



How to submit your product to Microtek Laboratories UL Recognition testing services:

How are Microtek's Services for UL Recognition organized?

Microtek's Testing and Engineering Services are organized into sections that evaluate specific types of products. Our staff includes experienced engineers and technical support personnel. Examining how products are constructed, conducting tests and evaluating results are a few of their responsibilities.

Who may submit a product?

PWB (Printed Wiring Board) Manufacturers or product developers (technical laminate/plastics manufacturers) or their authorized agents, representatives, licensees or others. When submitting a product to Microtek, you may choose which company name (the manufacturer, agent or licensee) you would like to appear on the product and in UL's published product directories. Once selected, this name must appear on the product if it is found to comply with the applicable UL standard and will bear a UL Mark.

When should a product be submitted?

Ideally, a product should be submitted as early as possible during its development. If requested, Microtek engineers will conduct a preliminary evaluation to help identify areas needing change or rework. Although a preliminary evaluation is not a substitute for a complete investigation, and it does not result in material recognition to use the UL Mark, this service can result in savings for you.

How do I begin the submittal process?

Contact one of Microtek's Engineers for assistance. This is particularly important for our new our customers because we serve as liaisons between you and the UL Engineering staff. Answering general questions about our services, directing manufacturers to the correct engineering staff member, and working with UL management to resolve issues of concern are just a few responsibilities of these helpful individuals.

The most important step in submitting a product for UL recognition for the first time is to establish the scope of the investigation. To assist your assigned Engineer with establishing this scope you need to put together the following information:

1. Describe the product and its intended use. List all material types or product variations to be covered, and describe the similarities and differences among materials or types.
2. Define the Manufacturing Processes the product will be subjected to (Microtek's members get a process skeleton to work with).
3. List all components and materials used in the product -- including manufacturers' names, catalog, numbers, sizes, ratings, etc -- and whether they are Listed or Recognized by UL. Include the generic name, manufacturer and type designation on any polymeric material (for example, a thermoplastic material) and explain how it's used in the product.
4. Identify any alternate materials or components you intend to use in the future. This will help reduce test work, time and costs later, when the alternates are used in the product.
5. Provide the name of your authorized representative who will receive all UL communications, including the final report and invoices.
6. Provide the company name and address of each factory where the product will be manufactured.
7. Provide the name and address of the company as you want it to be published in the appropriate UL product directory. This should be the name of the company under which the product will be sold. (It may be different than that of the actual manufacturer.)
8. Indicate whether new or revised designs have the same construction or performance characteristics as types or models your organization or another UL client has Listed by UL. If the product has been evaluated by another safety certification agency, please let us know. Whenever possible, UL will use the results of your previous evaluation - or those results released to you by another UL client- to reduce the time and cost of testing new or revised designs.

Getting the materials evaluation under way

Once Microtek has as much information as you can provide, Microtek's Engineering Staff will:

- Plan a test program,
- Establish the maximum fees for testing,
- Estimate the amount of time needed to complete the investigation and
- Forward to you the UL Follow-up Agreements and/or Quotation for your project.

At this point, if you have a specific deadline you are trying to meet, please let us know that so it can be considered when establishing a promise date for completion of the evaluation. Once you return the signed application forms, provide any necessary preliminary deposit, and Microtek has received the necessary test samples, Microtek engineering staff can begin the actual testing of your product.

What you can expect after the testing

Once the product testing is completed, you will hear from our Engineering Staff about whether or not your product complies with UL's materials recognition requirements. For products meeting the requirements, our project engineers will develop a formal report based on the test results. These test results will also be used to develop a Follow-Up Services program and will serve as the basis of a Follow-Up Services Procedure.

The Follow-Up Services Procedure is a document that describes in detail the construction of the product tested and found to meet UL's requirements.

Before our engineer can issue your testing report, you must agree to participate in UL's Follow-Up Services program. (A separate program). You indicate your willingness to participate by signing and returning the Follow-Up Services Agreement. Typically, this document is sent with your quotation. Although we can assist you with response to variation notices incurred during UL's Follow-Up services Microtek Laboratories cannot actually perform the follow up services due to limitations imposed by UL.

Of course, if you have any questions about your test results, the interpretation of a requirement, or any UL decision, Microtek abides by the UL appeals procedure and will provide a method for your concerns to be heard by UL management without jeopardizing your relationship with UL.

If you have any questions about the submittal process, please contact one of our Engineers .