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ASTM INTERNATIONAL

Application for Acceptance as an SEI Biobased Testing Laboratory

SEI has been awarded a contract by the U.S. Department of Agriculture (“USDA”) to provide certification services supporting the USDA’s development and administration of the BioPreferred Product Certification and Labeling Program (“the Program”).

To be registered by SEI as an accepted biobased testing laboratory, a laboratory shall meet the following requirements:

- ⊖ Be accredited to ISO 17025 General Requirements for the Competence of Calibration and Testing Laboratory
- ⊖ Demonstrated capability to perform testing according to ASTM D6866, Standard Test Method for Determining the Biobased Content of Solid, Liquid, and Gaseous Radiocarbon Analysis
- ⊖ Willingness to comply with the SEI Practice for Documentation and Reporting of Laboratory Results for Biobased Products in accord with ASTM Test Method D6866 (Annex to the Laboratory Testing Agreement for Biobased Products)
- ⊖ Execution of the SEI Laboratory Testing Agreement
- ⊖ Laboratory shall not have direct exposure to artificial carbon-14

1. Information of Applicant’s Laboratory:

NOTE

The following information will appear in the listing of SEI accepted testing laboratories on the SEI Biobased Certification Program web page and be used for communication purposes.

Laboratory Name	Website
First Name	Last Name
Address	Address
City	State/Province
Country	Postal code
Tel (please do not include country code or “1”)	E-mail

2. Organization and Human Resources of the Testing Laboratory

2.1 Organization

2.1.1 Legal status of the testing laboratory—is the laboratory a corporation, partnership, or a division, subsidiary, or part of a larger corporate entity:

2.1.2 Number of persons employed in the testing laboratory:



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2.1.3 Organizational structure (organization chart), primary functions, and specific functions (regarding ASTM Test Method D6866) of the testing laboratory: (Please attach supporting PDFs to E-mail.)

2.1.4 Provide a copy of the laboratory's accreditation to ISO 17025 which shall include in its Scope of Accreditation the laboratory's specific competency to carry out testing to ASTM Test Method D6866: (Please attach supporting PDFs to E-mail.)

2.2 Human Resources

2.2.1 Name of senior executive of testing laboratory:

2.2.2 Name of the employee(s) responsible for performing testing to ASTM Test Method D6866 (including details on their experience and capabilities to perform the test):

2.2.3 How is it ensured and documented that the technical competence of laboratory personnel running ASTM Test Method D6866 is kept up to date by training and education?

2.2.4 How is it ensured that personnel are free from conflict of interests (commercial, financial, and other pressures) that may influence their technical judgement or be influenced by outside persons or organizations?



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3. Accommodation and Environmental Conditions of Laboratory Facilities

3.1 Description of the testing laboratory in terms of available space and layout:

3.2 Description of environmental conditions:

3.3 Description of arrangements to control access to the testing laboratory:

4. Equipment

4.1 Description of the technical resources: (such as office and laboratory equipment, chemicals and supplies, analytical capabilities)

4.2 How is the measuring and test equipment maintained? How often and by who? Outsourced?

5. Test Methods and Procedures

5.1 What documented procedures does the laboratory have for test personnel for performing ASTM Test Method D6866?



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6. Records and Test Reports

6.1 What procedures are in place for reporting, retention, and confidentiality of test results?

6.2 What records are retained, where are they maintained, and how long are they maintained?

Name

Position

Signature

Date (mm/dd/yyyy)

**Return completed application and supporting PDFs
to SEI Certification Department (cert@astm.org)**