

**7640.0150 REPORTING REQUIREMENTS.**

Subpart 1. **Applicability.** This subpart identifies all industry members to whom subparts 2 and 3 apply.

A. Manufacturers of insulation materials, components, or products shall file an initial report as required by subpart 2.

B. A reseller, repackager, or industry member who alters the physical properties of an insulation product manufactured by another industry member shall file an initial report as required by subpart 2.

C. An industry member that intends to sell an insulation product manufactured by another industry member under its own trade or brand name, desires to be listed as the manufacturer, and does not alter physical properties of the insulation product, shall file an initial report. The filing insulation member can comply with subpart 2, item F, by certifying that the product is the same as when it was previously filed.

Subp. 2. **Initial report.** An industry member shall file an initial report at least 30 days before offering for sale in the state any new products, significant changes to a product already filed, or changes to product installation instructions to a product already filed.

The initial report must include the following:

- A. the manufacturer's name, address, phone number, and contact person;
- B. product names, including any and all generic, trade, and brand names the product may be identified by;
- C. type of product;
- D. product literature, including installation instructions, a copy of the label affixed to the product, a copy of the product's material safety data sheet, and a list of the intended uses of the product, including whether the product is recommended for exterior below-grade application;
- E. a fact sheet as required by FTC R value rule, identified in Code of Federal Regulations, title 16, part 460;
- F. a report demonstrating the performance of the product, including:
  - (1) results of initial tests, as required by part 7640.0130, identifying tests performed, name of laboratory, testing dates, and test results; or
  - (2) a current ICC-Evaluation Services Report for the product.
- G. a statement that each product meets or exceeds the test standards required by this chapter;

- H. if follow up agreement is required by part 7640.0130, the:
- (1) scope of material characteristics of the product encompassed by this agreement; and
  - (2) frequency of unannounced inspections; and
- I. a description of the quality assurance program.

**Subp. 3. Annual filing requirement.**

- A. Industry members who have made initial filings shall file by June 1 of each year.
- B. For each product, the report must include:
- (1) the manufacturer's name, address, phone number, and contact person;
  - (2) product names, including all generic, trade, and brand names by which the product may be identified;
  - (3) certification that the product has not undergone significant changes since the initial report was filed;
  - (4) identification of and changes in information that may have changed from the initial or previous annual report, including product brand names, product literature, Federal Trade Commission fact sheet, product usage, or discontinuation of manufacture; and
  - (5) a list of three, or as many as available if less than three, Minnesota purchasers or customers of the product. The department shall maintain this information with the strictest confidence.

**Statutory Authority:** *MS s 325F.20; 325F.21*

**History:** *L 1987 c 312 art 1 s 9; 13 SR 532; 13 SR 2982; 14 SR 2633; 32 SR 2213*

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