

Equipment Submittal Package - Product Safety

Please use this as a guide and a checklist for the documents and information which we will need in order to complete the project.

I. New UL Clients

If this is the first time you have submitted a product to UL, please provide the following:

- a) UL Agency Authorization Notification: Completing this UL form will give us the authority to act on your behalf in UL matters. Please return the form to us as soon as possible.
- b) Label Drawing: a copy of your label drawing along with the appropriate UL Mark. This is necessary in order to expedite the issuance of a unique UL Control Number, which is issued to every Applicant-file.

II. All Clients

Please provide the following:

- a) Samples: One representative sample (two is preferable) of each model to be submitted for certification, complete with a full complement of optional boards and/or devices that may be used with the unit. Please provide any hardware or software needed to operate the unit at maximum load.

Note: If you plan to add cards or components to the unit in the future, you may want to anticipate this in the original investigation by adding dummy loads to simulate the effect of additional components.
- b) Operator's Manual: Please provide the operator's manual. This will be required during our evaluation.
- c) Model Name and/or number: Please provide the exact name and number as you would like it to appear in the reports.
- d) Ratings: Specify all AC and DC input rating(s) in volts, hertz and current. Also include ratings of any convenience receptacles in operator access areas.
- e) Description: Describe all differences between various models of each series.
- f) Schematics: Primary circuit schematics, telecommunication circuit schematics (particularly where telecom circuitry enters the unit), and secondary circuit schematics for secondary circuits that are greater than 240 VA or greater than 30 Vrms or 60 Vdc will be needed for our evaluation. If all of the circuitry mentioned above is contained within approved components, a block diagram will be sufficient.

III. Component Information

Please provide the following component information. Unless otherwise stated, the information provided should include the manufacturer's name, model number, electrical ratings (volts, amps, Hz, etc.), temperature ratings, flammability ratings (if applicable) and any agency approvals and declarations of conformity (i.e. UL, CSA, CE, TUV, VDE or other European marks):

N/A Enclosed

- a) Ratings Label: If available, please provide complete ratings label(s), which includes the required agency markings, electrical ratings, manufacturer name, and model number. We recommend using a UL approved vendor for your labels. Please include the UL file number for the vendor.
- b) Appliance Inlet/Input EMI filter/receptacle
- c) Primary Switch
- d) Primary Wiring
- e) Power Supplies: Please provide the UL report (including conditions of acceptability) for the U.S., and the TUV, VDE, S, N License or CB scheme report for Europe.

Note: ITE (Information Technology Equipment) power supplies must meet UL 1950, 3rd edition requirements for the U.S., and EN 60950 requirements including amendments A1, A2, A3, and A4 for Europe. Medical equipment power supplies must meet UL 2601-1, 2nd ed. requirements for the U.S., and EN60601-1 requirements including amendments A1 and A2 for Europe.
- f) Transformers: Must meet the spacing requirements of the standard to which the overall unit is being evaluated. If the transformer has not been approved for its particular application, a separate evaluation must be done.
- g) Printed Wiring Boards: Please provide the UL file number, and flammability ratings. For PWBs with primary traces, we require trace layout artwork that illustrates the different working voltages (artwork should be provided in a 1:1 scale). Please highlight the traces with colors to indicate
 - i) High voltage (above 30 Vac or 60 Vdc)
 - ii) Low voltage
 - iii) Ground
 - iv) Telecom
- h) Terminal Blocks
- i) Lasers/LEDs - Class, ratings (Watts, Wavelength), CDRH report (U.S./CAN), and/or TUV, VDE, Semko, Nemko, etc. License or Declaration of Conformity (Europe).
- j) Telecommunication Device (i.e. modem, T1, E1 interface)
- k) X and Y Capacitors
- l) Varistors
- m) Thermal Protector
- n) Choke/Torroid
- o) Heat Shrink Tubing
- p) Main Bridge Rectifier
- q) Switching Fets/Transistor
- r) Peripheral Device (i.e. disk drives, keyboards, etc.)
- s) Polymeric Material used for Fire or Electrical Enclosures or Barriers
- t) Other: Please provide information on any other critical components which may not be listed above.

This page should be returned with a data package for all of the applicable components, as well as the information requested on the first page. Please mark data sheets with the item letter corresponding to the component in the checklist. This information is crucial to our investigation, and we cannot complete the project without it. If this information is not made available at the start of the investigation, it may result in project delays and an increase in the original cost estimate.