



USC University of
Southern California

**Foundation for Cross-Connection Control
and Hydraulic Research**

323 442 0470 | fccchrlab@usc.edu | fccchr.usc.edu

Request for Evaluation – General

(Please use one sheet per model)

Date: _____

Company Name: _____ Project Contact Person: _____

Address: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____ Web page address: _____

Submittal: ☐ Initial ☐ Re-submittal

Product/Item submitted: Make: _____ Model: _____ Size: _____

☐ Other description _____

Detailing of testing requested:

If applicable: Evaluate per the follow agency(s) and their respective standard(s):

We are submitting a complete set of:

Enclosed	Previously Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Engineering drawings
<input type="checkbox"/>	<input type="checkbox"/>	Material specifications for each of the components
For Re-submittals		
<input type="checkbox"/>	<input type="checkbox"/>	Engineering drawings for each of the modifications/revisions
<input type="checkbox"/>	<input type="checkbox"/>	Material specifications for each of the modifications/revisions

Request for Evaluation – General Instructions

1. Please complete one Request for Evaluation form for each model, size, and type submitted. Before any actual testing or evaluation can be performed, an Evaluation Agreement must be signed by both parties. An Evaluation Agreement may be initiated by request on the Request for Evaluation form.
2. Format
 - a. Electronic Request for Evaluation and Documentation may be submitted to fccchrlab@usc.edu.
 - b. Hard copy of Request of Evaluation, Documentation, and product samples may be submitted to:
USC FCCCHR Laboratory
3022 Riverside Drive
Los Angeles, CA 90039
(323) 442-0470
3. Product sample requirement
One or more samples may be submitted for evaluation. This will depend upon the scope of the testing being requested.
4. Documentation
 - a. Submitted with Request for Evaluation
 1. Engineering drawings of the product so that the Foundation's Engineering Staff can review the laboratory's ability to test
 2. Material Specification for each component
 - b. If needed:
 1. Material non-toxicity certificates and documents
 2. Installation instructions, repair and testing/maintenance instructions
 3. Engineering specification sheets
5. Contact(s) – Communication/correspondence with the Foundation Engineering Staff regarding ongoing testing will be limited to the individual(s) indicated on the Request for Evaluation. Contacts must be added/deleted in writing to the USC Foundation.
6. Testing standard(s) -
A submittal may include a request to evaluate a product to multiple standards. Evaluation to some standards (i.e., CSA, UL, FM) may need to be witnessed by representatives of the respective listing agency(s). It is the manufacturer's responsibility to contact the listing agency(s) to determine the necessary arrangements. If testing at the Foundation's laboratory needs to be witnessed by a representative of another listing agency, a mutually agreeable date/time will need to be coordinated with the Foundation's Staff.
7. Submittal Review
Submittals received by the Foundation shall be reviewed by the Foundation's Engineering Staff for completeness (i.e., Request of Evaluation, Documentation, and product sample(s)).
 - a. If submittal is complete, a confirmation of receipt will be sent to the primary contact person, including an estimated date for the start of testing. Should the manufacturer wish to be present during the testing of their product, they must inform the Foundation's Engineering Staff so that a mutually agreeable date may be established.
 - b. If submittal is incomplete, the primary contact person will be notified by the Foundation's Engineering Staff of the deficiency(s). Testing of the product can not be queued until the deficiency(s) has been resolved.