



# safety glazing certification council

P.O. BOX 730

SACKETS HARBOR, N. Y. 13685

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## Inactive Status Request

In accordance with the SGCC *Procedural Guide* (found in the SGCC Certify Product Directory) under Guideline G.23:

There may be instances when a production facility is temporarily inoperative. This could be caused by, but not limited to, equipment repair or replacement, labor difficulties, energy or material shortages, or economic considerations. Consequently, samples for routine testing may not be available for long periods. The licensee may desire to retain certification during the shutdown period by applying for inactive (IN) status. This shall be done as follows:

- (a) *Prior to or within two (2) weeks after the shutdown, the licensee shall inform the SGCC® Administrator in writing.*
- (b) *The SGCC Administrator will immediately supply the licensee with test release bond form(s) for submission by the licensee. A separate bond shall be submitted for each certified product affected.*
- (c) *Within two (2) weeks, after receipt of the bond form(s), the licensee shall submit them to the SGCC Administrator.*
- (d) *During the period covered by the bond the licensee shall retain certification, contingent upon payment of normal certification fees and meeting all other licensee obligations. Bonds will be for a specific certification period and will expire at the end of that certification period but may be renewed by the licensee any number of times. Renewal is an obligation of the licensee and requires all steps listed herein.*

### **Re-activation:**

- (e) *Within one (1) week after re-activation of the production facility the licensee shall*
  - 1) *Notify the SGCC® Administrator in writing, and*
  - 2) *Submit samples from the first weeks production to an SGCC® approved laboratory for testing (with the appropriate labeling applied). In cases where more than one certified product is produced with the same equipment, samples of each must be furnished for testing within the first month.*

*These will be considered as the routine samples for retesting for the six (6) months period during which they are submitted.*

Please find attached a test release bond. Once completed and submitted to SGCC®, your product will be given an Inactive (IN) status and you will be able to keep the same SGCC number. The product will be printed in the Certified Products Directory as (IN) (Inactive). You may not apply the SGCC number to the product at any time during the Inactive status cycle.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Terry Schaefer  
Administrator  
SGCC Certification Program



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**TEST RELEASE BOND (SD-23)**

Bond given by \_\_\_\_\_ of  
\_\_\_\_\_  
(Participant)  
\_\_\_\_\_, as Obligor to Safety Glazing Certification Council, Inc.,  
(Location)  
a non-profit corporation under the laws of the State of Illinois, as Obligee on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ for the \_\_\_\_\_ certification period.  
(First or Last of the year)

WHEREAS, the Obligor wishes to retain SGCC certification of a product which will not be certified for an extended period because of the shut down of a production facility, or due to changes in market conditions.

WHEREAS, Obligor has requested Obligee to retain SGCC Number \_\_\_\_\_ for \_\_\_\_\_  
(Number) (Product)  
produced at \_\_\_\_\_.  
(Location)

NOW, therefore, the Obligor is bound to the Obligee, its successors and assigns, in the sum of \$10,000.00 for the payment of which it firmly binds itself and its successors and assigns. This is the potential fine for unlawfully labeling with Inactive SGCC number(s).

The condition of this obligation is such that the Obligor will not SGCC Certify nor SGCC label this material without written notification to the SGCC Administrator, then this obligation shall be void, otherwise to remain in full force and effect until the conclusion of the specified certification period. It shall be further noted that for products for which a test release bond form has been executed shall be designated in the CPD as "Inactive". Prior to removing an "Inactive" designation, an independent test report, not necessarily from SGCC selection, must be submitted to the SGCC Administrator.

In witness thereof, the Obligor has executed this bond under seal.

Corporate Seal

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Secretary Officer

Accepted By: \_\_\_\_\_  
SGCC Administrator Date