

# CPSC Lab Registration Screens and Logic Summary

The CPSC Lab Registration application is available to the public, hosted by the CPSC public website at

<https://www.cpsc.gov/cgibin/LabRegEntry>

The available screens and logical sequence depend on the whether the submission comes from a conformity assessment body ("lab") that has already been approved by the CPSC or it is a first time user seeking such approval. Let us start with the first time user full experience and, after that, turn our attention to the options available for approved labs. The home page is:



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

1. Lab ID is a four-digit number assigned by CPSC.
2. Reference ID is a six-digit number you received after submission if you don't have a Lab ID.
3. Requested password will be sent to your applicant's email.
4. It is your responsibility to advise CPSC of changes to the applicant or representative's email address.
5. Report any suspected fraudulent activity immediately to [labaccred@cpsc.gov](mailto:labaccred@cpsc.gov).
6. The password expires 180 days after last activity.
7. You are allowed one new password per 24-hour period.

## Welcome to CPSC Application for Third Party Testing Laboratories

This website supports the application of third party independent laboratories, third party firewalled laboratories, and third party governmental laboratories who wish to be registered with the CPSC as an accredited laboratory to test children's products for conformity with the Commission's children's product safety rules.

These laboratories must be accredited by an International Laboratory Accreditation Cooperation-Mutual Recognition Arrangement (ILAC-MRA) signatory accreditation body and the accreditation must be registered with, and accepted by, the Commission. All applicants must provide a copy of the laboratory accreditation certificate and relevant scope documents. These documents must be submitted electronically and in the English language. **The electronic filenames must have only English letters and numbers because the CPSC system is not able to open files with names that contain non-English characters.** The scope document for the laboratory seeking acceptance of its accreditation must include an explicit reference to each children's product safety rule and/or test method (as shown on the CPSC registration form) for which it is applying.

**If this is the first time your lab has applied for accreditation, click on First Time User.**

**If you are returning user,** enter the 4-digit Lab ID or 6-digit Reference ID and click on Request Password. A password will be mailed to your representative and applicant's email addresses. When you receive the password, enter the 4-digit Lab ID or 6-digit Reference ID and the Password and click on Login. If you are unable to log on, or if you have questions regarding the application process, please send a message to [labaccred@cpsc.gov](mailto:labaccred@cpsc.gov)

A listing of ILAC-MRA signatory accrediting bodies is available on the Internet at <http://ilac.org/members-by-category/>

For additional information on third party lab accreditation, including requirements for Firewalled and Governmental Laboratories, refer to Federal Register notices and other links at our [Laboratory Accreditation web page](#)

The complete rule for CPSC acceptance of testing laboratories is at 16 CFR Part 1112. The rule is linked at [www.ecfr.gov](http://www.ecfr.gov). Browse Title 16 - Commercial Practices. Go to Part 1112, "REQUIREMENTS PERTAINING TO THIRD PARTY CONFORMITY ASSESSMENT BODIES"

Once a laboratory is accepted for a specific scope, information is posted on the CPSC Website [Public Listing of CPSC-Accepted Laboratories](#)

### Firewalled Laboratory:

Registration as a firewalled conformity assessment body (firewalled testing laboratory) is required if there is an ownership or controlling interest in the laboratory of 10% or more by a manufacturer or private labeler of children's products subject to the safety requirements for which you are applying, and/or the laboratory is otherwise controlled by the manufacturer or private labeler. These ownership or controlling interests must be included in the application. In addition, the applicants must submit copies of the firm's established materials used for training its employees on the process and means by which allegations of any attempt by the manufacturer, private labeler or other interested party to hide or exert undue influence over test results can be immediately and confidentially reported to the Commission.

### Governmental Laboratory:

Ownership or control, in whole or in part, of a conformity assessment body (testing laboratory) by a governmental entity requires registration as a governmental conformity assessment body. If the conformity assessment body is owned or controlled in part or in whole by a government, the governmental entity(s) must be named. This includes indirect ownership or control through governmental ownership of interests in any partners of this conformity assessment body.

The phrase "governmental entity" refers to any governmental entity in your country or administrative area, whether national, provincial, territorial, local, etc., and includes state-owned entities even if those entities do not carry out governmental functions.

\* The time estimated for this information collection is approximately one hour.  
This information collection request expires on 01/31/2023.

CPSC Form 223  
OMB Control Number 3041-0143

## First Time User Submissions

The fields marked as "Lab or reference ID" and password should be used by approved labs. New labs use the "First Time User" button, which will bring up the Lab Information page:



### U.S. Consumer Product Safety Commission CPSC Form 223 - Lab Accreditation

#### Consumer Product Conformity Assessment Body (Testing Laboratory)

##### Registration Form: Initial Request for First Time User

This registration form and all related materials (certificate, scope documents, and training materials, if required) must be submitted electronically and in the English language.

Please capitalize only the first letter of words and names (except for abbreviations) when filling out this form. Note an asterisk (\*) denotes a required field. Thank you!

\* 1. Legal name of the laboratory:

Test Lab

2. Full address of the laboratory:

\* Street (Line 1): Street

Street (Line 2):

\* City/Town/County: City State, Province, or Territory: State

\* Country or Administrative Area: United States Postal Code: 12345

3. Laboratory name as you wish it listed on the CPSC website, if different than legal name (leave blank if same):

Legal List

4. Laboratory's authorized representative (to be displayed on the CPSC website):

\* Family name(s): Smith First (Given) name: John

Title: President \* Email: jsmith@lab.org

Telephone #: Fax #:

5. Laboratory website:

6. Applicant Information (Point of contact for registration questions. Not for CPSC website display):

\* Family name(s): Smith First (Given) name: Anna

Title: Lab Manager \* Email: asmith@lab.org

Multiple email addresses may be inserted, separated by semi-colons. All lab representative and applicant email addresses will have the ability to receive login password.

Save and Continue

CPSC Form 223  
OMB Control Number 3041-0143

Questionnaire to determine possible government or business controlling interest



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

Registration Form: Initial Request for First Time User

Lab: **Test Lab**

To preserve data integrity, do NOT use your browser's Back button. Instead, use the two buttons below to navigate between screens.

Previous Screen

Save and Continue

Type of Laboratory:

Definitions:

- a. **Independent:** Independent third party conformity assessment bodies (laboratories) are laboratories that are neither owned, managed, or controlled by a manufacturer or private labeler of a children's product to be tested by the laboratory, nor owned or controlled, in whole or in part, by a government;
- b. **Firewalled:** A laboratory must apply for firewalled status if the lab intends to test a children's product that is subject to a CPSC children's product safety rule for the purpose of supporting a Children's Product Certificate and the product is made or imported by the owning, managing, or controlling entity of the laboratory:

1. Questions to determine if the laboratory is owned, managed, or controlled by a manufacturer or private labeler of a children's product;

- i. For purposes of determining whether a laboratory is firewalled, "manufacturer" includes a trade association.
- ii. A manufacturer or private labeler is considered to own, manage, or control a laboratory if any one of the following characteristics applies:

Please answer Yes or No to each element as it applies to your laboratory.

- Yes  No (A) A manufacturer or private labeler of the children's product holds a 10 percent or greater ownership interest, whether direct or indirect, in the laboratory. Indirect ownership interest is calculated by successive multiplication of the ownership percentages for each link in the ownership chain
- Yes  No (B) The laboratory and a manufacturer or private labeler of the children's product are owned by a common "parent" entity or
- Yes  No (C) A manufacturer or private labeler of the children's product has the ability to appoint any of the laboratory's senior internal governing body (such as, but not limited to, a board of directors), the ability to appoint the presiding official (such as, but not limited to, the chair or president) of the laboratory's senior internal governing body, the ability to hire, dismiss, or set the compensation level for laboratory personnel, regardless of whether this ability is ever exercised

- c. **Governmental:** Governmental laboratories are owned or controlled, in whole or in part, by a government. For purposes of this part, "government" includes any unit of a national, territorial, provincial, regional, state, tribal, or local government, and a union or association of sovereign states. "Government" also includes domestic, as well as foreign entities. A laboratory is "owned or controlled, in whole or in part, by a government" if any one of the following characteristics applies:

Please answer Yes or No to each element as it applies to your laboratory.

- Yes  No (1) A governmental entity holds a 1 percent or greater ownership interest, whether direct or indirect, in the laboratory. Indirect ownership interest is calculated by successive multiplication of the ownership percentages for each link in the ownership chain
- Yes  No (2) A governmental entity provides any direct financial investment or funding (other than fee for work)
- Yes  No (3) A governmental entity has the ability to appoint a majority of the laboratory's senior internal governing body (such as, but not limited to, a board of directors)go the ability to appoint the presiding official of the laboratory's senior internal governing body (such as, but not limited to, chair or president)go and/or the ability to hire, dismiss, or set the compensation level for laboratory personnel
- Yes  No (4) Laboratory management or technical personnel include any government employees
- Yes  No (5) The laboratory has a subordinate position to a governmental entity in its external organizational structure (not including its relationship as a regulated entity to a government regulator) or
- Yes  No (6) Apart from its role as regulator, the government can determine, establish, alter, or otherwise affect:
  - i. The laboratory's testing outcomes
  - ii. The laboratory's budget or financial decisions
  - iii. Whether the laboratory may accept particular offers of work or
  - iv. The laboratory's organizational structure or continued existence.

The authorized laboratory representative attests that the answers to the questions above are true.

\* Authorized Lab Representative Name   
\* Title or Position at Laboratory

Previous Screen

Save and Continue

If any of questionnaire answers was affirmative, this page applies (top half, see next page for bottom)



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

Registration Form: Initial Request for First Time User

Lab: **Test Lab**

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Previous Screen

Save and Continue

**Laboratory Ownership:**

**Firewalled/Governmental Conformity Assessment Body**

The answers supplied in the previous page establish that there is an ownership or controlling interest in this laboratory by manufacturers or private labelers of children's products subject to the safety requirements being applied for **AND** there is an ownership or controlling interest in this laboratory by one or more government entities.

These government and non-government entities must be identified in the boxes below.

Name of Manufacturer or Private Labeler	Percent Owned or Percent Controlled (Do not use the "%" character)
a. <input type="text"/>	<input type="text"/>
b. <input type="text"/>	<input type="text"/>
c. <input type="text"/>	<input type="text"/>
d. <input type="text"/>	<input type="text"/>
e. <input type="text"/>	<input type="text"/>
f. <input type="text"/>	<input type="text"/>
g. <input type="text"/>	<input type="text"/>
h. <input type="text"/>	<input type="text"/>
i. <input type="text"/>	<input type="text"/>
j. <input type="text"/>	<input type="text"/>

You may request, by checking the box below, that the CPSC consider manufacturer or private labeler ownership information as confidential and exempt from public disclosure. This request of confidentiality does not relieve the applicant from the obligation to provide CPSC with the required ownership information.

Yes, I claim that this information should be considered as confidential and exempt from public disclosure.

\_\_\_\_\_

Name of Government Entity	Percent Owned or Percent Controlled (Do not use the "%" character)
a. <input type="text"/>	<input type="text"/>
b. <input type="text"/>	<input type="text"/>
c. <input type="text"/>	<input type="text"/>
d. <input type="text"/>	<input type="text"/>
e. <input type="text"/>	<input type="text"/>
f. <input type="text"/>	<input type="text"/>
g. <input type="text"/>	<input type="text"/>
h. <input type="text"/>	<input type="text"/>
i. <input type="text"/>	<input type="text"/>
j. <input type="text"/>	<input type="text"/>

Ownership or control by a governmental entity may not be considered as confidential and exempt from public disclosure.

\_\_\_\_\_

**Please attach materials for Firewalled lab**

If the owning or controlling manufacturer or private labeler of children's products, subject to the safety requirements for which you are applying is using this entity for the required testing of their products, the conformity assessment body must submit a copy of the firm's established materials used for training its employees on policies to protect against undue influence. **These documents typically include laboratory operation or quality manuals and/or other training materials. The documents must include:**

- i. The third party conformity assessment body's established policies and procedures that explain:
  - A. How the third party conformity assessment body will protect its test results from undue influence by the manufacturer, private labeler, or other interested party;
  - B. That the CPSC will be notified immediately of any attempt by the manufacturer, private labeler, or other interested party to hide or exert undue influence over the third party conformity assessment body's test results; and
  - C. That allegations of undue influence may be reported confidentially to the CPSC;
- ii. Training documents, including a description of the training program content, showing how employees are trained annually on the policies and procedures related to undue influence
- iii. Training records, including a list and corresponding signatures, of the staff members who received the training. The records must include training dates, location, and the name and title of the individual providing the training;
- iv. An organizational chart(s) of the third party conformity assessment body that includes the names of all third party conformity assessment body personnel, both temporary and permanent, and their reporting relationship within the third party conformity assessment body;
- v. An organizational chart(s) of the broader organization that identifies the reporting relationships of the third party conformity assessment body within the broader organization (using both position titles and staff names); and
- vi. A list of all third party conformity assessment body personnel with reporting relationships outside of the third party conformity assessment body. The list must identify the name and title of the relevant third party conformity assessment body employee(s) and the names, titles, and employer(s) of all individuals outside of the third party conformity assessment body to whom they report

**The electronic filenames must have only English letters and numbers because the CPSC system is not able to open files with names that contain non-English characters.**

To upload documents:

- First make sure that the appropriate document type is selected.
- Click on the Browse button and select the document to be uploaded from your workstation
- When the document name appears in the field next to the Browse button, click on the Attach button
- The file name will be displayed under Attached files
- If there are additional documents to be uploaded, repeat these instructions.

Each file size must be less than 10MB. You can upload up to 40 files. Executable and script files are not allowed.

Select file to attach. Repeat the attachment process if you have more than one document.

Document Type:

Attachment(s):

None

Comment

For independent labs only, attestation of said status, as inferred from all negative answers in the questionnaire (appears *instead* of the previous page)



U.S. Consumer Product Safety Commission  
**CPSC Form 223 - Lab Accreditation**

**Registration Form: Initial Request for First Time User**

Lab: **Test Lab**

**To preserve data integrity, do NOT use your browser's Back button. Instead, use the two buttons below to navigate between screens.**

Previous Screen

Save and Continue

**Laboratory Ownership:**

**Independent Conformity Assessment Body**

The answers supplied in the previous page establish that this is an independent laboratory.

The authorized laboratory representative attests that this is an independent laboratory.

Previous Screen

Save and Continue

CPSC Form 223

OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION. LAB ACCREDITATION VERSION 4.09

## Certificate list: Add edit or delete certificates



### U.S. Consumer Product Safety Commission CPSC Form 223 - Lab Accreditation

#### Registration Form: Initial Request for First Time User

Lab: **Test Lab**

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Previous Screen

Save and Continue

#### Laboratory Accreditation Information:

The Laboratory must be accredited by an ILAC-MRA signatory accreditation body. The accreditation must be to ISO Standard ISO/IEC 17025 -- General Requirements for the Competence of Testing and Calibration Laboratories, and the scope of the accreditation must expressly include the CPSC rules and/or test methods for which you are applying.

Click the button below to add a certificate from an ILAC-MRA accreditation body

Add a Certificate from an ILAC-MRA Accreditation Body

Previous Screen

Save and Continue

CPSC Form 223  
OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION, LAB ACCREDITATION VERSION 4.08

## The same screen, after a certificate was added



### U.S. Consumer Product Safety Commission CPSC Form 223 - Lab Accreditation

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Previous Screen

Save and Continue

#### Laboratory Accreditation Information:

The Laboratory must be accredited by an ILAC-MRA signatory accreditation body. The accreditation must be to ISO Standard ISO/IEC 17025 -- General Requirements for the Competence of Testing and Calibration Laboratories, and the scope of the accreditation must expressly include the CPSC rules and/or test methods for which you are applying.

Action	Certificate	Accreditation Body	Effective Date	Expiration Date	Scope Count	Document Count	
<input type="checkbox"/>	8128	HOKLAS (Hong Kong Laboratory Accreditation Scheme)	11/05/2018		6	2	<a href="#">Delete</a>

#### Certificate and scope options:

- To edit certificate information on the certificate shown above and to choose CPSC rules and/or test methods for its scope, click on the Action Box and select Edit
- To add another certificate from an ILAC-MRA accreditation body, click on the button below.

Add Another Certificate from an ILAC-MRA Accreditation Body

Previous Screen

Save and Continue

CPSC Form 223  
OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION, LAB ACCREDITATION VERSION 4.09



Certificate detail screen: accreditation body, certification date, optional expiration date, certificate scope (CPSC Rules and/or Test Methods covered) and supporting documents attached



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

Registration Form: Initial Request for First Time User

Lab: **Test Lab**

To preserve data integrity, do NOT use your browser's Back button to go back to the Certificate list.

Cancel Changes

Save Certificate

Certificate from an ILAC-MRA Accreditation Body:

You must select an ILAC-MRA signatory accreditation body from the drop-down list.

\*Name of ILAC-MRA signatory accreditation body providing accreditation  
HOKLAS (Hong Kong Laboratory Accreditation Scheme)

\*Date of Accreditation to ISO/IEC 17025 (mm/dd/yyyy)  
11/05/2018

\*Certificate number  
8128

Expiration date (mm/dd/yyyy)

Scope:

- 16 CFR Part 1501, Small Parts Regulation
- 16 CFR Part 1610, Standard for the Flammability of Clothing Textiles
- 16 CFR Part 1611, Flammability of Vinyl Plastic Film
- 16 CFR Part 1615, Standard for the Flammability of Children's Sleepwear: Sizes 0 through 6X (FF 3-71)
- 16 CFR Part 1616, Standard for the Flammability of Children's Sleepwear: Sizes 7 through 14 (FF 5-74)
- 16 CFR Part 1630, Surface Flammability of Carpets and Rugs

Click on "Select Scope" to select the CPSC regulations or test methods for which you are seeking acceptance.  
Click again if you wish to modify your selections.

Select Scope

Please review attached associated Certificate and Scope documents

All registrants must provide an English language copy of the laboratory accreditation certificate and relevant scope documents. The electronic filenames must have only English letters and numbers because the CPSC system is not able to open files with names that contain non-English characters.

To upload documents:

- First make sure that the appropriate document type is selected.
- Click on the Browse button and select the document to be uploaded from your workstation
- When the document name appears in the field next to the Browse button, click on the Attach button
- The file name will be displayed under Attached files
- If there are additional documents to be uploaded, repeat these instructions.

Each file size must be less than 10MB. You can upload up to 40 files. Executable and script files are not allowed.

Select file to attach. Repeat the attachment process if you have more than one document.

Browse...

Document Type: Certificate/Scope Attach

Attachment(s):

- ScopeCSV.txt
- TScope.txt

Remove selected attachment(s)

Please attach the full relevant scope document(s) to your application. Do not upload only sections of your scope document(s). Text searchable file formats are preferred. Include information on where to find the CPSC-required rule and/or testing method references in your scope (e.g., page numbers) in the comment field. Also include in the comment field a description of your request (e.g., "first time applicant" or "requesting expanded scope") and include any other helpful information such as a link to your scope on the accreditation body website.

Comment

Text input field for comment

Cancel Changes

Save Certificate



Scope selection screen: add or remove scope items for the respective certificate



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

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To preserve data integrity, do NOT use your browser's Back button to go back to the Certificate edit screen.

Save Scope Selection

Select CPSC Rules and/or Test Methods for

Accreditation Body: A2LA (American Association for Lab Accreditation)

Certificate Number: ABC-1234

The accreditation and certificate information below applies to the following CPSC rules and/or test methods:

\*The scope document for the laboratory seeking acceptance of its accreditation must include an explicit reference to each item below for which it is applying.

16 CFR Part 1303 (CPSC-CH-E1003-09 or CPSC-CH-E1003-09.1),  
Lead Paint Regulation, Reference 4 and 5

16 CFR Part 1303 (ASTM F2853-10), Lead Paint  
Regulation, Reference 4 and 6

Lead in Non-Metal Children's Products (test method CPSC-CH-E1002-08  
and/or CPSC-CH-E1002-08.1 and/or CPSC-CH-E1002-08.2 and/or CPSC-CH-  
E1002-08.3), Reference 3

Lead in Children's Metal Products (test method CPSC-CH-  
E1001-08 and/or CPSC-CH-E1001-08.1 and/or CPSC-CH-  
E1001-08.2 and/or CPSC-CH-E1001-08.3), Reference 1

Lead in Children's Metal Jewelry (test method CPSC-CH-E1001-08 and/or  
CPSC-CH-E1001-08.1 and/or CPSC-CH-E1001-08.2 and/or CPSC-CH-E1001-  
08.3), Reference 1 or 2

Determination of Phthalates (test method CPSC-CH-C1001-  
09.3 and/or GB/T 22048-2008), Reference 7 and 8

This is a very long screen. A number of similar item (checkbox selections) has been omitted in the interest of legibility

4.26 (ASTM F963-11), Toys Intended to Be Attached to a Crib or Playpen  
(except labeling and/or instructional literature requirements)

4.27 (ASTM F963-11), Stuffed and Beanbag-Type Toys

4.30 (ASTM F963-11), Toy Gun Marking

4.32 (ASTM F963-11), Certain Toys with Nearly Spherical  
Ends

4.35 (ASTM F963-11), Pompoms

4.36 (ASTM F963-11), Hemispheric-Shaped Objects

4.37 (ASTM F963-11), Yo-Yo Elastic Tether Toys

4.38 (ASTM F963-11), Magnets (except labeling and/or  
instructional literature requirements)

4.39 (ASTM F963-11), Jaw Entrapment in Handles and Steering Wheels

Save Scope Selection

CPSC Form 223

OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION. LAB ACCREDITATION VERSION 4.08

As stated in the screenshot, the screen has been truncated to avoid excessive size reduction. The next tables present the full list of available selections in the same layout as presented in the actual screen.

**CFR**

16 CFR Part 1303 (CPSC-CH-E1003-09 or CPSC-CH-E1003-09.1), Lead Paint Regulation, Reference 4 and 5	16 CFR Part 1303 (ASTM F2853-10), Lead Paint Regulation, Reference 4 and 6
Lead in Non-Metal Children's Products (test method CPSC-CH-E1002-08 and/or CPSC-CH-E1002-08.1 and/or CPSC-CH-E1002-08.2 and/or CPSC-CH-E1002-08.3), Reference 3	Lead in Children's Metal Products (test method CPSC-CH-E1001-08 and/or CPSC-CH-E1001-08.1 and/or CPSC-CH-E1001-08.2 and/or CPSC-CH-E1001-08.3), Reference 1
Lead in Children's Metal Jewelry (test method CPSC-CH-E1001-08 and/or CPSC-CH-E1001-08.1 and/or CPSC-CH-E1001-08.2 and/or CPSC-CH-E1001-08.3), Reference 1 or 2	Determination of Phthalates (test method CPSC-CH-C1001-09.3 and/or GB/T 22048-2008), Reference 7 and 8
Determination of Phthalates (Test Method CPSC-CH-C1001-09.4)	16 CFR Part 1203, Bicycle Helmets
16 CFR Part 1215, Infant Bath Seats	16 CFR Part 1216, Infant Walkers
16 CFR Part 1217, Safety Standard for Toddler Beds	16 CFR part 1218, Safety Standard for Bassinets and Cradles
16 CFR Part 1219, Safety Standard for Full-Size Cribs	16 CFR Part 1220, Safety Standard for Non-Full-Size Cribs
16 CFR Part 1221, Safety Standard for Play Yards	16 CFR Part 1222, Safety Standard for Bedside Sleepers
16 CFR Part 1223, Safety Standard for Infant Swings	16 CFR Part 1224, Safety Standard for Portable Bed Rails
16 CFR Part 1225, Safety Standard for Hand-Held Infant Carriers	16 CFR Part 1226, Safety Standard for Soft Infant and Toddler Carriers
16 CFR Part 1227, Safety Standard for Carriages and Strollers	16 CFR Part 1228, Safety Standard for Sling Carriers
16 CFR Part 1229, Safety Standard for Infant Bouncer Seats	16 CFR Part 1230, Safety Standard for Frame Child Carriers
16 CFR Part 1232, Safety Standard for Children's Folding Chairs and Stools	16 CFR Part 1233, Safety Standard for Portable Hook-On Chairs
16 CFR Part 1234, Safety Standard for Infant Bath Tubs	16 CFR Part 1420, Requirements for All-Terrain Vehicles
16 CFR Part 1500.86(a)(7) and (8), Dive Sticks and Other Similar Articles	16 CFR Part 1500.86(a)(5), Clacker Balls
16 CFR Part 1501, Small Parts Regulation	16 CFR Part 1505, Electrically operated toys/articles
16 CFR Part 1510, Rattles	16 CFR Part 1511, Pacifiers
16 CFR Part 1512, Bicycles	16 CFR Part 1513, Children's Bunk Beds
16 CFR Part 1610, Standard for the Flammability of Clothing Textiles	16 CFR Part 1611, Flammability of Vinyl Plastic Film
16 CFR Part 1615, Standard for the Flammability of Children's Sleepwear: Sizes 0 through 6X (FF 3-71)	16 CFR Part 1616, Standard for the Flammability of Children's Sleepwear: Sizes 7 through 14 (FF 5-74)
16 CFR Part 1630, Surface Flammability of Carpets and Rugs	16 CFR Part 1631, Surface Flammability of Small Carpets and Rugs
16 CFR Part 1632, Standard for the Flammability of Mattresses and Mattress Pads (FF 4-72, Amended)	16 CFR Part 1633, Standard for the Flammability (Open Flame) of Mattress Sets

**ASTM F963 Standard Consumer Safety Specifications for Toy Safety - ASTM F963-07e1**

4.27 (ASTM F963-07e1), Toy Chests (except labeling and/or instructional literature requirements)	
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**ASTM F963-16/F963-17 - Standard Consumer Safety Specifications for Toy Safety - 16 CFR Part 1250**

4.3.5.1(2) (ASTM F963-16/F963-17), Surface Coating Materials – Soluble Test for Metals	4.3.5.2 (ASTM F963-16/F963-17), Toy Substrate Materials
4.3.6.3 (ASTM F963-16/F963-17), Cleanliness of Liquids, Pastes, Putties, Gels, Powders and Items of Avian Feather Origin (except for cosmetics and tests on formulations used to prevent microbial degradation)	4.3.7 (ASTM F963-16/F963-17), Stuffing Materials
4.5 (ASTM F963-16/F963-17), Sound Producing Toys	4.6 (ASTM F963-16/F963-17), Small Objects (except labeling and/or instructional literature requirements)
4.7 (ASTM F963-16/F963-17), Accessible Edges (except labeling and/or instructional literature requirements)	4.8 (ASTM F963-16/F963-17), Projections (except bath toy projections)
4.9 (ASTM F963-16/F963-17), Accessible Points (except labeling and/or instructional literature requirements)	4.10 (ASTM F963-16/F963-17), Wires or Rods
4.11 (ASTM F963-16/F963-17), Nails and Fasteners	4.12 (ASTM F963-16/F963-17), Plastic Film
4.13 (ASTM F963-16/F963-17), Folding Mechanisms and Hinges	4.14 (ASTM F963-16/F963-17), Cords, Straps, and Elastics
4.15 (ASTM F963-16/F963-17), Stability and Overload Requirements	4.16 (ASTM F963-16/F963-17), Confined Spaces
4.17 (ASTM F963-16/F963-17), Wheels, Tires, and Axles	4.18 (ASTM F963-16/F963-17), Holes, Clearances, and Accessibility of Mechanisms

4.19 (ASTM F963-16/F963-17), Simulated Protective Devices (except labeling and/or instructional literature requirements)	4.20.1 (ASTM F963-16/F963-17), Pacifiers with Rubber Nipples/Nitrosamine Test
4.20.2 (ASTM F963-16/F963-17), Toy Pacifiers	4.21 (ASTM F963-16/F963-17), Projectile Toys
4.22 (ASTM F963-16/F963-17), Teethers and Teething Toys	4.23.1 (ASTM F963-16/F963-17), Rattles with nearly spherical, hemispherical, or circular flared ends
4.24 (ASTM F963-16/F963-17), Squeeze Toys	4.25 (ASTM F963-16/F963-17), Battery-Operated Toys (except labeling and/or instructional literature requirements)
4.26 (ASTM F963-16/F963-17), Toys Intended to Be Attached to a Crib or Playpen (except labeling and/or instructional literature requirements)	4.27 (ASTM F963-16/F963-17), Stuffed and Beanbag-Type Toys
4.30 (ASTM F963-16/F963-17), Toy Gun Marking	4.32 (ASTM F963-16/F963-17), Certain Toys with Nearly Spherical Ends
4.35 (ASTM F963-16/F963-17), Pompoms	4.36 (ASTM F963-16/F963-17), Hemispheric-Shaped Objects
4.37 (ASTM F963-16/F963-17), Yo-Yo Elastic Tether Toys	4.38 (ASTM F963-16/F963-17), Magnets (except labeling and/or instructional literature requirements)
4.39 (ASTM F963-16/F963-17), Jaw Entrapment in Handles and Steering Wheels	4.40 (ASTM F963-16/F963-17), Expanding Materials
4.41 (ASTM F963-16/F963-17), Toy Chests (except labeling and/or instructional literature requirements)	

### ASTM F963 Standard Consumer Safety Specifications for Toy Safety - ASTM F963-11

ASTM F963 Standard Consumer Safety Specifications for Toy Safety - ASTM F963-11	
4.3.5.1(2) (ASTM F963-11), Surface Coating Materials – Soluble Test for Metals	4.3.5.2 (ASTM F963-11), Toy Substrate Materials
4.3.6.3 (ASTM F963-11), Cleanliness of Liquids, Pastes, Putties, Gels, and Powders (except for cosmetics and tests on formulations used to prevent microbial degradation)	4.3.7 (ASTM F963-11), Stuffing Materials
4.5 (ASTM F963-11), Sound Producing Toys	4.6 (ASTM F963-11), Small Objects (except labeling and/or instructional literature requirements)
4.7 (ASTM F963-11), Accessible Edges (except labeling and/or instructional literature requirements)	4.8 (ASTM F963-11), Projections (except bath toy projections)
4.9 (ASTM F963-11), Accessible Points (except labeling and/or instructional literature requirements)	4.10 (ASTM F963-11), Wires or Rods
4.11 (ASTM F963-11), Nails and Fasteners	4.12 (ASTM F963-11), Plastic Film
4.13 (ASTM F963-11), Folding Mechanisms and Hinges	4.14 (ASTM F963-11), Cords, Straps, and Elastics
4.15 (ASTM F963-11), Stability and Overload Requirements	4.16 (ASTM F963-11), Confined Spaces
4.17 (ASTM F963-11), Wheels, Tires, and Axles	4.18 (ASTM F963-11), Holes, Clearances, and Accessibility of Mechanisms
4.19 (ASTM F963-11), Simulated Protective Devices (except labeling and/or instructional literature requirements)	4.20.1 (ASTM F963-11), Pacifiers with Rubber Nipples/Nitrosamine Test
4.20.2 (ASTM F963-11), Toy Pacifiers	4.21 (ASTM F963-11), Projectile Toys
4.22 (ASTM F963-11), Teethers and Teething Toys	4.23.1 (ASTM F963-11), Rattles with nearly spherical, hemispherical, or circular flared ends
4.24 (ASTM F963-11), Squeeze Toys	4.25 (ASTM F963-11), Battery-Operated Toys (except labeling and/or instructional literature requirements)
4.26 (ASTM F963-11), Toys Intended to Be Attached to a Crib or Playpen (except labeling and/or instructional literature requirements)	4.27 (ASTM F963-11), Stuffed and Beanbag-Type Toys
4.30 (ASTM F963-11), Toy Gun Marking	4.32 (ASTM F963-11), Certain Toys with Nearly Spherical Ends
4.35 (ASTM F963-11), Pompoms	4.36 (ASTM F963-11), Hemispheric-Shaped Objects
4.37 (ASTM F963-11), Yo-Yo Elastic Tether Toys	4.38 (ASTM F963-11), Magnets (except labeling and/or instructional literature requirements)
4.39 (ASTM F963-11), Jaw Entrapment in Handles and Steering Wheels	0

Confirmation and submission screen, top part



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

Registration Form: Initial Request for First Time User

Lab: **Test Lab**

To preserve data integrity, do NOT use your browser's Back button. Instead, use the two buttons below to navigate between screens.

Previous Screen

Confirm to Send

Please check your submitted data. Return to previous screen(s) if any correction is needed

Legal Name	Test Lab
Listed Name	Legal List
Street 1	Street
Street 2	
City	City
State/Province/Territory	State
Country	United States
Postal Code	12345
Website	
Representative First Name	John
Representative Last Name	Smith
Representative Title	President
Representative EMail	jsmith@lab.org
Representative Telephone	
Representative Fax	
Applicant First Name	Anna
Applicant Last Name	Smith
Applicant Title	Lab Manager
Applicant EMail	asmith@lab.org
Registered Body	Independent Conformity Assessment Body
Attestant for Ownership Type	Anna Smith
Attestant Title	Lab Manager
Certificate Accreditation Body	HOKLAS (Hong Kong Laboratory Accreditation Scheme)
Certificate Number	8128
Certificate Effective	11/05/2018
Certificate Expiration	
Scope	16 CFR Part 1501, Small Parts Regulation 16 CFR Part 1610, Standard for the Flammability of Clothing Textiles 16 CFR Part 1611, Flammability of Vinyl Plastic Film 16 CFR Part 1615, Standard for the Flammability of Children's Sleepwear: Sizes 0 through 6X (FF 3-71) 16 CFR Part 1616, Standard for the Flammability of Children's Sleepwear: Sizes 7 through 14 (FF 5-74) 16 CFR Part 1630, Surface Flammability of Carpets and Rugs
Attachment	ScopeCSV.txt
Document Type	Scope Document
Attachment	TScope.txt
Document Type	Scope Document
Comment	

## Confirmation and submission screen, bottom part

After reading the CPSC Requirements Pertaining to Third Party Conformity Assessment Bodies (Laboratories) below, the authorized laboratory representative must make attestations, by checking the checkboxes below:

**16 CFR Part 1112 - Requirements Pertaining to Third Party Conformity Assessment Bodies**

**Subpart A—Purpose and Definitions**

**§ 1112.1 Purpose.**

This part defines the term "third party conformity assessment body" and describes the types of third party conformity assessment bodies whose accreditations are accepted by the CPSC to test children's products under section 14 of the CPSA. It describes the requirements and procedures for becoming a CPSC-accepted third party conformity assessment body; the audit requirement applicable to CPSC-accepted third party conformity assessment bodies; how a third party conformity assessment body may voluntarily discontinue participation as a CPSC-accepted third party conformity assessment body; the grounds and procedures for withdrawal or suspension of CPSC acceptance of the accreditation of a third party conformity assessment body;

The authorized laboratory representative attests that he/she has read and agrees to the CPSC Rules for Lab Accreditation (16 CFR Part 1112), and understands that failure to comply with the rules may result in suspension or withdrawal of the laboratory from the list of CPSC-accepted laboratories.

The authorized laboratory representative attests that he/she has read 16 CFR Part 1112 and agrees that, as a condition of its CPSC-acceptance, the laboratory must allow an officer or employee duly designated by CPSC to enter and inspect the laboratory if the CPSC issues a written notice of inspection for purposes of an investigation.

\* Authorized Representative Name

\* Title or Position at Laboratory

**KNOWING AND WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR IN ANY OTHER SUBMITTED MATERIALS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT FOR UP TO FIVE YEARS (U.S. Code, Title 18, Section 1001).**

CPSC Form 223  
OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION, LAB ACCREDITATION VERSION 4.09

Once the applicant checks the two checkboxes and fills in the name and position of the authorized representative, the "Confirm to Send" button will complete the submission.

## Submissions Other Than First Time User

All other submission types apply to approved labs, with the sole exception of additional information request for a first time user submission; this case will be addressed below, under the heading Special Case Menu Selections. Other submission types will follow the same sequence of screens, with the exceptions or variations noted below as applicable. Approved labs use the login fields of the home page:

**Login**

Lab ID/Reference ID

Password

An approved lab will have its Lab ID and a password, valid for 90 days from the date of issuance. If the password has expired or has been forgotten, clicking the "Request Password" button will have the system generate a new password and email it to all email addresses that the lab had supplied in its latest submission. A successful login with a Lab ID will bring up the following menu:



U.S. Consumer Product Safety Commission  
CPSC Form 223 - Lab Accreditation

Logout

### Main Menu

#### Request an Addition to Your Scope

Use this option to request the addition of new CPSC rules and/or test methods to your CPSC scope. You will be asked to submit a copy of the Certificate of Accreditation AND Scope Document.

#### Submit Additional Information

Use this option to respond to CPSC requests for additional information on pending applications or requests.

#### Update Certificate Date(s) and Renew CPSC Acceptance

Use this option to update your certificate date(s) and renew CPSC acceptance ONLY for your scope that was previously accepted by the CPSC under your submitted accreditation certificate(s).

You will be asked to submit a copy of the Certificate of Accreditation AND Scope Document.

#### Submit CPSC Audit Application and Renew CPSC Acceptance

Use this option to submit a CPSC audit application and renew your CPSC acceptance.

Laboratories are REQUIRED to submit an Audit Application no less than every two years. The CPSC will use this application to check that the laboratory is in conformance with the CPSC rule at 16 CFR Part 1112 and is accredited by an ILAC-MRA signatory accreditation body for the scope of CPSC rules and/or test methods for which it has been CPSC-accepted.

This application does not schedule your laboratory for an on-site assessment by the CPSC.

You will be asked to submit copies of the Certificate of Accreditation AND Scope Document for each certificate listed for your laboratory on the CPSC website.

#### Voluntarily Remove Part of your Scope or a Certificate

Use this option to voluntarily remove CPSC rules and/or test methods from your scope on the CPSC website or remove one of your certificates from the CPSC website.

#### Voluntarily Withdraw the Laboratory as a CPSC Accepted Laboratory

Use this option to voluntarily withdraw your lab from the CPSC website list of accepted laboratories.

#### Update Representative or Website Information

Use this option to update contact information about the lab representative, lab applicant, or website. The Representative and website information are included on the [Public Listing of CPSC-Accepted Laboratories](#)

#### Other Changes

Use this option ONLY to request changes that are not covered by the choices listed above. This may include:

1. Change your accreditation body and/or certificate number for one or more CPSC rules and/or test methods
2. Change the laboratory's ownership information and laboratory classification
3. Change the name of the laboratory
4. Change the address of the laboratory

You will be asked to submit a copy of the Certificate of Accreditation and Scope Document.

To request that this information be changed for simple corrections or clarifications, please email your requested change to [labaccred@cpsc.gov](mailto:labaccred@cpsc.gov) instead of submitting an on-line application.

#### Delete Draft Application

Use this option to delete application or request that is pending in draft.

#### Logout

If you have questions about this form or have requests that are not covered by the options listed above, please email [labaccred@cpsc.gov](mailto:labaccred@cpsc.gov)

CPSC Form 223

OMB Control Number 3041-0143

Let us first point two special cases, which appear grayed out (that is, unavailable) in the menu picture and will be addressed separately, under the heading Special Case Menu Selections. They are:

- Submit Additional Information
- Delete Draft Application

If one of the following options is selected, the logic and screen sequence are the same as those described above for a first time submission:

- Request an Addition to Your Scope
- Update Certificate Date(s) and Renew CPSC Acceptance
- Other Changes

The next two options do not allow addition to a given certificate scope nor do they allow the addition of a certificate; both allow the removal of a certificate or part of its scope.

- Submit CPSC Audit Application and Renew CPSC Acceptance
- Voluntarily Remove Part of your Scope or a Certificate

For these two types, the scope selection screen is not available and the top part of the certificate detail screen is different, offering the option to remove one or more scope items:

**Certificate from an ILAC-MRA Accreditation Body:**

*Name of ILAC-MRA signatory accreditation body providing accreditation	*Date of Accreditation to ISO/IEC 17025 (mm/dd/yyyy)
<input type="text" value="HKAS (Hong Kong Accreditation Service)"/>	<input type="text"/>
*Certificate number	Expiration date (mm/dd/yyyy)
<input type="text" value="8128"/>	<input type="text"/>

**Please verify the scope list below for this certificate.**

Use the "Remove" button of a scope item to request removal of that item. A reason for the removal must be provided.

16 CFR Part 1501, Small Parts Regulation	<input type="button" value="Remove"/>
Reason: <input type="text"/>	
16 CFR Part 1610, Standard for the Flammability of Clothing Textiles	<input type="button" value="Remove"/>
Reason: <input type="text"/>	
16 CFR Part 1611, Flammability of Vinyl Plastic Film	<input type="button" value="Remove"/>
Reason: <input type="text"/>	
16 CFR Part 1615, Standard for the Flammability of Children's Sleepwear: Sizes 0 through 6X (FF 3-71)	<input type="button" value="Remove"/>
Reason: <input type="text"/>	
16 CFR Part 1616, Standard for the Flammability of Children's Sleepwear: Sizes 7 through 14 (FF 5-74)	<input type="button" value="Remove"/>
Reason: <input type="text"/>	
16 CFR Part 1630, Surface Flammability of Carpets and Rugs	<input type="button" value="Remove"/>
Reason: <input type="text"/>	

The remaining two options do not require any change to certificate, or scope information, or change to ownership.

- Voluntarily Withdraw the Laboratory as a CPSC Accepted Laboratory
- Update Representative or Website Information



Accordingly, the questionnaire, ownership, certificate list, and certificate detail are not requested. For a voluntary lab withdrawal, there appears an additional field, specific to the full lab withdrawal request:

**Multiple email addresses may be inserted, separated by semi-colons. All lab representative and applicant email addresses will have the ability to receive login password.**

Request to discontinue CPSC acceptance for this Laboratory and remove it from the CPSC website listing

Please provide a brief explanation:

Save and Continue

CPSC Form 223

OMB Control Number 3041-0143

U.S. CONSUMER PRODUCT SAFETY COMMISSION. LAB ACCREDITATION VERSION 4.09

## Special Case Menu Selections

Each approved lab can only have one submission active at a time. At any time during the submission process, the applicant has the option of saving the submission as draft. The applicant may log back in later and continue the submission work. In fact, if the applicant logs out before completing the form or loses the web connection, the system will keep the draft, awaiting the next login. In the case where the system retains an incomplete submission, the only available menu selections will be the saved draft submission and "Delete Draft Application." Per the rule above, a lab cannot start a different submission, unless that draft is either completed and transmitted to the CPSC or deleted. If the application is deleted, the full menu of options is available.

The other special case is the "Submit Additional Information" option. The Lab Approval submission review process includes an option for a CPSC staff reviewer to send a submission back to the applicant requesting additional information. In this case, the pending submission is made available to the applicant, who receive an email notification of the request. Upon logging in, the applicant will see the "Submit Additional Information" button enabled, allowing the review and amendment of the already submitted information, in order to fulfill the Lab Approval staff request.