

**THIRD PARTY CERTIFIER (TPC) OF COMPOSITE WOOD PRODUCTS APPLICATION**

I request a pre-application meeting. In this case, please complete Section A: Company Information, and return this form to the address shown below.

Email completed applications and any questions to: [compwood@arb.ca.gov](mailto:compwood@arb.ca.gov)

**Mail completed applications to:**

California Air Resources Board  
Transportation and Toxics Division  
ATTN: Composite Wood TPC Coordinator  
1001 I Street  
Sacramento, CA 95814

**SECTION A: COMPANY INFORMATION**

|                                                                                          |                           |
|------------------------------------------------------------------------------------------|---------------------------|
| Application Date:                                                                        |                           |
| Company Name:                                                                            |                           |
| Complete Mailing Address (street number, street name, city, state, zip code):            |                           |
| Website:                                                                                 |                           |
| Contact Person:                                                                          | Title:                    |
| Telephone Number:                                                                        | Email Address:            |
| Preparer/Consultant Name (if applicable):                                                |                           |
| Preparer's Complete Mailing Address (street number, street name, city, state, zip code): |                           |
| Preparer's Telephone Number:                                                             | Preparer's Email Address: |

**THE FOLLOWING ACRONYMS ARE USED IN THIS APPLICATION:**

|         |                                                                                          |
|---------|------------------------------------------------------------------------------------------|
| ASTM    | American Society for Testing and Materials                                               |
| ATCM    | Airborne Toxic Control Measure                                                           |
| CARB    | California Air Resources Board                                                           |
| ISO/IEC | International Organization for Standardization/International Electrotechnical Commission |
| QC      | Quality Control                                                                          |
| TPC     | Third Party Certifier                                                                    |

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### SECTION B: BACKGROUND INFORMATION

For submission of additional qualifications or information, see Attachment A: Qualification Data.

1. Please check the product types that you seek to verify.

Hardwood Plywood     Particleboard     Thin MDF     Medium Density Fiberboard (MDF)

2. Describe your actual field experience in the verification of laboratories and wood products, to demonstrate how your company will competently perform the requirements for third party certifiers (Appendix 3 of the regulation).

- a. Provide evidence of current “product certification agency” accreditation\* to ISO 17065, any other relevant accreditations, such as ISO 17020 (inspection bodies) or ISO 17025 (testing laboratories), and the dates when accreditations were granted, and the scope of accreditation relevant to the regulation (i.e., formaldehyde emissions from wood products).
- b. Attach the most recent evaluation reports issued by the accreditation body pertaining to the product certification agency accreditation.
- c. If your company intends to subcontract with another company to perform your inspection or testing work, please include evidence of contractual agreements, and if applicable, provide that subcontractor’s status of current accreditations in accordance with the relevant accreditation standards, such as ISO 17020 and ISO 17025.

\*Note: The regulation requires evidence of product certification agency accreditation. However, the regulation contains an oversight in that it requires accreditation by a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC, 2000). We understand that ILAC does not issue such accreditations. The essential requirement for product certification agency accreditation still applies.

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3. Describe your experience in formaldehyde emission testing. If you (the applicant TPC), or a company with which you subcontract are accredited to ISO 17025, and the specific methods below are noted in the scope of your accreditation, you may refer to the appropriate section of your accreditation in regards to subparts (a), (b), and (c).
  - a. Describe your experience operating the primary (ASTM E1333) and/or secondary test method (ASTM D6007 established as equivalent to primary test method), and QC test methods listed at CARB's Composite Wood Products website at <https://ww2.arb.ca.gov/resources/documents/formaldehyde-composite-wood-products-test-methods>.
  - b. List and describe the analytical methods you operate, (i.e., NIOSH 3500, MBTH)
  - c. Describe formaldehyde emission tests besides those developed by ASTM that you or your subcontract laboratories perform.
  
4. How will you train and supervise inspectors? If you or a company with which you subcontract are accredited to ISO 17020, you may refer to the appropriate section as noted in your scope of accreditation.

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5. Do any manufacturers of composite wood products have a financial interest in your company (the applicant TPC) or one of your subcontractors (e.g., subcontract laboratory)? If yes, describe the nature of the interest, and whether you or your subcontractor intends to act as a TPC for said manufacturer(s).

**SECTION C: INITIAL PLANT QUALIFICATION**

1. Describe the process and the qualifications required for the approval of a manufacturer's Quality Control (QC) manual.
2. Describe the process and the qualifications required for the approval of QC personnel and the sufficiency of on-site small-scale testing facilities.

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3. Describe the process and the qualifications required for the approval of procedures used to select samples for small-scale testing.

4. Describe the procedures used to establish a facility's correlation value between their small-scale test method and either the primary or secondary test method, and the data required to be kept on site.

**SECTION D: PRIMARY OR SECONDARY METHOD TESTING**

1. Describe the process and the qualifications required for the approval of sample selection, handling, and shipping procedures used by the plant's QC personnel.

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2. Describe the type and amount of primary or secondary method testing-related information QC personnel will be asked to keep on-site for your inspection.

3. Describe what will be required in a panel manufacturer's plan of action if the manufacturer fails a quarterly primary or secondary method test.

**SECTION E: FACILITY INSPECTION PROCEDURES**

1. Describe the specifics of a facility inspection.
- a. What are the procedures, reviews and actions that comprise a facility inspection?
  - b. How often will inspections be conducted?
  - c. What records will be inspected?
  - d. Will random samples for testing be taken and when?
  - e. What actions will be taken during an inspection failure?

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2. Describe the criteria used to verify compliance with the QC requirements of the ATCM.

**CERTIFICATION**

I hereby certify that the information and data submitted in this application are true and as accurate as possible, to the best of my knowledge, and professional expertise and experience.

|               |                    |
|---------------|--------------------|
| Signature:    | Date of Signature: |
| Printed Name: | Title:             |

**ATTACHMENT A: QUALIFICATION DATA**

**ATTACHMENT A:**

Attach a copy of the guidance manual used for certification, license agreements required of certified facilities, applications required of facilities wishing to participate in the program and examples of quality manuals required for certified facilities.

**ALL OTHER ATTACHMENTS**

Use additional paper as necessary to add or clarify any qualification information that you think needs explaining. Reference the section in the application to which this additional or clarifying information applies. Include any additional text, tables, calculations, or accreditations.