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[www.coolroofs.org](http://www.coolroofs.org)

## ***How Do I Get a Product Rating?***

### **Fee & Documentation Application Requirements**

In order to have products rated by the CRRC, a company must first become a CRRC Licensed Seller or Other Manufacturer, which is separate and distinct from CRRC membership (see Licensed Sellers and Other Manufacturers Requirements). Once a company has been approved as a Licensed Seller or Other Manufacturer and given an ID number, it is then eligible to apply for product ratings.

The following is a list of steps for each application for a product rating. All forms and agreements are available for download from the Product Rating Program section of the CRRC website, [www.coolroofs.org](http://www.coolroofs.org). For more complete details about the CRRC Product Rating Program, please refer to the CRRC-1 Product Rating Program Manual.

If you are a Licensed Seller rating a Private Labeled Product, see “How Do I Get a Private Label Product Rating?”

#### **Initial Product Rating Procedure:**

1. Select Accredited Independent Testing Laboratory (AITL) from CRRC website, [http://www.coolroofs.org/productratingprogram\\_laboratories.html](http://www.coolroofs.org/productratingprogram_laboratories.html).
2. Select Test Farm from CRRC website.
3. Prepare product samples. For each Standard Roofing Product being tested, except composition shingles and variegated capsheets tested under CRRC Test Method #1 (in accordance with CRRC-1 Program Manual section 3.5 E), prepare a total of nine (9) samples randomly selected from two batches of your products, distributed as follows into the following groups:
  - a. Three samples from one batch
  - b. Three samples from second batch
  - c. Three samples, for which both batches must be represented

**For all other types of products, including Color Family Additional Elements and Custom Colors, refer to CRRC-1 Program Manual section 3.5 for the appropriate number of samples and batch distribution.** If the product is a single-ply with multiple membrane thicknesses, the *thinnest* thickness must be tested to determine the radiative properties for the compound rating.

Label each sample such that it can be uniquely identified (throughout a four-year period) by batch and sample within each batch.



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4. Complete the appropriate sections of the Test Results Report (form CRRC-F-2) and check ‘Initial Rating Test.’
5. Complete the top section of the Test Farm Notification Form (form CRRC-F-7).
6. Send package to selected AITL:
  - a. Test Results Report (appropriate sections completed)
  - b. Test Farm Notification Form (top section completed)
  - c. Product samples
  - d. Selected Test Farm contact information (for use by AITL to forward samples after testing to Test Farm for weathering exposure).
  - e. Once initial testing is completed by AITL, receive completed initial Test Results Report, (form CRRC-F-2) from AITL. AITL will forward samples and Test Farm Notification form<sup>1</sup> to Test Farm for next available placement date. *Please coordinate with an AITL to ensure the arrival of your products at the Test Farm in time for the next placement date.*
7. Once the Test Results Report has been received submit complete Initial Product Rating Application packet to CRRC:
  - a. Product Rating Application (form CRRC-F-3)—**signature required**. For type of application, check “Initial Product Rating Application.”
  - b. Corresponding Test Results Report (form CRRC-F-2) for Initial Rating. [Or alternatively, if you are a Licensed Seller utilizing an Other Manufacturer’s test results, submit the OM Rating Authorization (form CRRC-F-6).]
  - c. Name and contact information of the quality control manager(s) (required for each product).
  - d. Appropriate Per Product Rating Application fee (see Fee and Dues Structure on the Product Rating Program page of the website).

Additional Random Testing Requirements for Licensed Sellers only: (**see Procedure 1 or CRRC-1 for Random Testing details**, custom colors excluded)

- e. Contractor/Distributor Information form (CRRC-F-9)<sup>2</sup>.
- f. Random Testing Sample Collection Instructions form (CRRC-F-10)<sup>3</sup>
- g. Copy of letter to contractors and/or distributors<sup>4</sup>

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<sup>1</sup> Note: Test Farm Notification form will be sent directly to CRRC by the Test Farm. Test Farm will supply licensee with separate documentation of complete placement details.

<sup>2</sup> List of no less than three contractors or distributors from whom product samples can be obtained

<sup>3</sup> Instructions on how to collect or prepare a sample for testing purposes that will be given to contractors or distributors in the event of collection for random testing

<sup>4</sup> Licensed Seller shall provide a generic letter requesting help in sample collection. This letter will be used by the CRRC in sample requests to distributors/contractors (per Procedure 1). It is recommended that you send this letter to the listed parties as a courtesy to them.



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8. Upon acceptance and approval of Product Rating Application materials by CRRC (processing may take up to 30 days), the product will be added to the online CRRC Rated Products Directory (which is updated a minimum of once per month) with initial ratings listed and aged 3-year ratings noted as “pending.” Upon posting to the online CRRC Rated Products Directory, Licensed Seller is authorized to print CRRC product Labels with initial rating information.

#### Aged Product Rating Procedure (after three years):

9. Upon completion of three-year exposure at Test Farm, communicate with Test Farm as to which AITL (need not be the same AITL used for initial ratings) product samples should be sent.
10. Complete appropriate sections of a second Test Results Report (form CRRC-F-2) and check ‘Aged Rating Test.’ Send to selected AITL.
11. Once aged rating testing is completed by AITL, receive from AITL:
  - a. Completed Test Results Report, Aged Rating (form CRRC-F-2)
12. Once Test Results Report is received, submit complete Aged Product Rating Application packet to CRRC:
  - a. Aged Product Rating Application (form CRRC-F-11)—**signature required**.
  - b. Corresponding Test Results Report (form CRRC-F-2) for Aged Rating. [Or alternatively, if you are a Licensed Seller utilizing an Other Manufacturer’s test results, submit the OM Rating Authorization (form CRRC-F-6).]
13. Upon acceptance and approval of aged ratings by CRRC, the product’s listing in the online CRRC Rated Products Directory (which is updated a minimum of once per month) will be updated with the 3-year data. Upon posting to the online CRRC Rated Products Directory, Licensed Seller is authorized to print CRRC product Labels with aged rating information.

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