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# **SRCC DOCUMENT**

## **RS – 1**

### **RANDOM SELECTION PROCEDURE**

Random selection of the collector or system to be tested is required. SRCC has two methods for accomplishing this task: a site visit by an SRCC representative; documentation of the samples with photographs that are then used to select the test article.

In the first method, SRCC coordinates selection of the test article with its representative who then visits the manufacturing facility or warehouse to select the specific collector or system to be tested. The representative attaches a set of labels to the test article and then it is shipped to the test laboratory.

In the second method, SRCC works directly with the Applicant to randomly select the test article. This second method is described here:

- 1.** The Applicant submits an application for SRCC certification. The application package includes a Request for Random Selection form.
- 2.** When the application is received by SRCC it is reviewed to determine what type of collector or system is to be certified. An SRCC number is assigned and the application package is given to the random selection coordinator.
- 3.** The random selection coordinator prepares labels to send to the Applicant. The random selection stickers are specially designed labels that cannot be removed without breaking apart. A total of five collectors, all of the same model, must be available for this random selection process. The number of labels is determined by the type of collector or system, as described in the instructions for completing random selection. Each label contains the SRCC number assigned to the application and a number indicating which test article (1 through 5) it is to be applied to.
- 4.** The labels and instructions for completing random selection are mailed to the Applicant.
- 5.** The Applicant receives the random selection package and labels each unit. Digital photos are taken as described in the instructions for completing random selection. Photos are then sent to SRCC either via e-mail or on a CD.
- 5.** The random selection coordinator then reviews the photos, saves them on a CD, and puts them in the Applicant's folder.

- 6.** The random selection coordinator then selects one or two units for testing. Two units are selected if interim certification has been requested. One unit is selected if only full certification has been selected. A spare unit is also chosen in case one of the selected units is damaged during shipping or in the testing process. The spare is kept at the Applicant's location until testing has been completed.
- 7.** An email is sent to the Applicant stating which unit(s) has/have been chosen for testing and a spare. A copy of this email goes into Applicant's folder.
- 8.** The Applicant is then responsible for contacting and shipping the unit to the test laboratory. The Applicant notifies SRCC when the unit has been shipped to the laboratory.
- 9.** SRCC will then wait for a test report to arrive from the test laboratory.