexity of the report.

9 – Once the report has been prepared, it will be sent to you via email.

10 – Manuel or Julia Rosa will prepare and send your invoice to you via email. The invoice can be paid via credit card but please notify Manuel or Julia if this is the case before paying it as a 2.5% processing fee will need to be added to the invoice.

To avoid delays, please ensure that all steps are followed carefully.

Thanks for choosing Pro-Pack!!!!