



## PRODUCT SUBMISSION FORM INSTRUCTIONS

### 2026 Testing Season

#### SECTION 1

**COMPANY NAME:** Name of the company as it should read on testing program correspondence, including, but not limited to product approval letters and the list of approved products.

**CONTACT NAME:** Name of the person submitting the product for testing.

**ADDRESS:** The address you would like associated with the product submission. Any approval letters will be sent via email when possible. If an email address is not provided, this address will be used to send all associated correspondence.

**ACCOUNTS PAYABLE CONTACT NAME and EMAIL ADDRESS:** Name and email address of the person responsible for paying invoices and testing fees.

#### SECTION 2

**PRODUCT NAME:** This is the name of the product line (if there are multiple models) or the product name if it's a single product line. For example, Company X is submitting several "Bear Be Gone" coolers in different sizes for product testing. This product submission form deals with their 45 Quart Model BBG-45-W. The product name in this example would be "Bear Be Gone Cooler."

**MODEL NAME/NUMBER:** This is the actual model of the product within a given product line or its number or size if it is a single product line. In the above example, the model number would be "BBG-45-W."

**PRODUCT TYPE:** pick the category that most accurately represents the primary use of the product being submitted.

**IS THIS A PRODUCT RE-TEST?** The answer to this question will be "No" unless the exact product model has been tested before, failed testing and has been modified (i.e. changed) to address the area(s) where the product failed in the earlier the test. *If you check "yes" to this question, you MUST COMPLETE THE QUESTION IMMEDIATELY BELOW ON THE PRODUCT SUBMISSION FORM AND DESCRIBE WHAT ON THE PRODUCT HAS BEEN CHANGED.*

**PRODUCT SPECIFICATIONS:** can be stated in either standard or metric measurements.

**TESTING VIDEO AND PRODUCT DISPOSITION:** If you would like to download a copy of the video from your product test for \$100 fee, check the "Y" box. If you want your product returned to you after testing, please check "Y" here and provide a pre-printed FedEx mailing label with your account number with your product, or make alternate arrangements with the testing facility.

## SECTION 4

PRODUCT MATERIAL: Please describe the gauge of plastic or metal used, process used (i.e. injection molding or roto-molding) and any areas that have been reinforced with metal or plastic channels to provide structural support to the product.

DESCRIPTION OF LATCHING SYSTEM: Please provide **detailed** information about the design and operation of the latching system. Please also describe if product is self-closing, self-latching, fully-automated, etc. Proprietary information will NOT be disclosed to the public.

EXTRA STEPS NEEDED TO SECURE CONTAINER OR CONTENTS: Please indicated whether or not there are any special steps needed to secure product or its contents such as a padlock on each corner, a coin to turn a screw, etc.

IF MORE THAN ONE VERSION OF A PRODUCT IS BEING SUBMITTED, PLEASE DESCRIBE HOW THEY DIFFER: If you are submitting more than one prototype of a product (for example, if you are testing multiple 65-gallon, residential, curbside carts that differ ONLY in the thickness of their lids or you are submitting carts that have different latching systems but are identical in every other way) please describe how they differ from the prototype described on this product submission form.

OTHER NOTES OR INSTRUCTIONS: Please note any other pertinent information we need to know about the product here.

SIGNATURE: Please sign the product submission form here. By signing you agree to the terms of the product test as described in the testing protocol and you also agree that any products submitted and not picked up within 60 days after testing become the property of the testing facility and may be disposed of at their discretion. **You are also acknowledging that you understand that ANY modifications to THIS product after testing VOIDS THIS TEST unless the changes are approved by testing program administrators.**

**Please send completed Product Submission Form to: [testing@igbconline.org](mailto:testing@igbconline.org)**

***IMPORTANT: Testing personnel are unable to sign Non-Disclosure Agreements (NDA's). We will, however, make every effort to maintain confidentiality of proprietary information related to submitted products.***