

## GENERAL GUIDANCE FOR APPLYING FOR ACCEPTANCE OF PRODUCTS TECHNICAL STANDARDS COMMITTEE “A” (ELECTRIC PROGRAMS)

*This document provides only general guidance for applying for acceptance. It is intended for use with Specific Information Sheets, which provide detailed information concerning samples, test reports, and other documentation that must be submitted for a particular type of product. Do not rely on this document alone. You must also obtain Specific Information Sheets. For more information, contact Technical Standards Committee “A”.*

Norris W. Nicholson, Chair  
Technical Standards Committee “A”  
Phone: (202) 720-1979  
E-Mail: [Norris.Nicholson@usda.gov](mailto:Norris.Nicholson@usda.gov)

The application package must include 1 signed electronic copy (*in Adobe pdf format, **in a single file***) of the following information:

1. **Letter of Application requesting acceptance of the product.** The letter should be specific as to what products are to be considered for acceptance. The letter and all accompanying material needs to be submitted with in **(1) electronic Adobe pdf, single file**. The letter needs to be signed by an authorized employee of the manufacturer, or by an agent designated in writing. The following information may be in the letter itself or submitted as attachments to the letter.
  - a. **Category/Subcategory:** The submitter must indicate the specific RUS category/subcategory for which consideration is desired. (See IP 202-1 List of Materials Acceptable for Use on Borrower Systems)

[RUS Material Requirement Specific Information Sheets](#)  
List of Materials ([Microsoft Word](#) or [Adobe pdf](#))  
Technical List of Materials ([Microsoft Word](#) or [Adobe pdf](#))
  - b. **Product Description:** Specific catalog numbers for each item need to be included.
  - c. **Statement of Origin:** A statement of origin for all products under consideration in the application must be included in the letter of request and the statement should be presented in the following format:
    - i. “(IDENTIFY PRODUCT) is manufactured in (IDENTIFY COUNTRY), substantially all from articles, materials, or supplies mined, produced, or manufactured in (IDENTIFY COUNTRY OR COUNTRIES).”
    - ii. The statement of origin may be included in the letter of application or as a separate signed (original signature) attachment. If no statement of origin is submitted, the application will be returned.

- d. Manufacturing facility location: All applications, including renewals of technical acceptances, must specify the physical addresses of all the manufacturing plants where products under consideration are produced.
  - e. Corporate mailing address: The application must clearly state the corporate mailing address to which official correspondence is to be sent.
  - f. Background Information: Manufacturers applying for the first time and manufacturers that merge with other companies should provide background information about their companies. Information furnished should include:
    - i. A brief company history,
    - ii. Addresses of company headquarters,
    - iii. Names, office addresses, and telephone numbers of key personnel with brief biographies and,
    - iv. Brief description of how the company proposes to support all its products under consideration, especially products previously manufactured by the non-surviving company of a merge, should agency borrowers encounter difficulties using them.
  - g. List of users: If available, a partial list of domestic (United States) users and/or distributors should be provided.
  - h. Quality Control/Quality Assurance: The application should include a description of the manufacturer's established quality control and quality assurance procedures for the products submitted for consideration.
2. **Attachments to the Letter of Application should include the information requested on the appropriate [specific information sheet](#).** In general, this includes all pertinent descriptive information such as drawings and catalog sheets detailing dimensions, materials, finish and ratings of the product, and the installation and maintenance instructions when appropriate. Information needed for reviewing the item needs to be sufficiently detailed and descriptive to demonstrate sound engineering and product integrity.
3. **Samples should be submitted in accordance with the [Specific Information Sheet](#).** Prior to the submission of a large or bulky sample, please contact the Committee Chair for instructions. Samples may be returned at expense of the manufacturer after Committee consideration. If the samples are to be returned, please indicate that in your letter of application. We will need a prepaid return shipping label. In some cases, we will also need appropriate packaging. If the manufacturer does not wish the samples returned all items will be recycled.

**4. Test reports need to include:**

- a. Name of the firm performing the test and location of the test facility,
- b. Names and titles of individual(s) conducting the test,
- c. Date the test was performed,
- d. Description of item(s) being tested, including model and serial numbers, if appropriate,
- e. Test procedure followed (either a detailed description of the test procedure or reference to a RUS specification or appropriate national standard),
- f. Units used in test reports or shown on drawings shall be U.S. customary units unless the specification or standard specifies SI units,
- g. Test reports, drawing/schematic details and associated information shall be in
- h. English, or have a translated copy attached, and
- i. Signature of individual conducting the test or an "official" of the test facility.
- j. The background and qualifications of the individual performing the tests should also be included.
- k. If tests are performed in accordance with a standard other than the ones specified by the agency, it is up to the submitter to provide documentation showing that the data in fact shows compliance with the standards referenced on the specific information sheet. One method is a paragraph by paragraph comparison of the standards.

**5. The application should be sent to:**

Electronic File

Norris W. Nicholson, Chair  
Technical Standards Committee "A"  
Phone: (202) 720-1979  
E-Mail: [Norris.Nicholson@usda.gov](mailto:Norris.Nicholson@usda.gov)

For U.S. Postal Service mail

Chair, Technical Standards Committee "A" (Electric)  
Rural Utilities Service  
1400 Independence Ave., S.W., STOP 1569  
Washington, D.C. 20250-1569

For carrier delivery (FedEx, UPS, etc.)

Chair, Technical Standards Committee "A" (Electric)  
Rural Utilities Service  
1400 Independence Ave., S.W., Room 1246-S  
Washington, D.C. 20250-1569

*(All regular U.S. Postal Service mail we receive is diverted to an off-site location for sterilization before it is delivered to us. As a result, regular delivery mail may be slow getting to us and paper and plastic material enclosed may sometimes be damaged during the process. You may want to consider using alternative means of delivery, especially where the material may be damaged by the sterilization process.)*