



# **CPSIA Vendor Documentation Manual**

Merchant Operations, Regulatory Compliance, Version 2.0

October 2024

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## **Overview**

The Consumer Product Safety Improvement Act (CPSIA) is a U.S. law that requires importers and domestic manufacturers to ensure certain consumer products have been properly tested and certified as meeting applicable mandatory safety standards. CPSIA is administered by the U.S. Consumer Product Safety Commission (CPSC). For more information on covered products and testing requirements visit the CPSC's website: Consumer Product Safety Act

<u>Effective March 19<sup>th</sup>, 2024</u> products\* that use button cell and coin batteries as well as individually packaged button cell and coin batteries will be covered products under CPSIA.

When Ross is the Importer of Record for CPSIA-impacted products, vendors must:

- Meet all CPSIA and Ross requirements detailed on the Ross Partners Website
- Submit required documentation accurately to freight forwarder on a per shipment basis

Submitted CPSIA documentation is reviewed and approved by Ross' Regulatory Compliance team to confirm that vendors' products meet all applicable CPSIA requirements. Submissions are on a PO/Style basis. All impacted orders require CPSIA documentation approval in the freight forwarder system prior to vendor shipping.

The following pages detail Ross' CPSIA documentation requirements and how to submit documents to the freight forwarder.

\* Toys with button cell or coin batteries are exempt, as they are regulated under the Toy Safety Standard.

## **Documentation – Checklist**

Vendors must provide current Ross forms and CPSIA test reports on a per shipment basis.

The checklist below specifies Ross forms required based on product type and testing:

	CHILDREN'S PRODUCT		ADULT/GENERAL USE PRODUCT		RODUCT
	Tested Under Vendor's Program	Testing of Actual Product	Tested Under Vendor's Program	Testing of Actual Product	Exempt from Testing/Meeting Requirements
1. Product Cover Form	X	x	X	х	
2A. Children's Product Certificate	X	x			
2B. General Conformity Certificate			X	x	X*
3A. Product Sample Size Form		x			
3B. Periodic Testing Program Form	X				
3C. Reasonable Testing Program Form			X		
CPSIA Test Reports	X	x	X	x	

<sup>\*</sup> Products exempt from testing requirements will be detailed on page 4

Blank copies of Ross Forms can be found in the Compliance section on the partners website: Ross Partners Website

## **Documentation – Reminders**

Per Ross policy, vendors must ensure all documentation is complete and meets CPSIA requirements.

Below are reminders for vendors when completing documentation for Ross approval:

Ross Forms	Test Reports
<ul> <li>Forms submitted must be for the current year</li> <li>Complete <u>all</u> required forms/certificates for product type</li> <li>Complete <u>all</u> required fields on forms/certificates</li> <li>Do not submit both a GCC and CPC for the same product</li> <li>Do not submit GCC or CPC for other retailers</li> <li>Do not submit forms related to Children's Products if the product is intended for Adults/General use</li> </ul>	<ul> <li>Must show passing test results for CPSIA requirement(s). Testing for other markets such as the EU, Australia or Canada will not be accepted</li> <li>Products intended for children ages 12 and under must be tested by a CPSC-accepted third-party testing lab</li> <li>Must include the Ross styles being purchased</li> <li>Must be within a year of the product manufacture date</li> <li>Draft reports cannot be submitted in place of final lab issued reports</li> </ul>

For instructions on how to complete applicable Ross Forms, see appendices pages 11-21

# **Documentation – Exemptions**

Per CPSIA regulations, the chart identifies product types that are exempt from providing a test result for the specific testing standard, and the Ross documentation requirements for each:

Product Type	Exemption Criteria	Ross Requirement
Adult Furniture	Furniture that does not contain scrapable surface coating  Testing Exemption: Lead in Surface and Coating -16 CFR 1303	
Adult Apparel	<ul> <li>Fiber content must be made entirely from any of the following fibers or entirely from the combination of the following fibers: acrylic, nylon, polyester, modacrylic, olefin, wool</li></ul>	Submit a partial GCC form stating the reason of exemption for the PO/Style. See page 6.
Small Rugs/Carpets	<ul> <li>Floor covering made of fabric or similar material with an appropriate warning label</li> <li>Rug/carpet must be less than 6 ft long and less than 24 square ft</li> <li>Does not pass flammability requirements</li> </ul> Testing Exemption: Surface Flammability - 16 CFR 1630/1631	Photo of the actual product      and     Photo of the flammability label attached     and     Submit a partial GCC form stating the reason of exemption for the PO/Style. See page 6.

Note: Products that do not meet their specific exemption criteria must provide <u>all</u> required documentation and testing.

# **Documentation – Exemptions (cont'd)**

Partial GCC forms submitted must list all exempt PO's and styles.

The following fields should be completed and have the exempt product's applicable rules and standards checked off:

### Page 1 of GCC

ROSS PROCUREMENT, INC.

### 2B. GENERAL CONFORMITY CERTIFICATE (GCC)

(This form is required for each Non-Children's product)

*ALL FORM	<u>M FIELDS HIGHLIGHTED YELLOW ARE REC</u>	QUIRED*	
PRODUCT IDENTIFICATION INFORMATION			
Description of Product:			
Vendor Style #:	Ross Purchase Order #:		
Actual factory location (City/County/Country):			
Date (Month/Year) of Manufacture of the Product:			
Lot/Batch # provided to Testing Lab:	Lot/Batch # provided to Ross:		
TESTING INFORMATION			
Date (Month/Year) of Compliance Test:	Test Report Numbe	er:	
Compliance Test Location (City/County/Country):			
Name of 3 <sup>rd</sup> Party Testing Lab:			
Full Address:			
Telephone Number:			

### Page 2 of GCC

	APPLICABLE RULES, BANS, REGUL	ATIONS, AND STANDA	RDS
HOME PRODU	CTS		
Check off all applicable	Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
	Furniture (Non-Children's)	CPSIA	16 CFR 1303
OTHER APPLIC	ABLE STANDARDS		
Check off all applicable	Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
	Products using Button Cell or Coin Batteries	CPSIA	16 CFR 1263
	Individual Button Cell or Coin Batteries	PPPA	16 CFR 1700
	Bicycle helmets	CPSA	16 CFR 1203
	Lawnmowers	CPSA	16 CFR 1205
	Swimming pool slides	CPSA	16 CFR 1207
	Lighters	CPSA	16 CFR 1210, 1212
	Automated residential garage door openings	CPSA	16 CFR 1211
	Candles with metal core wicks	FHSA	16 CFR 1500.12,
	Candles with metal core wicks	гпэм	16 CFR 1500.17(a)(13)
	Adult apparel	FFA	16 CFR 1610
	Adult PVC products	FFA	16 CFR 1611
	Adult carpets and rugs	FFA	16 CFR 1630/1631
	Other		

Note: Exemption reason <u>must</u> be stated in the "Date (Month/Year) of Compliance Test" field.

## **Documentation – Upload Guidelines**

To avoid shipping delays due to CPSIA documents, vendors must upload all documents in the freight forwarder system according to the below guidelines:

- 1. Documents must be uploaded to the shipping order at the time of booking
- 2. Documents should be provided at least 14 days before the start ship date
- 3. Documents must be uploaded as a .pdf or .doc file using the correct document type:
  - "CPSIA GCC Test Docs: Attached Doc"

### Additional Best Practices:

- 1. Ross forms should be uploaded as a complete packet. Forms should not be separated.
- 2. File names for each document uploaded should be clear and descriptive
  - Include the PO, style code, and document type (Ross form or test report) in the file name
- 3. Zip files are preferred when uploading multiple files this keeps relevant documents together

For instructions on uploading CPSIA documentation, see appendices pages 22-27

## **FAQs**

Documentation	
What CPSIA testing is required for my product?	Vendors should consult with a CPSC-accepted lab on requirements for children's products. For any general use products, vendors should consult with any third-party testing lab.
My product is exempt from CPSIA requirements. What documentation is required?	Vendors must complete a Partial GCC form. Required information is detailed on page 5.
Can I upload one Ross form packet for multiple styles?	Vendors may put multiple styles onto one set of Ross form packets if:  • ALL styles are on the same purchase order <u>and</u> • ALL styles are covered by the same test report

Uploading	
Why am I receiving emails that documentation was not uploaded?	Vendors must ensure CPSIA documents have been uploaded using the doc type "CPSIA GCC Test Docs: Attached Doc". Missing documents or documents uploaded using an incorrect doc type will trigger this email.
Which file types should I use when uploading my documents?	Vendors must upload as .pdf .doc files or .zip foldersRar files are not accepted.
CPSIA RTP reached out asking for documentation. Can I send via email?	Vendors should upload revised or new documents directly to their shipping order in the forwarder system. Any documents sent via email will not be approved.

# If you have any additional questions regarding requirements, please contact <a href="mailto:CPSIA.RTP@ros.com">CPSIA.RTP@ros.com</a>

# **Appendices**

# **CHILDREN'S PRODUCT**

This packet includes required Ross forms for Children's Product.

All fields highlighted in yellow are required.

The following must be completed and submitted by the vendor:

- ✓ 1A. Children's Product Cover Form
- ✓ 2A. Children's Product Certificate
- ✓ 3A. Testing Sample Size <u>OR</u> 3B. Periodic Testing Program Form.
- Applicable test reports

## 1A. Ross Product Cover Form

The Cover Form is required for all Children Products. This form certifies the specific product is within CPSIA compliance.

<u>ALL</u> fields in the section highlighted yellow below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. An additional form is required based on vendor selection in Section II
  - If testing was of the Actual Finished Product, complete form 3A
  - If testing was based on Periodic Testing Program, complete form 3B
  - Only complete the form relevant to testing method used for the product
- 3. Cover Form must be signed and dated at the bottom

Clear Form

#### ROSS PROCUREMENT, INC.

### 1A. CHILDREN'S PRODUCT COVER FORM

(This form is required for each product style)
\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

	ALE TORIVITIELDS HIGHEIG	HIED YELLOW ARE REQUIR	
SECTION I		·	
Vendor Name ("Vend	or"):		
Factory Name ("Facto	ry"):		
Product Name ("Prod	uct"):		
Vendor Style #:		Ross Purchase Order #:	
Lot/Batch # provided Testing Lab:	to	Lot/Batch # provided to Ross:	
SECTION II	Clear Section II		
1. Is the Product a Children's product?	Yes	No	
2. What test method was used for the Product? Select One	Test of Actual Product/Compo		ed on Periodic Testing Program orm 3B. Periodic Testing Program
3. Is the Product continuously produced?	Yes	No	
4. Is component part testing used?	Yes	No	
SECTION III: RELIANCE	CERTIFICATION FOR ALL PRODUCTS		
Vendor certifies that v	while Product was in its custody, Vendor exe	cised due care to comply with	CPSIA.
SIGNED:		DATE:	
NAME:		TITLE:	

# 2A. Children's Product Certificate (CPC)

The Children's Product Certificate (CPC) certifies the product was tested by a CPSC-accepted laboratory and complies with applicable children's product safety standards.

<u>ALL</u> fields in the section highlighted yellow below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. Testing Information section must match details of Test Report(s) provided
- 3. Test report date must be within a year of manufacture date

#### ROSS PROCUREMENT, INC.

### 2A. CHILDREN'S PRODUCT CERTIFICATE (CPC)

\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

PRODUCT IDENTIFICATION INFORMATION		
Description of Product:		
Vendor Style #:	Ross Purchase Order #:	
Actual factory location (City/County/Country):		
Date (Month/Year) of Manufacture of the Product:		
Lot/Batch # provided to Testing Lab:	Lot/Batch # provided to Ross:	
TESTING INFORMATION		
Date (Month/Year) of Compliance Test:	Test Report Number:	
Compliance Test Location: (City/County/Country)		
Name of 3 <sup>rd</sup> Party Testing Lab:		
Full Address:		
Telephone Number:		

IMPORTER INFORMATION				
Name of Importer:	Ross Procurement, Inc.			
Full Address:	5130 Hacienda Drive , I	Dublin, California, USA	94568	
Telephone Number:	925-965-4231			
RECORDKEEPING INFORMA	TION			
	Ross Procurement, Inc. Senior Director, Compl	5 35		
Custodian of Test Report:	Full Address: 1000 Retail Drive, Fort Mill, South Carolina, USA 29715			
	Telephone Number:	803-396-2467	Email Address:	CPSIA.RTP@ros.com

#### APPLICABLE RULES, BANS, REGULATIONS, AND STANDARDS

Ross Procurement, Inc. certifies that the above product complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U.S. Consumer Product Safety Commission indicated below. The certification as the importer is based on information provided by the supplier and a test of the individual product or a reasonable testing program of testing by a laboratory(ies) obtained or conducted by the supplier.

THE RULES, BANS, REGULATIONS, AND STANDARDS APPLICABLE TO THIS PRODUCT ARE INDICATED ON THE NEXT PAGE

# 2A. Children's Product Certificate (CPC) cont'd

Vendor must check off all Applicable Rules, Bans, Regulations and Standards to certify specific testing performed based the product type.

Check off all			Begulation Citation
applicable	Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
	Products using Button Cell or Coin Batteries	CPSIA	16 CFR 1263
	Individual Button Cell or Coin Batteries	PPPA	16 CFR 1700
	Total Lead Content (Substrate)	CPSIA	Sec. 101 (15 U.S.C. § 1278a)
	Children's Metal Jewelry	CPSIA	Sec. 101 (15 U.S.C. § 1278a)
	Lead in Paint/Surface Coating	CPSIA	16 CFR 1303
	Phthalates	CPSIA	Sec. 108 (15 U.S.C. § 2057c)
	Toy Standard	CPSIA	ASTM F963
	Bicycle Helmets	CPSA	16 CFR 1203
	Infant Bath Seats	CPSIA	16 CFR 1215
	Infant Walkers	CPSIA	16 CFR 1216
	Toddler Beds	CPSIA	16 CFR 1217
	Bassinets and Cradles	CPSIA	16 CFR 1218
	Cribs (Full-Size)	CPSIA	16 CFR 1219
	Cribs (Non-Full Size)	CPSIA	16 CFR 1220
	Play Yards	CPSIA	16 CFR 1221
	Bedside Sleepers	CPSIA	16 CFR 1222
	Infant Swings	CPSIA	16 CFR 1223
	Portable Bed Rails	CPSIA	16 CFR 1224
	Hand-held Infant Carriers	CPSIA	16 CFR 1225
	Soft Infant and Toddler Carriers	CPSIA	16 CFR 1226
	Carriages and Strollers	CPSIA	16 CFR 1227
	Sling Carriers	CPSIA	16 CFR 1228
	Infant Bouncer Seats	CPSIA	16 CFR 1229
	Frame Child Carriers	CPSIA	16 CFR 1230
	Children's Folding Chairs and Stools	CPSIA	16 CFR 1232
	Portable Hook-On Chairs	CPSIA	16 CFR 1233
	Sharp Points	FHSA	16 CFR 1500.48
	Sharp Metal or Glass Edges	FHSA	16 CFR 1500.49
	Small parts	FHSA	16 CFR 1500.50-53,1501
	Electrically Operated Toys/Articles Intended for Use by Children	FHSA	16 CFR 1505
	Cribs (Full Size)	FHSA	16 CFR 1508
	Cribs (Non full size)	FHSA	16 CFR 1509
	Rattles	FHSA	16 CFR 1510
	Pacifiers	FHSA	16 CFR 1511
	Bicycles	FHSA	16 CFR 1512
	Bunk Beds	FHSA	15 CFR 1513
	Standard for the Flammability of Clothing Textiles	FFA	16 CFR 1610
	Children's Vinyl Plastic Film	FFA	16 CFR 1611
	Standard for the Flammability of Children's Sleepwear	FFA	16 CFR 1615, 1616
	Children's Carpets and Rugs	FFA	16 CFR 1630-31
	Standard for the Flammability of Mattresses/Pads/Sets	FFA	16 CFR 1632, 1633
	Other		

## **3A. Sample Size Form**

The Sample Size Form should be completed if testing was of the Actual Finished Product.

<u>ALL</u> fields in the section highlighted below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. In Section II, Vendor should clearly describe how all factors of the testing process were determined

### ROSS PROCUREMENT, INC.

# 3A. CHILDREN'S PRODUCT TESTING SAMPLE SIZE FORM

(Required for Each Children's Product Style Subject to Actual Finished Product Testing)
\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

SECTION I			
Vendor Name ("Vendor"):			
Product Name ("Product"):			
Vendor Style #:		Ross Purchase Order#:	
8			
SECTION II: DESCRIPTION OF	SAMPLE SIZE DETERMINATION	Clear Section II	
For Product, please describe h	now you determined the number of s	amples to test by answering the	he following questions.
If you have questions regardir	ng these issues, please consult with y	our CPSC approved, third part	y testing lab.
QU	ESTION	А	NSWER
How many samples are sent to the lab for testing? (Please provide a quantity)			
2. Are samples chosen randomly?		Yes	No
a. Please describe the process.			
3. Were there any differences /changes between the product tested and the product sent to Ross that may have occurred due to how the product was made?		Yes	No
a. If yes, please describ	e the difference/changes.		

# **3B. Periodic Testing Program Form**

The Periodic Testing Program form should be completed if testing was based on Periodic Testing Program. This form certifies that the vendor has a periodic testing plan and conducts periodic testing.

<u>ALL</u> fields in the section highlighted below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. In Section II, Vendor should clearly describe how all factors of the testing process were determined

#### ROSS PROCUREMENT, INC.

### 3B. CHILDREN'S PRODUCT

PERIODIC TESTING PROGRAM FORM
(Required for Each Children's Product Style Subject to Periodic Testing Program)

\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

SECTION I			
Vendor Name ("Vendor"):			
Product Name ("Product"):		355	A
Vendor Style #:		Ross Purchase Order #:	
SECTION II: DESCRIPTION OF	PERIODIC TESTING PROGRAM		
	our Periodic Testing Program by ans		oles 2
THIRD-PARTY TESTING			,
QUI	ESTION	A	NSWER
What is the time period between third party tests in your periodic testing program?  (Please provide a number, for example: every 12 months, every 6 months)			
a. What is the basis/reason for this time period?			
How many samples are sent for testing?     (Please provide a quantity)			
a. How is the quantity of samples determined?			
IN-HOUSE TESTING		50°	
QUESTION		A	NSWER
1. Is in-house testing performed?		Yes	No
a. If yes, identify the method of testing? (For example: XRF, visual inspection)			
b. If yes, how often is in-house testing performed? (For example: every production run, quarterly, etc.)			

## Non-Children's Product

# **NON-CHILDREN'S PRODUCT**

This packet includes required Ross forms for Non-Children's Product.

All fields highlighted in yellow are required.

The following must be completed and submitted by the vendor:

- ✓ 1B. Non-Children's Product Cover Form
- ✓ 2B. General Conformity Certificate
- ✓ 3C. Reasonable Testing Program Form (if applicable)
- ✓ Applicable test reports

### 1B. Ross Product Cover Form

The Product Cover Form is required for all Non-Children's Products. This form certifies the specific product is within CPSIA compliance.

<u>ALL</u> fields in the section highlighted below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. An additional form is required based on vendor selection in Section II
  - If testing was based on Reasonable Testing Program, complete form 3C
  - Only complete the form relevant to testing method used for the product
- 3. Cover Form must be signed and dated at the bottom

Clear Form

ROSS PROCUREMENT, INC.

### 1B. NON-CHILDREN'S PRODUCT COVER FORM

(This form is required for each product style)
\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

SECTION I Vendor Name ("Vendor"): Factory Name ("Factory"): Product Name ("Product"): Vendor Style #: Ross Purchase Order #: Lot/Batch # provided to Lot/Batch # provided to Testing Lab: Clear Section II SECTION II 1. Is the Product a No Non-Children's product? 2. What test method Test of Actual Product/Components Test Based on Periodic Testing Program was used for the No test program forms needed Complete Form 3C. Reasonable Testing Program Product? (Select One) 3. Is the Product continuously produced? 4. Is component part Yes No testing used? SECTION III: RELIANCE CERTIFICATION FOR ALL PRODUCTS Vendor certifies that while Product was in its custody, Vendor exercised due care to comply with CPSIA. SIGNED: DATE: NAME: TITLE:

## 2B. Non-Children's Product Certificate (GCC)

The Non-Children's Product Certificate (GCC) certifies the product was tested by a third party laboratory and complies with applicable non-children's product safety standards.

<u>ALL</u> fields in the section highlighted below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- Testing Information section must match details of Test Report(s) provided
- 3. Test reports must be within a year of manufacture fields must be within one year

ROSS PROCUREMENT, INC.

### 2B. GENERAL CONFORMITY CERTIFICATE (GCC)

(This form is required for each Non-Children's product)
\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\*

PRODUCT IDENTIFICATION INFORMATION			
Description of Product:			
Vendor Style #:		ss Purchase Order #:	
Actual factory location (City/County/Country):			
Date (Month/Year) of Manufacture of the Product:			
Lot/Batch # provided to Testing Lab:		t/Batch # provided Ross:	
TESTING INFORMATION			
Date (Month/Year) of Compliance Test:		Test Report Number:	
Compliance Test Location (City/County/Country):			
Name of 3 <sup>rd</sup> Party Testing Lab:			
Full Address:			
Telephone Number:			

IMPORTER INFORMATION				
Name of Importer:	Ross Procurement, Inc.			
Full Address:	5130 Hacienda Drive, Dublin, California, USA 94568			
Telephone Number:	925-965-4231			
RECORDKEEPING INFORMATION				
	Ross Procurement, Inc./Ross Stores, Inc.			
Custodian of Test Report:	Senior Director, Compliance			
	Full Address:	1000 Retail Drive, Fort Mill, South Carolina, USA 29715		
,	Telephone Number:	803-396-2467	Email Address:	CPSIA.RTP@ros.com

#### APPLICABLE RULES, BANS, REGULATIONS, AND STANDARDS

Ross Procurement, Inc. certifies that the above product complies with applicable rules, bans, regulations, and standards under applicable Acts enforced by the U. S. Consumer Product Safety Commission indicated below. The certification as the importer is based on information provided by the supplier and a test of the individual product or a reasonable testing program of testing by a laboratory(ies) obtained or conducted by the supplier.

THE RULES, BANS, REGULATIONS, AND STANDARDS APPLICABLE TO THIS PRODUCT ARE INDICATED ON THE NEXT PAGE.

# 2B. Non-Children's Product Certificate (GCC) cont'd

Vendor must check off all Applicable Rules, Bans, Regulations and Standards to certify specific testing performed based the product type.

	APPLICABLE RULES, BANS, REGUL	ATIONS, AND STANDAR	RDS
HOME PRODU	ICTS		
Check off all applicable	Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
	Furniture (Non-Children's)	CPSIA	16 CFR 1303
OTHER APPLIC	CABLE STANDARDS	*	•
Check off all applicable	Rule, Ban, Standard or Regulation	Law/Act	Regulation Citation
	Products using Button Cell or Coin Batteries	CPSIA	16 CFR 1263
	Individual Button Cell or Coin Batteries	PPPA	16 CFR 1700
	Bicycle helmets	CPSA	16 CFR 1203
	Lawnmowers	CPSA	16 CFR 1205
	Swimming pool slides	CPSA	16 CFR 1207
	Lighters	CPSA	16 CFR 1210, 1212
	Automated residential garage door openings	CPSA	16 CFR 1211
Ca	Candles with metal core wicks	FHSA	16 CFR 1500.12,
		гпза	16 CFR 1500.17(a)(13)
	Adult apparel	FFA	16 CFR 1610
	Adult PVC products	FFA	16 CFR 1611
	Adult carpets and rugs	FFA	16 CFR 1630/1631
	Other		

# **3C.** Reasonable Testing Program Form

The Reasonable Testing Program Form should be completed if testing was based on a Reasonable Testing Program. This is based on the vendors reasoning concerning the testing methods conducted on the products.

<u>ALL</u> fields in the section highlighted below must be completed. Vendors should also ensure the following:

- Ross PO details must match booking details and all corresponding forms
- 2. In Section II, Vendor should clearly describe how all factors of the testing process were determined

### ROSS PROCUREMENT, INC.

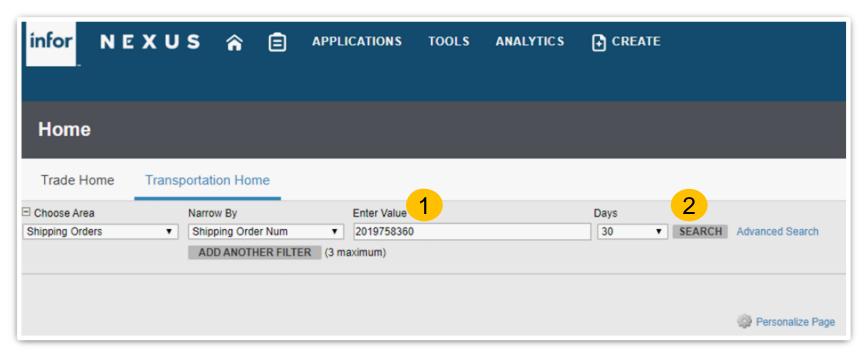
### 3C. NON-CHILDREN'S PRODUCT

### REASONABLE TESTING PROGRAM FORM

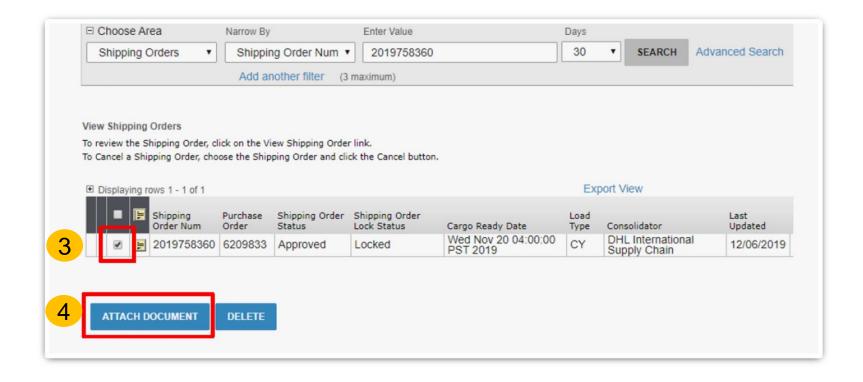
(Required for Each Non-Children's Product Style Subject to Reasonable Testing Program)

\*ALL FORM FIELDS HIGHLIGHTED YELLOW ARE REQUIRED\* SECTION I Vendor Name ("Vendor"): Product Name ("Product"): Vendor Style #: Ross Purchase Order #: SECTION II: DESCRIPTION OF REASONABLE TESTING PROGRAM Clear Section II For Product, please describe your Reasonable Testing Program by answering the following questions. If you have questions regarding these issues, please consult with your CPSC-approved, third-party testing lab. QUESTION **ANSWER** How often are samples tested? (Please provide a time frame) a. How is it determined when to test the samples? Yes No 2. Are samples tested by a third-party testing lab? Yes No a. If no, is in-house testing performed? How is the quantity of samples tested determined?

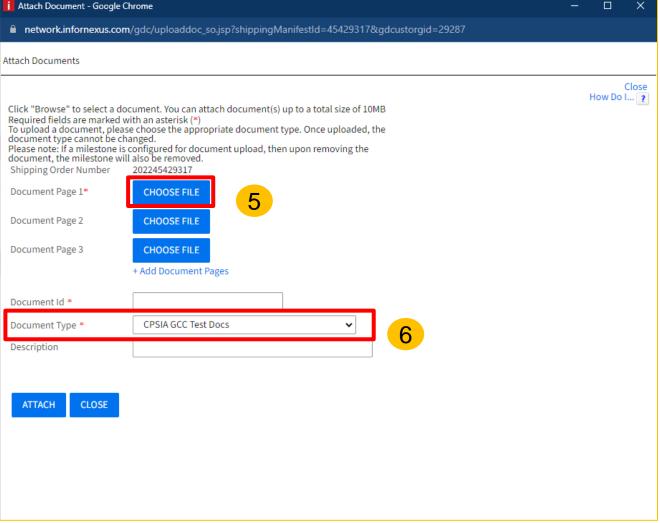
- 1. Search the Shipping Order (SO) number by entering the Purchase Order (PO) number
- 2. Click "Search"



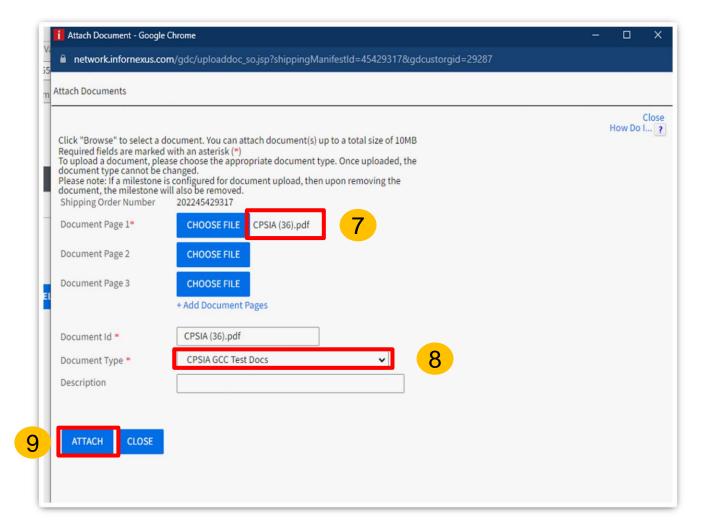
- 3. Select the Shipping Order
- 4. Click 'ATTACH DOCUMENT'



- 5. A pop-up window will appear, click 'CHOOSE FILE' to select documents to upload
- Upload as Document Type "CPSIA GCC Test Docs: Attached Doc"

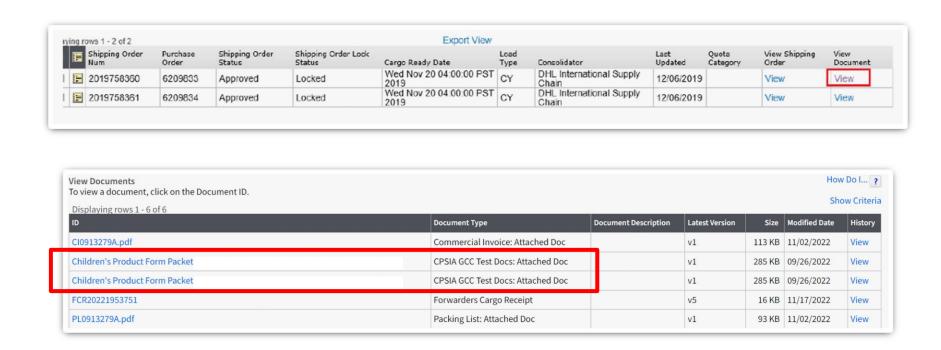


- 7. After the document is chosen, the file name will be displayed next to 'CHOOSE FILE' and 'Document Id.'
- 8. Choose the Document Type 'CPSIA GCC Test Docs: Attached Doc' from the dropdown list.
- 9. Click 'ATTACH' to upload the document.



# **Viewing and Revising Uploaded Documents**

To check if a document is uploaded correctly, click 'View' under the View Document column. If the document appears in the next screen, it has been successfully uploaded.



# Viewing and Revising Uploaded Documents (cont'd)

Vendors should re-upload any revised documents to quickly alert the forwarder and CPSIA team that changes have been made. Outdated documents should be **deleted** from the shipping order.

Select outdated files and click 'DELETE DOCUMENT.'

