

IPEMA Playground Surfacing Certification Program 2016

COMPLETE AND RETURN TWO COPIES OF THIS AGREEMENT; WRITTEN RESPONSES ARE REQUIRED BY YOU ON PAGES 1, 2, 8 AND 9. ONE COPY WILL BE SIGNED BY IPEMA AND RETURNED TO YOU.

TO: IPEMA Administrator
2207 Forest Hills Drive
Harrisburg, PA 17112

We want to begin or maintain our Participant status in the IPEMA Certification Program Playground Surfacing in the year 2016. Enclosed please find:

- **Two (2)** executed License Application and Agreements
- A **check, payable to IPEMA in US funds**, for our Annual IPEMA Administrative Fee, which is non-refundable, is based upon our 2015 business sales volume and our IPEMA membership status as checked in the table below. *To pay by credit card, see below.*
- Our **Certificate of Insurance**, complying with section 9.1 of this agreement.

Annual IPEMA Administrative Fee (non-refundable)

This scale is based upon the global gross sales volume of the company's equipment sales (for the equipment certification program) and the global gross sales volume of the company's surfacing sales (for the surfacing certification program). Under no circumstances should a company base their gross sales volume on anything other than their global sales of their related products.

Annual Sales	IPEMA Members	Non-Members
< \$3 M	<input type="checkbox"/> \$ 300.00	<input type="checkbox"/> \$1,600.00
> \$3M & < \$10M	<input type="checkbox"/> \$ 600.00	<input type="checkbox"/> \$2,600.00
> \$10 M	<input type="checkbox"/> \$1,200.00	<input type="checkbox"/> \$4,000.00

BUSINESS ENTITY NAME – PLEASE PRINT

EIN NUMBER

MAILING ADDRESS (check here if billing address is same as mailing address)

BILLING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

FAXNUMBER

E-MAILADDRESS

WEBSITE

Pay by credit card:

Visa MasterCard Discover

Card # _____ Exp. Date _____ / _____ Security Code _____

Name on card _____

Signature _____ Date _____

LICENSE APPLICATION AND AGREEMENT
INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION, INC.
CERTIFICATION PROGRAM FOR PLAYGROUND SURFACING

a business entity having its principal offices at _____

_____ (hereinafter "Participant") hereby applies to the International Play Equipment Manufacturers Association, Inc. (hereinafter "IPEMA") for a license and authorization to use the IPEMA Playground Surfacing certification Logo(s) and descriptive verbiage (hereinafter "Certification Logo[s]") on the validated playground surfacing products (and related sales literature) manufactured by or for Participant, and to have its validated products listed on the IPEMA website (www.ipema.org, hereinafter "Website") by the Validator.

By making this application, Participant agrees, if this application is accepted, to be bound by the terms and conditions hereinafter set forth, including those set forth in the Procedural Guide for IPEMA Certification Program for Playground Surfacing (hereinafter "Procedural Guide") as amended by any revised Logo(s) and Descriptive verbiage use (hereinafter "logo requirements") with respect to the use of the Certification Logo(s), descriptive verbiage, and listing on the Website by Participant and its representatives, sales agents and employees, and agrees further that in the event of any material breach or default of any of the terms and conditions regarding the use of the Certification Logo(s), descriptive verbiage, or being listed on the Website upon receipt of notice from IPEMA or the Validator advising Participant of the breach or default.

By accepting this application, IPEMA agrees with Participant as set forth herein, and authorizes use of the Certification Logo(s), descriptive verbiage, and listing on the Website according to the terms and conditions set forth herein and in the Appendices A & B.

1. DEFINITIONS

- 1.1 **CERTIFICATION LOGO(S)**: Certification Logo(s) refers to IPEMA's unique and distinctive certification mark(s) or seal(s) which will be utilized in connection with the Certification Program for Playground Surfacing. The Certification Logos are registered and are displayed on the cover of the Procedural Guide; however, IPEMA reserves the right to designate another Certification Logo to be used in lieu thereof. See Appendix B for use of Logo(s).
- 1.2 **DESCRIPTIVE VERBIAGE**: Descriptive verbiage refers to the language approved by IPEMA that Participants must use to describe the Certification Logo. See Appendix B for use of Descriptive Verbiage. The Descriptive Verbiage may be revised from time to time.
- 1.3 **PLAYGROUND SURFACING**: Playground surfacing refers to playground surfacing as defined by the Standard.

- 1.4 PROCEDURAL GUIDE: A copy of the Procedural Guide is attached hereto, identified as "Appendix A," and may be revised from time to time, is entitled "Procedural Guide for IPEMA Certification Program for Playground Surfacing."
- 1.5 PROGRAM: Program refers to the IPEMA Certification Program for Playground Surfacing, which provides for the inspection, testing and validation by the Validator that representative samples of the Participant's certified surfacing products comply with the standard(s).
- 1.6 STANDARD: Standard refers to a combination of the Procedural Guide and the "Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment" issued by the American Society for Testing and Materials, ASTM F1292, as may be amended; specification for Engineered Wood Fiber Manufacturers, the "Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment," ASTM F2075, as may be amended; and specification for Loose Fill Rubber Manufacturers, the "Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment," ASTM F3012, as may be amended.
- 1.7 VALIDATOR: Validator refers to any third party testing and inspection organization designated by IPEMA from time to time to validate, by inspections and testing of representative samples, the Participant's certification that its playground surfacing complies with the Standard, as described above.

2 DURATION OF AGREEMENT

- 2.1 This agreement shall become effective upon the date of acceptance by IPEMA, and shall be in force for the remainder of the calendar year in which it becomes effective, or unless the Agreement is revoked or terminated for cause as set forth herein, including nonpayment of the yearly participation fee and other fees. At the end of the calendar year, if not revoked or terminated, the Agreement shall continue from month to month until a new Agreement is signed by the Participant and accepted by IPEMA.

3 PARTICIPANT'S RESPONSIBILITIES

3.1 THE PARTICIPANT SHALL:

- a.) Comply with all applicable portions of the Procedural Guide, attached hereto as "Appendix A" and made a part hereof, as may be revised from time to time by, and at the sole discretion of, IPEMA;
- b.) Perform or authorize tests, allow plant inspection and allow review of Participant records, as requested by the Validator, of representative samples of every playground surfacing product offered for validation as provided in the Procedural Guide;
- c.) Provide the Validator with the information described in the Procedural Guide to initially validate the representative samples of the playground surfacing product, and to use in determining whether subsequent production products conform to the representative samples of the product originally tested;
- d.) Annually provide the Validator with: i) a copy of the current, fully executed License Agreement; ii) a copy of the current Certificate(s) of Insurance required by section 9.1 of this Agreement;

e.) Poured in Place surfacing manufacturers will also notify Validator of all trained crew chiefs and provide information regarding all installation sites for each per year. In the event of a non-compliant test result, the Validator shall issue a notice of non-compliance in the form of an IPEMA corrective action request (ICAR) form to the Participant. See Procedural Guide Addendum 2, Section II, subsection vi, and Section III.

f.) During any plant inspection and review of Participant's records, grant all authorized representatives of the Validator access during normal business hours to manufacturer's place(s) of manufacture, assembly, shipment and/or storage of the representative samples of the playground surfacing products, or parts thereof, in order to provide assurance that the production products are representative samples of the product originally certified, tested and validated;

g.) Render such reasonable assistance as may be requested by the Validator during the plant or records inspections in order that necessary tests or inspections may be performed without unreasonable delay or interference, and upon request of the Validator, provide suitable work space;

h.) Notify the Validator of all manufacturing, assembly, shipping or storage locations; and, within thirty (30) days after their first use, of any additional manufacturing, assembly, shipping or storage locations that relate to certified products;

i.) Prior to an official inspection, the Participant shall submit to the Validator a list of all playground surfacing products to be validated, a sampling of basic product tests, the "Performance Requirements" of ASTM F1292; for an Engineered Wood Fiber Participant, "Performance Requirements" of ASTM F2075; and for a Loose Fill Rubber Participant, "Performance Requirements" of ASTM F3012, as interpreted by the IPEMA Surfacing Certification Committee, and as required by other sections of the Standard, and the documents required by section 3.1 (d) above;

j.) Affix or apply the IPEMA Certification Logo(s) only to those playground surfacing products (and related sales literature) for which representative samples were offered by Participant for certification which conforms to those products which have been validated by the Validator as complying with, or exceeding, the Standard(s), and is made with the same materials and in the same manner as the original representative samples of the product validated by the Validator. The right to affix the IPEMA Certification Logo(s) to Participant's playground surfacing products (and related sales literature) is granted solely upon the assurances given herein. Participant alone has the responsibility of ensuring that the playground surfacing products to which it affixes the IPEMA Certification Logo(s) actually complies with the Standard(s);

k.) Comply with all application portions of the Logo(s) Requirements, attached hereto as "Appendix B" and made a part hereof, as may be revised from time to time, at the sole discretion of IPEMA, and with all the laws applicable to certification logos or marks, including notification to IPEMA of any unauthorized use of the Certification Logo(s).

3.2. THE PARTICIPANT SHALL NOT:

a.) Affix the IPEMA Certification Logo(s) to any playground surfacing product (and related sales literature) not validated by the Validator; to any decertified playground surfacing product (and related sales literature) for which a notice of noncompliance has been issued by the Validator; to any playground surfacing product (and related sales literature) which has been changed from that as originally validated, and the change has not been certified by the Participant and submitted for validation to the Validator;

b.) Use the name of the Validator in any advertising, sales promotions or other publicity material of its playground surfacing products, except as agreed to by the Validator and IPEMA in writing prior to its use;

c.) Use IPEMA's name, logo(s) or any symbol or abbreviation thereof, or any other form of reference which may be interpreted to mean IPEMA, in any advertising; sales promotions; other communication concerning its playground surfacing products, except for the descriptive verbiage; or in such manner as is expressly approved in writing by IPEMA; and

d.) Use, under any circumstances, IPEMA's name logo(s), symbol or abbreviation thereof, or any other form of reference which may be interpreted to mean IPEMA, in any advertising, sales promotions or other communication concerning its playground surfacing products, in such manner as to indicate that IPEMA warrants or approves any playground surfacing product; or that IPEMA certifies that any playground surfacing product complies with the Standard(s); or that IPEMA makes any other representation or certification with respect to the playground surfacing product to which the Certification Logo(s) applies, except for the descriptive verbiage or in such manner as is expressly approved by IPEMA. However, upon receipt of verification from the Validator, pursuant to the terms and conditions of this Agreement and the Procedural Guide, the Participant may request from IPEMA the Certification Logo(s) to identify the product(s) so certified, which may be used initially together with the descriptive verbiage in any sales literature, provided such reproduction of the Logo(s) is in close proximity to the product(s) which have been validated as complying with the Standard(s), and provided the sales literature indicates which products have been so validated, or may be placed on the validated playground surfacing product(s) or its container or packaging. If the Participant makes any statement or representation about the IPEMA Playground Surfacing Program and IPEMA's relationship thereto, including the descriptive verbiage, such statement or representation must be accurate and factual. See Appendix B for use of Certification Logo and Descriptive Verbiage.

4 PUBLIC INFORMATION

4.1 At the direction of the IPEMA Surfacing Certification Committee, the Validator will maintain a section, at www.ipema.org (or current address), listing playground surfacing products which have been validated by the Validator as being in compliance with the Standard(s).

5 CONFIDENTIALITY

5.1 IPEMA and the Validator shall not divulge and shall take all reasonable precautions to safeguard Participant's design and manufacturing data, test and inspection reports regarding the playground surfacing products offered for validation and any other privileged information or information provided in accordance with the terms of this Agreement. However, the Validator may notify IPEMA of its validation and notice of compliance, or its decertification or notice of noncompliance of Participant's playground surfacing products, as well as any other notifications required by the Procedural Guide, and IPEMA may use this information as the Procedural Guide allows.

6 FEES

- 6.1 The Participant shall pay IPEMA an Annual Administrative Fee (non-refundable) for participation in the Playground Surfacing Certification Program in accordance with Section 9, "Financing", and Appendix C, "Fee Schedule," of the Procedural Guide (Appendix A). Participant shall also pay the Validator fees, including the inspection/testing fee, the engineering documentation review fee, and the Validator Administrative Fee, set forth in the Fee Schedule. IPEMA may amend Fee Schedule from time to time.
- 6.2 The Participant shall be directly invoiced by the Validator for any costs and services rendered hereunder by the Validator in connection with the Certification Program. As such, the Validator may request advance payment from the Participant, consistent with the Validator's credit policy. If payment of invoices duly rendered by the Validator shall be in arrears for a period of ninety (90) days, the Validator shall have the right to discontinue the performance of any further tests or services (including deletion of products from the Website) until payments are brought up-to-date, provided the Validator gives notice to the Participant and IPEMA sixty (60) days after the invoice date. This action is without prejudice to any other rights, which the Validator may have against the Participant.

7 CERTIFICATION LOGO

- 7.1 IPEMA is the proprietor of the Certification Logos shown on the cover of the Procedural Guide and in Appendix B.
- 7.2 Participant acknowledges IPEMA's exclusive right, title and interest in and to the Certification Logos and will not do anything that will in any way impair or tend to impair any part of IPEMA's right, title and interest. In connection with the use of the Certification Logo(s), Participant will not represent that it has any ownership in the Certification Logo(s) or in its registration. Use of the Certification Logo(s) by Participant will not create any right, title, or interest in, or to, the Certification Logo(s) in favor of Participant. Participant will not at any time, either during the term of this Agreement or after it has ended, adopt or use any work or logo that is similar to, or confusing with, the Certification Logo(s), without IPEMA's prior written consent.
- 7.3 Artwork for the IPEMA Certification Logo(s) will be available from IPEMA only.
- 7.4 Upon receipt of artwork for the IPEMA Certification Logo(s), Participant agrees to follow Appendix B for proper use.
- 7.5 Immediately upon the termination of this Agreement, or immediately after any playground surfacing product is no longer compliant with the Certification Program requirements (See Section 6 of Procedural Guide), or any product is removed by the Validator from the Website, Participant shall discontinue its use of the IPEMA Certification Logo(s) in any form on all affected product and related communications to the satisfaction of IPEMA, and in compliance with the Procedural Guide, as amended.

8 INDEMNIFICATION

- 8.1 Participant agrees to indemnify, defend and hold harmless IPEMA, its officers, directors, staff and members against, and from, any and all claims, expenses (including reasonable attorney's fees), losses, damages, injuries or liabilities arising from participation in, or any statement or representation about, the IPEMA Certification Logo(s), in the manufacture and sale of its product.

9 INSURANCE

9.1 Participant must provide IPEMA with a Certificate of Insurance from an insurer or insurance carrier of at least one million dollars (\$1,000,000 USD) specifically designating IPEMA and the Validator by name as coinsured under any and all product and/or general liability insurance policies maintained by Participant in connection with the manufacture and sale of its products. If Participant does not already maintain product and/or general liability insurance(s), it must secure such insurance(s) and so designate IPEMA and the Validator. The Certificate of Insurance or documentation of the required designation shall be in the English language, which shall be the controlling document. There will be no exceptions granted to this requirement.

10 REVISION AND TERMINATION

- 10.1 In the event the Standard(s) is revised or withdrawn during the term of this Agreement, IPEMA shall determine, in accordance with the Procedural Guide, the date upon which approval under this Standard(s) shall terminate and shall notify Participant of such date.
- 10.2 In the event a new Standard(s) is published, or the existing Standard(s) is revised, the Procedural Guide provides procedures for maintaining certification.

11 DEFAULT AND TERMINATION

- 11.1 Participant shall be in default, and IPEMA may, upon thirty (30) days written notice to Participant, terminate this Agreement should Participant:
- a.) Fail to pay IPEMA or the Validator the fees indicated in Section 6 of this agreement, and Section 9 and Appendix C of the Procedural Guide (Appendix A);
 - b.) Fail to indemnify IPEMA and the Validator, in a manner satisfactory to IPEMA, as specified in Section 8 of this agreement;
 - c.) Fail to comply with the annual requirements (tests, inspections, etc.) in accordance with Paragraph 4.3 of the Procedural Guide (Appendix A);
 - d.) Breach or otherwise fail to perform any other term or condition of this Agreement, including Appendix B, or the Procedural Guide; or
 - e.) Be adjudicated as bankrupt or insolvent; or have a receiver or trustee appointed; or have an order approving a petition seeking reorganization under the Bankruptcy Code, or other similar laws of the United States or any state; or file a petition seeking relief under any of the foregoing; or make a general assignment for the benefit of creditors or instrument similar thereto.
- 11.2 This Agreement shall not be terminated if Participant cures the default to IPEMA's satisfaction within the 30-day notice period.
- 11.3 In the event of any revision of the Procedural Guide or Standard(s), Participant shall be given reasonable advance notice of the revision and of the effective date thereof, and Participant, by written notice to IPEMA, shall have the right to terminate this Agreement as of the effective date of such revision(s).
- 11.4 Termination of this Agreement by whatever means, or in whatever manner, shall not affect any obligation of the parties, which exists as of the date of termination. Participant's obligation with respect to maintenance of records and indemnification shall not cease, regardless of the termination date, with respect to playground surfacing manufactured or distributed by it for which the IPEMA Certification Logo(s) has been utilized.

12. NOTICE

12.1 All notices, reports and other communications permitted or provided for hereunder shall be in writing and shall be delivered in person, delivered electronically or sent by mail, by registered or certified mail, return receipt requested, postage prepaid, to the address set forth below. All communications shall be deemed to have been given when delivery in person and when received, if they have been deposited with the United States Postal Authorities addressed as set forth below, unless a change of address shall have been previously designated in writing:

TO IPEMA: IPEMA Administrator
 IPEMA Playground Surfacing Certification Program
 2207 Forest Hills Drive
 Harrisburg, PA 17112

TO PARTICIPANT:

(Contact person-PLEASE PRINT)

(Business entity name)

(Street address)

(City, state, zip)

(E-Mail)

13. ARBITRATION

13.1 TERMS OF ARBITRATION: All claims, disputes and other matters in question arising out of this agreement, and not otherwise resolved in accordance with the IPEMA Procedural Guide, shall be submitted to arbitration in Harrisburg, Pennsylvania, in accordance with the Commercial Arbitration rules of the American Arbitration Association then in effect, unless the parties mutually agree otherwise.

13.2 EXCLUSIVE REMEDY: A party to this Agreement may not institute a suit at law or equity regarding any dispute under this Agreement. All such disputes shall be settled by arbitration in accordance with this Paragraph.

13.3 FINAL AWARD: The award in the arbitration proceeding shall be final and binding on the parties, and judgment on such award may be entered in any court having competent jurisdiction.

13.4 FEES AND EXPENSES: Initially, all fees connected with the arbitration proceeding, other than attorney fees incurred by either party, if any, shall be shared equally by both parties. However, the Arbitrator is authorized to award either party a sum to compensate the other party for the time and expense, including reasonable attorney fees, of the arbitration if it is determined that arbitration was demanded without reasonable cause. In such event, the Arbitrator may also assess the costs of the arbitration proceeding against the party that demanded arbitration. In all

other cases, the costs of the arbitration proceeding shall be assessed against the party against whom the arbitration award is determined, or against both parties if the determination is against both.

14. MISCELLANEOUS PROVISIONS

14.1 NO ASSIGNMENTS: This Agreement may not be assigned in whole or in part by the Participant without written consent of IPEMA.

14.2 HEADINGS: Paragraph headings are for convenience only and shall not be constructed as Part of this Agreement and shall not affect its interpretation.

14.3 GOVERNING LAW: Regardless of where this Agreement is executed or is to be performed, the interpretation of this Agreement and the performance of the parties hereto shall be governed and constructed in accordance with the laws of the State of Pennsylvania.

14.4 ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement of the parties and supersedes all prior Agreements, if any, express or implied. There are no warranties or representations other than as provided herein. This Agreement may not be modified or amended except in writing signed by all parties hereto.

14.5 SAVINGS CLAUSE: Should any provision hereof be finally determined to be inconsistent with or contrary to applicable law, such provision shall be deemed amended or omitted to conform therewith without affecting any other provision or the validity of this Agreement.

14.6 WARRANTY OF AUTHORITY: This Agreement shall be executed for the parties by an officer designated in the parties' governing documents as having the power to enter into contracts. The designated officers warrant that they have acted with authority, and that they may sign this Agreement for their respective entity with the effect that their entity has agreed to, and shall be bound by, all terms of this Agreement.

SIGNATURES

Participant

By: _____
Signature of Officer

Title of Officer

ACCEPTED: _____ International Play Equipment Manufacturers Association, Inc.

By: _____
Administrator

Date of acceptance: _____

Appendix A to the IPEMA License Application & Agreement
Updated: February 17, 2016

PROCEDURAL GUIDE
FOR
INTERNATIONAL
PLAY EQUIPMENT MANUFACTURERS ASSOCIATION
IPEMA
CERTIFICATION PROGRAM
FOR
PLAYGROUND SURFACING



OVERVIEW OF THE IPEMA PLAYGROUND SURFACING CERTIFICATION PROGRAM

The International Play Equipment Manufacturers Association, Inc. (IPEMA) sponsors the certification program for Playground Surfacing. IPEMA is confident that compliance with the ASTM F1292 Standard; for engineered wood fiber, the ASTM F2075 Standard; and for Loose Fill Rubber, the ASTM F3012 standard, will afford a safer, more injury-free play environment for children and the general public.

The purpose of this certification program is to assure the consumer, by the presence of a certification logo(s) and listing on the IPEMA website, that representative samples of the products bearing the logo(s) have been tested and are in compliance with the applicable requirements of ASTM F1292, Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment; and/or ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment; and/or ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment, independently validated in accordance with ISO Guide 65 Standard Guide for General Requirements for Bodies Operating Product Certification Systems.

As sponsor and administrator of the program, IPEMA utilizes TÜV SÜD America, Inc., (TÜV) as independent validator to perform inspections and tests and review manufacturer's records on a periodic basis. Surface systems are tested for compliance with all applicable portions of the ASTM F1292, Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment, and this Procedural Guide for IPEMA's Certification for Playground Surfacing; for engineered wood fiber, ASTM F2075, Standard Specification for Engineered Wood Fiber for use as a Playground Safety Surface Under and Around Playground Equipment, which provides standards for sizing, metal contamination, and heavy metal impurities; and ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment, which provides standards for sizing, metal contamination, total lead content, and heavy metal impurities.

The program is open to all entities that offer playground surfacing systems for sale. Participation in the program is on a voluntary basis. All surfacing bearing a certified designation manufactured or directly marketed by the program licensee must meet the program requirements.

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SECTION 1 – DEFINITIONS

The following definitions are applicable to this Procedural Guide:

- Administrator:** A person or organization designated by the sponsor of a Certification program to perform the administrative duties required to manage the affairs of that program.
- Certification:** The procedure by which a product becomes certified.
- Certification Logo(s):** Certification Logo(s) refers to IPEMA’s unique and distinctive certification mark or seal which will be utilized in connection with the Certification Program for Playground Surfacing. The Certification Logos are registered and are displayed on the cover of the Procedural Guide; however, IPEMA reserves the right to designate another Certification Logo(s) to be used in lieu thereof. See Appendix B for use of Logo(s).
- Certified:** Attested by the Participants under the procedures of a Certification Program as satisfying the requirements of the referenced Standard(s).
- Certifier:** The Participant who certified that the product(s) and/or service(s) as supplied meets the requirements of the referenced Standard(s).
- Field Manufactured Unitary Playground Safety Surface System:**
Any Playground Safety Surface System that requires a manufacturing process to complete installation at the playground construction site. The manufacturing process can include the use of specialized equipment such as a mixer or paving machine; require specialized manufacturing training for the manufacture process; and involve chemical, thermal, or electrical processes. The use of adhesives, gluing, and sealers are not considered part of the manufacturing process.
- Inspection:** The process of examining, measuring, testing, gauging, or otherwise comparing the product and/or service with applicable provisions of the referenced Standard, and review of compliance with provision(s) of the certification procedure.
- Participant:** Any entity that offers playground surfacing for sale and who signs the License Application and Agreement and participates in the program in accordance with the terms and conditions of that document. In this document and the License Application and Agreement, “Participant” includes Participant’s representatives, sales agents, and employees.
- Playground Surfacing Product:**
A product intended for use as an impact attenuating surface under and around playground equipment, of a specified depth/thickness, that meets ASTM F1292 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment, at a specified critical height; and for engineered wood fiber, ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment; and for Loose Fill rubber, ASTM F3012, Standard Specification for

Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment.

Pre-Manufactured Playground Safety Surface System:

Any playground safety surface system that has been manufactured at a location other than the playground construction site. Assembly or installation of the components at the playground site requires no specialized equipment or manufacturing training, and involves no chemical, thermal, or electrical process. Use of adhesives, gluing, and sealers is considered part of component installation or assembly, not manufacturing.

Program:

The term “Program” refers to the IPEMA Playground Surfacing Certification Program, which provides for the validation that the Participant’s certified surfacing complies with the Standard(s).

Specification(s):

The term “Specification(s)” refers to ASTM F1292, Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment; and/or ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment; and/or ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment.

Sponsor:

An organization under whose authority a certification program is developed, promulgated, and financed, and with whose name the certification program is identified; the sponsor may delegate the operation and administration of a certification program to another party called the Administrator.

Standard(s):

The term “Standard(s)” refers to a combination of this Procedural Guide, ASTM F1292 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment; for engineered wood fiber ASTM F2075, Standard Specification for Engineered Wood Fiber for use as a Playground Safety Surface Under and Around Playground Equipment; and for Loose Fill Rubber ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment, as may be amended from time to time.

Third Party Testing Organization:

A testing/inspection agency other than one controlled by a Participant, which has been selected by IPEMA

Validation:

The process by which a separate determination is made by a third party testing agency that certification by the Participant is, in fact, in accordance with the program requirements.

Validator:

Validator refers to any third party testing and inspection organization designated by IPEMA, from time to time, to validate, by inspections and testing, Participant's certification that its playground surfacing complies with the Standard(s), as described above.

SECTION 2 – THE PROGRAM ROLES

2.1 PROGRAM SPONSOR

International Play Equipment Manufacturers Association, Inc. (hereinafter referred to as “IPEMA”) is the Sponsor of the program. On matters pertaining to participation, agreements, use of certification logo, etc., Participants shall communicate with the Administrator of the Certification Program:

IPEMA Administrator
IPEMA Playground Surfacing Certification Program
Mailing: 2207 Forest Hills Drive
Harrisburg, PA 17112
Shipping: (Same as above)
Telephone: (717) 238-1744
Fax: (717) 238-9985
Website: www.ipema.org
E-Mail: certification@ipema.org

2.2 THIRD PARTY TESTING ORGANIZATION/VALIDATOR

TÜV SÜD America, Inc., has been appointed by IPEMA as the program’s independent testing and inspection agency (hereinafter referred to as “Validator”). The principal role of TÜV SÜD America, Inc., is to validate the Participant’s certification. On matters pertaining to testing, validation visits, directory, etc., communications are directed to:

Surfacing Certification Program Manager
IPEMA Certification Program
TÜV SÜD America, Inc.
Mailing: 1755 Atlantic Blvd
Auburn Hills, MI 48326
Shipping: (Same as above)
Telephone: (734) 455-4841 or (616) 546-4150
Fax: (734) 455-6590

2.3 PARTICIPANT

Any entity that offers Playground Surfacing Product(s) for sale (hereinafter referred to as the “Participant”) may participate in the program in accordance with the terms and conditions set forth in the License Application and Agreement. Participation in the program shall be in accordance with the fee schedule set forth in Section 9 and Appendix C of the License Application and Agreement hereof. Application for participation in the program may be sent to IPEMA (see Paragraph 2.1).

2.4 IPEMA SURFACING CERTIFICATION COMMITTEE

The IPEMA Surfacing Certification Committee, consisting of representatives of IPEMA members, meets periodically to provide guidelines for the development, modification and technical aspects of the program in order to ensure uniformity, equality, and conformity of the program. In addition, it provides rulings on appeals on noncompliance issues (See Section 6).

SECTION 3 – PROGRAM DOCUMENTS

3.1 PARTICIPANT’S APPLICATION AND AGREEMENT

Potential Participants may apply to participate in the program by completing the IPEMA Playground Surfacing Certification Program License Application and Agreement, which, upon acceptance by IPEMA, constitutes a binding agreement between the Participant and IPEMA. This agreement is the principle document governing the relationships between IPEMA and the Participant under the program. It will provide, in part, that only surfacing which complies with the Standard(s) may be certified under the program. When a change has been made to this document, the Surfacing Certification Committee and IPEMA General Counsel will determine if a new License Application and Agreement needs to be completed.

3.2 PROCEDURAL GUIDE

The Procedural Guide is prepared by the IPEMA Surfacing Certification Committee, reviewed by IPEMA General Counsel, approved by the IPEMA Board of Directors and distributed by IPEMA. It is the intent that this Procedural Guide will outline and amplify the provisions of the Participant’s License Application and Agreement for the guidance of those concerned with the operation of this program. Upon request, the Administrator or Validator will provide standard forms to be utilized in connection with the program along with instructions for their use. Samples of these forms are included in Section 12.

3.3 IPEMA CERTIFICATION LOGO(S)

Unique and distinctive logos, (examples located on the front cover of this Procedural Guide), which are registered are licensed for use by the Participant to indicate that a particular Playground Surfacing product has been validated under the program as being in compliance with the Standard(s). IPEMA will supply logo(s) artwork to Participants upon their request, under the terms of the license agreement, for those Playground Surfacing products meeting the requirements of the program. The Participant, in affixing the logo(s) to its product(s) and/or literature, certifies to IPEMA and the public that each of the Playground Surfacing Products so labeled complies with the Standard(s), and is made with the same materials, and in the same manner, as the original product(s) (specimen[s]) approved by the Validator.

3.4 LISTING OF CERTIFIED PLAYGROUND SURFACING

Validator will maintain a listing of certified Playground Surfacing Products on the IPEMA website. All product information will be maintained exclusively by the Validator. The listing will include the main office address of the Participant. The listing will state that the product has been certified as meeting the Standard(s), as outlined in Section 1. It will also state that the IPEMA Validator has reviewed and will monitor the Participant’s control assurance program, procedures for addressing claims of noncompliance, follow-up procedures for multiple suppliers, and product(s) installation instructions.

3.5 PRODUCTS COVERED

- a. Engineered Wood Fiber (EWF)
- b. Loose Fill (e.g., rubber (LFR), sand, pea gravel, etc.)
- c. Pre-manufactured unitary (e.g. tile, carpet, sheet covered foam, artificial turf, etc.)
- d. Field manufactured unitary (e.g. poured-in-place [PIP])

SECTION 4 – OUTLINE OF VALIDATION AND TESTING PROCEDURES

4.1 BASIS FOR VALIDATION

This program currently certifies to ASTM F1292; for EWF, ASTM F2075; and for LFR, ASTM F3012. As these Specifications are revised, and/or new Specifications are added, the IPEMA Surfacing Certification Committee will determine the effective dates and procedures necessary for participants to certify to the revised Specification(s). Participants shall not refer their IPEMA Certification to new or revised Specification(s) prior to the effective date. On that effective date, all previously validated products must conform to the new or revised Specification(s) to be certified. During this transition period, the surfacing may need to be tested to meet the revised Specification(s), if determined by the IPEMA Surfacing Certification Committee.

- 4.1.1 To allow sufficient time for all participants to test their Loose Fill Rubber product(s) to ASTM F3012, and meet the requirements of the standard, no participant can claim that they are Certified to ASTM F3012, or use the new ASTM F3012 logo for a period of 10 months from the date of initial approval of the changes adding ASTM F3012 by the IPEMA Board of Directors. The official date of use is January 1, 2016.

4.2 INITIAL VALIDATION PROCEDURES

4.2.1 Validator will schedule and execute an official inspection at the main office of the Participant, provided the Participant has signed the License Application and Agreement with IPEMA. Inspections are performed once per year by the Validator, and usually take from one to two days, including allowance for travel time. Inspections will be scheduled and performed in accordance with the detailed procedure outlined in Section 4.4, using the inspection form (see form IPEMA 04s), with a countersigned copy left with the Participant. Any deficiencies noted during the inspection must be addressed satisfactorily, prior to Participant approval.

Note: Validator will make every attempt to maintain annual inspections based on initial inspection date(s). However, scheduling circumstances may require adjustment to within the annual cycle.

4.2.1.1 See Addendum 3 for additional requirements specific to Engineered Wood Fiber (EWF); Addendum 4 for additional requirements specific to Field Manufactured Unitary, e.g.: Poured in Place (PIP); and Addendum 5 for additional requirements specific to Loose Fill Rubber (LFR).

4.2.2 Prior to Participant main office inspection, the Participant shall submit a completed Initial Product Listing for IPEMA Certification (see form IPEMA 01s) of all playground surfacing products sold or manufactured, the location of main office and main contact information (phone, email, etc.).

4.2.2.1 All product models indicated on Form IPEMA 01s, as submitted above, must be subjected to the Standard(s) as specified by this document.

4.2.2.2 The Participant may submit complete test results from an A2LA, or equivalent, accredited lab to ISO Guide 17025 for all product models intended for certification to F1292, along with a copy of that lab's Scope of Accreditation reflecting the Specification(s) outlined in this Procedural Guide. (Submitted test reports are still subject to approval by the IPEMA Surfacing Certification Validator, regardless of test labs' accreditation.) Tests shall have been performed to the current Standard(s). Test reports shall be no more than three (3) years mature, provided the manufacturing location(s), process(es), specification(s), or

material(s) have not changed. Documentation to verify this information must be provided to the Validator. With the exception of Engineered Wood Fiber (EWF) and Loose Fill Rubber (LFR) manufacturers, unitary product manufacturers must provide detailed materials listing of all components used to produce samples tested.

- 4.2.3 During initial in-plant inspection, if testing documentation has not been provided and approved per Section 4.2.2, Validator will select samples of products intended for certification from production or inventory for laboratory testing to applicable Standard(s).
- 4.2.4 If multiple manufacturing locations are used by the Participant, a listing of those locations must be provided that includes: supplier ID number (provided by the participating company), product type manufactured, manufacturer name, physical address of manufacturing location, telephone/fax numbers and the name and email (if available) of key contact(s).
- 4.2.4.1 Test results for each product manufactured at each location must be provided to the Validator.
- 4.2.4.2 If test results are not available, a sample of each product(s) manufactured at each location must be submitted for testing per 4.2.2.2.
- 4.2.4.3 Validator will maintain a listing of manufacturing locations that are approved to provide Participant's certified product(s).
- 4.2.5 After successfully receiving approval from the Validator, the Participant will receive, from IPEMA, a user ID and password to allow for the submission of Requests for Validation (RVs) via the IPEMA website.
- 4.2.6 Participants shall submit electronic Requests for Validation (RV's) via the IPEMA website (www.ipema.com). Instructions for submitting electronic RV's is included in this document (See Addendum 2). Validator can assist Participant if needed. By completing the RV, the Participant declares that any samples of a given Playground Surfacing Product shall be representative of product initially tested and produced during normal production, and offered for sale.

Electronic RV submittals must be accurately detailed to distinguish differences in structure and materials that have a potential to affect performance. At a minimum, the description shall include the depth of each component layer, (i.e.: Base layer, aggregate type/depth, foam/shock pad thickness, turf system pile height, infill description & amounts).

- For surfaces incorporating loose fill materials the description shall include the type and approximate size, and depth of particulate materials (for example, sand, gravel, rubber buffings, nuggets, rubber crumb, wood chips, or bark mulch) in each layer.
- For unitary surfaces and/or systems, the sample description shall include the designation of each component and thickness of each layer.

- 4.2.7 Electronic RV submittals via the IPEMA website will be processed within 30 days of receipt and posted to the website listing if validated.

4.3 SUBSEQUENT VALIDATION PROCEDURES

- 4.3.1 The Validator will conduct scheduled inspections at the Participant's facility each calendar year. Inspections will be performed in accordance with the detailed

procedure outlined in Section 4.4. Validator will inspect and record results on the IPEMA Inspection Form (see form IPEMA 04s). The Validator and the Participant's representative will sign the IPEMA Inspection Form. The Validator will keep the original signed IPEMA Inspection Form, and a signed copy will be given to the Participant. If an annual (yearly, January – December) inspection does not take place, a Corrective Action will be issued per section 6.

4.3.2 If a noncompliance is recorded during testing and/or inspection, the Participant will receive an ICAR (IPEMA Corrective Action Request - form IPEMA 03s) and must provide a plan to the Validator within ten (10) days to resolve the issue. Procedures for correcting product(s) and/or test facility noncompliance are addressed in Section 6 of this document.

4.3.3 During annual inspection, 20% of models will be selected by Validator from the productions line or inventory for laboratory testing. Forty percent (40%) of samples products will be treated with full F1292 (three temperature) protocol. Remaining products will be tested at room temperature ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) only.

See Addendum 3 for additional requirements specific to Engineered Wood Fiber (EWF), Addendum 4 for Field Manufactured Unitary (e.g.: Poured in Place [PIP]), and Addendum 5 for Loose Fill Rubber (LFR).

4.3.4 A Sample Selection Form (form IPEMA 02s) will be completed by the Validator, and countersigned by the Participant, to identify models selected during the inspection. A copy of the completed form will be left with the Participant's contact. (All sample selection testing is to be completed by Validating laboratory.)

If samples selected are not received in a timely manner (30 days maximum), a noncompliance will be noted and sent to the Participant in the form of an ICAR (IPEMA Corrective Action Request, form IPEMA 03s). The process outlined in Section 6 will proceed.

4.3.5 For Participants utilizing multiple manufacturing locations, 20% of these locations will be visited annually. Manufacturing location(s) will be given, minimum, 24 hours advance notice of visit. Validator will randomly select 20% of the Participant's certified products. Forty percent (40%) of sampled products will be treated with full F1292 (three temperature) protocol. Remaining products will be tested at room temperature ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) only.

4.4 GUIDELINES FOR IPEMA MAIN OFFICE INSPECTION

The following key points will be reviewed at a minimum: (Refer to form IPEMA 04s for example of main office inspection form).

4.4.1 Key Personnel

The intent is to have at least two (2) contacts (corporate and technical/control assurance manager).

The Validator's inspector will want to meet both contacts and review how the IPEMA Certification Program operates. Both Participants' contacts would be expected to have read the Procedural Guide and be ready to discuss it and pose any questions.

4.4.2 Control/Quality Assurance Programs

The Participant shall have a written Control Assurance Manual, which is a set of internally agreed standards that provide guidelines for quality management. The manual should provide a systematic approach for evaluation, inspection, testing,

calibration, or whatever is needed to monitor and ensure the quality of product. The manual must be approved by the appropriate corporate officer, reviewed on an annual basis, and distributed to the appropriate technical personnel.

The Validator's inspector will determine if the Participant is following its control/quality assurance procedures, including:

- A procedure to process customer orders
- Procedure for documenting and processing customer complaints or claims of noncompliance, along with applicable forms.
- Procedure to document corrective actions, along with applicable forms.
- Installation and maintenance instructions that are clear and concise and have a consistent, documented method of distribution to the playground owner and/or operator.
- Employee training records as applicable, per attached Addendums.
- Procedure for the inspection of incoming material(s), along with applicable forms.
- Procedure for manufacturing product.
- Procedure for the inspection of finished product.
- Procedure and designated location for nonconforming product segregation.
- Procedure(s) for preventative maintenance.
- Procedure for handling, storage, packaging and delivery, as applicable.
- Procedure and criteria for contract manufacturer approval and follow-up, as applicable.
- Written agreement(s) between the Participant and contract manufacturer(s) shall be signed by officials of both parties, and shall have a definitive period and renewal provisions, as applicable.
- Calibration documents for test equipment used for certification, as applicable. Calibration certificates shall be NIST (or equivalent) traceable.
- Follow-up procedures for multiple suppliers, if applicable, including verification that written agreements are in place.
- The information relative to manufacturing sites in Section 4.2.4 will be reviewed and clarifications obtained of which certified products are made at each location, also establish the best way to ensure this information is updated to the Validator quarterly or whenever changed.
- If multiple manufacturing sites are utilized, a method to track orders back to specific manufacturing locations.

4.5 RETAINED RECORDS

4.5.1 Validator shall retain all test and inspection records for seven (7) years.

4.5.2 Participant shall retain all records relative to the IPEMA program for seven (7) years, and shall make them available to the Validator during annual inspections or upon special request.

SECTION 5 – USE OF LOGO

Upon receipt of RV approval from the Validator, Participants may use the IPEMA Certified Playground Surfacing logo(s) and program approval verbiage (see License Application and Agreement) to identify the Playground Surfacing Product(s) as certified, in accordance with the requirements of the License Application and Agreement and Appendix B.

5.1 Verification of the Proper Use of the IPEMA Logo(s).

5.1.1 During the yearly main office inspection, the Validator will verify the proper use of the IPEMA Certified Playground Surfacing Logo(s) by the Participant, in accordance with the requirements of the License Application and Agreement and Appendix B.

SECTION 6 – NONCOMPLIANCE

6.1 PRODUCTNONCOMPLIANCE

Validator shall issue notices of noncompliance in the form of an ICAR (IPEMA Corrective Action Request, form IPEMA 03s) when:

- a. It finds any Playground Surfacing Product not in full compliance with the Specification(s), or
- b. That the materials differ from the validated product approved in a manner that could affect compliance with the Specification(s).

If, during testing of selected product, or random on-site testing, product does not meet current requirements as specified in this document, the Participant will receive an ICAR (IPEMA Corrective Action Request, form IPEMA 03s), with a copy sent to IPEMA's Administrator. (See Addendum 2, Section III, for additional information regarding random on-site test non-compliance corrective actions).

Any Participant, upon receipt of notice of noncompliance from Validator, shall, within ten (10) business days from receipt thereof, exercise one of the following options:

1. The Participant appeals to the IPEMA Surfacing Certification Committee through the Validator by certified mail. The appeal shall state the reasons why Validator should reconsider its decision or retest the product.
2. Participant shall submit corrective action plan to the Validator to resolve any deficiencies found during the inspection.
3. Participant shall remove the non-complying Playground Surfacing Product from its list of certified products. If no response is received by the end of ten (10) business days, the product will be removed from its list of certified products by the Validator.

If Validator, after retesting in accordance with Option 1, determines that the ICAR (IPEMA Corrective Action Request) was not justified, the Corrective Action will be closed, and a copy sent to the Participant and Administrator.

If Validator, after retesting in accordance with Option 1, determines that the ICAR was justified, the Participant's right to use the IPEMA Certified Playground Surfacing Logo(s) in conjunction with the non-conforming product(s) is immediately revoked. The Participant's non-compliant product(s) will be removed from the Website at this time.

If Participant accepts the ICAR as valid by selecting the third option above, and thereafter brings the product into compliance, the product may be resubmitted for validation. The product will be validated with a different rating or the effective date of the change and Participant's right to affix the logo(s) to the product will be reinstated. The Validator will have the dates of decertification and

recertification of the non-complying product. Under all circumstances, the Participant shall assume the costs of retesting. No Participant's Playground Surfacing Product shall be withdrawn from the website listing of Certified Playground Surfacing Products by the Validator unless the Administrator and Participant have received an ICAR and the appeals process has been completed.

See Addendum 3 for additional requirements specific to Engineered Wood Fiber (EWF), Addendum 4 for Field Manufactured Unitary (e.g.: Poured-in-Place [PIP]), and Addendum 5 for Loose Fill Rubber (LFR).

6.2 FACILITY NONCOMPLIANCE

A notice of Noncompliance, in the form of an ICAR (IPEMA Corrective Action Request, form IPEMA 03s), shall be issued by the Validator when any internal procedures/documents are not being followed or completed as specified in the Participant's control assurance manual; or the documents required by Section 3.1(d) of the License Application and Agreement, cannot be provided or are not in compliance with the requirements of that section.

Participant shall, within ten (10) business days of receipt of this ICAR, exercise options 1 or 2 as indicated in section 6.1 above.

SECTION 7 – CHALLENGE PROCEDURE

7.1 PRODUCT COMPLIANCE

Any Participant or any other interested party, in substantiation of a claim of noncompliance, must submit data concerning a Participant's validated Playground Surfacing Product to the Validator (see form IPEMA 08s).

The Validator shall notify the Participant of the claim and the Participant shall provide information as necessary to assess the claim. The Validator shall study such claim and make a determination of validity.

If the claim of noncompliance is substantiated by Validator, the non-complying Participant shall be required to take any corrective action necessary to bring the Playground Surfacing Product into compliance with the Specification(s). If the Participant fails to do so, it must refrain from using the IPEMA Certified Playground Surfacing Logo(s) issued for use with such model. Validator shall also remove the product from its validated product list and report it to the Administrator.

In this situation, the non-compliant Participant shall reimburse Validator for any reviews or tests and other expenses, which may have been incurred as a result of the claim.

If the Validator does not substantiate the claim of noncompliance, the challenger initiating the claim of noncompliance shall reimburse Validator and Participant for any tests and other expenses, which may have been incurred because of the claim.

Validator shall notify the alleged non-conforming Participant that the claim against it has not been substantiated.

7.2 VERIFICATION OF PRODUCT CERTIFICATION OF COMPANIES UTILIZING MULTIPLE MANUFACTURING LOCATIONS

When a surfacing consumer (playground owners/operators and/or prospective purchasers) inquires whether products from specific contract manufacturers/suppliers are certified, the recipient of the inquiry will submit the interested party's request, in writing, to the Validator. The interested party's request for verification that a product from a Participant's manufacturer location is IPEMA certified must be submitted in writing (utilizing challenge form IPEMA 08s) to the

Validator. The written request will then be submitted to the Participant, who must identify to the Validator the manufacturer location from which the product delivery has been or will be made. The Validator will confirm in writing, to the interested party, that the product from the Participant's manufacturing location is or is not IPEMA certified.

SECTION 8 - PROCEDURE FOR PRIVATE LABEL PRODUCTS

Participants who manufacture products under private label for resale by other companies will follow the certification procedure for each product to be certified. A list of resellers of these products will be furnished to the Validator. Resellers may then request listing on the IPEMA website, listing of Certified Products, subject to Validator approval and payment of appropriate administrative fees.

This means that before the reseller using a private label may sell a product with the IPEMA Certification Logo(s), they must submit a License Application and Agreement, pay all required administration fees, provide a copy of an agreement as outlined below, and undergo an annual office inspection, which includes applicable portions under Section 4.4 (Guidelines for IPEMA Main Office Inspection). Reseller must also follow all requirements for Logo Usage per Appendix B of the License Application and Agreement.

Participants who wish to private label a Surfacing Product currently certified by another certified company can do so, only if the following information can be provided, and is maintained current.

- An agreement, signed by officials of both parties, must be on record that includes, at a minimum:
 - Product brand name(s) and model(s) being provided by certified Participant
 - Reseller's Private Labeled brand name(s)
 - Statement in the agreement that specifies expected continued quality and compliance to the Standard(s) of product being produced.
 - Definitive period and renewal provisions, as applicable.

SECTION 9 – FINANCING

The Administrative functions of the IPEMA Surfacing Certification Program are financed by a yearly administrative fee from Participants. This non-refundable fee is paid to IPEMA and helps defray the expenses of IPEMA relating to the Surfacing Certification Program. The fee schedule (Appendix C to the License Application and Agreement) may be amended from time to time and is applicable to participation in the IPEMA Surfacing Certification Program.

SECTION 10 – TESTING PROCEDURES, INTERPRETATIONS

Interpretation clarification and product implementation procedure:

1. Validator and/or Participant will bring interpretation questions to the Surfacing Certification Committee for interpretation.
2. Committee will provide program interpretations or defer to ASTM for clarification.
3. If Committee defers to ASTM, Participant must write rationale for its interpretation and submit to Validator for interim approval.
4. After ASTM action, the Committee publishes its interpretation; administrator distributes to participants, and sets a date for Participant's compliance to maintain certification of affected products.
5. Participant has four (4) choices for compliance to revised interpretation:
 - Submit supplemental RV – deals only with revised interpretation issues (does not extend annual test date).
 - Submit new RV – total retest of product.

- Submit statement that changes are not necessary for remaining certified products.
 - Submit statement that lists products to be dropped from certified product listing in lieu of changes.
6. If Participant meets compliance date, certified product list does not change. If compliance date passes without action by Participant, Validator may remove products from certified products list, subject to Committee review.
 7. The Validator and Administrator will maintain a list of program interpretations. Program interpretations of the Standard(s) will be issued periodically by addenda. Contact the Administrator for addenda. As program interpretations are addressed within the published ASTM standard(s), they will be withdrawn from the addenda.

SECTION 11 – PRODUCT RECALLS AND MODIFICATIONS

IPEMA recognizes that the Consumer Product Safety Commission (CPSC) and other recognized government regulatory agencies outside of the U.S. (“other agency”) may recall an IPEMA-certified product, or require a modification be made to that product for the manufacturer to continue marketing said product to consumers. Should that occur, the following procedures are to be carefully followed by the manufacturer that is a participant in the IPEMA certification program:

1. Upon public notification that the CPSC or other agency has issued a recall of an IPEMA-certified product, or requires a modification of an IPEMA-certified product, a copy of the public notice (or news release) received by the manufacturer must be forwarded to both IPEMA and TÜV.
2. Within two (2) weeks of notification of a recall of an IPEMA-certified product, the manufacturer must visit the IPEMA website and make the recalled product “obsolete”, thereby removing it, including its model number, completely from both the IPEMA website and the listing of certified products associated with the manufacturer.
3. Within two (2) weeks of notification of a modification being required of an IPEMA-certified product, the manufacturer must visit the IPEMA website and either mark the product in question as “obsolete,” or submit a “Supplemental RV” for that product. The Supplemental RV will include a choice for “Product Modified due to Mandatory Government Requirement,” and the manufacturer will choose that option and complete the form requested. Note this option will maintain the model number of the product.
4. Those manufacturers choosing to keep the same model number, by selecting “Supplemental RV” in #3 above, will see a disclaimer being printed on any IPEMA certificate requested which includes that product. The certificate will include a column entitled “Mandatory Modification Date” and the date of the public notice from the government agency will be included in that column. The disclaimer on the certificate will read as follows: *There has been a modification required to this product by either the Consumer Product Safety Commission (CPSC) or a recognized government regulatory agency in countries outside of the U.S. If you purchased this product prior to the date listed above, you must contact the manufacturer to obtain details regarding the modification.* Upon notification to IPEMA from CPSC or other agency of completion of a recall, this notice will no longer apply and shall be removed.

Failure to comply with the requirements listed above may result in the manufacturer losing its IPEMA certification for all its products.

SECTION 12 – FORMS

NOTE: See following pages for Forms listed below:

Initial Product Listing for IPEMA Certification – IPEMA 01s

IPEMA Surfacing Sample Selection Receipt – IPEMA 02s

IPEMA Corrective Action Request (ICAR) – IPEMA 03s

IPEMA Inspection Form – IPEMA 04s – (4 pages)

Procedure Data log for Section 9 of ASTM F2075 Tramp Metal Test Data Sheet – IPEMA 05s
(2 pages)

Sieve Analysis Data Sheet, ASTM F2075 – IPEMA 06s

IPEMA Surfacing - Manufacturing Location Test Request – IPEMA 07s

IPEMA Certification Challenge Form – IPEMA 08s

Request for Validation (RV) – IPEMA 09s

Procedure and Data Log for Section of ASTM F3012 Tramp Metals Test Data Sheet – IPEMA
10s (2 pages)

Sieve Analysis Data Sheet, ASTM F3012 (for Rubber Nuggets) – IPEMA 11s

Sieve Analysis Data Sheet, ASTM F3012 (for Rubber Buffings) – IPEMA 12s

INITIAL PRODUCT LISTING for IPEMA CERTIFICATION

Company Name:		Date Submitted:	
Contact:			
Address:			
Phone		Fax:	
Email:		Product Line:	

Certification to ASTM F1292

	Description (PIP, Tile, EWF, Turf, LFR, etc.)	Product Number Or Name (Must be Specific)	Rating	
			Depth Thickness (inches)	Fall Height (feet)
1				
2				
3				
4				
5				
6				
7				
8				

Engineered Wood Fiber Manufacturers must complete for Certification to ASTM F2075

Product Brand Name/Trade Name (Must be documented on test reports)	
1	
2	

Loose Fill Rubber Manufacturers must complete for Certification to ASTM F3012

Product Brand Name/Trade Name (Must be documented on test reports)	
1	
2	

IPEMA Surfacing Sample Selection Receipt

IPEMA Participant:	
Manufacturer's Name:	
Manufacturer's Address:	
Supplier ID:	
Mfr. Phone Number:	

Impact Attenuation Testing (per ASTM F1292)

Model Name/Number	Product Line	Product Description	Thk./Ht. Ratio	Full	Room

Engineered Wood Fiber - ASTM F2075 Testing

Loose Fill Rubber - ASTM F3012 Testing

		Yes	No		Yes	No
Sieve Analysis	Yes			Sieve Analysis		
Hazardous Metals	Yes			Hazardous Metals		
Tramp Metals	Yes			Tramp Metals		
				Total Lead Content		

Magnet Used During Selection (F2075)

PLYP00060		PLYP00094	
PLYP00067		PLYP00115	

Samples Required for Testing

Loose Fill: Full Test (Room, Hot, Cold Temps.) – 12 cubic feet Room/Hot/Cold Temp. Only – 5 cubic feet
 LFR – Full Test (Room, Hot, Cold Temps.) – 5 cubic feet Room/Hot/Cold Temp. Only – 3.2 cubic feet
 Tiles/Turf/PIP: Full Test (Room, Hot, Cold Temps.) – 3 Samples, min. 18in. x 18in. Room/Hot/Cold Temp.
 Only – 1 Sample, min. 18in. x 18in.

Sample(s) Selected By: _____ Date: _____

Note: Sample(s) selected are representative of production from this location.

Witnessed By: _____ Date: _____
 Manufacturer's Representative

Shipped VIA: _____ on: _____ by: _____
 Carrier Date Person/Company

To: Certification Programs Management; IPEMA Certification Program; TUV SUD America, Inc.
 1755 Atlantic Blvd., Auburn Hills, MI 48326 Phone: 734-455-4841; Fax: 734-455-6590

Customer Account	TUV SUD Account
UPS Store/Other	

IPEMA CORRECTIVE ACTION REQUEST (ICAR)

PARTICIPANT:	CAR NO:	DATE:
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
CONTACT:	TÜV SÜD AUDITOR:	
PRODUCT:	MODEL:	

DISCREPANCY NOTED:

CORRECTIVE ACTION PLAN DUE DATE:	RETURN NO LATER THAN:
----------------------------------	-----------------------

PARTICIPANT CORRECTIVE ACTION PLAN:

PARTICIPANT SIGNATURE:	DATE:
------------------------	-------

CORRECTIVE ACTION PLAN IS:	ADEQUATE:	INADEQUATE:
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CORRECTION DUE DATE:

TÜV SÜD FOLLOW-UP REQUESTS:

TÜV SÜD FINAL COMMENTS:

CORRECTION TEST RESULTS	PASS:	FAIL:
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TÜV SÜD SIGNATURE:	DATE:
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CERTIFICATION MGR. CONCURRENCE	DATE:
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IPEMA Playground Surfacing Certification Program

Annual Inspection Report

Inspection Type:

Initial Inspection:

Annual/Subsequent Inspection:

Date of This Inspection: _____

Participant: _____

Contacts

Test:

Technical Test:

Corporate:

Product Types Certified:

EWf:	<input type="checkbox"/>	TURF	<input type="checkbox"/>
PIP	<input type="checkbox"/>	Other	<input type="checkbox"/>
LFR	<input type="checkbox"/>		
TILE	<input type="checkbox"/>		

Inspection Results:

Facility Approval

Validator: _____

Participant Rep: _____

Date: _____

Date: _____

Summary Comments:

Program Required Documentation

		Yes	No
Is current signed License Agreement on file?	Approval date:		
Is IPEMA Procedural Guide on file?	Revision date:		
ASTM F1292/ASTM F2075/ASTM F3012, latest revisions? (Recommended)			
Certificates of insurance			
	TÜV SÜD America?		
	IPEMA?		
	Amount:	Expiration Date:	
Is IPEMA logo(s) being used properly? (Review all usages of logo(s) to Appendix B)			

Comments:

Control Assurance Program

		Yes	No	N/A
Is participant ISO 9000 certified?				
Certifying body:		Effective dates:		
Does Participant have written control assurance manual?				
Last Revision/Approval date: (Recommend annual review and approval)				
Does manual include:				
	Procedure to process customer orders?			
	Process for inspection of incoming raw materials?			
	Process for manufacturing product? (if applicable)			
	Procedure for the inspection of finished product, or final approval of installation?			
	Procedure for preventative maintenance (if applicable)			
	Procedure for documenting and tracking customer complaints, and applicable forms?			
	Procedure for documenting corrective actions, and applicable forms?			
	Procedure for handling nonconforming products?			
	Procedure for handling, storage, packaging and delivery? (as applicable)			
	Method to track origin of shipment? (i.e. manufacturing location, raw materials)?			
	Review examples (2) of process and document method below. (Include invoice or record number)			
	Procedure for contract manufacturer/supplier approval and follow-up?			

Comments:

Contract/Private Label Manufacturers

Yes No N/A

Contract Manufacturers

Does Participant use contract manufacturers? (EWF, LFR, Tiles, etc.)			
Does Participant have current listing of contract manufacturers?			
Are agreements on file for each contract manufacturer?			
Are test reports for all contract manufacturers on file?			
Private Label Manufacturers			
Does Participant private label product? If yes, document company names in Comments.			
Manufacturer?			
Seller?			
Is a written agreement on file between both parties involved?			
Does agreement(s) identify certified product(s) and private labeled name(s)			

Comments:**Installation Instructions**

Yes No N/A

Are instructions adequate for proper installation?			
Are maintenance instructions included?			
Who is responsible for installation of material?			
How are installation/maintenance instructions distributed to customer/owner?			

Comments:**F2075 Requirements (Engineered Wood Fiber Manufacturers) or F3012 Requirements (Loose Fill Rubber)**

Yes No N/A

Is Participant performing testing to F2075 or F3012 for initial certification?			
Is testing being outsourced to alternate laboratory?			
Is laboratory A2LA accredited or equivalent?			
Are test results on file?			
Is all test equipment used traceable to NIST or its equivalent?			
Are calibration certificates on file for all outsourced calibrations?			
Do calibration records reflect the following:			
<ul style="list-style-type: none"> • Item identification? (description and name) • Date calibrated and calibration due date? • Identification of personnel that performed the 			
What testing is being performed by participant or outsourced laboratory for initial certification purposes? (check all that apply)			
Tramp Metals			
Sieve Analysis			
Hazardous Metals			
Total Lead Content (ASTM F3012 only)			

Comments:

Field Manufactured Unitary

	Yes	No	N/A
Does Participant have training manual for crew chiefs/installers?			
Is it adequate?			
Have all crew members been trained?			
How is training documented?			
Does Participant maintain current listing of crew chiefs and their installations?			
Are test reports on file for each product? Review and verify reports.			
Obtain listing of installs for each crew chief, including any subcontractors, for previous 12 months, during inspection for TÜV records and test planning.			
Are test reports on file for each crew chief? (Not required for new companies)			

Comments:

Follow Up on Past Discrepancies

	Yes	No	N/A
Were discrepancies or comments reported on previous inspection report?			
Have required/recommended revisions/corrections been completed and implemented?			

Comments:

**ASTM F2075 Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface
Under and Around Playground Equipment**

IPEMA Participant: _____ Date: _____
 Manufacturer Name: _____
 Contact Name: _____
 Location/Address: _____
 City: _____ State: _____
 Phone: _____
 Supplier ID: _____ Date: _____
 IPEMA Participant: _____

SAMPLE (EWF) SIZE _____/CUBIC YARD - Note: Sample Size must be ≥50 Cubic Yards

Test Instructions:

1. Divide the stockpile into four (4) radial quadrants and number 1, 2, 3, 4.
2. When inserting the magnetic wand, go 3 feet or greater into the stockpile.
3. Remove metal particles from probe after each insertion.
4. At each quadrant insert probe seven (7) times at four (4) different heights.
5. Record the number of all magnetic particles retrieved which have any dimension of ½ inch or greater.
6. Probe Log: Log the number and size of Magnetic Particles/Probe Number
7. Total number of magnetic particles greater than ½ inch.
8. Visual inspection – total number of metal particles.
9. Total number of metal particles having any dimension of ½ inch (1-27 cm) or greater. No of Particles _____ Size of Particles _____
10. Verification of Magnetic Probe Strength Annex:
 - a. Refer to ASTM F2075, Annex 1 for magnet strength verification method.
 - b. Results:

Equipment Verification Results:

Test 1	Result	Test 2	Result	Test 3	Result

Average reading of the three results above:
 Magnetic Test Probe Serial Number:
 Date of Purchase:
 Original Average Force at Date of Purchase:
 Results must be within ±10% of original results: Pass Fail

SAMPLE TEST PERSONNEL NAME: _____

VERIFIED BY FACILITY REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

Manufacturers Name:

Date:

Probe Data Log for Section 9 of ASTM F2075 Tramp Metal Test

Level – 0” – 15”

Quadrant 1			Quadrant 2			Quadrant 3			Quadrant 4		
Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Level – 15” – 30”

Quadrant 1			Quadrant 2			Quadrant 3			Quadrant 4		
Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Level – 30” – 45”

Quadrant 1			Quadrant 2			Quadrant 3			Quadrant 4		
Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Level – 45” – 60”

Quadrant 1			Quadrant 2			Quadrant 3			Quadrant 4		
Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 1:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 2:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 3:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 4:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 5:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 6:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Probe 7:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Comments:

Sieve Analysis Data Sheet
ASTM F2075 Section 4.4.2 per 7.4

IPEMA Participant:	Date:
Manufacturer Name:	
Location/Address:	
City:	State:
Contact Name:	Phone:
Supplier ID:	Date:
IPEMA Participant:	

Initial sample dry weight _____ g

<p>3/4" Sieve Material remaining = ____ g ÷ Initial sample weight ____ g = ____ x 100 = ____% <u>not</u> passing 3/4" sieve 100% - _____% not passing 3/4" Sieve = _____% Passing 3/4" Sieve</p>
<p>3/8" Sieve material remaining = _____ g Material remaining ____ g ÷ Initial sample weight ____ g = ____ x 100 = ____% <u>not</u> passing 3/8" Sieve 100% - _____% not passing 3/8" Sieve + _____% not passing 3/4" Sieve = ____% Passing 3/8" Sieve</p>
<p>No. 16 Sieve material remaining = _____ g Material remaining ____ g ÷ Initial sample weight ____ g = ____ x 100 = ____% <u>not</u> passing No. 16 Sieve 100%- _____% not passing No. 16 Sieve + _____% no passing 3/4" Sieve + _____% not passing 3/8" Sieve = _____% Passing No. 16 Sieve</p>

* Add: 3/4" % not passing _____ %
3/8" % not passing _____ %
No. 16 % not passing _____ %
% Passing No. 16 _____ %
Total (should equal 100%): _____ %

Sieve Size	Min/Max Requirement	% Loss by Sieve
3/4" (19.05mm)	99-100%	
3/8" (9.53mm)	75-100%	
No. 16	0-15%	

Pass Fail

Test Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

IPEMA Surfacing – Manufacturing Location Test Request

IPEMA Participant:		Date:
Manufacturer Name:	Contact Name:	
Location Address:	E-mail Address:	
City:	Phone:	
State:	Fax:	
Supplier ID:	Product Type (EWF, LFR, etc.):	

Commercial Name of Product:

When Participant adds a new manufacturing location, a sample must be submitted and tested by the Validator according to ASTM F1292 at room (23°C ± 3°C) temperature before product from that location will be certified. See section 4.2.4 of this Procedural Guide for Playground Surfacing Program.

ASTM F1292 Impact Attenuation Test Parameters

Compacted Depth or Material Thickness (inches)	Impact Height (feet)

ASTM F2075 EWF Testing (if applicable)

Sieve Analysis

- To be completed by Validator
- To be completed by Participant

Hazardous Metals

- To be completed by Validator
- To be completed by Participant

Tramp Metals

- To be completed by Validator
- To be completed by Participant



ASTM F3012 LFR Testing (if applicable)

Sieve Analysis

- To be completed by Validator
- To be completed by Participant

Hazardous Metals

- To be completed by Validator
- To be completed by Participant

Tramp Metals

- To be completed by Validator
- To be completed by Participant

Total Lead Content

- To be completed by Validator
- To be completed by Participant

If the Participant elects to perform testing as indicated, results must be submitted to the Validator before the facility is considered approved.

Sample(s) Selected By: _____ Date: _____

Note: By signing, manufacturer is stating that sample(s) selected for testing are representative of production from this location.

Sample size requirements:

EWF – 5 cubic feet minimum, per depth

LFR – 20 gallons (dry) minimum, per depth (equivalent to 3.2 cubic feet)

Tile, Turf, PIP, etc. – one (1) 18in. by 18in. sample/system, per thickness

To: Certification Programs Manager
 IPEMA Certification Program - TUV SUD America, Inc.
 1755 Atlantic Blvd., Auburn Hills, MI 48326

Phone: 734-455-4841
Fax: 734-455-6590

- Customer Account
- TUV SUD Account
- UPS Store/Other

IPEMA Certification Challenge Form

Challenger Information

Contact Name:	Date:
Email Address:	Phone Number:

Product/Company Being Challenged

Company Name:

Model Number/Description:

Claim of Noncompliance: Challenger must explain in detail the suspected noncompliance and provide documentation to support the claim. (Include any data with this form)

Action Taken by Validator:

REQUEST FOR VALIDATION (RV)

Company: _____
 Contact: _____
 Address: _____
 Phone: _____

Date Submitted: _____
 Product Line: _____
 New Products:
 Retest Products:

We request Validation of the products listed below. These products are representative of our production and are duplicates of the units designated by these products that will be offered for sale, for compliance to ASTM F1292.

	Rating		Product Number or Name	Description/ Category	Surfacing Manufacturing Location/Supplier ID	Approval	
	Depth or Thickness (inches)	Critical Height (Feet)				Yes	No
1							
2							
3							
4							
5							
6							

Engineered Wood Fiber Manufacturers must complete for Certification to ASTM F2075

	Product Brand Name/ Trade Name	Description	Location and Supplier ID	Approval	
				Yes	No
1					
2					

Loose Fill Rubber Manufacturers must complete for Certification to ASTM F3012

	Product Brand Name/ Trade Name	Description	Location and Supplier ID	Approval	
				Yes	No
1					
2					

The models listed above, requested for validation, are to be tested and meet performance requirements established by IPEMA ASTM F1292-____, and/or ASTM F2075-____, and/or ASTM F3012-____.

Submitted by: _____ Reviewed by: _____

TÜV America Use Only

Validated by: _____ Date: _____

Distribution of Request for Validation: 1 copy to Participant, 1 copy to be retained by Validator.

ASTM F3012 Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment

IPEMA Participant:	Date:
Manufacturer Name:	
Location/Address:	
City:	State:
Contact Name:	Phone:
Supplier ID:	

SAMPLE SELECTION SIZE (PER SECTION 5 OF ASTM 3012): Five (5) 3 cubic yard (yd.³) piles are required for sample selection. Eight (8) 2 dry quart samples are drawn from each 3yd.³ sample pile, taking two (2) 2 dry quart samples from each quadrant of the pile, digging 1 to 2ft. in the pile. Each of the two probes (in each quadrant) shall be in different locations (in vertical and horizontal directions) in the quadrant.

Test Instructions:

1. From the 20 dry gallon sample, measure a 15 dry gallon sample.
2. Transfer approximately 0.5 dry pt. of the sample onto a large, clean white surface.
3. Visually inspect the sample to see if any free tramp metals, or exposed encapsulated metals, are present. Segregate free tramp metals and encapsulated metals into separate piles.
4. After visual inspection, check the sample with the ceramic magnet. Any metal attracted to the magnet shall be set aside as free tramp metals, or encapsulated tramp metals.
5. Repeat the procedure above until the entire 15 dry gallon sample has been inspected.
6. Measure each free tramp metal particle gathered, and separate those particles measuring 0.50in. or greater. Report the number of particles found to be measuring larger than 0.50in.
7. From the free tramp metal particles remaining, measure and set aside all particles measuring between 0.20in. and 0.50in. These particles shall be tested for sharp points per 16 CFR 1500.48. Record the number of sharp free tramp metal particles.
8. Repeat steps 6 and 7 above for all exposed encapsulated metal particles.

SAMPLE TEST PERSONNEL NAME: _____

VERIFIED BY FACILITY REPRESENTATIVE:

SIGNATURE: _____

Date: _____

Manufacturers Name:

Date:

Data Log for Section 9 of ASTM F3012 Tramp Metal Test

Gallon	# of Particles Found	# of Particles >0.5in.	# of Particles <0.5in.	# of Encapsulated Particles	# of Free Tramp Metals Particles	# of Sharp Points (from particles over 0.2in.)	Comments Description of Particles
1							
2							
3							
4							
5							
6							
7							

Gallon	# of Particles Found	# of Particles >0.5in.	# of Particles <0.5in.	# of Encapsulated Particles	# of Free Tramp Metals Particles	# of Sharp Points (from particles over 0.2in.)	Comments Description of Particles
8							
9							
10							
11							
12							
13							
14							
15							

**Sieve Analysis Data Sheet ASTM F3012
Section 4.2.1 per 7.4 (Rubber Nuggets)**

IPEMA Participant:		Date:
Manufacturer Name:		
Location/Address:		
City:		State:
Contact Name:	Phone:	
Supplier ID:		Date:
IPEMA Participant:		

Initial sample dry weight _____g

7/8" Sieve

Material remaining = _____g ÷ Initial sample weight _____g = _____ x 100 = _____% not passing 7/8" sieve

100% - _____% not passing 7/8" Sieve = _____% Passing 7/8" Sieve

#4 Sieve material remaining = _____g

Material remaining _____g ÷ Initial sample weight _____g = _____ x 100 = _____% not passing #4 Sieve

100% - _____% not passing #4 Sieve + _____% not passing 7/8" Sieve = _____% Passing #4 Sieve

* Add: 7/8" % not passing _____% #4 % not passing _____% = _____%
(Should = 100%)

Sieve Size	Min/Max Requirement	% Loss by Sieve
7/8" (22.22mm)	99-100%	
#4 (4.8mm)	75-100%	

Pass
Fail

Test Performed By: _____

Date: _____

Reviewed By: _____

Date: _____

Sieve Analysis Data Sheet ASTM F3012 Section 4.2.2 per 7.4 (Rubber Buffings)

IPEMA Participant:		Date:
Manufacturer Name:		
Location/Address:		
City:		State:
Contact Name:	Phone:	
Supplier ID:	Date:	
IPEMA Participant:		

Initial sample dry weight _____ g

<p>1" Sieve</p> <p>Material remaining _____ g ÷ initial sample weight _____ g = _____ x 100 = _____ % <u>not</u> passing 1" sieve</p> <p>100% - _____ % not passing 1" Sieve = _____ % Passing 1" Sieve</p>
<p>#5 Sieve material remaining = _____ g</p> <p>Material remaining _____ g ÷ initial sample weight _____ g = _____ x 100 = _____ % <u>not</u> passing #5 sieve</p> <p>100% - _____ % not passing #5 Sieve + _____ % not passing 1" Sieve = _____ % Passing #5 Sieve</p>
<p>#8 Sieve material remaining = _____ g</p> <p>Material remaining _____ g ÷ initial sample weight _____ g = _____ x 100 = _____ % <u>not</u> passing #8 sieve</p> <p>100% - _____ % not passing #8 Sieve + _____ % not passing 1" Sieve + _____ % not passing #5 Sieve</p> <p>_____ = _____ % Passing #8 Sieve</p>
<p>#16 Sieve material remaining = _____ g</p> <p>Material remaining _____ g ÷ initial sample weight _____ g = _____ x 100 = _____ % <u>not</u> passing #16 sieve</p> <p>100% - _____ % not passing #16 Sieve + _____ % not passing 1" Sieve + _____ % not passing #5 Sieve</p> <p>_____ Sieve + _____ % not passing #8 Sieve = _____ % Passing #16 Sieve</p>

* Add: 1" % not passing _____ %

 #5 % not passing _____ %

 #8 not passing _____ %

 #16% not passing _____ %

 % passing #16 _____ %

Total (should equal 100%): _____ % - (Should + 100%)

Sieve Size	Min/Max Requirement	% Loss by Sieve
1" (25.4 mm)	99-100%	
#5 (4.00mm)	0-45%	
#8 (2.36mm)	0-15%	
#16 (.0469")	0-5%	

Pass Fail

Test Performed By: _____ Date: _____

Reviewed By: _____ Date: _____

SECTION 13 – ADDENDA

Addendum 1 – Required Test Equipment List for Sieve Analysis Test/Suggested Equipment Source(s)

Addendum 2 – Procedure for Electronic Request for Validation (RV) Submittals

Addendum 3 – Additional Requirements for Engineered Wood Fiber (EWF)

Addendum 4 – Additional Requirements for Field Manufactured Unitary Playground Safety Surface System(s) (e.g. Poured in Place [PIP])

Addendum 5 – Additional Requirements for Loose Fill Rubber (LFR)

ADDENDUM 1 – REQUIRED TEST EQUIPMENT LIST FOR SIEVE ANALYSIS TEST/SUGGESTED EQUIPMENT SOURCE(S)

IPEMA Required Test Equipment for Sieve Analysis and Tramp Metals testing, ASTM F2075 Sections 4.4 and 4.6, or ASTM F3012 Sections 4.2 and 4.4 (if Participant chooses to perform testing for initial certification)

<u>Equipment</u>	<u>Range</u>	<u>Tolerance</u>	<u>CalibrationInterval</u>
Scale	Toaccommodate Participantsample Weight	0.5g	1 Year
Sieve (ASTM F2075)	0.75in. (19.0mm)	Per ASTM E11	3 Years
Sieve (ASTM F2075)	0.375in. (9.5mm)	Per ASTM E11	3 Years
Sieve (ASTM F2075/F3012)	#16(0.0469in. [1.1mm])	Per ASTM E11	3 Years
Sieve (ASTM F3012)	1.00in.	Per ASTM E11	3 Years
Sieve (ASTM F3012)	0.875in.	Per ASTM E11	3 Years
Sieve (ASTM F3012)	#4 (0.1875in. [4.8mm])	Per ASTM E11	3 Years
Sieve (ASTM F3012)	#5 (0.157in.)	Per ASTM E11	3 Years
Sieve (ASTM F3012)	#8 (0.0929in.)	Per ASTM E11	3 Years
Sieve Shaker	IndustryStandard		N/A
Oven	up to 140°F (60°C)	± 9°F (± 5°C)	1 Year

Suggested Equipment Sources:

(These are just suggested sources. Any equipment supplier that can provide equipment that meets the specifications indicated in ASTM 2075 or ASTM F3012 will be considered adequate)

- Scale - Gilson Company Inc.
P.O. Box 200
Lewis Center, OH. 43035
(740) 548-7298 (phone)
(740) 548-5314 (fax)
www.globalgilson.com
- Sieve Shaker and Sieves - W.S Tyler
8570 Tyler Blvd.
Mentor, OH. 44060
(800) 321-6188 (toll free)
(440) 974-1047 (phone)
(440) 974-0921 (fax)
www.wstyler.com
- Oven - Per ASTM F2075 (see above for required tolerance)
- Magnetic Probe or Ceramic Magnet- Industrial Magnetics, Inc.
1385 M-75 S
Boyne City, MI 49712
(800) 662-4638 (toll free)
(231) 582-3100 (phone)
(231) 582-0622 (fax)www.magnetics.com

ADDENDUM 2 – PROCEDURE FOR ELECTRONIC RV SUBMITTALS

Members Only

Login

RV Submittals – “Click Here”

Select Action

1.) New Basic Product – enter model number, description, product line (if new product line, go to “Maintain Product Lines” to add), select applicable standard(s), enter French description (if applicable), click “Add This Product”; upload documents if applicable (test data [always] and drawings [new and modifications/changes only]; composite structures [equipment companies] MUST have a drawing submitted with all component numbers identified [2-D drawings ok]).

2.) New Basic Product with Modifications – enter information the same way as “New Basic Product”, click “Add This Product”; continue to add modified products as applicable, clicking “Add This Product” after each one is entered; click “RV Complete” once all products have been entered in.

3.) New Modified Product – used to add a modified product to a basic model; select basic product; enter information the same way as “New Basic Product”; click “Add This Modification” once completed.

4.) Retest – select product line; check item retested (modifications automatically populate on RV) (modifications cannot be submitted for re-test); click “RV Complete.”

5.) Obsolete Product – select product line; select product; will remove basic model and ALL modifications; click “RV Complete.”

6.) Supplemental (Change Existing Products)– select product line; select base product; select product; make applicable changes; describe reason for change; click “Update This Product.”

7.) Maintain Product Lines – for adding or editing product lines; for new Product Line, enter Product Line Name and Description, and click “Add New”; to update a Product Line, make the applicable change(s) in the Product Line Name and/or Description box, then click “Update.”

RV Status Interface – “Click Here”; view Approved, Denied and Pending RVs

RV Submittals; Download Product Info.; “Modification Number” is shown on website product listing; “Model Number” is the basic model; “Base Product ID” is basic master component.

ADDENDUM 3 – ADDITIONAL REQUIREMENTS FOR ENGINEERED WOOD FIBER (EWF)

IPEMA Surfacing Program Procedural Guide for Engineered Wood Fiber (EWF)

I) INITIAL VALIDATION PROCEDURES FOR ENGINEERED WOOD FIBER (EWF) MANUFACTURERS

In addition to the requirements outlined in Section 4.2.2 of the Surfacing Procedural Guide, the Participant may provide complete test results for all product models intended for certification to F2075, from an A2LA, or equivalent, accredited lab, along with a copy of the lab's Scope of Accreditation reflecting this Specification. (Submitted test reports are still subject to approval by the IPEMA Surfacing Certification Validator, regardless of test lab's accreditation.) Tests shall have been performed to the current Standard revision, and shall be no more than one (1) year old. ASTM F2075 establishes minimum requirements for sieve analysis testing, hazardous metals concentration, and tramp metals content testing.

If testing documentation is not provided and approved, Validator will select samples of products intended for certification from production or inventory for laboratory testing during initial office inspection.

- i.** If Participant operates multiple manufacturing locations, a sample from each location must be tested. Sampled products shall be shipped to the Validator along with a completed copy of the Manufacturing Location Test Request form (form IPEMA 07s). Validator will test those samples according to ASTM F1292 at room ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) temperature only, and ASTM F2075, as indicated on form IPEMA 07s.
- ii.** In lieu of shipping samples to Validator, Participant may provide Validator with written test results required for ASTM F2075, for the remaining eighty percent (80%) of manufacturing locations from an A2LA, or equivalent, accredited laboratory, or tests may be performed at Participant's facility, pending approval from Validator. The Validator will verify Participant's calibration of the magnetic probe in accordance with section 9.6.2.2 and the Annex of ASTM F2075, and verify use and calibration of sieve analysis equipment, during the initial inspection at Participant's main office (refer to Appendix 1 of this Procedural Guide for a list of required equipment and requirements for calibration).

II) SUBSEQUENT VALIDATION PROCEDURES FOR ENGINEERED WOOD FIBER (EWF)

In addition to requirements indicated in Section 4.3 of the Surfacing Procedural Guide, the following is required for Engineered Wood Fiber (EWF) Manufacturers.

- i.** If Participant utilizes multiple manufacturing locations, annually, with a minimum of 24 hours' notice, Validator will visit 20% of Participants' manufacturing location(s) and randomly select 20% of the products submitted initially, for testing and certification. 40% of sampled products will be treated with full F1292 (three-temperature) protocol. Remaining products will be tested at room temperature ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) only. During the visit, a test to determine acceptable limits of the presence of tramp metals will be performed on a sample per F2075, Sections 4.6 & 9. Sample material will be selected and sent to the validating laboratory for additional tests required per ASTM F2075.

- ii. If the Participant adds a new manufacturing location, a sample must be submitted and tested in accordance with ASTM F1292 at room ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) temperature, and ASTM F2075, before it is added to the Participant's list of approved manufacturing location(s). For each new engineered wood fiber manufacturing location, Participant may provide Validator written test results for ASTM F2075, together with a Manufacturing Location Test Request form (form IPEMA 07s) that specifies the samples were selected from ongoing production. The Validator will review any test results and take appropriate action.
- iii. For participants with less than five (5) certified models and only one (1) manufacturing location, the sampling rate and test protocol will be performed as per Table A below.

TABLE A

# of Models	X 20%	Required Test Protocol
1	0.2 Samples	One room temp ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) test per year Full three temp test once every 5 years
2	0.4 Samples	One room temp ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) test per year Full three temp test once every 5 years
3	0.6 Samples	One two temp test per year Full three temp test once every 5 years
4	0.8 Samples	One full three temp test per year
5	1.0 Samples	One full three temp test per year

III) NONCOMPLIANCE OF A LOCATION

If any sample or product from any manufacturing location has been found to be noncompliant, or if there remains any unresolved complaint against any such sample or product at the time of the inspection or testing, the Validator will test all samples or product required by the inspection or testing, and the Participant will not be allowed the option of providing written test results from itself or another accredited laboratory. This rule applies regardless of the number of Participants utilizing the specific manufacturing location and is binding on each Participant affected. In addition, if a product noncompliance is found during a visit, notice of noncompliance will be issued to the Participant and each of the multiple Participants utilizing this location, if any, in the form of an ICAR, Form 03S, per Section 6.1 of the Surfacing Procedural Guide.

ADDENDUM 4 – ADDITIONAL REQUIREMENTS FOR FIELD MANUFACTURED UNITARY PLAYGROUND SAFETY SURFACE SYSTEMS (e.g. POURED IN PLACE [PIP])

IPEMA Surfacing Program Procedural Guide for Field Manufactured Unitary Playground Safety Surface Systems (PIP)

- I) INITIAL VALIDATION PROCESS FOR FIELD MANUFACTURED UNITARY (PIP)
- i. Prior to Participant main office inspection, (see Section 4.2.2) the Participant shall submit a completed Initial Product Listing for Certification (see form IPEMA 01s) of all playground surfacing products sold or manufactured, and the location of its main office. The Participant may submit complete test results from an A2LA, or equivalent, accredited lab for all product models for certification (subject to approval by the IPEMA Surfacing Certification Validator). Test results shall be accompanied with a copy of the labs' Scope of Accreditation. Tests shall have been performed to the current Standard revision, and shall be no more than one (1) year mature.
 - ii. A current list of all crew chiefs of Field Manufactured Unitary material must be provided. This includes any/all contracted installers of the Participant's product intended for certification. One on-site test for each of these crew chiefs/contractors must be scheduled and performed prior to participant obtaining initial validation.
 - iii. Participant must have a system in place to track and document all installations, by crew chief/contractor, so detailed information is readily available to Validator. This system must include, at a minimum:
 - a. Crew chief/contractor name
 - b. Job name or ID
 - c. City and state of installation
 - iv. The following information will be requested after locations have been selected:
 - a. Physical address of the selected site
 - b. Contact information of owner/operator (including name and phone number)
 - c. 2D drawing of site plan (must include total square footage and material thickness)
 - d. Fall height specified (per below note 1)
 - e. Date of installation

(1) Testing will be performed at the fall heights as outlined in ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and/or CAN/CSA Z614, unless specifically stated in the information provided above.
 - v. In addition to basic requirements outlined herein (Addendum 2), the following minimum requirements will be reviewed during the main office inspection, and must be satisfied:
 - a. Detailed training manual for all installation personnel (including crew chiefs), both in-house and contracted. This manual must be maintained and approved annually by Validator.
 - b. Training of crew chiefs must include, at a minimum, the following:
 - (a) Basic knowledge of playground equipment standard (specifically, how to determine fall heights)
 - (b) Proper mixing methods

(c) Limitations of product being used in the process (i.e. how ambient conditions, temperature, moisture, etc., may affect products' curing and performance)

c. All remaining installation crew members may be trained by Participant approved crew chiefs for manufacturing product onsite, in order to ensure consistency of installed product.

II) SUBSEQUENT VALIDATION PROCEDURES FOR FIELD MANUFACTURED UNITARY (PIP)

In addition to the requirements indicated in Section 4.3 of Procedural Guide, the following shall apply for Field Manufactured Unitary (PIP) Manufacturers.

- i. In addition to the sample selection process outlined in Section 4.3.3 of this Surfacing Procedural Guide, Validator will annually select 20% of the Participant's crew chiefs, and randomly select one installation for testing per ASTM F1292.
- ii. Annually, the Participant must provide the Validator with a list of all trained crew chiefs used by Participant, including contractors, along with all installations from the previous 6 months to one year.
- iii. If new crew chiefs are added, Validator will select one (1) location for each new crew chief within one year, and perform testing per ASTM F1292.
- iv. This list must include the following at a minimum:
 - a. Crew chief/contractor name
 - b. Job name or ID
 - c. City and state of installation
- v. The following information will be requested after locations have been selected:
 - a. Physical address of the selected site
 - b. Contact information of owner/operator (including name and phone number)
 - c. 2D drawing of site plan (must include total square footage and material thickness)
 - d. Fall height specified (per below note 1)
 - e. Date of installation

(1) Testing will be performed at the fall heights as outlined in ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and/or CAN/CSA Z614, unless specifically stated in the information provided above.

- vi. The Validator will notify the Participant of the test results and will inform the owner/operator that results are available from Participant.

III) FIELD MANUFACTURED UNITARY NONCOMPLIANCE

- i. If, during onsite testing, a noncompliance occurs, the Participant, with copy to IPEMA's Administrator, will be notified of the failure and a IPEMA Corrective Action Request (ICAR form IPEMA 03s) will be issued.
- ii. Any Participant, upon receipt of notice of noncompliance from Validator, shall, within ten (10) business days from receipt thereof, exercise one of the following options:
 - a. The Participant appeals to the IPEMA Surfacing Certification Committee through the Validator by certified mail. The appeal shall state the reasons why Validator should reconsider its decision, or retest the site.
 - b. Participant shall submit corrective action plan to the Validator to resolve any deficiencies found during the on-site testing.
 - c. If no response is received by the end of ten (10) business days, the model (if known) will be removed from the Participant's list of certified products.
- iii. IPEMA requires that the Participant inform the owner operator of the noncompliance, within five (5) days of notification, with a copy being provided to IPEMA headquarters. This will allow the Participant to perform an initial investigation, and schedule corrective action.
- iv. If Validator, after retesting the site in accordance with Option 1, determines that the notice of noncompliance was not justified, notice of continued compliance will be sent to the Participant and Administrator.
- v. If Validator, after retesting in accordance with Option 1, determines that the noncompliance notice was justified, the Participant's right to use the IPEMA Certified Playground Surfacing logo, in conjunction with any product manufactured, is immediately revoked. (The Participant and all listed products will be removed from the web page at this time.)
- vi. If Participant accepts the notice of noncompliance as valid by selecting the third option above, and thereafter brings the product into compliance, the product may be resubmitted for validation. The product will be validated with a different rating or the effective date of the change and Participant's right to affix the logo to the product will be reinstated. The Validator will have the dates of decertification and recertification of the non-complying product. Under all circumstances, the Participant shall assume the costs of re-testing. No Participant's Playground Surfacing Product shall be withdrawn from the website listing of Certified Playground Surfacing Products by the Validator, unless the Administrator and Participant have received a notice of noncompliance and the appeals process has been completed.

**ADDENDUM 5 – ADDITIONAL REQUIREMENTS FOR LOOSE FILL RUBBER (LFR)
IPEMA Surfacing Program Procedural Guide for Loose Fill Rubber (LFR)**

I) INITIAL VALIDATION PROCEDURES FOR LOOSE FILL RUBBER (LFR) MANUFACTURERS

In addition to the requirements outlined in Section 4.2.2 of the Surfacing Procedural Guide, the Participant may provide complete test results for all product models intended for certification to F3012, from an A2LA, or equivalent, accredited lab, along with a copy of the lab's Scope of Accreditation reflecting this Specification. (Submitted test reports are still subject to approval by the IPEMA Surfacing Certification Validator, regardless of test lab's accreditation.) Tests shall have been performed to the current Standard revision, and shall be no more than one (1) year old. ASTM F3012 establishes minimum requirements for sieve analysis testing, hazardous metals concentration, total lead content, and tramp metals content testing.

To allow sufficient time for all participants to test their Loose Fill Rubber product(s) to ASTM F3012, and meet the requirements of the standard, no participant can claim that they are Certified to ASTM F3012, or use the new ASTM F3012 logo for a period of 10 months from the date of initial approval of the changes adding ASTM F3012 by the IPEMA Board of Directors. The official date of use is January 1, 2016.

If testing documentation is not provided and approved, Validator will select samples of products intended for certification from production or inventory for laboratory testing during initial office inspection.

- i. If Participant operates multiple manufacturing locations, a sample from each location must be tested. Sampled products shall be shipped to the Validator along with a completed copy of the Manufacturing Location Test Request form (form IPEMA 07s). Validator will test those samples according to ASTM F1292 at room ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) temperature only, and ASTM F3012, as indicated on form IPEMA 07s.
- ii. In lieu of shipping samples to Validator, Participant may provide Validator with written test results required for ASTM F3012, for the remaining eighty percent (80%) of manufacturing locations from an A2LA, or equivalent, accredited laboratory, or tests may be performed at Participant's facility, pending approval from Validator. The Validator will verify Participant's use and calibration of sieve analysis equipment during the initial inspection at Participant's main office (refer to Appendix 1 of this Procedural Guide for a list of required equipment and requirements for calibration).

II) SUBSEQUENT VALIDATION PROCEDURES FOR LOOSE FILL RUBBER (LFR)

In addition to requirements indicated in Section 4.3 of the Surfacing Procedural Guide, the following is required for Loose Fill Rubber (LFR) manufacturers.

- i. If Participant utilizes multiple manufacturing locations, annually, with a minimum of 24 hours' notice, Validator will visit 20% of Participants' manufacturing location(s) and randomly select 20% of the products submitted initially, for testing and certification. 40% of sampled products will be treated with full F1292 (three-temperature) protocol. Remaining products will be tested at room temperature ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) only. During the visit, sample material will be selected and sent to the validating laboratory for additional tests required per ASTM F3012.

- ii. If the Participant adds a new manufacturing location, a sample must be submitted and tested in accordance with ASTM F1292 at room ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) temperature, and ASTM F3012, before it is added to the Participant's list of approved manufacturing location(s). For each new Loose Fill Rubber manufacturing location, Participant may provide Validator written test results for ASTM F3012, together with a Manufacturing Location Test Request form (form IPEMA 07s) that specifies the samples were selected from ongoing production. The Validator will review any test results and take the appropriate action.
- iii. For participants with less than five (5) certified models and only one (1) manufacturing location, the sampling rate and test protocol will be performed as per Table A; below.

TABLE A

# of Models	X 20%	Required Test Protocol
1	0.2 Samples	One room temp ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) test per year Full three temp test once every 5 years
2	0.4 Samples	One room temp ($23^{\circ}\text{C} \pm 3^{\circ}\text{C}$) test per year Full three temp test once every 5 years
3	0.6 Samples	One two temp test per year Full three temp test once every 5 years
4	0.8 Samples	One full three temp test per year
5	1.0 Samples	One full three temp test per year

III) NONCOMPLIANCE OF A LOCATION

If any sample or product from any manufacturing location has been found to be noncompliant, or if there remains any unresolved complaint against any such sample or product at the time of the inspection of testing, the Validator will test all samples or product required by the inspection or testing, and the Participant will not be allowed the option of providing written test results from itself or another accredited laboratory. This rule applies regardless of the number of Participants utilizing the specific manufacturing location and is binding on each Participant affected. In addition, if a product noncompliance is found during a visit, notice of noncompliance will be issued to the Participant and each of the multiple Participants utilizing this location, if any, in the form of an ICAR, Form 03S, per Section 6.1 of the Surfacing Procedural Guide.

Appendix B to IPEMA License Application and Agreement Requirements for Certification Program Logo(s) and Approved Descriptive Verbiage Use

General Information:

The purpose of this appendix is to ensure proper and accurate usage of the IPEMA Certification Program Logo(s) by program participants. All uses of the IPEMA Certification Logo(s) and descriptive verbiage by Participant and its representatives, sales agents, and employees must be submitted to IPEMA headquarters for review and approval prior to use, except as otherwise indicated herein.

Each IPEMA Certification logo always includes the following verbiage as part of the logo: “To verify product certification, visit www.ipema.org”. For printed publications, only the first occurrence must include the verbiage.

To enforce these requirements, copies of all uses of Certification Logo(s) and references to the IPEMA Certification Program in any media within the previous 12 months together with copies of IPEMA’s written authorization to use the Logo(s) and reference the IPEMA Certification Program, if required, **OR** a certification of nonuse signed by the Participant’s President or Corporate Officer that the Participant has not used the Logo(s) or referenced the Certification Program in any media within the previous 12 months, must be given to the Validator during the annual facility inspection.

B.1 Certification Logos

Surfacing Participants: ASTM F1292 and ASTM F2075 and ASTM F3012



To verify product certification, visit www.ipema.org



To verify product certification, visit www.ipema.org



To verify product certification, visit www.ipema.org

Equipment Participants: ASTM 1487 and CAN/CSA Z-614



To verify product certification, visit www.ipema.org



To verify product certification, visit www.ipema.org

Color: As indicated on the artwork above. Logo(s) may also be used in one color, black on white background.

Minimum Size: Minimum reduction would be that which still allows the website address “www.ipema.org” to be read clearly. The original aspect ratio of the seal must be retained.

B.2 Certification Logo(s) Used on Actual Product

The logo(s) may be used on product labels for validated products listed on the IPEMA website, www.ipema.org, such as participant's ID labels. When a label containing the Certification Logo(s) is used with multiple products, all products must be validated and listed on the IPEMA website. Likewise, when a label containing the Certification Logo(s) is used on a play structure, all components on the structure must be validated and listed on the IPEMA website. For use in this manner prior approval from IPEMA headquarters is **not** required.

B.3 Certification Logo(s) used as Notice of Product Certification

The certification Logo(s) may be used on:

- General Publications and catalogs
- Trade publication advertising
- Media (sales flyers, newsletters, video, power point, presentations, etc.)
- Internet websites
- Custom plans and drawings

The logo(s) must be clearly linked to a product or group of products that have been validated and are listed on the IPEMA website. Products must include the name used in the listing of certified products on the IPEMA website and product numbers, if applicable.

The Certification Logo(s) may be used on Websites provided the logo(s) are clearly linked to a product or group of products that have been validated and listed on the IPEMA website. In addition, each use of the logo(s) must be linked to the IPEMA website. When used in this manner, the prior approval of IPEMA headquarters is **not** required.

Although other descriptive verbiage is no longer required to be included with the logo, if any descriptive verbiage, other than the verbiage that appears in the logo, is used to describe the Certification Program, prior approval of IPEMA headquarters is required. "IPEMA certified" or other similar verbiage may not be used without the logo. However, use of the following descriptive verbiage does **not** require prior approval from IPEMA headquarters:

Surfacing Participants:

"In the interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates a surfacing manufacturer's certification of conformance to ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment; and for an engineered wood fiber manufacturer its certification of conformance, also to ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment, Section 4.4, for testing Sieve Analysis, Section 4.5, for testing for the presence of Hazardous Metals, and Section 4.6, for testing the presence of Tramp Metals; and for a Loose Fill Rubber manufacturer its certification of conformance, also to ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment, Section 4.2, for Sieve Analysis, Section 4.3, for testing for the presence of Hazardous Metals, Section 4.4, for testing the presence of Tramp Metals, Section 4.5, for testing for the presence of Sharp Tramp Metals Content, and Section 4.6, for testing for Total Lead Content. The use of the corresponding logo in **[participant's name]** **[media description]** signifies that **[participant's name]** has received written validation from the independent laboratory that the product(s) associated with the use of the logo conforms to the requirements of the indicated standard. Check the IPEMA website (www.ipema.org) to confirm product validation, its thickness and critical height."

Equipment Participants:

'In the interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates an equipment manufacturer's certification of conformance to ASTM F1487, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10 and 12.6.1; to CAN/CSA Z614, Children's Playspaces and Equipment, except clauses 9.8, 10 & 11; or both. The use of the corresponding logo in **[participant's name] [media description]** signifies that **[participant's name]** has received written validation from the independent laboratory that the product(s) associated with the use of the logo conforms to the requirements of the indicated standard. Check the IPEMA website (www.ipema.org) to confirm product validation.'

B.4 Descriptive Verbiage used without the Certification Logo

The descriptive verbiage shown below may be used at any time by program participants without an accompanying Certification Logo. However, this verbiage must not be linked to any products, whether validated or not. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. "IPEMA certified" or other similar verbiage may not be used without the logo. Non-participants may not use this verbiage in any of their materials.

Surfacing Participants:

"In the Interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates a surfacing manufacturer's certification of conformance to ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment; and for an engineered wood fiber manufacturer its certification of conformance, also to ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment, Section 4.4, for testing Sieve Analysis, Section 4.5, for testing for the presence of Hazardous Metals, and Section 4.6, for testing the presence of Tramp Metals; and for a Loose Fill Rubber manufacturer its certification of conformance, also to ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment, Section 4.2, for Sieve Analysis, Section 4.3, for testing for the presence of Hazardous Metals, Section 4.4, for testing the presence of Tramp Metals, Section 4.5, for testing for the presence of Sharp Tramp Metals Content, and Section 4.6, for testing for Total Lead Content. A list of current validated products, their thickness and critical height may be viewed at www.ipema.org."

Equipment Participants:

'In the interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates an equipment manufacturer's certification of conformance to the ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10 & 12.6.1; to CAN/CSA Z614 Children's Playspaces and Equipment, except clauses 9.8, 10 and 11; or both. A list of current validated products may be viewed at www.ipema.org.'

B.5 Descriptive Verbiage Used by Certification Participants without any Certified Product(s) Participants shall not use the Certification Logo(s) until they have at least one product certified and listed on the IPEMA website. The descriptive verbiage shown below may be used by Participants in the IPEMA Certification Program who do not have any certified products. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. Non-participants may not use this verbiage in any of their materials.

“[Insert Participant’s name] is a participant in the IPEMA Certification Program and is in the process of product certification. You may confirm product certification and learn more about the IPEMA Certification Programs at www.ipema.org.”

B.6 Descriptive Verbiage Used by Certification Participants with at Least One Certified Product on Custom Plans and Drawings

The descriptive verbiage shown below may be used on custom plans and drawings by Certification Program participants who have at least one certified product listed on the IPEMA website. Critical details such as fall zone dimensions and product names must be included on the plan in sufficient detail to allow verification of the validation of the product. Use of the Certification Logo(s) is optional. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. “IPEMA certified” or other similar verbiage may not be used without the logo. Non-participants may not use this verbiage in any of their materials.

Surfacing Participants

"The playground surfacing identified in this plan is IPEMA certified. The use and layout of this surfacing conform(s) to the requirements of F1292; and for engineered wood fiber, also, to ASTM F2075, sections 4.4, 4.5 & 4.6; and for Loose Fill Rubber, also, to ASTM F3012, sections 4.2, 4.3, 4.4, 4.5 & 4.6. To verify product certification, visit www.ipema.org."

Equipment Participants

"The play components identified in this plan are IPEMA certified. The use and layout of these components conform(s) to the requirements of ASTM F1487 or CAN/CSA Z614 or both. To verify product certification, visit www.ipema.org."

B.7 Additional Descriptive Verbiage Required when Use Zones Are Shown

When Participant’s products are certified to multiple standards, ASTM overall use zones may be different than CSA protective surfacing and no encroachment zones. The use zones shown by a participant in various media must therefore be related to the particular standard used to establish the zones. For catalogs and other promotional materials that communicate the size of the area required, the following statement must be used in the preface or introductory statement of the publication showing the use zones.

“The space requirements shown in this publication are shown to [ASTM][CSA] (**choose one**) Standards. Requirements for other standards may be different.”

Appendix C to IPEMA Surfacing License Application and Agreement
FEE SCHEDULE – 2016
Effective Date: January 1, 2016

1. Product Testing

- a. One material, three (3) temperatures, one impact height, per ASTM F1292 - \$787.38 (plus \$85.83 for compaction of Loose Fill material)
- b. Re-test room temperature only (one impact height) - \$161.68 (plus \$28.61 for compaction of Loose Fill material)
- c. Re-test hot or cold only (one impact height): \$314.72 (plus \$28.61 for compaction of Loose Fill material)
- d. Tramp metals, per ASTM F2075, when performed during Manufacturer's yearly site visit or during sample selection visit: \$143.06
- e. Tramp metals, per ASTM F2075, when performed as part of an ICAR noting a noncompliance during Manufacturer's yearly visit or during sample selection visit, or as part of a new location request: \$729.30 plus expenses
- f. Sieve analysis, per ASTM F2075, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$114.44
- g. Hazardous metal test, per ASTM F2075, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$143.06
- h. Tramp metals, per ASTM F3012, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$969.00
- i. Sieve analysis, per ASTM F3012, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$114.44
- j. Hazardous metal test, per ASTM F3012, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$224.40
- k. Total lead content test, per ASTM F3012, when performed as part of Manufacturer's yearly site visit or part of sample selection visit: \$112.20

2. Plant Inspections

This daily fee is based on an eight-hour day for each day (two days minimum), during the initial and annual inspections, that the Validator is in the Licensee's plant for the purpose of inspection and selection of test samples. For domestic travel, (US & Canada), one day will be added as an allowance for travel time. For each international locations (outside of North America), two days will be added as an allowance for travel time. The total fee covers the personnel hourly fee, and the inspection report.

International, (Outside North America) \$864.57 per day (plus all related travel expenses)

Domestic, (US & Canada) \$1030.00 per day
(Travel expenses included, per diem, transportation air & ground lodging, and meals.)

Plant inspections are typically scheduled on a consecutive (loop) basis, by TÜV, with two or more manufacturers. This daily fee is the same regardless of location of domestic plants (US and Canada).

Cancellations / Postponements: In the event that the Licensee cancels or postpones activities on less than 30 days' prior notice to TÜV, the Licensee shall pay TÜV a fee, with respect to the activities not done as originally scheduled, equal to one full day (\$1030.00), plus all expenses associated with the change.

3. Directory Fees, TÜV

The annual fees for an administrative assistant to enter, update and maintain the certified surfacing listings, and for the fees for the Validator's staff to attend the appropriate ASTM and IPEMA meetings, to be paid to TÜV on an annual, invoiced basis, are as follows:

\$434.89 per year for manufacturers with sales <\$3 million*
\$869.77 per year for manufacturers with sales >\$3 million*

*As determined by information provided to IPEMA Administrative Office

4. IPEMA Administrative Fees (non-refundable and paid directly to IPEMA)

Presently these annual fees are:

Annual Sales	IPEMA Members	Non-Members
< \$3 M	\$ 300.00	\$1,600.00
> \$3M & < \$10M	\$ 600.00	\$2,600.00
> \$10 M	\$1,200.00	\$4,000.00

5. Sample selection fees for multiple manufacturing locations (based upon loop trip selections):

If the Validator selects a sample from a supplier (refer to paragraph 4.2.4) that is representative of production, for two or more of the Participants, the selection fee, shipping, and testing fees, will be evenly split amongst these participants.

Sample Selection fees, per location (one sample) \$ 504.59
Each additional sample, same location \$ 125.89

6. Document Review

If Participant requests the Validator to review documents prior to plant inspection, the document review fee is \$80.11 per hour.

7. On-Site Testing (Field Manufactured)

Travel time will be billed @ \$ 85.83 per hour, 8hr. minimum, while traveling to and from TÜV SÜD America, Inc., and the playground site(s) selected. (This fee includes testing three impact locations around one playground structure, and completed test report)

Three impacts around any additional structures on same playground: \$286.11 each.
Preparation fee of \$57.22 will be billed for each onsite location.

Travel Expenses (as specified below): Local area (Detroit and surrounding suburbs) locations greater than 50 miles from TÜV office will be charged mileage at the current IRS rate.

Locations selected in the contiguous US and Canada:
Charges for accommodations, meals, and transportation (air and ground)