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To: ICC-ES Report Holders and Applicants
From: Michael Beaton, P.E., Senior Vice-President
Date: February 2, 2012
Subject: Materials needed for private label listing evaluation reports

MEMO

This memo supersedes the memo of December 1, 2011, on the same subject.

ICC-ES allows report holders to authorize the issuing of separate evaluation reports to companies that distribute, under their own names, the products covered in an evaluation report. Such reports, known as “private label” reports, are inextricably linked to the original evaluation report (the “master” report) and must match that report except when the products or scope granted to the follower report are limited by the master report holder.

In order to issue a private label evaluation report, ICC-ES needs the following items:

1. An Evaluation Report Application completed by the company seeking the private label report. The application form is here: <http://www.icc-es.org/Applications/index.shtml>. Click on “Evaluation report Application.”
2. An Application for Private Label Listing Evaluation Report, completed by both the master report holder and the applicant for the private label report. Click on “Application for Private Label Listing,” here: <http://www.icc-es.org/Applications/index.shtml>.
3. A basic fee in the amount of \$3750. Please note that additional charges will depend on whether the master report is a one- or a two-year report. Fees may be adjusted so the renewal date matches that of the master report.
4. In most cases, the private label report will be identical to the master report, except for the name of the report holder and possibly the name of the recognized product. In instances where this is *not* the case, there must be a letter, signed jointly by the master report holder and the private label applicant, that specifies the scope of private label report. (e.g., products and/or conditions in the master report that are not to be included in the follower).
5. If the master report includes a requirement for third-party inspections, there must be a letter from the inspection agency stating that the agency is aware the product is being

sold under the name of the private label applicant, and also aware of how the private label products are labeled.

6. And, finally, ICC-ES needs a copy of the product label for the privately labeled product, or a written description of how the product will be labeled for identification in the field. The labeling must be consistent with the labeling requirements in the master report, except for company name and product name.

Questions about private label reports may be directed to Monique Moody, Senior Account Manager, at (800) 423-6587, extension 3307 (mmoody@icc-es.org).