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Notice of Changes to Administrative Processing

To: All SGCC Approved Testing Laboratories

From: Safety Glazing Certification Council (SGCC)

Date: July 11, 2022

Subject: **IMPORTANT NEW SGCC Sample Receipt Form Procedure**

Summary of Changes: The following procedure will take effect July 1, 2022, covering the L22 test cycle. In effort to facilitate accurate and timely specimen receipt information and reduce unnecessary correspondence, Sample Receipt Forms will no longer be provided immediately following the audit paperwork processing. Sample Receipt Forms will now be sent via email once the SGCC administrative staff is notified of specimen receipt.

SAMPLE RECEIPT FORM PROCESSING

At this time no changes have been made to the laboratory Manual, this is a trial run to gauge the effects of implementing this new procedure. There will be **NO** changes to when and how the SRF is completed by the auditors, or how the glass will be shipped.

1. EFFECT ON TESTING LABORATORY

- Once a plant audit has been processed by the SGCC administrative staff, **the laboratory will receive a specimen label summary form that will indicate all specimens the laboratory shall expect to receive along with an email indicating the dates of fabrication and expected arrival.**
- Once the test specimens have been received (routine and retest) it is up to the laboratory to notify SGCC as soon as possible, it is at this time SGCC will provide the Sample Receipt Form(s) to the laboratory for testing purposes. Sample Receipt Forms not issued by SGCC will not be accepted.
- The laboratory is to inform SGCC as soon as possible should samples be broken, missing, or not align with the specimen summary form.

Best regards,

Safety Glazing Certification Council