



How Do I **Get a Private Label Product Rating?**

Fee & Documentation Application Requirements

In order to have products rated by the CRRC, a company must first become a CRRC Licensed Seller or Other Manufacturer, which is separate and distinct from CRRC Membership (see *How Do I Become a Licensed Seller or Other Manufacturer*).

Licensing requirements for a private labeled product situation:

- The company that manufactures the product must first be registered as a Licensed OM. If this company is already a Licensed Seller, it need only submit a Licensed OM Application and Agreement and pay the higher of the two licensing fees. It can then submit its product for rating with CRRC.
- The company bringing the private labeled product to market must be registered as a Licensed Seller and complete all necessary requirements thereof. This company can then rely on the Test Results from the Licensed OM.

The following is a list of requirements for a Licensed Seller seeking to submit a Product Rating Application to sell a private labeled product:

1. Product Rating Application (form CRRC-F-3)—**signature required**. The LS **must** list the same radiative property values as the OM Authorization Form.
2. Corresponding OM Rating Authorization (form CRRC-F-6)¹. This form is provided by the Licensed OM to the Licensed Seller and takes the place of a Test Results Report generated by an Accredited Independent Testing Laboratory. The LS should make sure that this form authorizes the **same** radiative property values as the OM product displays in the Rated Products Directory.
3. Name and contact information of the quality control manager(s).
4. Appropriate per Product Rating Application fee (see Fee and Dues Structure).
5. Contractor/Distributor Information form (CRRC-F-9)² (custom colors excluded).
6. Random Testing Sample Collection Instructions form (CRRC-F-10)³.
7. Copy of letter to contractors and/or distributors⁴.

Once this list of requirements is completed for a product and approved by the CRRC, the product will be added to the online CRRC Rated Products Directory (updated a minimum of once per month). All referenced forms and agreements are available for download from the Product Rating Program section of the CRRC website, www.coolroofs.org.

¹ This form must be partially completed by applicant, and partially completed and signed by OM.

² List of no less than three contractors or distributors from whom product samples can be obtained.

³ Instructions on how to collect or prepare a sample for testing purposes that will be given to contractors or distributors in the event of collection for random testing.

⁴ Licensed Seller shall provide a generic letter requesting help in sample collection. This letter will be used by the CRRC in sample requests to distributors/contractors (per Procedure 1). It is recommended that you send this letter to the listed parties as a courtesy to them.