Gulf Coast Testing, LLC

Certification Program Quality Procedures

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17065
PRODUCT CERTIFICATION BODY
Accreditation ID 203

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3.0 NEW APPLICATIONS FOR CERTIFICATION

3.1.0 PURPOSE

This section describes the activities for new applications for certification.

3.2.0 POLICY

The scope of GCT's services, with respect to wastewater treatment unit certification, includes testing new units and certifying alternate units based on existing certifications. GCT only performs certification of residential wastewater treatment units in accordance with the Standards and ISO/IEC 17065 and 17025.

3.3.0 APPLICATION

This section is performed by the Program Manager.

3.4.0 DEFINITIONS

Application for Certification – all the necessary information to complete the certification process for a new certification in accordance with the relevant Standard. An application for certification is a formal document to gather information as a part of the certification process. Reference ISO/IEC 17065 Section 7.2.

Contract for Certification – the contract for certification is a legally enforceable agreement for the provision of certification activities between GCT and its clients. Certification agreements shall consider the responsibilities of the certification body and its clients.

Application Review - a review of the information obtained from the Client to ensure that the information about the client and the product is sufficient for the conduct of the certification process.

3.5.0 REFERENCES

ISO/IEC 17065:2012(E) Section 7.2 and 7.3

3.6.0 PROCEDURES

3.6.1 SUBMISSION OF APPLICATIONS

The Client shall submit an Application for Certification on Quality Form QF032 requesting GCT to evaluate Client's model for certification. The Application for Certification can be found on GCT's website, http://gctla.com/certification-application, where it can be completed online or downloaded for manual completion. The application can also be obtained by request by contacting GCT at info@gctla.com.

3.6.2 CLIENT REQUIRED DOCUMENTATION

The Client will supply detailed product information for the products for which certification is requested. This information shall include but not be limited to:

1. Company Name
2. Contact Information
3. Legal Status of Company
4. Function and relationship in larger corporation, if applicable
5. Number of Employees
6. Outsourced Processes, if applicable
7. Facility Information
8. Model Name, Material, and Capacity
9. Scope of Certification Requested

3.6.3 APPLICATION REVIEW

GCT shall conduct a review using Quality Form QF032 from the information obtained in 3.6.2 to ensure that:

1. The information about the client is sufficient to conduct the certification process;
2. Information about the model is documented including previous models certified for client, the model's name, and model's type;
3. The scope of certification as it pertains to the Standard(s) is defined;
4. The Project Description is defined;
5. The certification means is determined:
   i. Testing is required, or
   ii. An engineering evaluation pursuant to Section 1.3 or 1.4 of Standard is required.
6. GCT has the competence and capability to perform the certification activity.
   i. The Program Manager reviews the certification request and evaluates the request based on previous certification experience, technical competence of GCT personnel, and GCT's resources.
   ii. If the Program Manager concludes GCT has the competence and capability to fulfill the certification request by the client, GCT will accept the certification activity.
   iii. Should the Program Manager conclude GCT lacks the competency or resources, GCT shall decline the certification request.
7. The date GCT agrees to proceed to evaluation is recorded.
8. Any known difference in understanding between GCT and the client is resolved, including agreement regarding standards or certification documents and the date of agreement is recorded;
9. GCT shall assign an SPE number to the project; and
10. GCT shall send the client a contract to the client using GCT Quality Form QF031 and record the date the contract was sent to the client.

3.7.0 TECHNICAL AIDS

QF030 - Application for Certification
QF031 - Contract for Certification

QF032 - Application Review

3.8.0 EXPLANATORY NOTE

N/A

4.0 MAINTAINING CERTIFICATION OF EXISTING SYSTEMS

4.1.0 PURPOSE

This section describes the activities for maintaining certification of existing certified systems.

4.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual. GCT establishes the requirements for the continued certification of products based on the requirements of the Standards and ISO/IEC 17065.

4.3.0 APPLICATION

This section is performed by the Program Manager.

4.4.0 DEFINITIONS

N/A

4.5.0 REFERENCES

NSF/ANSI Standard 40 – Informative Annex 2.3
ISO/IEC 17065:2012(E) Section 7.9

4.6.0 PROCEDURES

4.6.1 SCHEDULING OF CONTINUING COMPLIANCE AUDITS

Pursuant to the New and Continuing Compliance Reports Procedure, a date for a continuing compliance audit will be set to insure that the product continues to meet all the requirements of the Standards.

4.6.2 CLIENT REQUIREMENTS FOR CONTINUING CERTIFICATION

The Program Manager, through the Continuing Compliance Procedure outlined in the New and Continuing Compliance Reports Procedure, shall insure that the Client:

1. Pays all applicable certification fees
2. Continues to meet the requirements of the Standards
3. Complies with all program policies and contract provisions
4. Designates each certified system with a model designation that bears the GCT Mark.
5. Identifies components that are intended to be used with other components to form a complete functional system with the GCT Mark to indicate that particular device is a component.
6. Provides annually, by January 1, a listing of all certified systems and components for publication on GCT's website. Assures the Official Listing includes, at a minimum, the following information:

a. Company name and address
b. Production location, city and state, province/country, or other plant identification acceptable to GCT
c. Product Description
d. Trademark/Model Designation
e. Class Rating
f. Rated Capacity
g. Listing of each state, province/country the Certified Client has an authorized representative

7. Provides all the information requested by GCT to conduct the annual audit
8. Follows the requirements of Evaluation Process Procedure for testing and evaluation in accordance with the Standards
9. Follows the requirements of Changes in Program Requirements Procedure for changes in requirements
10. Institutes corrective action for all items of non-compliance found during audits and inspections
11. Uses the GCT Mark in a proper manner on sales literature, technical publications, promotional materials, packaging, catalogs, and advertising

4.7.0 TECHNICAL AIDS

QF036 In-Plant Audit Form
QF045 Manufacturer's Audit Checklist Form
QF037 Equipment Evaluation Form
QF046 Audit Narrative Page
QF047 Authorized Representative Inspection Report
QF048 Site Visit Inspection Report
QF050 Corrective Action Form

4.8.0 EXPLANATORY NOTE

N/A

5.0 EXTENDING OR REDUCING SCOPE

5.1.0 PURPOSE

This section describes the activities for extending or reducing scope pursuant to the Standards.

5.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual and ISO/IEC 17065.

5.3.0 APPLICATION

This section is performed by the Program Manager.

5.4.0 DEFINITIONS

N/A

5.5.0 REFERENCES

NSF/ANSI Standard 40, Section 1.3, 1.4
NSF/ANSI Standard 40, Normative Annex 1
ISO/IEC 17065:2012(E) Section 7.2 (Note 3), 7.7.3 (a), 7.10.3, 7.11.1 b), 7.11.6, A.4.3

5.6.0 PROCEDURES

5.6.1 EXTENDING SCOPE

5.6.1.1 CLIENT INFORMATION

If a Client requests a model to be extended in scope, the following procedure will be followed:

1. All requests shall be submitted to GCT in writing.
2. Documentation will be provided by the Client showing the proposed scope extension.
3. The Client will provide drawings showing all dimensions of the proposed system.
4. The Client will provide GCT with any documents GCT considers necessary to evaluate the scope extension.

5.6.1.2 GCT EVALUATION

Once GCT receives the proper documentation from the Client, GCT shall evaluate the request as follows:

1. Pursuant to the Evaluation Process Procedure, GCT will perform an engineering analysis to determine if the proposed system should be approved by engineering evaluation or subject to testing pursuant to the requirements of the Standard.

2. If approved by engineering evaluation, the procedure shall be followed as per the Evaluation Process Procedure.
3. If the proposed system must be tested, the procedure shall be followed as per the Evaluation Process Procedure.
4. GCT shall respond to the Client within sixty days of receiving the documentation. Should GCT require additional time for evaluation, GCT shall notify the Client the reasons for requesting the additional time and a new response date.
5. Once the evaluation is complete, GCT shall notify the Client by letter as to the results of the evaluation. The Manufacturer shall not release the extended product until a letter is received from GCT approving the change. Client shall acknowledge the final report using QF054 - Project Acceptance Form.
6. If the change is approved, GCT will issue a Certification Certificate and the Client will be listed in the Official Listing.

5.6.1.3 COMPLAINTS AND DISPUTES

If the Client does not agree with the action taken by GCT, the Client shall utilize the procedure set forth in the Complaints, Disputes, and Appeals Documentation Procedure to register his complaint or dispute.

5.6.2 REDUCING SCOPE

GCT does not suspend systems. If a Client notifies GCT in writing of their decision to de-list a certified system, the following procedure shall be followed:

1. GCT will change the listing records to remove the system from the listing.
2. GCT will notify the Client in writing with the Letter for Revocation of Use of the Certification Mark that the system has been de-listed and request the Client remove the system in their next published program listing book.
3. GCT will insure in the yearly audit that only approved systems are in a Client's published listing book and promotional material.

5.6.3 DOCUMENTATION

GCT shall document all decisions on extending or reducing scope per the documentation procedures in the Evaluation Process Procedure.

5.7.0 TECHNICAL AIDS

QF033 - Evaluation Plan and Document Checklist
QF054 - Project Acceptance Form

5.8.0 EXPLANATORY NOTE

N/A

6.0 CHANGES IN PROGRAM REQUIREMENTS

6.1.0 PURPOSE

This section describes the activities for when there are changes in program requirements.

6.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual Section with which this section corresponds and ISO/IEC 17065.

6.3.0 APPLICATION

This section is performed by the Program Manager.

6.4.0 DEFINITIONS

N/A

6.5.0 REFERENCES

ISO/IEC 17065:2012(E) Section 4.1.2.2, 7.10
GCT Certification Policies for Wastewater Treatment Devices

6.6.0 CHANGE PROCEDURES

6.6.1 CHANGES IN PROGRAM REQUIREMENT BY GCT

6.6.1.1 CHANGES DURING TESTING

When a program requirement changes while a Client is testing for certification, the Program Manager shall:

1. Notify the Client by email or mail within thirty (30) days of adopting the changes in GCT's requirement for certification;
2. Consider the views expressed by interested parties before deciding on the precise form and effective date of the changes;
3. Institute the new requirements as he/she determines to meet the criteria of the Standards.

6.6.1.2 CHANGES TO CERTIFIED PRODUCTS

When a program requirement changes, the Program Manager shall:

1. Notify the Client within 30 days of the adopting the change in GCT's requirement for certification

2. Consider the views expressed by interested parties before deciding on the precise form and effective date of the change
3. Review the certified product(s) affected by the change and set a timetable for re-qualifying the products.
4. Re-evaluate and re-qualify the certified products as per the Evaluation Process Procedure.
5. Verify each Client meets the new requirements of the Standards by the deadline date or de-list the certified product

6.6.2 CHANGES IN STANDARDS

The Program Manager shall monitor for any changes in the requirements of the Standards.

6.6.2.1 CHANGES DURING TESTING

When changes are made to the Standards while a Client is testing for certification, the Program Manager shall:

1. Notify the Client within 48 hours of receiving the updated requirements;
2. Consider the views expressed by interested parties before deciding on the precise form and effective date of the changes;
3. Implement the changes as he/she determines to meet the criteria of the Standards and shall evaluate the residential wastewater treatment system per the Evaluation Process Procedure for the new requirements

6.6.2.2 CHANGES TO CERTIFIED PRODUCTS

When changes are made to the Standards, the Program Manager shall:

1. Notify the Client regarding changes in the requirements of the Standards:

    a. If the change requires modification to the product, GCT will notify the Client by letter within 30 days of receiving the change
    b. If the change requires no modification to the product, GCT will notify the Client at the annual audit

2. Consider the views expressed by interested parties before deciding on the effective date of the change.
3. Review the certified product(s) affected by the change and set a deadline for re-qualifying the products.
4. Re-evaluate and re-qualify the certified products as appropriate pursuant to the Evaluation Process Procedure.
5. Verify each Client makes the necessary changes by the deadline date or de-list the certified product.

6.6.3 EXPIRATION OF CERTIFICATION

When the certified residential wastewater system has been certified for six years, the Program Manager shall:

1. Re-evaluate the certified product(s) affected by expiration pursuant to the Evaluation Process Procedure.
2. Verify each Client institutes the decision of the Program Manager.

6.6.4 SUSPENSION OF CERTIFICATION

GCT makes no provision for suspension of certification. If the certified unit fails to meet the requirements of certification for any reason, the certified unit shall be decertified pursuant to the Evaluation Process Procedure in Section 7.6.4.

6.7.0 TECHNICAL AIDS

N/A

6.8.0 EXPLANATORY NOTE

N/A

7.0 EVALUATION PROCESS

7.1.0 PURPOSE

This section describes the activities for system evaluations pursuant to the appropriate standard.

7.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds and ISO/IEC 17065.

7.3.0 APPLICATION

This section is performed by the Program Manager and the GCT evaluators.

7.4.0 DEFINITIONS

SPE Report – Specific Evaluation Performance Report; a report on the evaluation of the Model with all the associated data pursuant to the Standard(s).

7.5.0 REFERENCES

ISO/IEC 17065:2012(E) Section 6.2.1 a), 6.2.2.1, 6.2.2.2, 7.4
NSF/ANSI Standard 40 Section 8.5
NSF/ANSI Standard 245 Section 8.4
NSF/ANSI Standard 350 Section 8.6.2
NSF/ANSI Standard 385 Section 6.5
NSF/ANSI Standard 46 Section 11.6.1.2, 11.6.3.5

7.6.0 PROCEDURES

Upon receipt of an Application for Certification, the Program Manager shall follow the Application for Certification Procedure. Upon receipt of a either a signed Contract for Specific Performance Evaluation from the Client or a request for a supplemental evaluation from an existing certified client, the Program Manager shall instruct the GCT employees to proceed with the evaluation.

7.6.1 EVALUATION FOR APPLICATIONS FOR NEW CERTIFICATION

7.6.1.1 SCHEDULING

The Program Manager shall consult with the Deputy Program Manager as to the availability of space at the test site. The Deputy Program Manager shall then inform the Client in writing the date that the Client may bring the Model to GCT's test site.

The Deputy Program Manager shall meet with and inform GCT staff a new Application for Certification has been received. GCT staff shall complete the Evaluation Plan by assigning the appropriate staff the task of evaluating the Model against the requirements of the requested Standard(s). GCT may outsource evaluation tasks in

the evaluation process except for the decision on certification, which will only be done by a GCT employee. In the event any of the evaluation process is outsourced, the Client shall be notified of the outsourcing in writing. If the Client objects to the outsourcing, the Client may appeal the decision to outsource the process pursuant to the Complaints, Disputes, and Appeals Documentation Procedure.

GCT shall only rely on evaluation results related to certification completed prior to the application for certification, where it takes responsibility for the results and satisfies itself that the body that performed the evaluation fulfils the requirements contained in the relevant International Standard and those specified by the certification scheme. The impartiality requirements of the evaluation personnel stipulated in the relevant standard shall always be applicable.

7.6.1.2 EVALUATION PLAN

GCT staff shall follow the Evaluation Plan to determine if the requirements of the Standard(s) are met. The GCT evaluation plan shall contain all the elements necessary to decide on certification, including but not limited to:

1. In-Plant Audit - the initial In-Plant audit may be conducted in person or via Zoom (or equivalent)
2. Equipment Evaluation Form - the initial equipment evaluation is conducted when the unit is delivered to the test site
3. Unit Installation Form – to be completed upon installation of the unit
4. Infiltration/Exfiltration Form – to be completed upon installation of the unit
5. Drawing/Schematic
6. Aerator Specifications
7. Diffuser Specifications
8. Alarm Specifications
9. Control Panel Specifications
10. Owner’s Manual
11. Laboratory Data Review

GCT staff shall identify any nonconformance on the Corrective Action Form. The Client shall be responsible for determining and implementing corrective actions and responding using the Corrective Action Form. GCT staff shall confirm the effectiveness of the corrective actions implemented by the Client. If the GCT staff member agrees with the corrective action, he will sign the form and the non-conformance is closed.

7.6.1.3 CRITERIA EVALUATION

GCT staff shall use the Criteria Evaluation Form to determine if the evaluation information collected by GCT staff meets the criteria in the Standard.

7.6.1.4 CERTIFICATION DECISION

The Program Manager shall decide on certification from the Criteria Evaluation Form submitted by the GCT Staff. If in the sole opinion of the Program Manager, the criteria for the Standard have been met, the Program Manager shall certify the model and

authorize a draft SPE Report to be prepared. The draft SPE Report shall be forwarded to the client for review. The client shall notify GCT in writing their acceptance of the draft report or propose edits to the draft SPE Report. GCT may accept or reject the edits. The client shall notify GCT in writing upon acceptance of the draft SPE Report using QF054, and the SPE Report shall be considered final. GCT shall sign the certification certificate, and the model shall be listed on the GCT website. The date on the SPE Report shall be the date the report is finalized.

If the Program Manager recommends against certification, the Program Manager shall authorize a draft SPE Report which indicates why the client certification was not granted. The client shall notify GCT in writing their acceptance of the draft SPE Report or propose edits to the draft report. GCT may accept or reject the edits. The client shall notify GCT in writing using QF054 upon acceptance of the draft report, and the report shall be considered final. If the Client objects to the recommendation against certification, the Client may appeal the decision pursuant to the Complaints, Disputes, and Appeals Documentation Procedure.

7.6.2 SCOPE EXTENSION EVALUATION

When a Client submits an Application for Extension of Scope per the Extending or Reducing Scope Procedure, GCT shall initiate the following actions:

7.6.2.1. SCHEDULING

The Program Manager shall meet with and inform the GCT staff a request an extension of Scope has been received and shall assign the request a SPE Identifier Number. GCT staff shall complete the Evaluation Plan by assigning the appropriate staff the task of evaluating the Model against the requirements of the requested Standard(s). GCT may outsource evaluation tasks in the evaluation process except for the decision on certification, which will only be done by a GCT employee. In the event any of the evaluation process is outsourced, the Client shall be notified of the outsourcing in writing. If the Client objects to the outsourcing, the Client may appeal the decision to outsource the process pursuant to the Complaints, Disputes, and Appeals Documentation Procedure.

GCT shall only rely on evaluation results related to certification completed prior to the application for certification, where it takes responsibility for the results and satisfies itself that the body that performed the evaluation that meet applicable requirements of the ANSI certification for ISO/IEC 17065. The impartiality requirements of the evaluation personnel stipulated in the relevant standard shall always be applicable.

7.6.2.2 EVALUATION PLAN

GCT staff shall follow the Extension of Scope Evaluation Plan to determine if the requirements of the Standard(s) are met.

GCT staff shall identify any nonconformance on the Corrective Action Form. The Client shall be responsible for determining and implementing corrective actions and responding using the Corrective Action Form. GCT staff shall confirm the effectiveness of the corrective actions implemented by the Client. If the GCT staff

member agrees with the corrective action, he will sign the form and the non-conformance is closed.

7.6.2.3 CERTIFICATION DECISION

The Program Manager shall decide on certification from the Criteria Evaluation Form submitted by the GCT Staff. If in the sole opinion of the Program Manager, the criteria for the Standard have been met, the Program Manager shall certify the model and authorize a draft SPE Report to be prepared. The draft SPE Report shall be forwarded to the client for review. The client shall notify GCT in writing their acceptance of the draft report or propose edits to the draft SPE Report. GCT may accept or reject the edits. The client shall notify GCT in writing upon acceptance of the draft SPE Report using QF054, and the SPE Report shall be considered final. GCT shall sign the certification certificate, and the model shall be listed on the GCT website. The date on the SPE Report shall be the date the report is finalized.

If the Program Manager recommends against certification, the Program Manager shall authorize a draft SPE Report which indicates why the client certification was not granted. The client shall notify GCT in writing their acceptance of the draft SPE Report or propose edits to the draft report. GCT may accept or reject the edits. The client shall notify GCT in writing using QF054 upon acceptance of the draft report, and the report shall be considered final. If the Client objects to the recommendation against certification, the Client may appeal the decision pursuant to the Complaints, Disputes, and Appeals Documentation Procedure.

7.7.0 TECHNICAL AIDS

QF030 Application for Certification
QF031 Contract for Specific Performance Evaluation
QF033 Evaluation Plan and Checklist
QF037 Equipment Evaluation Form
QF050 Corrective Action Form
QF053 Certification Certificate
QF052 Official Listing
QF043 Letter of Authority to Use the Certification Mark
QF051 Standard Performance Evaluation (SPE) Report Template
QF054 SPE Report Acceptance

7.8.0 EXPLANATORY NOTE

N/A

8.0 REVISION OF A TEST REPORT

8.1.0 PURPOSE

This section describes the activities for revising test reports.

8.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds and ISO/IEC 17065 and ISO/IEC 17025.

8.3.0 APPLICATION

The Program Manager perform this section.

8.4.0 DEFINITIONS

N/A

8.5.0 REFERENCES

ISO/IEC 17065:2012(E) Section 8.3.2 c)

8.6.0 PROCEDURES

In the event that a Standard Performance Evaluation Report must be revised, all persons to whom GCT has sent a copy of the original report must be advised and sent a revised report.

1. Based on the investigation that led to the issuance of a revised SPE, generate a transmittal letter which describes:

    a. The nature of the error, change, or oversight
    b. The impact of the error, change, or oversight
    c. The revised or corrected information
    d. The impact of the revised or corrected information

2. Identify the recipients of the original SPE report.
3. Contact each recipient and inform them of the revision.
4. Send transmittal letter and revised SPE to each recipient.

8.7.0 TECHNICAL AIDS

QF051 Standard Performance Evaluation Report

8.8.0 EXPLANATORY NOTE

N/A

11.0 NEW AND CONTINUING COMPLIANCE REPORTS

11.1.0 PURPOSE

The purpose of this section is to describe the process of the New and Continuing Compliance Report, which determines the new and continuing compliance by the Client with the program standards and policies.

11.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds and ISO/IEC 17065.

11.3.0 APPLICATION

This section is performed by the Program Manager.

11.4.0 DEFINITIONS

Authorized Representative – Organization, group, individual, or other entity that is authorized by the Client to distribute, sell, install, or service residential wastewater treatment products.

11.5.0 REFERENCES

Quality Manual
Standards
GCT Certification Policies for Wastewater Treatment Devices

11.6.0 PROCEDURES

11.6.1 SCHEDULING COMPLIANCE REPORTS

During the fourth quarter of each year or as scheduled by the Program Manager, the Program Manager will conduct a continuing compliance audit at the Client's production facility. The Program Manager will designate the GCT personnel required to be present at the audit. The Client shall disclose to GCT the name, address, and telephone number for each authorized representative of Certified Residential Wastewater Treatment Systems or other agent providing service for certified systems. All correspondence generated as a result of scheduling will become part of the audit report.

11.6.2 AUDIT PLANS

The GCT Program Manager will develop an audit plan for each Client and authorized representative audited. Each audit plan will include the following:

1. Auditee Identification – Client or Authorized Representative to be audited
2. Audit Objective – Reason why audit is being conducted for each audit scheduled
3. Audit Criteria – Procedures, technical specifications, standard operating procedures, and other associated requirements appropriate to audit

4. Audit Date – Date(s) of audit
5. Audit Number – Audit number as described in Section 11.6.3 of this document
6. Auditors – GCT personnel who will conduct audit
7. Documentation Identification – Procedure(s) or technical protocol(s) to be addressed in audit
8. Open Non-conformances – Any open non-conformances from previous audits
9. Equipment and Resources – Any support material required to conduct audit
10. Audit Report Distribution List – Individuals who will receive audit report
11. Anticipated Audit Report Date – Date when individuals on distribution list will receive audit report.

In the event of a remote audit, the Program Manager will first verify the adequacy of resources required to ensure and effective audit outcome. The use of the internet or other remote communication for audit purposes shall be mutually agreed upon by the body being audited and the body performing the audit in accordance with information security and data protection measures and regulations. The Program Manager shall verify the manufacturer has the competency and ability to understand and utilize the information and communication technologies employed to achieve the desired results of the audit. The individual(s) preparing and reviewing the audit plan will sign and date the plan. In the event of a remote audit, the documents shall be transmitted to the manufacturer for signature. The Program Manager will include the audit checklists with the audit plan. Upon completion of the audit plan, the checklists, correspondence, and the audit report shall constitute the audit report package for archiving purposes.

11.6.3 AUDIT CHECKLISTS

The auditor will use the Manufacturer's Audit Checklist or Manufacturer's Audit Checklist for Remote Audits, describing the items to be investigated. The audit checklists will serve as the audit working papers used to document the audit process.

The audit checklist will:

1. Identify the auditee
2. Specify the audit number as follows: Client Name XX-01. Example: Smith Manufacturing 24-01 will mean the first audit of Smith Manufacturing for the year 2024. The audit number will also identify the corresponding audit report.

3. Identify the applicable audit criteria:
    a. Standards
    b. GCT Quality Manual
    c. GCT Quality Procedures.

11.6.4 CONDUCTING THE AUDIT

The auditor will travel to the Client's Plant or conduct a remote audit on the agreed upon date to conduct the audit. In the event of a remote audit, the auditor shall conduct the audit by an agreed upon technology. The auditor will interview the Client or the Client's designated representative and review all documents, including but not limited to:

1. Shipping and receiving records (not included for remote audits)

2. Component list and drawings of Client's certified products
3. Product Literature (warranty, owner's manual, installation manual)
4. Complaint Records
5. GCT Quality Manual
6. Advertising Literature
7. Authorized Representative Inspections
8. Any other documents auditor may request.

11.6.4.1 AUDIT CHECKLIST

The auditor will complete the Manufacturer's Audit Checklist with the following information:

1. Objective Evidence: Information gathered by the auditor(s) to support conformance or nonconformance to the audit criteria requirement. The auditor will assign a number to each nonconformance as described in Section 11.6.4.2 of this document and will report non-conformances using the Corrective Action Form.
2. Comments: Clarifying remarks using the Narrative Page – required for non conformances.
3. Signing: Auditor will sign and date the completed audit checklist at the conclusion of the audit. For remote audits, the documents will be sent to the client for signature upon conclusion of the audit.

11.6.4.2 DOCUMENTING NON-CONFORMANCES

The auditor will identify each non-conformance using the Client name and audit number followed by the initials of the auditor and a sequence number, for example, 01, 02, 03, etc. The auditor will transfer this number to the Corrective Action Form to allow traceability to the audit checklist. For example: Smith Manufacturing 24-01-ACS identifies the first non-conformance (01) in the audit report of Smith Manufacturing for the year 2024 and the non-conformance is identified by the auditor whose initials are ACS. The manufacturer shall conduct an investigation to determine the root cause of each identified non-conformance. Manufacturers will report corrective actions using the Corrective Action Form. The auditor will confirm the effectiveness of corrective actions implemented by the Manufacturer. This action constitutes closure. The Quality Assurance Officer will document closure of each corrective action on the Non-conformance Report per Section 11.6.7 of this document.

11.6.4.3 USING THE AUDIT OBSERVATIONS REPORT

The auditor may prepare an Audit Observations Report on a separate sheet to document concerns that may be potential non-conformances, and/or to identify opportunities for continuous improvement of the company's quality system.

11.6.5 AUDIT REPORT

11.6.5.1 DRAFT REPORT

The auditor may prepare a handwritten draft audit report, if time permits, and the contents reviewed by the Quality Assurance Officer. The auditor may prepare the draft

report similarly to the final report or the draft report may simply provide the audit number, the auditor(s), audit date(s), and list the non-conformances, if any. The auditor and the Quality Assurance Officer will sign the draft report to indicate agreement with its contents. The auditor will leave a copy with the Quality Assurance Officer. If time does not permit the preparation of a draft audit report, the auditor will present the audit results verbally to the Quality Assurance Officer.

11.6.5.2 FINAL REPORT

The auditor will prepare the final audit report within seven days from the date of the audit. The auditor may use the non-conformance identifiers in a format corresponding to that of the audit criteria in place of the Corrective Action Form. The auditor will attach the Corrective Action Form (s) and the Audit Observations Report, if any, to the audit report. The auditor will provide a copy of the report to the Client, Quality Assurance Officer and to any other individuals on the authorized distribution list. The Client is required to submit formal responses to audit findings to the auditor within seven days after receiving the audit report. The Client is not required to submit formal responses to audit observations.

11.6.6 AUDIT FOLLOW UP

The Client shall review the non-conformances and implement corrective actions and transmit a response to the auditor for review.

11.6.7 AUDIT CLOSURE

After reviewing the Client's response, the auditor will note closure by completing the bottom of Corrective Action Form. If the review indicates that the Client needs to implement further corrective action before closure, the auditor will notify the Client.

11.6.8 DISTRIBUTION AND COMMUNICATIONS

The auditor will provide the Client and the Quality Assurance Officer with a copy of each audit report.

11.7.0 TECHNICAL AIDS

QF036 In-Plant Audit Form
QF045 Manufacturer's Audit Checklist Form
QF037 Equipment Evaluation Form
QF046 Audit Narrative Page
QF047 Authorized Representative Inspection Report
QF048 Site Visit Inspection Report
QF050 Corrective Action Form

11.8.0 EXPLANATORY NOTE

N/A

12.0 COMPLAINTS, DISPUTES, AND APPEALS

12.1.0 PURPOSE

The purpose of this section is to describe the process of handling complaints, disputes, and appeals within or outside of the Client or GCT.

12.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds and ISO/IEC 17065.

12.3.0 APPLICATION

This section is performed by the Program Manager.

12.4.0 DEFINITIONS

N/A

12.5.0 REFERENCES

ISO/IEC 17065:2012(E) – Section 4.1.2.2 c) 2), 5.1.3 l), 7.13, 8.5.2 h), Annex A.5
GCT Certification Policies for Wastewater Treatment Devices

12.6.0 PROCEDURES

12.6.1 DOCUMENTATION OF COMPLAINTS

12.6.1.1 COMPLAINTS ABOUT GCT ACTIVITIES

GCT will require the Client/client to file the request to the Program Manager in writing using the Complaint Documentation Form. The complainant shall include the following information with the complaint:

1. Name of individual filing the complaint
2. Name of the company filing the complaint
3. Date of the complaint
4. Description of the complaint
5. Documented identification of the complaint

The Program Manager shall inform the Quality Assurance Officer of the complaint and include the complaint information and documentation. The Quality Assurance Officer shall identify each complaint with a complaint number as follows: Gulf Coast Testing, LLC C01-2024. This will mean the first complaint against Gulf Coast Testing, LLC in 2024. This complaint number will also identify the Complaint Report. The Quality Assurance Officer shall record the complaint in the relevant project folder on the server.

12.6.1.2 COMPLAINTS BETWEEN CLIENTS

GCT shall document all complaints, formal or informal, received by Clients, distributors, or other parties and the manufacturer. A formal complaint is complaint referred to GCT in writing using the Complaint Documentation Form. Informal complaints are complaints that are not filed with GCT in writing. A formal complaint shall contain, at a minimum, the following information:

1. Name of the individual filing the complaint
2. Address of individual filing the complaint
3. Telephone number of the individual filing the complaint
4. Manufacturer and model
5. Nature of the complaint

The Program Manager shall inform the Quality Assurance Officer of the complaint and include the complaint information and documentation. The Quality Assurance Officer shall identify each complaint with a complaint number as follows: Company Name C01-2024. This will mean the first complaint against Company Name in 2024. This complaint number will also identify the Complaint Report. The Quality Assurance Officer shall record the complaint in the relevant project folder on the server. The Quality Assurance Officer shall refer complaints regarding issues under the control of the manufacturer concerning a certified individual wastewater treatment plant unit to the manufacturer for handling under the complaint process of the manufacturer.

12.6.2 COMPLAINT RESOLUTION

12.6.2.1 COMPLAINTS ABOUT GCT ACTIVITIES

The Quality Assurance Officer shall review the complaint to determine the validity of the complaint. If the Quality Assurance Officer determines the complaint to be valid, he/she shall inform the Program Manager that an investigation is underway. The Quality Assurance Officer will interview the staff, review documents, and observe practices to obtain information related to the complaint. The Quality Assurance Officer shall record all the information collected. The Quality Assurance Officer shall identify all non-conformances associated with the complaint and conduct an investigation to determine the root cause of the non-conformance. All non-conformances shall be recorded on the Corrective Action Form using the complaint number to allow traceability. The Quality Assurance Officer shall require the GCT employee responsible for the non-conformance to implement corrective action. The Quality Assurance Officer will confirm the effectiveness of corrective actions implemented by the employee and sign the document. The Quality Assurance Officer shall than present the corrective action to the Program Manager. If the Program Manager agrees with the corrective action, he shall sign the document. This action constitutes closure. The Quality Assurance Officer shall document closure of each corrective action in the Complaint Report.

12.6.2.2 COMPLAINTS BETWEEN CLIENTS

12.6.2.2.1 FORMAL COMPLAINTS

The Quality Assurance Officer shall review the complaint to determine the validity of the complaint. The Quality Assurance Officer's review may include a site visit to the plant, a

field inspection, or any other reasonable inspection needed to determine the validity of the complaint. The Quality Assurance Officer may, at his/her discretion, designate a qualified GCT employee to undertake the review. If the Quality Assurance Officer determines the complaint to be valid, he/she shall inform the Program Manager that an investigation is underway. The Quality Assurance Officer will interview the Client, review documents, and observe practices to obtain information related to the complaint. The Quality Assurance Officer shall record all the information collected. The Quality Assurance Officer shall identify all non-conformances associated with the complaint and conduct an investigation to determine the root cause of the non-conformance. All non-conformances shall be recorded on the Corrective Action Form using the complaint number to allow traceability. The Quality Assurance Officer shall require the Client to implement corrective action. The Quality Assurance Officer will confirm the effectiveness of corrective actions implemented by the Client and sign the document. This action constitutes closure. The Quality Assurance Officer shall document closure of each corrective action in the Complaint Report.

12.6.2.2.2 INFORMAL COMPLAINTS

The Quality Assurance Officer shall investigate informal complaints as she/he deems appropriate. The Quality Assurance Officer may, at his/her discretion, investigate the complaint as a formal complaint utilizing the procedure in Section 12.6.2.2.1 of this document.

12.6.3 COMPLAINT REPORT

12.6.3.1 COMPLAINTS ABOUT GCT ACTIVITIES

The Quality Assurance Officer shall prepare the Complaint Report within seven days from the date of the complaint. The Quality Assurance Officer shall attach all documentation including but not limited to the initial complaint and the Corrective Action Form. The Quality Assurance Officer shall provide a copy of the report to the Program Manager. The Program Manager will transmit a copy of the report to the client.

12.6.2.2 COMPLAINTS BETWEEN CLIENTS

The Quality Assurance Officer shall prepare the Complaint Report within seven days from the date of closure of the non-compliance. The Quality Assurance Officer shall attach all documentation including but not limited to the initial complaint and the Corrective Action Form. The Quality Assurance Officer shall provide a copy of the report to the Program Manager. The Program Manager will transmit a copy of the report to the complainant.

12.6.2 APPEAL OF THE COMPLAINT REPORT

12.6.2.1 COMPLAINTS ABOUT GCT ACTIVITIES

If the Client is not satisfied with resolution in the Complaint Report, then the client may seek resolution through arbitration.

12.6.2.2 COMPLAINTS BETWEEN CLIENTS

The Quality Assurance Officer shall prepare the Complaint Report within seven days from the date of closure of the non-compliance. The Quality Assurance Officer shall attach all documentation including but not limited to the initial complaint and the Corrective Action Form. The Quality Assurance Officer shall provide a copy of the report to the Program Manager. The Program Manager will transmit a copy of the report to the complainant within ten days of receiving the Complaint Report. The Program Manager will include with the report an explanation of the appeal process.

In the event the complainant is not satisfied with the resolution, the complainant has the right to appeal. GCT's policy for appeals has two levels, with the complainant having the option to be present or represented at the final level.

The initial communication is processed and investigated as a complaint per Section 12.6.2 of this document. If the complainant is not satisfied with the resolution, the complainant must register a written dispute within 60 business days after receiving GCT's resolution. The Program Manager will notify the complainant in writing within 10 business days of receipt of the appeal and begin an administrative review to investigate the dispute. Within 45 business days of receiving the letter, GCT will forward the complainant a written notice of its decision.

If the complainant is not satisfied with the decision in GCT's written notice, the complainant may proceed to the final level of the appeal process. Second-level appeals must be submitted in writing within 60 business days after receiving the first-level appeal decision. An Appeals Committee comprised of three members not involved in the previous review of the appeal will be formed and will schedule the committee review within 45 days of receipt of the second-level appeal. The Program Manager has complete discretion to appoint three qualified members to the committee. The complainant may be present at the meeting by appearing in person, by conference call or by sending a representative. The Appeals Committee is the final level of the appeal process. The committee will mail its decision to the complainant within 10 business days of meeting.

12.7.0 TECHNICAL AIDS

QF049.Complaint Documentation Form

12.8.0 EXPLANATORY NOTE

N/A

15.0 MARKING THE PRODUCT

15.1.0 PURPOSE

The purpose of this section is to describe the proper use GCT's Certification Mark.

15.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds and ISO/IEC 17065.

15.3.0 APPLICATION

This section is performed by the Program Manager.

15.4.0 DEFINITIONS

Accreditation Certificate - formal document or a set documents stating that accreditation has been granted for a defined scope

Accreditation Mark (Mark) - legally registered trademark applied by or issued under the procedures of the accreditation system issued by an accreditation body to be used by accredited CABs to indicate their direct conformity with a set of accreditation requirements

Scope of Accreditation - Specific conformity assessment services for which accreditation is sought or has been granted

15.5.0 REFERENCES

NSF/ANSI Standard 40 Informative Annex 2 I-2.1

15.6.0 PROCEDURES FOR USE OF GCT MARK

Certified systems should be designated with the registered GCT Certification Trademark. Only products that have been certified by GCT to be in full compliance with GCT's requirements and have been issued a Certification Certificate may be affixed with the GCT Mark. In addition, the Mark will only be placed on products with a trade designation or model designation shown in the Official Listing. The GCT Mark is pictured in Section 15.7.0 of this document. The following procedure shall be followed relative to use of GCT Certification Mark.

1. The GCT Accreditation Mark and reference to accreditation may only be used once accreditation has been granted.
2. The GCT Accreditation Mark shall be displayed only in the form designated by GCT in the Technical Aid section of this document.
3. The Mark shall be affixed to each product via a data plate and should be clearly visible. The Mark shall indicate the applicable Standard for which accreditation has been granted. If the Certified product does not bear the Mark, a statement will be included in the Official Listing to indicate how the product will be represented as Certified.

4. Permission to use the Mark will be authorized in writing by GCT using the Letter of Authority to Use the Certification Mark.
5. The Mark shall only be placed on Products at authorized production facility locations, unless otherwise authorized in writing by GCT.
6. When there is proof that a product is involved in misuse of The Mark as described by the Quality Manual, corrective actions must be carried out as defined by the Quality Manual. The misuser will be issued a written communication by certified mail using the Letter for Revocation of Use of the Certification Mark Due to Misuse.

15.7.0 TECHNICAL AIDS

QF053.Certification Certificate Form
QF043.Letter of Authority to Use Certification Mark Form
QF044.Letter for Revocation of Use of the Certification Mark Due to Misuse

GCT Certification Trademark

NSF/ANSI Standard ___

15.8.0 EXPLANATORY NOTE

N/A

18.0 Preparation of an Evaluation Report

18.1.0 PURPOSE

The primary purpose of the Standard Performance Evaluation Report is to document and communicate the performance of the test unit relative to the Standards, or any other changes relative to a Standard.

18.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual section with which this section corresponds.

18.3.0 APPLICATION

This section is to be performed by the Program Manager.

18.4.0 DEFINITIONS

N/A

18.5.0 REFERENCES

NSF/ANSI Standard 40 Section 9
NSF/ANSI Standard 245 Section 8.5
NSF/ANSI Standard 350 Section 9
NSF/ANSI Standard 385 Section 6.8, 7.8, 8.7
ISO/IEC 17065 Section 7.4

18.6.0 PROCEDURES

18.6.1 REPORT COMPILATION

Compilation of the report shall be performed at the completion of the wastewater treatment system's performance evaluation for certification. The report shall be compiled by an engineer with experience in wastewater and the Standards using the format of the sample Standard Performance Evaluation Report. This report shall include all the information as required the Standard as well as the following information:

1. Cover page
2. Preface
3. Executive Summary
4. Table of contents
5. Process Description including a description of the unit evaluated, the test protocol, and test chronology
6. Analytical Results
7. Additional Models Certified

18.6.2 APPENDICES

The report shall contain the information required by the appropriate Standard and, at a minimum, the following Appendices:

1. An Appendix containing the Treatment unit information

    a. Drawing with Unit Dimensions
    b. Equipment List
    c. Equipment Specifications

2. An Appendix showing the Performance Testing and Evaluation section of the appropriate Standard
3. An Appendix showing the Analytical Results of the testing
4. An Appendix containing the appropriate manuals
5. Documentation of the Approval of Additional Models (if any)
6. Any additional information required by the Standard

The Program Manager shall review the Standard Performance Evaluation Report for completeness and consistency. Validation by signature and dating shall be performed by the Program Manager and QA/QC Manager on the Certification Certificate.

18.6.3 SUPPLEMENTAL REPORTS

GCT shall prepare a supplemental report for any additional changes to a model or the approval of additional models. The supplemental report will reference the original tested model.

18.6.4 CERTIFICATION LISTING

GCT shall not list a product as certified until the final report or final supplemental report has been completed and QF054 Project Acceptance has been returned.

18.6.5 REPORT DISTRIBUTION

GCT shall send out reports pursuant to the request of the Manufacturer.

18.6.6 REPORT RETENTION

The Program Manager will retain the report as part of the Project File in accordance with Gulf Coast Testing's Record Retention Policy as outlined in the QP014.Record and Document Control Procedure.

18.7.0 TECHNICAL AIDS

QF051.Standard Performance Evaluation (SPE) Report

18.8.0 EXPLANATORY NOTE

N/A

19.0 Installation, Adjustment, and Removal

19.1.0 PURPOSE

The purpose of this section is to describe the procedures for installing or removing equipment to be tested.

19.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065.

19.3.0 APPLICATION

This section will be performed by the Deputy Program Manager.

19.4.0 DEFINITIONS

N/A

19.5.0 REFERENCES

Standards

19.6.0 PROCEDURES

19.6.1 INSTALLATION

The treatment system shall be installed by the manufacturer according to the manufacturer's installation manual. GCT does not install wastewater treatment systems. Using the equipment part list, ensure that all required parts are available.

1. GCT shall inform the manufacturer which testing slot to install the wastewater treatment model.
2. The manufacturer shall install or contract with an installer to install the wastewater treatment model per the manufacturer's installation instructions.
3. The manufacturer shall connect the model to GCT's dosing system and use the electrical connections provided by GCT, if applicable.
4. GCT personnel shall record the installation in the Test Installation/Adjustment/Removal Form, and both the manufacturer and GCT personnel shall sign the form.

19.6.2 ADJUSTMENT

Should the wastewater treatment system require an adjustment permitted by the Standard and/or GCT's policies and procedures, the manufacturer shall make the adjustment, and the adjustment shall be recorded on the Test Installation/Adjustment/Removal Form.

19.6.3 REMOVAL

The wastewater treatment system should be removed according to the instructions from the manufacturer and/or according to the manufacturer's installation manual.

1. Disconnect all pipes, pumps, and electrical components from the tank.
2. Remove unit and coordinate disposal with Client.
3. Record the removal of the unit in the Test Installation/Adjustment/Removal Form.

19.7.0 TECHNICAL AIDS

QF035.Test Installation, Adjustment, Removal Form

19.8.0 EXPLANATORY NOTE

N/A

29.0 USE OF THE ANAB MARK

29.1.0 PURPOSE

The purpose of this section is to outline the procedure and conditions governing the use of the ANSI National Accreditation Board (ANAB) name and accreditation symbols and claims of accreditation by ANAB-accredited conformity assessment bodies (CABs) by GCT or a GCT certified manufacturer.

29.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065.

29.3.0 APPLICATION

This section is performed by the Deputy Program Manager.

29.4.0 DEFINITIONS

Accreditation Mark - Legally registered trademark applied or issued under the procedures of the accreditation system

CAB - ANAB-accredited conformity assessment body

Certified Client - A client that has been certified by GCT as meeting the requirements of a specific standard

29.5.0 REFERENCES

ANAB-PR-1018 - Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status

29.6.0 PROCEDURES FOR GCT DISPLAYING THE ANAB MARK

29.6.1 GENERAL REQUIREMENTS

29.6.1.1 ANAB Accreditation Symbols and references to ANAB accreditation may be used only after accreditation has been granted. While GCT is accredited by ANAB, GCT shall have the right to use the accreditation certificate (including the scope of accreditation) and the ANAB Accreditation Symbol, and reference ANAB accreditation, in accordance with this policy.

29.6.1.2 GCT shall use only the ANAB Accreditation Symbol provided to it by ANAB. References to or descriptions of accreditation shall include, at a minimum:

a. Applicable accreditation program (e.g., testing, calibration, product certification, management systems, personnel certification)
b. Accreditation standard to which the CAB is accredited, and
c. Statement that the accreditation is issued by ANAB.

29.6.1.3 ANAB Accreditation Symbols and references to ANAB accreditation shall be used only under the name or registered trade name of the legal entity that holds the accreditation.

29.6.1.4 When GCT refers to accreditation in any medium – including but not limited to advertising, marketing materials, quotes, proposals, certificates, reports, stationery, and literature in hard copy or electronic format or on websites – by use of an ANAB Accreditation Symbol, ANAB business name, or ANAB business acronym, GCT shall ensure:

a. The accreditation symbol or statement used is specific to the applicable ANAB accreditation program.
b. The symbol, name, or acronym is used only in relation to activities within the scope of accreditation and not associated with other activities in which GCT may be involved.
c. Such reference is neither misleading nor includes any unauthorized representation of accreditation status.
d. Such reference includes no implication that ANAB accepts responsibility for or approves of results or any opinion or interpretation derived from those results.
e. Such reference includes no implication that a product, item, process, service (or any part of it), management system, or person is approved or certified by ANAB; and
f. The accreditation symbol is not affixed on its own to any product or its labeling or packaging.

29.6.1.5 GCT shall not use the ANAB Accreditation Symbol or make references to ANAB accreditation in any way that brings ANAB into disrepute and shall not make any statement regarding their accreditation that ANAB may consider inaccurate, misleading, or unauthorized.

29.6.2 TECHNICAL REQUIREMENTS

29.6.2.1 The ANAB accreditation mark shall be displayed only in an appropriate form and size as determined by ANAB-PR-1018. The ANAB accreditation mark shall only be displayed in the form, scaling, and color detailed by ANAB in ANAB-PR-1018.

29.6.2.2 Whenever GCT uses the ANAB Accreditation Mark, GCT shall print its accreditation number (203) centered immediately under the ANAB Accreditation Mark, as demonstrated below.

29.7.0 TECHNICAL AID

ANAB-PR-1018A

29.8.0 EXPLANATORY NOTE

N/A

35.0 OILY FILM AND FOAM PROCEDURE

35.1.0 PURPOSE

This section describes the activities to document the visual check for oily film and foam.

35.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065 and ISO/IEC 17025.

35.3.0 APPLICATION

This section is performed by the Deputy Program Manager.

35.4.0 DEFINITIONS

Oil and grease is the term given to the combination of fats, oils, waxes, and other related constituents found in wastewater which causes a sheen on the surface. A sheen is a shiny or iridescent appearance on the surface of the water. Sheens can be caused by petroleum products finding their way into the water, or they can be the result of naturally occurring phenomena.

Foam is a sticky, brown mass of bubbles that forms on the top layer of water.

35.5.0 REFERENCES

NSF/ANSI Standard 40 Section 8.2.4, 8.4.2.4

35.6.0 PROCEDURES

During the 6-mo testing and evaluation, a total of three effluent samples shall be assessed for oily film and foam. The assessment shall be conducted on effluent composite samples selected randomly during the first phase of design loading (Weeks 1 to 16), the period of stress loading (Weeks 17 to 23.5), and the second phase of design loading (Weeks 23.5 to 26). Use the following steps to determine the oily film and foam.

1. Collect a composite sample in a collection jar.

2. Dilute the effluent composite sample to 1:1000 with deionized water.

3. Visually check the sample for oily film or foaming on the surface of the diluted effluent sample.

4. Record the findings on the Oily Film Analytical Data Record.

35.7.0 TECHNICAL AIDS

QF344.Oily Film and Foam

35.8.0 EXPLANATORY NOTE

N/A

36.0 ODOR PROCEDURE

36.1.0 PURPOSE

This section describes the activities to record odor.

36.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065 and ISO/IEC 17025.

36.3.0 APPLICATION

This section is performed by the Deputy Program Manager.

36.4.0 DEFINITIONS

Wastewater odor is any unpleasant smell that comes from the waste itself or from the process of treating it. Odors can be caused by the anaerobic decomposition of organic compounds in the wastewater and can include sulfur or nitrogen-based compounds, organic acids, aldehydes, and ketones. Some common odors associated with wastewater treatment plants include rotten eggs, ammonia, garlic, and earthy or organic smells.

36.5.0 REFERENCES

NSF/ANSI Standard 40 Section 8.2.4, 8.4.2.3
Standard Methods 2150

36.6.0 PROCEDURES

During the 6-mo testing and evaluation, a total of three effluent samples shall be assessed for odor. The assessment shall be conducted on effluent composite samples selected randomly during the first phase of design loading (Weeks 1 to 16), the period of stress loading (Weeks 17 to 23.5), and the second phase of design loading (Weeks 23.5 to 26). Use the following steps to determine odor:

1. Fill a glass sample jar with DI water (the DI blank).
2. Collect a composite sample.
3. Fill a glass sample jar with the composite sample.
4. Perform the test as soon as possible after sample collection.
5. Assemble five people for the odor test.
6. Allow each of the five people to smell the DI sample and the composite sample and label each one as “Offensive” or “Non-offensive”.
7. Record the findings on the Odor Analytical Data Record.

Note: There are no criteria that these values shall meet.

36.7.0 TECHNICAL AIDS

QF343.Odor

36.8.0 EXPLANATORY NOTE

N/A

37.0 FAILURE SENSING DEVICE PROCEDURE

37.1.0 PURPOSE

This section describes the activities to record the ability of the system to possess a mechanism or process capable of detecting failures of electrical and mechanical components critical to the treatment processes, including a high-water signal, and delivering a visible and audible signal to notify the owner or user of the failure.

37.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065 and ISO/IEC 17025.

37.3.0 APPLICATION

This section is performed by the Deputy Program Manager.

37.4.0 DEFINITIONS

N/A

37.5.0 REFERENCES

NSF/ANSI Standard 40 Section 5.8

37.6.0 PROCEDURES

The Deputy Program Manager shall select three GCT observers.

37.6.1 VISUAL ALARM TEST

37.6.1.1 Disable the audio portion of the alarm.

37.6.1.2 The three observers shall stand 49 feet from the alarm and turn their backs to the alarm such that they cannot see the visual portion of the alarm.

37.6.1.3 The Deputy Program Manager shall randomly select an off or on condition.

37.6.1.4 The Deputy Program Manager shall instruct the observers to face the alarm and ask them to determine if the alarm is on or off.

37.6.1.5 The Deputy Program Manager will then record the responses on GCT Quality Form QF038.

37.6.1.6 Repeat steps 37.6.1.2 through 37.6.1.5 two additional times ensuring that the alarm is off and on at least once during the test.

37.6.2 AUDIBLE ALARM TEST

37.6.2.1 Three observers shall stand 49 feet from the alarm and turn their backs to the alarm such that they cannot see the visual portion of the alarm.

37.6.2.2 Calibrate the Sper Scientific Sound Meter Model 850014 pursuant to QP34, the GCT Calibration Procedure. Measure the ambient noise level where the observers are standing. If the ambient noise level is below 60 dbA, augment the ambient noise with a steady tone between 100 and 1000 Hz.

37.6.2.3 Disable the visual portion of the alarm.

37.6.2.4 The Deputy Program Manager shall randomly select an off or on condition.

37.6.2.5 The Deputy Program Manager shall instruct the observers to face the alarm and ask them to determine if the alarm is on or off.

37.6.2.6 The Deputy Program Manager shall record the responses on GCT Quality Form QF038.

37.6.2.7 Repeat steps 37.6.2.2 through 37.6.2.5 two additional times ensuring that the alarm is off and on at least once during the test.

37.6.2.8 The Deputy Program Manager shall then place the alarm at a distance of 25 feet away from any permanent structure. Using the Sper Scientific Sound Meter, the Deputy Program Manager shall measure the audible portion of the alarm at a distance of 10 feet. The results shall then be recorded on GCT Quality Form QF038.

37.7.0 TECHNICAL AIDS

Sper Scientific Sound Meter Model 850014 Manual
QF038

37.8.0 EXPLANATORY NOTE

N/A

38.0 AERATOR TESTING

38.1.0 PURPOSE

This section describes the activities for the measurement of air pressure and air volume of an aerator pursuant to the Standards.

38.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065 and ISO/IEC 17025.

38.3.0 APPLICATION

This section is performed by the Deputy Program Manager.

38.4.0 DEFINITIONS

N/A

38.5.0 REFERENCES

NSF/ANSI Standard 40 Section 5.11, 8.1.8, 8.1.9, and 8.1.10

38.6.0 PROCEDURE

38.6.1 Prior to initiation of design loading, the air delivery component, the air compressor, or blower, shall be connected to the system and run for a minimum of 4 hours.

38.6.2 The air pressure shall be measured by a pressure gauge installed near the exhaust port of the air compressor or blower. Record the pressure on GCT Quality Form QF040, Aerator Testing.

NOTE: When it is not possible to measure pressure on the system under test, the measurement may be completed with a separate air delivery component plumbed to a different tank. All plumbing and air distribution components used in the tested system shall be installed with the air delivery component. Potable water or wastewater shall be used. Air distribution outlets or diffusers shall be located at the same depth as in the tested system. The air delivery component shall be run for a minimum of 4 h. Air pressure shall be measured by a pressure gauge installed near the exhaust port of the air delivery component and that reading recorded.

38.6.3 Following the pressure measurement, the air compressor blower shall be plumbed into the Aerator Tester. Adjust the backpressure to the pressure measured in Section 38.6.2 and run the air compressor or blower for a minimum of 4 hours. After the 4-hour minimum run time, ensure the backpressure matches the pressure in Section 38.6.2 and make any necessary adjustments.

38.6.4 Record the air flow rate on GCT Quality Form QF040, Aerator Testing.

38.7.0 TECHNICAL AIDS

QF040.Aerator Testing
QF041.GCT Aerator Testing Device Schematic

38.8.0 EXPLANATORY NOTE

N/A

39.0 WASTEWATER TREATMENT SYSTEM SCALING

39.1.0 PURPOSE

This section describes the activities for scaling up wastewater treatment systems.

39.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual section and conformity to ISO/IEC 17065 and ISO/IEC 17039.

39.3.0 APPLICATION

This section is performed by the Engineering Manager and the Program Manager.

39.4.0 DEFINITIONS

N/A

39.5.0 REFERENCES

NSF/ANSI Standard 40 – Section 1.2, 1.3, 1.4
NSF/ANSI Standard 40 – Section N-1.2
NSF/ANSI Standard 245 – Section 1.2, 1.3, 1.4
NSF/ANSI Standard 350 – Section 1.2, 1.3, 1.4
NSF/ANSI Standard 385 – Section 1.2, 1.3

39.6.0 PROCEDURES

39.6.1 REQUEST FOR SCALE-UP

Upon receipt of a request for scale-up, the Deputy Program Manager starts the evaluation process using Quality Procedure QP07 – Evaluation Process using the following steps:

1. The Deputy Program Manager assembles the following information for the Engineering Manager:

    a. Dimensioned system drawing of model to be scaled-up
    b. New Model name
    c. Full specifications of model to be scale-up
    d. Standard applied for scale-up
    e. Originally tested model

2. The Engineering Manager shall review the treatment process description and drawings, including but not limited to:

    a. Tank Volume and Geometry
    b. Aeration including the diffuser system
    c. Media
    d. Filtration

e. Circulation
f. Additives
g. Membranes
h. Pumps
i. Surface Loading Rate

3. The Engineering Manager shall determine if the proposed system is proportional to the originally tested system. Exact proportionality is not required, but the engineering analysis shall consider:

    a. Tolerance for aeration is +30% to -10%; Air delivery components with flows lower, or higher, than the stated range of 90 to 130% may be considered for qualification by GCT based on system performance testing.
    b. Tank tolerances are dependent on technology and the results of the originally tested unit. Tank tolerance will be determined on a case-by-case basis and specific rationale will be provided if the tolerance exceeds the limits shown in the table below.

	Activated Sludge	Trickling Filter	Sequencing Batch Reactor	Membrane
Pretreatment	-5 to +50%	-5 to +50%	-5 to +50%	-5 to +50%
Anoxic	-5 to +50%	NA	NA	NA
Aeration	-5 to +10%	NA	NA	NA
Clarification	-5 to +30%	NA	NA	NA
Process Tank	NA	-5 to +30%	-5 to +30%	-5 to +30%

    c. Structural integrity of the tanks will be evaluated and included in the evaluation report. Structural integrity may be demonstrated by:

        i. Professional Engineer Review
        ii. CSA B66
        iii. IAPMO/ANSI Z1000
        iv. IGC 262

4. In the event it is not possible to justify a scale-up on proportionality due to the technology of the manufacturer, a limited testing program may be considered to demonstrate performance to the Standard. A testing plan will be designed and approved in writing by the manufacturer and GCT. At the completion of the testing program, the system will be reevaluated based on the test results.

39.6.2 Report

GCT will prepare a Supplemental SPE Report documenting the approval process and results. The report will contain the following sections:

1. Preface - The preface contains the Scope of the Standard allowing the modification to the existing unit, any other sections of the Standard applicable to the evaluation. The Preface also contains the family of

models of the proposed scale-up and references the originally tested model SPE Report

2. Signed and Dated Certification Certificate
3. Proposed Change
4. Description of the Tested System
5. History of the Tested System
6. Tank Design Analysis with compartment geometry and sizing
7. Aeration Capability
8. Conclusion

39.7.0 TECHNICAL AIDS

N/A

39.8.0 EXPLANATORY NOTE

N/A

41.0 DISTRIBUTION OF LABORATORY DATA

41.1.0 PURPOSE

The primary purpose of the laboratory data distribution procedure is to document and communicate the results accurately, clearly, unambiguously and objectively.

41.2.0 POLICY

All Quality Procedures are written to comply with GCT policy established in the Quality Manual Section with which this section corresponds and ISO/IEC 17065 and ISO 17025.

41.3.0 APPLICATION

This section is to be performed by the Deputy Program Manager.

41.4.0 DEFINITIONS

N/A

41.5.0 REFERENCES

ISO/IEC 17065:2012(E) Section 8.3
ISO/IEC 17025:2017(E) Section 7.8.2

41.6.0 PROCEDURES

41.6.1 OUTSIDE LABORATORIES' TEST DATA RESULTS

Data results received by GCT shall be provided accurately, clearly, unambiguously and objectively, usually in a report and shall include all the information agreed required on the Chain of Custody and necessary for the interpretation of the results and all information required by the method used. Every test report shall include the following information:

1. Title of Report;
2. Unique Identification of the test report on each page to ensure that each page is recognized as part of the test report;
3. Identification of the Method Used;
4. Unambiguous description, condition, and identification of the sample tested;
5. Sampling results;
6. Name or equivalent identification of person authorizing the report;
7. A statement to the effect that the results only relate to the sample tested;
8. The deviations from, additions to, or exclusions from the test method, and information on specific test conditions, such as environmental conditions;

9. Where relevant, a statement of compliance/non-compliance with requirements and/or specifications;

10. Where applicable, a statement on the estimated uncertainty of measurement; information on uncertainty is needed in test reports when it is relevant to the validity or application of the test results, when a customer's instruction so requires, or when the uncertainty affects compliance to a specification limit;

11. A complete chain of custody with the Sample ID as a match in the test report;

12. Additional information which may be required by specific methods.

41.6.2 TEST REPORT RECORDS

The following procedure shall be followed for recording the laboratory data:

1. GCT staff will enter the Water Quality Form data into the GCT Master List as the data is collected. GCT staff shall scan the Water Quality Forms into the GCT Cloud Server monthly.

2. GCT staff will then enter the outside laboratory data into the GCT Master List as reports are received. The test reports received from outside laboratories shall be scanned into the GCT Cloud Server on a monthly basis based on the sample collection date.

3. Days for which laboratory data is not collected shall be denoted using the following explanation codes:

    a. a = Weather
    b. b = Lab Problem
    c. c = Test Site Problem
    d. d = Not Required by Standard
    e. e = Not sampled

4. All days on the Master List shall be filled with either data or an explanation code listed above.

5. The Quality Assurance Officer will review the Master List for accuracy using the compiled data.

6. Once the data is transferred to the laboratory database, it cannot be altered except by the Program Manager and then only by retaining the original data and an explanation as to why the data was altered.

7. The Quality Assurance Officer shall forward the weekly recorded data to the Program Manager for review.

8. After the Program Manager reviews the data, the Deputy Program Manager shall distribute the data to the client.

41.6.3 DATA DISTRIBUTION

The data is available on GCT's cloud server to all authorized parties through a password system.

41.6.4 DATA RETENTION

The Deputy Manager will retain the data in accordance with Gulf Coast Testing's Record Retention Policy as outlined in the Record and Document Control Procedure.

41.7.0 TECHNICAL AIDS

N/A

41.8.0 EXPLANATORY NOTE

N/A

43.0 FLOW TEST MEASUREMENT PROCEDURE

43.1.0 PURPOSE

This section describes the flow measurement test. The flow measurement test consists of measuring a volume of flow through from the unit, usually through the UV light or other disinfectant device. The flow measurement test is conducted to meet certain local, state, and/or federal regulations, specifically the state of Washington. The flow test is also conducted for Client's R&D purposes.

43.2.0 POLICY

All Quality Procedures are written to comply with Gulf Coast Testing policy established in the Quality Manual and conformity to ISO/IEC 17065 and ISO/IEC 17025.

43.3.0 APPLICATION

This procedure is performed by the Deputy Program Manager.

43.4.0 DEFINITIONS

N/A

43.5.0 REFERENCES

Washington Administrative Code On-site Sewage Systems Chapter 246-272A

43.6.0 PROCEDURE

Calculate the effluent flow for the state of Washington test using the following steps:

1. Open the pump tank compartment or access port after the UV light or other disinfectant device and position the receiving container below the point of outfall.
2. Reset the stopwatch to zero (if necessary).
3. Start the stopwatch when the receiving container begins to fill.
4. Stop the stopwatch at the exact moment the water level reaches the pre-calibrated one-gallon mark on the graduated cylinder or container.
5. Document the elapsed time on the Flow Rate Measurement.
6. Empty the receiving container.
7. Repeat steps 1 through 6 as required by the regulatory scheme or client.
8. Average the flow measurements to determine a mean flow rate.
9. Document the measurements on the Flow Test Measurement Analytical Data Log.

43.7.0 TECHNICAL AIDS

QF340.Flow Measurement Analytical Data Form

43.8.0 EXPLANATORY NOTE

N/A

Appendix

Referenced Quality Forms

Application for Certification

COMPANY INFORMATON

Company Name: _____

Contact Name: _____
_____

Company Address: _____

_____

_____
City State Zip

Mailing Address: _____
(if different)

_____

_____
City State Zip

Legal Status of Company: _____

Other Legal Entities of Company: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Certification Requested

_____ NSF/ANSI Standard 40 _____ NSF/ANSI Standard 46

_____NSF/ANSI Standard 385 _____ NSF/ANSI Standard 245

_____ NSF/Standard 350 _____ Other _____

PRODUCT INFORMATION

Product Name and Model Number: _____

Brief Description of Product: _____

_____

Application for Certification

FACILITY INFORMATION

Facility Address: _____

_____

_____

City State Zip

Phone: _____ Fax: _____

Production Facility Contact _____

Hours of Operation: _____

Total Employees: Salaried_____ Hourly_____

Affidavit: I certify that I agree to comply with the applicable Gulf Coast Testing policies and NSF/ANSI Standards related to the use of the GCT mark. I am authorized by the company to agree that the company will pay for any charges billed for services rendered at the request of the company in the initial evaluation and/or testing of products for Certification.

A check in the amount of $500 is enclosed for the certification application deposit. I understand that upon acceptance by Gulf Coast Testing, LLC, the deposit is non-refundable and charges for all other services will be invoiced as rendered.

_____ _____

Signature **Date**

_____

Printed Name

_____

Title

PLEASE RETURN THIS APPLICATION AND CHECK TO:

William Daniel
GULF COAST TESTING, LLC
5261 Highland Rd, #347
Baton Rouge, LA 70808

MAKE CHECK PAYABLE TO GULF COAST TESTING, LLC.

Contract for Standard Performance Evaluation and Continual Compliance Evaluation

SPE_____

Agreement is made and entered into this _____ day of _____, 20___ by and between **Gulf Coast Testing, LLC**, a **Louisiana limited liability corporation**, with principal offices at 5261 Highland Road, #347, Baton Rouge, Louisiana, 70808, hereinafter referred to as GCT and _____ of _____ hereinafter referred to as CLIENT and herein represented by its duly approved agent, _____.

1. TERM

This Agreement shall be effective on June 25, 2024 and remain in effect until canceled by either party upon thirty (30) days written notice.

2. EVALUATION SERVICES

In consideration of the fees by CLIENT in Section 3 of this contract, CLIENT is submitting a wastewater treatment system described as _____, hereinafter called MODEL. CLIENT desires to have GCT evaluate MODEL in accordance with the _____, hereinafter referred to as the STANDARD(S). MODEL shall be operated in accordance with CLIENT's operating instructions and the applicable provisions of the STANDARDS. CLIENT is responsible for assuring proper installation of MODEL at GCT's testing facility at 14378 Park Avenue, Prairieville, Louisiana, 70769 and shall sign a form indicating MODEL was properly installed prior to the start of the evaluation. Fees and arrangements for installation and removal of the MODEL are the responsibility of the CLIENT.

As part of the evaluation services, the CLIENT agrees to participate in and/or provide the following information:

1) Detailed information, including ingredients, for MODEL;
2) Detailed schematics of MODEL in CAD or PDF format;
3) Manufacturing Procedures and Processes, as appropriate;
4) Instructions/Manuals for the MODEL;
5) Any additional information as required by the STANDARDS or GCT.

CLIENT is responsible for meeting all provisions of the STANDARDS, including correcting non-conformances, and GCT's certification requirements.

3. COMPENSATION

The costs for the preparation of the report and contractual certification are based on the following three categories: professional activities, field activities, and laboratory testing. Professional activities will include project initiation, supervision of field and laboratory activities, agency liaisons, and report preparation (weekly status, final evaluation report, and annual compliance audit). Field activities will include daily sample collection, field testing, and coordination of any required stress testing. GCT is obligated to provide only one sampler per test site. Additional samplers will be provided by GCT, if available, at a fee. Laboratory testing will be on a per test basis and shall include analytical testing of the influent and effluent samples as required by the STANDARDS.

The total fee for the preparation of the report, contractual certification and the first annual compliance evaluation is $_____. This includes all activities required to evaluate the MODEL in accordance with the STANDARDS and to perform the first annual compliance evaluation on the operation of the MODEL. Included in the evaluation fee is compensation for the initial CLIENT audit. The evaluation fee shall be invoiced equally on a monthly basis over a six-month period. Additional costs incurred on this project will be

invoiced monthly in accordance with GCT's Rate Schedule. Payment shall be due within thirty (30) days of the invoice date.

4. SUSPENSION AND/OR CANCELLATION OF EVALUATION SERVICES

Should evaluation services be stopped for any reason, CLIENT agrees to pay all fees incurred on the stop date. CLIENT agrees to pay for any additional work performed in conjunction with suspending or cancelling the evaluation. Calculation of charges and an operation, maintenance, and sampling fee will be based on the GCT's Rate Schedule in effect at the time of analysis. Unexpended fees advanced by CLIENT shall be refunded to CLIENT by GCT if this contract is voided prior to expenditure of these funds.

5. USE OF SUBCONTRACTORS

GCT may use qualified subcontractors to perform part of GCT's obligations pursuant to this contract. GCT shall give CLIENT written notice of any subcontractors used by GCT prior to use of the subcontractor. The CLIENT shall have forty-eight (48) hours after receipt of notice to object to the subcontractor and the reason for such objection. An objection constitutes the CLIENT notifying GCT on the Complaint Documentation Form. The objection shall be handled using GCT's Complaints, Disputes, and Appeals Documentation Procedure.

6. EXTENSION OF TESTING

If an extension of the testing is required because a component failure of MODEL not attributable to GCT, MODEL performance, or any additional research and development not covered under this contract at the CLIENT's request is undertaken, additional charges will be assessed at the rates specified in the GCT's Rate Schedule, plus additional sample analysis charges. These charges will be invoiced monthly, as services are provided. "Extension" includes interruptions in testing but does not include periods following termination of the evaluation that necessitates a new evaluation.

7. MODEL LOSS AND/OR DAMAGE

CLIENT agrees to assume all risks and hold GCT harmless for loss or damage of any kind to MODEL and any equipment or materials placed with GCT under the terms of this agreement, whether such loss or damage results from fire, vandalism, strikes, floods, other acts of God, or other agencies.

8. REASONABLE ACCESS OF ENTRY

GCT agrees to provide CLIENT or representatives of CLIENT reasonable access to GCT's testing facility for the purpose of MODEL examination. The CLIENT shall give GCT notice prior to access, and the access shall require oversight by appropriate designated GCT staff, to CLIENT. The CLIENT shall be billed for GCT oversight during all visits pursuant to the current GCT Rate Schedule. Failure of CLIENT to comply with these requirements is grounds for cancellation of contract by GCT.

9. PRELIMINARY DATA

CLIENT agrees to refrain from using any and all data provided by GCT at any time during the period of the contract, except for in-house review purposes. This data is preliminary, may be subject to change, and is provided for CLIENT's information only. Use of preliminary data in any form, or final data taken out of context from all data generated during the contract, is grounds for cancellation of contract by GCT.

10. PROHIBITION OF UNAUTHORIZED DISTRIBUTION OF FINAL REPORT

Only the final "Compliance Evaluation Report for Individual Mechanical MODELs" obtained directly from GCT is considered an authorized report. GCT's reports shall not be copied by CLIENT for other than CLIENT's internal purposes unless authorized for distribution by GCT. Any unauthorized distribution, publication, or other unauthorized use of reports is prohibited and is grounds for cancellation of contract by GCT. GCT will respond to a request from the CLIENT or regulatory agency for a GCT report within 5 business days. The GCT report request response shall consist of an electronic copy of the GCT report transmitted to the requesting party and CLIENT via electronic mail.

11. COMPLETION OR TERMINATION OF EVALUATION SERVICES

The CLIENT agrees to remove MODEL from the test site no later than sixty (60) days following completion or termination of the evaluation services, or termination of this contract, or at such time as agreed by GCT. The CLIENT agrees to pay a storage charge pursuant to GCT's rate schedule for every week or part of a week that the MODEL remains at the test site beyond the date agreed for removal.

12. LISTING

In the event MODEL complies with all applicable provisions of the STANDARDS and GCT's certification requirements, GCT agrees to:

1) Provide a signed Standard Performance Evaluation (SPE) Report to CLIENT containing the following information:
    a) GCT's address and ANSI certification number;
    b) Client's name and address;
    c) Certification date;
    d) Term of certification;
    e) Scope of certification;
    f) Any additional information that may be required by the STANDARDS.
2) Publicly list MODEL on GCT's website (www.gctla.com) listing;
    a) CLIENT's name and address;
    b) MODEL identification;
    c) STANDARD for which certification was granted.
3) Provide information, upon request, regarding the validity of the certification;
4) Provide information to CLIENT regarding and changes in the STANDARDS affecting CLIENT pursuant to GCT's policies and procedures.

The evaluation service, as defined by this contract, is also a contractual relationship that authorizes the use of GCT's mark on products that comply with the STANDARDS. By using the GCT Mark®, CLIENT agrees to:

1) Apply the GCT Mark® to each individual product except where the physical size of the unit or the type of product does not permit this, in which case the mark may be applied to the smallest package in which the unit is marketed.
2) Only make claims regarding MODEL consistent with certification;
3) With the exception of the executive summary, only reproduce the certification documents in their entirety;
4) The CLIENT shall not specify any function or make any claim or the like in user information that could lead purchasers to believe that performance of the product or its use is covered by the certification when in fact they are not and make claim for MODEL that would bring GCT into disrepute;
5) Complies with GCT's requirements in referring to the certification in any documents, brochures, or advertisements;

6) Make any changes to MODEL to comply with changes in the STANDARDS;
7) Limit the use of the GCT Mark® to the provisions of the STANDARDS and GCT's program requirements;
8) Notify GCT, without delay, of changes that may affect its ability to conform with the provisions of the STANDARDS or GCT's certification requirements.

13. ANNUAL COMPLIANCE AUDIT

In the event, the STANDARDS call for an annual compliance audit, CLIENT agrees to:

1) Make all necessary arrangements for GCT to conduct the annual compliance audit;
2) Continue to meet all the provisions of the STANDARDS;
3) Notify GCT of any changes to MODEL, including process or production changes and changes in management;
4) Investigates and takes appropriate action on all complaints and provides to GCT the documentation of action taken;
5) Allow for the participation of observers;
6) Provide GCT information for any manufacturing facilities that produce certified products;
7) Provide GCT information on MODELS installed, including date and location;
8) Verify information from material suppliers by providing records as requested;
9) Provide GCT with any additional information to verify compliance with the STANDARDS;
10) Correct any nonconformity from the audit pursuant to GCT's procedures.

GCT agrees to:

1) Notify CLIENT 60 days prior to the date of the audit;
2) Inform the CLIENT of the results of the audit.

The annual fee for the compliance audit is $_____ per year. This will be an annual fee to fulfill the requirements of this contract. GCT reserves the right to increase the fee with thirty (30) days' notice to CLIENT. The annual fee increase shall be no greater than 3% per year.

14. TERMINATION OF CONTRACT

Termination of the contract may occur for the following reasons:

1) CLIENT no longer wishes to have the product certified;
2) MODEL no longer meets the criteria of the STANDARDS;
3) GCT terminates the contract for cause;
4) Evaluation results did not meet provisions of the STANDARDS and CLIENT did not or could not correct the nonconformance;
5) Failure to comply with the STANDARDS or GCT's requirements concerning the annual compliance audit;
6) Misrepresentation of the certification scheme, misleading use of the license or misuse of the GCT Mark® in any way.

Upon termination, GCT shall:

1) Notify CLIENT in writing the contract has been terminated;
2) Change the public listing records to remove Model.

Upon notification of termination by GCT, the CLIENT shall:

1) Cease selling and offering the MODEL for sale with the GCT Mark® applied to the product;
2) Discontinue use of all advertising matter that contains reference to the MODEL with the GCT Mark®;
3) Discontinue use of all advertising matter that contains reference to the MODEL complying with the STANDARDS as determined by GCT.

15. ENVIRONMENTAL AND/OR HEALTH HAZARDS

CLIENT hereby certifies and represents that CLIENT has complied with all applicable rules and regulations issued under Toxic Substances Control Act (Public Law 94-469), and that unless otherwise exempted, the MODEL furnished for the SPE does not include or use any chemicals other than those listed in the Inventory of Chemical Substances or a Revised Inventory of Substances issued by the US Environmental Protection Agency, and that CLIENT will indemnify and hold harmless GCT from and against any and all claims, lawsuits, damages, costs and expenses, penalties and fines arising out of any failure to so comply with this paragraph.

16. COLLECTION

In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney fees, and other related expenses. Interest on any unpaid amounts shall accrue after the due date at the rate of twenty-eight percent (28%) per annum or the maximum rate allowed by law, whichever is less. Any claim that the invoice is incorrect or claim that a credit is due for any reason must be made within forty-five (45) days of the receipt of the invoice or such claim is waived. The exclusive forum for the resolution of any dispute arising pursuant to this contract is the 19th Judicial District Court located in East Baton Rouge Parish, Louisiana.

17. CLAIM FOR PROFESSIONAL NEGLIGENCE

The CLIENT shall make no claim for professional negligence, either directly or in a third-party claim, against GCT unless the CLIENT has first provided GCT with a written certification executed by an independent testing professional currently practicing in the same discipline as GCT. This certification shall: a) contain the name and license number or proof of accreditation of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of the testing professional under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to GCT not less than thirty calendar days prior to the presentation of any claim or the institution of judicial proceeding.

18. CONFIDENTIALITY

GCT is responsible for ensuring that secrecy is maintained by its employees concerning all confidential information with which they become acquainted as a result or their contacts with the CLIENT. As a result, GCT will need to obtain information which will enable it to conduct an appropriate evaluation and testing of the MODEL. During the course of the evaluation and testing, GCT will obtain information through interviews, observations, and records review. In addition, the CLIENT will convey to GCT information that might constitute trade secrets and/or proprietary information. All information and resulting work products shall be handled under the following terms and conditions:

GCT shall, for fifteen years from the date of this agreement, maintain confidential and secret all information obtained from the CLIENT and shall not disclose the same to any third party; additionally, GCT may make no use of the information for any other purpose other than to perform the required evaluation and conduct the testing, except with the expressed written consent of the CLIENT.

GCT understands that no right or license to use any of the information provided is expressly implied or given hereunder, and GCT agrees to return all information to the CLIENT, if requested, promptly upon completion of the evaluation and testing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and the year first above written.

CLIENT	**GULF COAST TESTING, LLC**
By _____	By _____
Title _____	Title _____
ATTEST/WITNESS:	ATTEST/WITNESS:
By_____	By_____

Manufacturer/Client		New Client	☐ Yes ☐ No
Manufacturer Address (For New Clients)			
Previous Models Certified			
New Model Name		Model Type	
Scope of Certification	NSF/ANSI Standard 40 ☐ NSF/ANSI Standard 245 ☐ NSF/ANSI Standard 350 ☐ NSF/ANSI Standard 46 ☐ NSF/ANSI Standard 385 ☐ Other ☐		
Project Description			
Certification Means	Testing Required Yes ☐ No ☐	Engineering Evaluation Section 1.3 or 1.4 Yes ☐ No ☐	
Evaluation Activities	GCT has means for certification Yes ☐ No ☐	GCT has competence and capability for certification Yes ☐ No ☐	
Proceed to Evaluation Date _____		☐ Yes ☐ No	
Discussed all aspects of Certification Activities with Client Date _____		☐ Yes ☐ No	
SPE Number Assigned Date _____ SPE Number _____		☐ Yes ☐ No	
Send Client Contract Date _____		☐ Yes ☐ No ☐ N/A	

_____ _____

Deputy Program Manager Date

_____ _____

QA/QC Manager Date

Evaluation Plan and Document Checklist

Manufacturer				SPE Number	
Model Name		Model Type		Test Site	☐ NA
Scope of Certification	NSF/ANSI Standard 40 ☐	NSF/ANSI Standard 245 ☐	NSF/ANSI Standard 350 ☐	Other ☐	

Item	Responsible GCT Employee	Date	Document Available
Contract Quality Form QF031	William		☐ Yes ☐ No ☐ NA
Infiltration/Exfiltration Quality Form QF034	Jill		☐ Yes ☐ No ☐ NA
Unit Installation Quality Form QF035	Jill		☐ Yes ☐ No ☐ NA
In-Plant Audit Quality Form QF036	Jill		☐ Yes ☐ No ☐ NA
Equipment Evalution Quality Form QF037	Jill		☐ Yes ☐ No ☐ NA
Aerator Testing Quality Form QF040	Jill		☐ Yes ☐ No ☐ N
Drawing/Schematic	Jill		☐ Yes ☐ No ☐ NA
Aerator Specs/Curves	Jill		☐ Yes ☐ No ☐ NA
Diffuser	Jill		☐ Yes ☐ No ☐ NA
Alarm	Jill		☐ Yes ☐ No ☐ NA
Data Review	Ann		☐ Yes ☐ No ☐ NA
SPE Report Quality Form 051	William		☐ Written
Criteria Evaluation Quality Form 039	Gary		☐ Received
Approval/Denial of Certification	William		☐ Approved ☐ Denied
Reports Sent to Client			
SPE Report Quality Form 051	William		☐ Yes ☐ No
Certification Certificate Quality Form 053	William		☐ Yes ☐ No
Authority To Use Mark Quality Form 043	William		☐ Yes ☐ No
Official Listing Form Quality Form 052	William		☐ Yes ☐ No

Deputy Program Manager _____ Date _____

QA/QC Manager _____ Date _____

Infiltration Exfiltration Form

Date Analyzed	

SPE No._____

Test Site	Technician	Time	Compartment	Water Measurement inches	Time	Water Measurement inches	OK	Not OK	Analyst Initials

Comments

_____

_____

Published 2024.08.01
Replaces 2023.10.01

Test Installation Adjustment Removal Record

SPE_____

Plant Manufacturer: _____

Plant Model #: _____ Dosing GPD: _____

Compressor Manufacturer: _____Model: _____

Installation

Installation: Date: _____ Time: _____AM/PM Location: _____

☐ The unit <u>is</u> functioning satisfactorily.

☐ The unit <u>is not</u> functioning satisfactorily;
Adjustment scheduled for _____.

_____
Customer Representative's Signature

_____
Gulf Coast Testing Staff's Signature

Adjustment

Adjustment: Date: _____Time: _____AM/PM

Reason for Adjustment: _____

_____

_____

_____
Customer Representative's Signature

_____
Gulf Coast Testing Staff's Signature

Removal

Removal: Date: _____Time: _____AM/PM

_____
Customer Representative's Signature

_____
Gulf Coast Testing Staff's Signature

Gulf Coast Testing, LLC
5261 Highland Rd. #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

In-Plant Audit Form

SPE_____ (If Applicable)

Company Name:_____ ☐ Listed Company ☐ New Company

Manufacturer Name:_____

Facility Address:_____

Facility City, State/Country:_____

Plant Manager (name/title):_____

Person Contacted (name/title):_____

Visit Type: ☐ Initial Audit ☐ Annual Compliance Audit ☐ Follow Up Audit ☐ Agency Audit

PRODUCT TYPE	STD	MODEL NUMBER	LISTED/ NEW	SERIES NAME

Training and Certification Acceptable ☐ Yes ☐ No ☐ NA
Procurement Procedures Acceptable ☐ Yes ☐ No ☐ NA
Manufactured According to Company Quality Standards ☐ Yes ☐ No ☐ NA
Fabrication/Assembly Activities Acceptable ☐ Yes ☐ No ☐ NA
Environmental Conditions Acceptable ☐ Yes ☐ No ☐ NA
Records Up to Date ☐ Yes ☐ No ☐ NA
Documentation Manuals ☐ Yes ☐ No ☐ NA

This report confirms the evaluation/audit on _____ to determine compliance with NSF/ANSI Standard(s) and all related requirements. For any non-compliance, you are requested to submit on or before _____ a written explanation of planned and/or actual corrective action or a statement of disagreement with reasons. **Gulf Coast Testing's contract and policy prohibits the use of the Gulf Coast Testing® mark on products not in full compliance with the applicable standard and policies.** Completion of this report does not constitute acceptance for Certification/ Listing.

_____ _____
Inspector's Name Inspector's Signature

_____ _____
Manufacturer's Name Manufacturer's Signature

Gulf Coast Testing, LLC
5261 Highland Road #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Equipment Evaluation Form

SPE_____ (If Applicable)

Company Name: _____ Date: _____

Model Evaluated: _____ ☐ Listed ☐ New

Model Description: _____ NSF/ANSI Standard _____

Other Models in Series: _____

INSTRUCTIONS: Evaluate for each of the following requirements. (A=acceptable; X=not acceptable (see narrative); N=not applicable) Key: Standards (40, 245, 350); PM = GCT's Policy Manual; QP = GCT's Quality Procedures;

		GENERAL (GULF COAST TESTING POLICIES)
___	1	Model (QP03, QP04, QP06, QP07)
___	2	GCT® Mark (QP15, PM 4.4, 4.7, 4.9, 9.1, 9.2)
___	3	Literature (PM20)
___	4	Records on File (QP11, PM7, PM21)
___	5	Reevaluation/Periodic Monitoring (QP11, PM5, PM17)
___	6	General Format of Official Listing (PM16)
___	7	Verified Corrective Action (QP10, PM11)
___	8	Authorized Representatives (PM17, PM22)
___	9	Additional Models (QP05)
___	10	Distribution of Test Data (QP41)
		MATERIALS
___	11	Interior Surfaces (Standards 4.1)
___	12	Exterior Surfaces (Standards 4.2)
___	13	Welding (Standards 4.3)
___	14	Dissimilar Metals (Standards 4.4)
		DESIGN AND CONSTRUCTION
___	15	Exposed Surfaces (Standards 5.1)
___	16	Structural Integrity (Standards 5.2)
___	17	Water Tightness (Standards 5.3)
___	18	Noise (Standards 5.4)
___	19	Mechanical Components (NSF 5.5)
___	20	Electrical Components (NSF 5.6)
___	21	Access Ports (NSF 5.7)
___	22	Failure Sensing and Signaling Equip (Standards 5.8)
___	23	Flow Design (NSF 5.9)
___	24	Data Plate & Service Label (Standards 5.10)
___	25	Alternate Air Delivery Components (Standards 5.11)

		MANUALS
___	26	Owner's Manual (Standards 6.1)
___	27	Instruction Manual (Standards 6.2.1)
___	28	Operation and Maintenance Manual (Standards 6.2.2)
___	29	Troubleshooting and Repair Manual (Standards 6.2.3)
___	30	Other Documentation (Standards 7.0)
		SCALING AND ALTERNATE SYSTEMS
___	31	Design Review (Standard 40, Annex 1)
___	32	Tanks (Standard 40, Annex 1)
___	33	Structural Integrity (Standard 40, Annex 1)
___	34	Air Delivery (Standard 40, Annex 1)
___	35	Media (Standard 40, Annex 1)
___	36	Other (Standard 40, Annex 1)
		OPERATION AND MAINTENANCE
___	37	Limited Warranty (NSF Annex A.1)
___	38	Initial Service Policy (NSF Annex A.2.1)
___	39	Six-month service calls (NSF Annex A.2.1.1)
___	40	Notification (NSF Annex A.2.1.3)
___	41	Extended Service Policy (NSF Annex A.2.2)
___	42	Standby Parts (NSF Annex A.2.3)
___	43	Availability of Services (NSF Annex A.2.4)
		INSPECTION
___	44	Repeated items from last evaluation:

Gulf Coast Testing's contract and policy prohibit the use of the Gulf Coast Testing® mark on products not in full compliance with the applicable standard and policies. Completion of this report does not constitute acceptance for Certification/Listing.

Inspector: _____ Signature: _____

Manufacturer: _____ Signature: _____

Visual and Audible Alarm Test

Date Analyzed		SPE Number	

Aerator Model	

Ambient Noise Level		Noise Level Augmented	☐ Yes	☐ No

			GCT Observer No. 1		GCT Observer No. 2		GCT Observer No. 3	
Trial	Administrator Visual		15 Meter Visual Alarm Test		15 Meter Visual Alarm Test		15 Meter Visual Alarm Test	
1	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off
2	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off
3	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off	☐ On	☐ Off

Observer	Actual Number of Alarms Sounded at 15 Meters	Number of Alarms Observer Heard at 15 Meters
1		
2		
3		

The audible portion of the alarm shall not exceed 90 dBA at a distance of 10 ft when measured outdoors with both the alarm panel and sound level meter located at a minimum of 25 ft from any permanent structure.	☐ Yes	☐ No

Pass Visual Test	☐ Yes	☐ No	Pass Audible Test	☐ Yes	☐ No

GCT Employees	Printed Name	Initials
GCT Observer No. 1		
GCT Observer No. 2		
GCT Observer No. 3		
GCT Test Administrator		

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Replaces 2023.10.01

Aerator Testing Form

Date		SPE Number	

Test Site Representative	

Plant Manufacturer		Model		Location	

Aerator Manufactuer	Aerator Model	Time Device Installed on Aerator	Time Pressured Measured	Hours Connected Prior to Measurement	[1] Pressure PSI	[2] Flow Rate SCFM

[1] GCT Pressure Gauge Number	[2] GCT Flow Rate Gauge Number

Notes

Letter of Authority to Use Mark

Date

Company Name
Address
City, State Zip Code

Ref: Use of Certified Mark® Effective _____ through _____
For Individual Aerobic Wastewater Treatment Plant _____

Dear _____:

The is letter is being provided to _____ to allow for the above-mentioned Treatment Plant to use the Gulf Coast Testing, LLC's Certification Mark® after successfully completing the required testing as established by the NSF/ANSI Standard(s) _____. The certification Mark® is to be used solely on the above referenced treatment plant. Any misuse of the Mark®, *i.e.,* on non-complying products or modified products prior to retesting will be sufficient cause for Gulf Coast Testing, LLC to demand the removal of the certification Mark® from all non-complying products.

Very Truly Yours,

Gulf Coast Testing, LLC

William B. Daniel IV, P.E.

Letter for Revocation of Use of the Certified Mark

Date

Company Name
Address
City, State, Zip Code

Ref: Revocation of Certified Mark® Effective _____
For Individual Aerobic Wastewater Treatment Plant _____

Dear _____:

Due to misuse of the Certification Mark® for the above referenced Individual Mechanical Wastewater Treatment Plant, use of the Mark® should be discontinued. Misuse of the Mark® has occurred due to the following circumstances:

1)
2)
3)
4)

Use of all literature and promotional information pertaining to the Mark® should cease immediately. Any questions pertaining to this issue should be addressed to me.

Very Truly Yours,

Gulf Coast Testing, LLC

William B. Daniel IV, P.E.
Program Director

Gulf Coast Testing, LLC
5261 Highland Road #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Manufacturer's Audit Checklist Form

Company Name_____ Date_____

Model (s) Certified:

_____

Type: ☐ Initial Audit ☐ Annual Compliance Audit ☐ Follow Up Audit ☐ Regulatory Audit

Audit Number: _____ (Year-Audit Number)

Audit Materials and Equipment: Drawings, Installation and Service Manuals, SPE Report

Auditee Identification: _____

Appropriate Personnel: ☐ Yes ☐ No

Management Changes Since Last Audit: ☐ Yes ☐ No
If Yes, Assess Changes on Narrative Sheet

Audit Criteria: NSF/ANSI Standard _____, GCT Quality Manual, GCT Quality Procedures

Auditee Has Copies Available on Site ☐ Yes ☐ No

Previous (Open) Non-Conformance(s): ☐ Yes ☐ No

If Yes – Review Corrective Action Form for previous Non-Compliance(s)

Review GCT Quality Manual

☐ Section 4.0 ☐ Section 5.0 ☐ Section 6.0 ☐ Section 7.0 ☐ Section 8.0

Review GCT Quality Procedures

☐ QP03 ☐ QP04 ☐ QP05 ☐ QP06 ☐ QP07 ☐ QP08 ☐ QP10 ☐ QP11

☐ QP12 ☐ QP15 ☐ QP17 ☐ QP19 ☐ QP38 ☐ QP39

NSF/ANSI Standard _____ Reviewed: ☐ Yes ☐ No

Initial Version of Accreditation _____ Current Version _____

Complaint Log Reviewed Complaint Log: ☐ Yes ☐ No

Gulf Coast Testing, LLC
5261 Highland Road #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Equipment Evaluation Form: Reviewed and Attached (Discuss with Manufacturer relevant sections of Approved Standard)	☐ Yes ☐ No
Significant Changes in Construction of System Since Previous Audit If Yes, Attach Narrative Page	☐ Yes ☐ No
Additional Models Authorized If Yes, Attach Narrative Page	☐ Yes ☐ No
Mark Properly Affixed	
Manufacturers Name and Address	☐ Yes ☐ No
Model Number	☐ Yes ☐ No
Serial Number	☐ Yes ☐ No
Rated Daily Hydraulic Capacity	☐ Yes ☐ No
System Classification	☐ Yes ☐ No
Advertising Literature	☐ Yes ☐ No
Owner's Manual	
System's Model Designation	☐ Yes ☐ No
System Classification	☐ Yes ☐ No
Functional Description of the System Operation	☐ Yes ☐ No
Diagram Included Showing System Design and Flow Path	☐ Yes ☐ No
Types of Waste Treated	☐ Yes ☐ No
Household Substances Warning	☐ Yes ☐ No
Comprehensive Operating Instructions and Maintenance Responsibilities	☐ Yes ☐ No
Service-Related Obligations of Manufacturer	☐ Yes ☐ No
Requirements for Periodic Removal	☐ Yes ☐ No
Actions for Intermittent or Extended Periods of Non-Use	☐ Yes ☐ No
Detailed Instructions for Identifying System Malfunction	☐ Yes ☐ No
Use of the Data Plate by the Owner for Reference	☐ Yes ☐ No
Name and Telephone Number of Appropriate Service Representative	☐ Yes ☐ No
Description of Initial and Extended Service Policies	☐ Yes ☐ No
	☐ Yes ☐ No
Installation Manual	
Numbered List of System Components	☐ Yes ☐ No
Design, Construction, and Material Specifications	☐ Yes ☐ No
Wiring Schematic for Electrical System	☐ Yes ☐ No
Off-Loading and Un-Packing Instructions	☐ Yes ☐ No
Process Overview of the Function of Each Component	☐ Yes ☐ No
Expected Function of Entire System	☐ Yes ☐ No
Clear Definition of System Installation Requirements	☐ Yes ☐ No
Sequential Installation Procedure Form	☐ Yes ☐ No
Repair or Replacement Instructions	☐ Yes ☐ No
List of Sources for Replacement Components	☐ Yes ☐ No
Detailed Start Up Procedure	☐ Yes ☐ No
	☐ Yes ☐ No
Training Manual Reviewed and Appropriate	☐ Yes ☐ No
Training Certifications Reviewed and Appropriate	☐ Yes ☐ No
Manufacturer's Audits of Authorized Representatives Reviewed	☐ Yes ☐ No

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Official Listing Correct	☐ Yes ☐ No
Warranty Provided Initial Warranty (Attach Copy) Extended Warranty (Attach Copy)	 ☐ Yes ☐ No ☐ Yes ☐ No

Close Meeting

Audit Results Reviewed	☐ Yes ☐ No
Nonconformance Complete and Attached	☐ Yes ☐ No
Manufacturer Sent all Documents	☐ Yes ☐ No

Inspector's Name _____ Inspector's Signature _____

Manufacturer's Name _____ Manufacturer's Signature _____

Gulf Coast Testing, LLC
5261 Highland Rd, #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Audit Narrative Page

Audit Date: _____ **Audit Number:** _____

Model Number/Trade Designation, Standard, and applicable Standard or policy section shall be referenced along with cited deficiency.

Inspector's Name

Inspector's Signature

Manufacturer's Representative Name

Manufacturer's Representative Signature

Gulf Coast Testing, LLC
5261 Highland Rd. #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Authorized Representative Inspection Report

Certified Company Name:_____ Date:_____

Distributor Name:_____ Telephone #: _____

Distributor Address: _____

Contact Name:_____ Title:_____

Model Number(s) inspected during visit:_____ NSF/ANSI Standard: _____

	YES	NO
Knowledge of Gulf Coast Testing's Requirements:		
1. Was the authorized representative trained by the Certified Company concerning proper fabrication, installation, service, maintenance, and recordkeeping?		
2. Does authorized representative have complete set of operation, maintenance and installation instructions on file for each model?		
Conformance to Documentation of Listed Plant:		
3. Are the dimensions of the plant(s) identical to those published in the Standard Performance Evaluation?		
4. Are the plant(s) fiberglass, poly, or concrete? (Circle one)		
5. Are the components identical to those Evaluated and Listed (i.e., aerators, alarms, pumps, filters, diffusers, PVC sizes, etc.?)		
6. Has the authorized representative made any modifications to the design and/or construction of the listed plant(s)?		
7. Does the plant exhibit a smooth interior finish?		
8. Does the plant bear the Gulf Coast Testing® Mark?		
9. Data Plates 1. Name of Listed Manufacturer 2. Model number 3. Serial number 4. Rated capacity of plant 5. Designated class rating		
10. Is a complete set of instructions, initiation of service, operation, and maintenance available to be provided to the user?		
Verification of Service:		
11. Is a continuous service policy available to each owner? (Attach copy)		
12. Is the authorized representative's service label, including name, address, and phone number, attached to the control box?		
13. Are six month service calls being conducted and recorded?		
14. Are records of installations and service properly recorded? a. Are details of the service provided recorded? b. Are emergency calls recorded?		
15. Are component parts (i.e., aerators, filter, etc.) available should a plant's components need repair?		
Advertising:		
16. Does the authorized representative distribute any literature concerning the plant(s) other than the Listed Company's literature? (If so, attach a copy)		
17. Does the authorized representative advertise listed plants locally or in the phone book and reference Gulf Coast Testing? (If yes, attach copy of advertisement)		

This report will confirm the audit of your authorized representatives on _____ to determine compliance with NSF/ANSI Standard _____ and GULF COAST TESTING policies. For any non-compliance, you are requested to submit on or before _____ a written explanation of planned and/or actual corrective action or a statement of disagreement with reasons. **Gulf Coast Testing's contract and policy prohibit the use of the Gulf Coast Testing® mark on products not in full compliance with the applicable Standard and policies.** (Report shall be submitted to the Certified Company)

_____ _____
Inspector's Name Inspector's Signature

_____ _____
Authorized Representative's Name Authorized Representative's Signature

Gulf Coast Testing, LLC
5261 Highland Rd, #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

Site Visit Inspection Report

Certified Company's Name _____

Model Number of Plant in Service _____

Serial Number on Aerator _____

1. Name and address of owner: _____

_____

_____

Number of persons serviced by plant: _____

Installation date: _____

Name of installer if other than distributor: _____

Date and purpose of last service call: _____

_____

_____

	YES	NO
2. Is the record of installation and maintenance on this installation up to date and adequate?		
3. Service available within two working days?		
4. Are all component parts properly installed and operating?		
5. Are all data plates properly attached to: a. the control panel? b. the tank, riser, or aeration equipment?		
6. Have any modifications been made to the plant?		
7. Do components match listing documents?		
8. Are all access covers secure? By what method? _____		
9. Does the effluent appear turbid or foamy?		
10. Was user's manual available at the site? If no, why not? _____		
11. Was the local regulatory official present during this inspection? Agency _____ If yes, regulatory official's Name: _____ Address: _____ _____		
12. Comments regarding installation deficiency submitted on narrative page.		

This report will confirm the audit of your distributorship on _____ to determine compliance with NSF/ANSI Standard _____ and GCT policies. For any non-compliance, you are requested to submit on or before _____ a written explanation of planned and/or actual corrective action or a statement of disagreement with reasons. **Gulf Coast Testing's contract prohibits the use of the Gulf Coast Testing® Mark on products not in full compliance with the applicable Standard and policies.**

_____ _____
Inspector's Name Inspector's Signature

_____ _____
Manufacturer's Representative Name Manufacturer's Representative Signature

Complaint Documentation Form

Gulf Coast Testing, LLC
5261 Highland Rd, #347
Baton Rouge, Louisiana 70808
william.daniel@gctla.com

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (__) _____ Fax: (___) _____

Email: _____

Manufacturer and Model: _____

Nature of Complaint: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Complaint Number: _____ (To Be Assigned by Quality Assurance Officer)

Corrective Action Form

Audit No.:_____ **Non-Conformance No.: _____**

Complaint No.:_____ **SPE No.: _____**

Description of Problem:

_____
_____
_____
_____
_____

Auditor: _____ Date: _____

Received by: _____ Title: _____ **Date: _____**

Root Cause:

_____
_____
_____
_____

Corrective Action:

_____
_____
_____
_____
_____

Acknowledged By: _____ Title _____ Date: _____

Description of Follow-Up Audit:

_____
_____
_____
_____
_____

Auditor: _____ Date: _____

Received by: _____ Title: _____ **Date: _____**

GCT GULF COAST TESTING, LLC

Standard 40
Specific Performance
Evaluation Report

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09/07/22

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Standard 40
Specific Performance
Evaluation Report

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APPENDICES

Standard 245
Specific Performance
Evaluation Report

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Certification Certificate

Published 2024.08.01
Replaces 2023.10.01

GCT GULF COAST TESTING, LLC

Product Information

Product Name
Manufacturer
Original Certification Date
Certification Date
Certification End Date
Capacity
Material
Type
Class
Certification NSF/ANSI Standard
Approved Aerator(s)
    Manufacturer Model SPE#
Approved Diffuser(s)
    Manufacturer Model SPE#
Approved Alarm(s)
    Manufacturer Model SPE#
Documents
    Document Type PDF File

CERTIFICATION CERTIFICATE

Gulf Coast Testing LLC's Residential Aerobic Wastewater Testing Program personnel have performed a complete specific performance evaluation of the MANUFACTURER Model XXXXX XXX-hundred (XXX) gallon per day, Single Family Residence aerobic wastewater treatment system, manufactured by MANUFACTURER of CITY, STATE using the requirements and provisions of the NSF/ANSI Standard XX (20XX) and the Gulf Coast Testing Wastewater Certification Quality Procedures Manual. MANUFACTURER Model XXXXX aerobic wastewater treatment system has successfully completed all the requirements of the NSF/ANSI Standard XX (20XX) for Class 1 effluent.

The observations, data, analyses and results contained in this report are hereby certified to be correct.

All feeding and data collection was performed by Gulf Coast Testing, LLC at their wastewater test site in Ascension Parish located at 14378 Park Avenue, Prairieville, Louisiana. All laboratory testing was performed at Gulf Coast Testing LLC's laboratory also located at 14378 Park Avenue, Prairieville, LA.

MANUFACTURER and Gulf Coast Testing, LLC hereby agree to comply with the continual follow-up certification procedures as specified in the Gulf Coast Testing LLC's Wastewater Certification Manual. All data contained in this report is the property of Gulf Coast Testing, LLC and can only be released with the consent of Gulf Coast Testing, LLC.

This certification is effective as of MONTH DAY, 20XX and valid for seven (7) years ending on MONTH DAY, 20XX.

_____ _____

Program Manager MONTH DAY, 20XX Quality Assurance Officer MONTH DAY, 20XX

Gulf Coast Testing, LLC
5261 Highland Road #347
Baton Rouge, Louisiana 70808
(225) 281-3792 ● william.daniel@gctla.com

SPE Report Acceptance

Company Name	
Model Tested/Analyzed	
Standard	
SPE Report Number	

By signing below, I, _____, in my capacity as_____, for and on behalf of **CLIENT**, formally accept **SPE_____** Report as final. I warrant that I have the authority to accept the project on behalf of **CLIENT**.

_____

Signature Date

_____

Printed Name and Title

Flow Rate Measurement

Sample Location	Technician	Sub Location	Division of Day (Circle)	Date Sample Collected	Flow Rate 1 (sec/gal)	Flow Rate 2 (sec/gal)	Flow Rate 3 (sec/gal)	Avg Flow Rate (sec/gal)
			AM Noon PM					
			AM Noon PM					
			AM Noon PM					
			AM Noon PM					
			AM Noon PM					

Notes

GULF COAST TESTING, LLC

Odor

Sample Date		Deputy Program Manager		SPE Number	

Blank	Time Analyzed	Offensive	Non-Offensive	Odor Analyst	Odor Analyst Initials
DI Water		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		

Sample Location	Sub-Location	Time Analyzed	Offensive	Non-Offensive	Odor Analyst	Odor Analyst Initials
			☐	☐		
			☐	☐		
			☐	☐		
			☐	☐		
			☐	☐		

Comments

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Replaces 2023.10.01

GCT GULF COAST TESTING, LLC

Oily Film and Foam

Date Sample Analyzed	

Test Site	Technician	Sub Loc	Sample Type	Division of Day	Data Sample Collected	Sample Volume, mL	Oily Film	Foamy
				☐ AM ☐ Noon ☐ PM			☐ YES ☐ NO	☐ YES ☐ NO

Notes

QF344.Oily Film and Foam Test

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