



TEST LABORATORY POLICY & PROCEDURES

How You Move It, Matters

**2922 North Division Avenue
York, Nebraska**

1.800.445.0730

www.cyclonaire.com

CYCLONAIRE MATERIAL TESTING POLICY

Before ANY samples can be received by Cyclonaire to test, we must ensure that policies regarding safety, logistics and shipping terms for all incoming samples are clearly defined. Please review the following procedures **PRIOR TO** shipping ANY test samples to Cyclonaire. **Samples received without proper paperwork and authorization cannot and will not be accepted.**

Hazardous Material

Federal law requires all suppliers of material to provide **Safety Data Sheet (SDS) for all materials**, or a written statement that the material is not hazardous as defined by the Federal Hazard Communication Standard, 29cfr, Section 1910.1200.

- Testing is restricted to level 0 or 1 as defined by the **NFPA** (National Fire Protection Association) Code Ratings designated on the MSDS Sheet for each material.
- **NFPA Level 2** materials can be reviewed on an individual basis upon request.
- Small quantities of level 2 materials may be supplied for visual samples at the request of a business development manager.
- **No testing** is permitted within a Cyclonaire facility or by Cyclonaire employees on level 2 without written approval from the Test Lab Manager, Ben Lynn.
- **NFPA Level 3 and above cannot be tested by Cyclonaire and WILL BE REFUSED** by our receiving department.

General Procedure

Prior to Shipment

- Complete this form and return to Ben Lynn (blynn@cyclonaire.com) at Cyclonaire via email with SDS or sheets for each material. We MUST have an SDS sheet for each material sent to Cyclonaire.
- **Upon review, Cyclonaire will THEN issue a test number so your material can be tagged and sent in for conveyance tests. Material received without the Test Number cannot be accepted. A test number will not be issued if a material disposal plan is not clearly established.**
- **ALL Test Materials shipped to Cyclonaire MUST have the Test Number clearly marked on the OUTSIDE of the package. ALL Test Materials shipped to Cyclonaire must have SDS Sheets included on the INSIDE and OUTSIDE of the shipment.**

Shipping & Return of Your Material:

- Ensure that the appropriate SDS or a written statement is attached to your material and each container is tagged with the Cyclonaire test number.
- Ship your test material **prepaid** with return shipping information to Ben Lynn, Test Lab Manager's attention with all necessary external labeling including Cyclonaire and the assigned test number and attached documentation.
- Include Return Carrier info, (account # if preferred) ship to name, address and phone number.
- The SDS and the Test Request must be attached to the OUTSIDE of the container. We will not open containers to search for an SDS Sheet or Test Request.

After Testing:

- The remainder of the material will be returned via freight collect as soon as possible. Returned material **may contain trace contaminants** from previous testing conducted in laboratory equipment. If this is a concern, please contact your Business Development Manager, or the test lab manager, Ben Lynn, to see if special accommodation can be made.
- Your Business Development Manager will share the test results with you upon completion.
- If necessary, degradation and segregation samples will be returned for analysis immediately. These samples will be returned freight collect or via your shipper and account number.

Visual Samples

Occasionally visual samples are forwarded to Cyclonaire for preliminary or cursory evaluation. Please note that in such instances, **Safety Data Sheets or a Written Statement that the material is not hazardous will still be required.** Completion of Test Material Data Sheets (pages 3 & 4 of this document) and a Cyclonaire assigned test number will be required as well.

Material Quantities

Please make certain that you send an appropriate volume of material for testing. The following is intended as a guide however, it is always best to check with the Test Lab Manager, Ben Lynn (blynn@cyclonaire.com) to see what amount might be necessary for your test.

Note: Failure to abide by this procedure may cause your material to be refused by our receiving department. We thank you in advance for helping us to avoid any such inconvenience.

Your signature is required to acknowledge that the preceding conditions are fully understood and satisfactory to you.

Signature: _____

Date: _____

If you have any questions regarding your material testing, please feel free to contact the Cyclonaire lab manager, Ben Lynn, (402) 710-6099 or the appropriate Business Development Manager.

Please Read: The following two (2) pages must be completed in their entirety for Cyclonaire to assign a Test Number, which is required for all incoming samples. Failure to provide the following data may prohibit Cyclonaire's ability to test your material.

TEST MATERIAL DATA SHEET	
<p>Once you receive a TEST NUMBER from the Test Lab Manager, Ben Lynn, then the test material can be sent - along with this page to:</p> <p>Cyclonaire Ben Lynn, Test Lab 2922 North Division Avenue York, Nebraska 68467 1.800.445.0730 ext. 258</p> <p>www.cyclonaire.com</p>	<p>Test Number:</p> <hr/> <p>Business Development Mgr.</p> <hr/> <p>Rep:</p> <hr/> <p>Received By:</p> <hr/> <p>Date:</p>
CUSTOMER INFORMATION:	
Company:	
Contact:	Email:
Address:	
Address:	
City, State:	Zip:
Phone:	Fax:
<p>Purpose of test/ special instructions: (Bench Scale vs Full Scale. If you are unsure which type of test you need, please contact your Cyclonaire business development manager)</p>	
MATERIAL SOURCE (if other than above):	
If the test material is supplied by a third-party vendor, you (the customer) must provide these instructions to your vendor.	
Company:	
Contact:	Email:
Address:	
Address	
City, State	Zip:
Phone:	Fax:

NOTE:
If test material is coming from a 3rd party supplier, forward a copy of this document to them so that they may include it with their shipment, as required. Materials received from 3rd parties that do not contain the required SDS forms, Test Number and Prior Authorization to ship to Cyclonaire will not be accepted.

Quantity of each material:	
Description of material(s):	
RETURN TEST MATERIAL TO:	
Note: If Cyclonaire is to dispose of the test material, please check this box. <input type="checkbox"/> Disposal rates \$150.00usd/ton.	
Company:	
Contact:	
Address:	
Address:	
City:	State:
Zip:	Country:
Phone:	Fax:
Email:	
Carrier:	Account #

NOTE:

If this page is left blank, you will NOT receive a Test Number and we will not accept your test material.

If the Test Material is to be disposed of by Cyclonaire, rates are as follows: \$150.00 USD per ton of material.