

PROCEDURE FOR UNDERWRITERS' LABORATORIES LABEL SERVICE
ON .050" FIRE RESISTANT DECORATIVE MICARTA

March 10, 1961

Effective December 30, 1960, we have been awarded Underwriters' Laboratories Label Service on our Fire Resistant Decorative Micarta (.050 Asbestos), under their file number R4301, as a Plastic, Guide Number 40-88.16. Briefly this means that we are permitted to place a combination Underwriters' and Micarta Label on any of our production of this grade that we so desire, this label being a certification to the customer that this material is produced in accordance with the procedure agreed upon with Underwriters'. Your production is routinely inspected by them for compliance with the procedure, and that the material is no worse than the established Flame Spread, Fuel Contributed, and Smoke Developed. This label is in our name and applies to the sheets as we make them only (not to composite panels made from them) and the numerical values of the Flame Spread, etc., are those determined by testing of the sheet itself rather than composite panels. Other Label Services (or Listings, as they are often called) will be established later on composite panels. These are separate and distinct from the Inspection Service Without Listing under which we supply 1/16" General Purpose Decorative to U. S. Plywood, Algoma Works.

In a meeting to establish procedures broad responsibilities were assigned as follows:

- a. The Quality Control Department has overall responsibility for administration of the Label Service, i. e., maintaining supplies of labels, application of labels to the product, plant inspections by the Underwriters' Inspector, etc.
- b. Order Service Department is responsible for internal notification to the Quality Control Department when Labeling is required.
- c. Marketing Department is responsible for seeing that orders for labeled material are clearly marked as such, since not all orders for Fire Resistant Decorative will require labeling.
- d. Engineering Department is responsible for maintaining our Listing, i. e., seeing that our manufacturing processes agree with those spelled out by Underwriters', the test values are realistic, etc.
- e. All applicable expenses incurred will be charged to account 00569-3.

A detailed description of the procedures is as follows:

1. Quality Control Department is to maintain an adequate stock of printed adhesive backed labels, commensurate with our rate of use.

2. Labels are obtained from Underwriters' Laboratories, Inc., 207 East Ohio Street, Chicago 11, Illinois.

3. Cost of labels are as follows:

1,000	-	\$4.00/M
5,000	-	\$17.50/M
10,000	-	\$29.75/M

4. A maximum of ten months supply can be ordered per order. These will be stocked at Underwriters' Laboratories, Inc., 207 East Ohio Street, Chicago 11, Illinois. Underwriters' will invoice us for the manufacturing cost of labels as soon as they are delivered to them.

5. We will be allowed to release and stock a maximum of two months supply. The initial release will be shipped to the nearest Underwriters' Inspector who will deliver them to Westinghouse. At the discretion of the Underwriters' Inspector, labels will be released and shipped direct to us.

6. There is a minimum of \$25.00 per year service charge. This will be invoiced as the labels are released at the rate of \$30.00/M.

7. Labels will be released by Quality Control through Purchasing. George Mills and Aubrey Gordino will initiate a form of release.

8. On receipt of an order for labeled material the Order Service Department is to notify Mr. George Mills on the date, quantity, etc. so that he can provide for actually applying the label.

9. It is permissible to apply the labels to material manufactured for orders, to material going into stock or to material withdrawn from stock for shipping.

10. When the designated material is ready for labeling, Mr. Mills will issue the required number of labels to Mr. King whose inspectors will apply them.

11. The actual label will be applied to the sanded back side of the Decorative sheet. Adhesive will already be on the label; it will be necessary only to remove the release sheet and apply it. Note that the adhesive is such that it will not normally be possible to remove the label without destroying it.

12. No notification to the Underwriters' inspector is necessary, as a rule, when we are going to apply labels.
13. Implicit in our Label Service is complete cooperation with the Underwriters' Laboratories and their local inspector. To this end we permit him free access to anything pertaining to the manufacturing of .050" Fire Resistant Decorative Mica, including plant inspections, manufacturing information and records, Quality Control records, Production records, etc., We should assist him in evaluating information from these sources. He is not entitled, of course, to cost information, development information, etc.
14. We are permitted to apply labels to the .050" Fire Resistant Decorative Mica unless specifically and officially ordered to stop by the Underwriters' inspector. He also has the authority to hold up shipment of any material already labeled if his inspection or tests indicate that the material is not up to standard.
15. Engineering will retain the official copy of the Underwriters' Laboratories "Factory Inspection and Label Service Procedure" book and is responsible for seeing that any changes in our manufacturing operations are incorporated into the book or otherwise cleared as necessary through the Underwriters' Fire Protection Engineering Department in Chicago.
16. The Factory Inspection and Label Service book also describes the various tests which must be performed on the material at the inspector's request, both in our plant and in Chicago; Engineering will maintain equipment and trained personnel to perform these tests as required. A Foreman's Requisition to cover labor is to be issued to the Engineering Department when tests are required.
17. Mr. George E. Mills has been set up as the contact man for Underwriters' on all matters pertaining to administration of the Label Service, inspections, etc. He should receive copies of all correspondence concerning Underwriters' Laboratories. His contacts with Underwriters' will generally be with (a) Mr. D. B. Mills, Underwriters' Laboratories Inspector, 831 Stratford Road, Avondale Estates, Georgia, (b) Mr. G. E. Wright, Underwriters' Laboratories Service Engineer, 207 East Ohio Street, Chicago 11, Illinois, (c) Mr. J. L. Miller, Underwriters' Laboratories Purchasing Agent - Label - 207 East Ohio Street, Chicago 11, Illinois.
18. Mr. Aubrey Goettee will handle the actual purchasing and releasing of Labels on notification from George Mills.

19. D. E. Baldwin has been set up as contact man for Underwriters' Laboratories on all Engineering matters, for example those pertaining to manufacturing processes, materials, test procedures, etc.

Micarta Division - Engineering Section Manager - D. E. Baldwin

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Copies sent to:

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