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## Friendly Reminder

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**To:** Approved IGCC®/IGMA® Testing Laboratories

**From:** Insulating Glass Certification Council (IGCC®)

**Date:** July 16, 2021

**Subject:** IGCC/IGMA Notification of Test Specimen Fabrication Form

**Summary:** As per section B.7 in the IGCC Laboratory Manual, the *IGCC Notification of Test Specimen Fabrication* (example attached to email) form is **required** to be completed within 5 business days of receipt for each specimen set received, and submitted to the IGCC administration upon test unit inspection.

1. **Reminder** of sections on the form that **need** to be completed when inspecting units:

- **Date units were received** – so that the clients are aware that specimens have arrived at your Laboratory
- **Specimens are undamaged and suitable (Yes or No)** – provides documented evidence that all specimens were checked before testing and that nothing was damaged during shipment
- **Mark on specimens (inspectors paper label)\*** – please ensure that you are checking the paper labels and indicating it here on the form. There are times that clients wish to obtain GCIA certification, this will be noted on the Product Audit form (in the comments) and/or indicated on the paper label (silver label).

*\*Please ensure you use a current copy of the form, it has been updated to include GCIA Y/N*

2. **How will this affect IGCC®/IGMA® Laboratories?**

- Test units must be inspected within 5 business days of receipt.
- You must ensure that the units are fully inspected, and both the Laboratory and the Administration office know that the received units are suitable for testing, and what testing will be conducted.
- *Please note these documents are writeable PDFs you can fill in the PDF and submit them to us (both the notification and test specimen pages).*

Thank you for your attention to this matter. If you have any questions, please feel free to contact us any time at [igcc@amscert.com](mailto:igcc@amscert.com). We thank you for your support of the IGCC®/IGMA® Certification process.

Best regards,  
Mitch Majewski  
Laboratory Coordinator