

## 1.0 PURPOSE

This document establishes the Standard Application Procedure (SAP) to be followed by applicants when applying for acceptance of a non-asbestos packing material.

## 2.0 SCOPE

This application procedure applies to all applications for the Mine Safety and Health Administration (MSHA) acceptance of non-asbestos packing material.

## 3.0 REFERENCES

This document may be used in conjunction with the following documents:

- a. Design and Performance Requirements for Non-Asbestos Packing Material" (ACRI5002)
- b. "Standard Test Procedure for Non-Asbestos Packing Material" (ASTP5006)
- c. "Standard Operating Procedure for Non-Asbestos Packing Material" (ASOP5027)
- d. "Approval and Certification Center Cancellation Policy" (APOL1009)

## 4.0 DEFINITIONS

None

## 5.0 APPLICATION PROCEDURE

5.1. It is recommended that applicants contact the Quality Assurance & Materials Testing Division at 304-547-0400 to discuss acceptance and testing requirements prior to submitting an application.

5.2. An application requesting a MSHA acceptance number should be sent to the following address:

MSHA, Approval and Certification Center  
Attention: IPSO  
765 Technology Drive  
Triadelphia, West Virginia 26059

- a. FAX to: 304-547-0400
  - b. Email Submittals:
  - c. Application letters, specifications, drawings and other supporting documentation should be sent to [zzMSHA-IPSO@DOL.gov](mailto:zzMSHA-IPSO@DOL.gov)
  - d. FTP Submittals:
  - e. Application letters and supporting documentation can be placed on the MSHA FTP server, [mfgr.msha.gov](http://mfgr.msha.gov). Please call the Information Processing Services Office (IPSO) at 304-547-0400 to establish your user account.
- 5.3. Each application for approval of a product must be in the English Language and include the following information on the attached application form. (Attachment 1A - Item 1).
- a. Company name
  - b. Address
  - c. Telephone number, FAX number and email address of company representative
  - d. Name of company representative
  - e. Provide your company Employer Identification Number (EIN) and Tax Identification Number (TIN).
- Note: Application form should be completing by typing or printing. Incomplete entries will be returned in accordance with APOL1009.
- 5.4. A 6 digit or less numeric code (Application Code) assigned by the applicant (Attachment 1A - Item 2).
- 5.5. Provide the product's trade name and type or style (Attachment 1A - Item 3).
- 5.6. Provide the product manufacturer's name (Attachment 1A - Item 4).
- 5.7. Provide information on the product diameters (Attachment 1A - Item 5).
- 5.8. Provide product information on the following characteristics (Attachment 1A - Item 6):

- a. Operating Temperature Range
- b. Chemical Resistivity
- c. Dielectric Properties
- d. Moisture Absorbency

5.9. Provide specification sheets and drawings that identify the size, construction and material of the subject packing (Attachment 1B - Item 7).

Note: All specification sheets shall contain the company name and be titled, dated, numbered, and include the latest revision level.

5.10. Provide thirty-five feet of each diameter packing material, for which acceptance is requested, shall be submitted (Attachment 1B - Item 8).

5.11. A completed "TOXICITY AND QUALITY ASSURANCE STATEMENT" shall be submitted (see Attachment No. 2). The authorized representative's name must appear in type (or printing) and have his signature (Attachment 2).

5.12. Fees

5.12.1. Applicants for testing, evaluation, and acceptance of non-asbestos packing material manufactured for use in underground mines may submit with their applications a preauthorization notice. The preauthorization notice is a statement by the applicant authorizing MSHA to expend a stated amount of money in evaluating/testing the applicant's material prior to the preparation and issuance of the MSHA fee estimate. This notice permits immediate evaluation work to begin.

5.12.2. In the interim, the A&CC will provide an estimate of the total anticipated charges and continue with processing or cancel the action depending upon the applicant's response to the estimate letter. If the applicant chooses to cancel, fees will be charged for work performed up to the cancellation. If total charges are less than the preauthorization amount, the lesser amount will be charged.

5.13. Conditions of Acceptance

- 5.13.1. Upon request by MSHA, but no more than once a year except for cause, the manufacturer shall supply to MSHA at no cost, up to thirty-five feet of each diameter of accepted non-asbestos packing material.
- 5.13.2. Non-asbestos packing material covered under this standard may be advertised as "Accepted by MSHA," but such terms as "recommended," "sanctioned," "approved," or "certified" by MSHA shall not be used.
- 5.13.3. All material formulations and test results or any other information that's designated as proprietary and/or confidential shall be regarded as such. The manufacturer's name, address, phone number, product name, and acceptance number is not considered proprietary and/or confidential.
- 5.13.4. An MSHA-accepted non-asbestos packing material shall be legibly and permanently marked with the assigned MSHA acceptance number on all shipping spools or containers.
- 5.13.5. An MSHA-accepted non-asbestos packing material shall be marketed only under the name and identification nomenclature that has been furnished to, and accepted by MSHA.
- 5.13.6. MSHA reserves the right to rescind for cause, an acceptance, and require its removal from underground mines.

5.14. Discrepancies/Cancellation

Discrepancies/cancellations will be conducted in accordance with the APOL1009.

**Attachment No. 1A**

**NON-ASBESTOS PACKING MATERIAL APPLICATION FORM**

MSHA, Approval and Certification Center      Date: \_\_\_\_\_  
Attention: IPSO  
765 Technology Drive  
Triadelphia, West Virginia 26059

1.    Company Name \_\_\_\_\_  
      Address \_\_\_\_\_  
      \_\_\_\_\_  
      \_\_\_\_\_  
      Telephone No.: \_\_\_\_\_ FAX No. \_\_\_\_\_  
      E-Mail Address \_\_\_\_\_  
      Company Representative \_\_\_\_\_  
      Company EIN \_\_\_\_\_ Company TIN \_\_\_\_\_

2.    Company Assigned Application No. \_\_\_\_\_  
      (Six numerical digits)

3.    \_\_\_\_\_, \_\_\_\_\_  
      (Product Trade Name)                      (Product Type/Style)

4.    Manufactured by: \_\_\_\_\_

5.    The following diameters are being submitted (check block): 3/16 \_\_\_\_\_,  
      1/4 \_\_\_\_\_, 3/8 \_\_\_\_\_, 1/2 \_\_\_\_\_, Round \_\_\_\_\_, Square \_\_\_\_\_.

6.    Information on the following characteristics is attached:
- a.    Operating Temperature Range  
      Attached: Yes \_\_\_ No \_\_\_ (If No, attach explanation)
  - b.    Chemical Resistivity  
      Attached: Yes \_\_\_ No \_\_\_ (If No, attach explanation)
  - c.    Dielectric Properties  
      Attached: Yes \_\_\_ No \_\_\_ (If No, attach explanation)
  - a.    Moisture Absorbency  
      Attached: Yes \_\_\_ No \_\_\_ (If No, attach explanation)

**Attachment No. 1B**

7. The following drawings and specifications sheets are provided that identify the size, construction, and material of the subject packing.

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8. Enclosed is 35 feet of each of the following sizes:

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**Attachment No. 2**

**U.S. DEPARTMENT OF LABOR  
Mine Safety and Health Administration  
Approval and Certification Center  
Quality Assurance and Materials Testing Division**

**TOXICITY AND QUALITY ASSURANCE STATEMENT**

I \_\_\_\_\_ certify, as a representative  
(print or type name)

of \_\_\_\_\_, that the non-asbestos packing  
(company name)

material identified as \_\_\_\_\_, in its final form  
(Trade Name/Type)

presents no known toxic hazard under normal use conditions.

Furthermore, I certify that we will assure product compliance for this material, with respect to all specifications submitted to the Mine Safety and Health Administration, Approval and Certification Center.

Company Application Code Number \_\_\_\_\_  
(same as on the application form)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative)