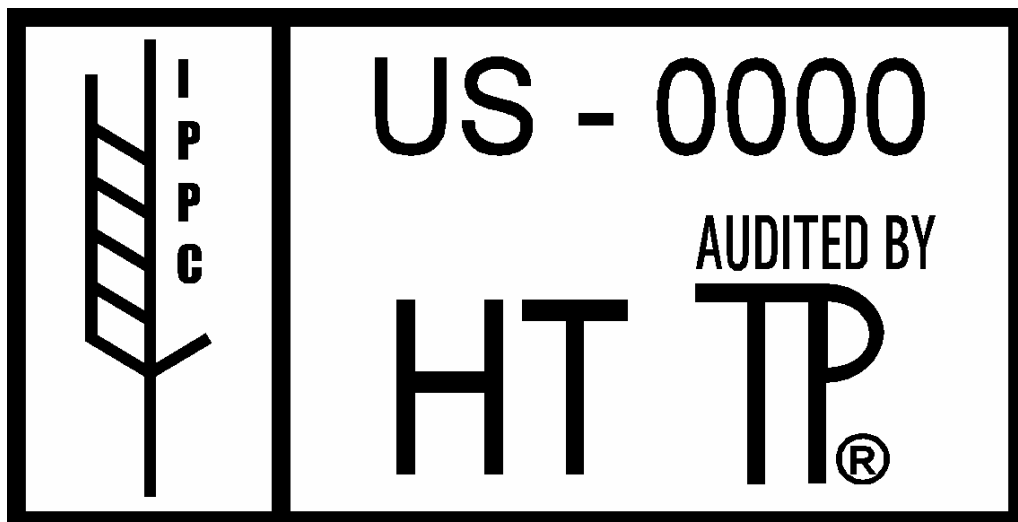




**TIMBER PRODUCTS INSPECTION
STANDARD QUALITY CONTROL PROCEDURES
WPM/ HT PROGRAM**

Revision 3.0





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FACILITY NAME: _____

LOCATION: _____

MILL #: _____

DATE: _____

QUALITY PROCESS CONTROL PAGE

This is a controlled document issued by Timber Products Inspection, Inc. and replaces all other documents with the same document number at a lower revision. This document may not be altered in any manner whatsoever except in accordance with the Timber Products Inspection quality control system.

REVISION	DATE	DESCRIPTION OF MODIFICATION	AUTHOR
3.0	08/17/07	ARTICLE III. Facilities Receiving HT Lumber Section 4.01 License of TP Mark Section 4.02 Mark Permanent Assignment ARTICLE V. Receipt of Previously Marked WPM ARTICLE VI. Quality Control Personnel	BCS
Addendum			
Addendum			
Addendum			

- Any changes must be authorized by Timber Products Inspection, Inc.
- Submit all changes in writing to bsmalley@tpinspection.com or FAX to 678-374-4450
- **Changes have not been approved unless signed by the WPM Program Manager or placed on TP Letterhead (originating from TP)**

FACILITY REP: _____

TP REP: _____



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The procedures outlined below have been developed to insure that wood packaging material (WPM) is being produced in accordance with the International Plant Protection Convention's (IPPC) *Guidelines for Regulating Wood Packaging Material in International Trade*. These procedures also conform to the American Lumber Standard Committee's (ALSC) *Enforcement Regulations for Wood Packaging Material*.

NOTE: These procedures must remain on file and be readily available when asked for by representatives of Timber Products Inspection or the American Lumber Standard Committee.

Initials:

ARTICLE I. FACILITY RECORDS

MGR QC1 QC2

Section 1.01 The facility is required to maintain a systematic method of record keeping for both incoming HT material as well as outgoing WPM/ HT bearing the appropriate marks.

(a) The board footage of Incoming material labeled HT by an ALSC accredited agency should be recorded for each month.

(i) Invoices or bills of lading related to the purchase of HT material should be maintained for verification purposes.

(b) Outgoing shipments of WPM labeled with the IPPC mark must be recorded on a board footage (BF) basis for each month. Cut sheets, shipping tickets, or residual inventory count related to this material should also be maintained for verification purposes.

Section 1.02 The volume and types of HT material purchased must prove to be adequate upon review of documentation to justify the volume and types of WPM being produced and labeled.

Section 1.03 These records are to be kept for at least two years and are to be made available to the TP or ALSC representative for review upon each inspection.

ARTICLE II. FACILITIES WITH KILNS/ HEAT CHAMBERS

Section 2.01 Facilities utilizing kilns/ heat chambers to heat treat WPM made from wood that is not received as HT are allowed to apply the IPPC mark to their packaging so long as the kiln/ heat chamber being used has been approved by Timber Products Inspection.

Section 2.02 These units must be operated by one of the methods described below:

(a) Thermocouples which read direct core temperature—The number of thermocouples as well as their location should be determined by the kiln/ heat chamber manufacturer and/ or a representative of Timber Products Inspection.

(i) Thermocouple holes must be sealed (heat insulated) around the probe.

(b) Kiln charts provided by Timber Products Inspection—Facilities utilizing target temperatures below 160 degrees Fahrenheit must have heat sensing devices validated at least once per year by a representative of Timber Products Inspection.



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Section 2.03 The following documentation must be recorded (and maintained for no less than _____) for WPM being produced in this fashion:

(a) A chart or graph for each load which shows actual time and temperature reached during the process _____

(b) The quantity of WPM heat treated per load along with the associated board footage _____

Section 2.04 Facilities in this situation are not required to document their incoming non-HT wood used in the construction of these products. _____

ARTICLE III. FACILITIES RECEIVING HT LUMBER

Section 3.01 Incoming HT lumber shall be marked to include a minimum of the following: _____

(a) Complete and legible “HT” designation _____

(b) Complete identifying symbol, logo or name of the ALSC accredited agency _____

(c) Complete and legible mill origin identification number or name _____

Section 3.02 Incoming HT lumber shall be kept separate from non-HT Lumber. _____

ARTICLE IV. MANUFACTURING/ MARKING

Section 4.01 TP has licensed the use and application of its marks to complying wood packaging products manufactured by this facility. _____

(a) All TP marks must be submitted to and approved by the TP office prior to use. _____

Section 4.02 TP marks are permanently assigned to the physical address of the contract. All other locations must be contracted separately regardless of the proximity to the original licensee. _____

Section 4.03 HT Lumber remanufactured from properly labeled and documented HT wood as well as HT which has been heat treated by an approved kiln/ heat chamber must meet ALSC HT marking requirements. _____

Section 4.04 WPM produced with properly labeled and documented HT wood as well as WPM which has been heat treated by an approved kiln/ heat chamber must be stamped a minimum of two times with the corresponding IPPC mark. _____

Section 4.05 Dunnage produced with properly labeled and documented HT wood as well as Dunnage which has been heat treated by an approved kiln/ heat chamber must be stamped a minimum of one time with the corresponding IPPC Dunnage mark. _____

Section 4.06 Marks must appear clear and legible on the finished product. _____

Section 4.07 The use of red and/or orange ink colors in conjunction with TP marks is prohibited. _____



ARTICLE V. RECEIPT OF PREVIOUSLY IPPC MARKED WPM

Section 5.01 In the event that a TP subscriber replaces wood components of previously IPPC marked WPM, the subscriber must obliterate all previous ISPM 15 related markings (regardless of future use - domestic or international). _____

- (a) To obliterate means to render the approved mark or stamp unreadable or clearly inapplicable. Examples of obliteration of the approved mark or stamp include, but are not limited to removal by sanding or abrasion, over-stamping with opaque indelible ink or paint applied in a solid block, a multiple 'x' stamp or other means of over-marking with opaque indelible ink or paint. Marking through the approved mark or stamp with a semi-transparent ink, paint, or crayon which allows full, though possible reduced visibility of the approved mark or stamp does not constitute obliteration. _____

ARTICLE VI. QUALITY CONTROL PERSONNEL

Section 6.01 An adequately trained employee is to be assigned to implement these quality control procedures, including: _____

- (a) Train all related personnel on Quality Control Procedures _____
- (b) Monitor recording of incoming and outgoing board footage _____
- (c) Monitor each kiln/ heat chamber chart for conformance to ISPM 15 _____
- (d) Monitor kiln/ heat chamber setup, calibration, and performance _____
- (e) Monitor the separation of heat treated and non heat treated lumber _____
- (f) Monitor the marking of heat treated WPM for conformance and legibility _____
- (g) Monitor the mark obliteration of previously heat treated WPM not classified as Pass-Thru _____

Section 6.02 They are vested with the authority to correct any condition which results in the production of a non-conforming product. This includes the following scenarios: _____

- (a) Holding of non-conforming material and correcting the material held _____
- (b) Stopping shipments of non-conforming material _____
- (c) Obliteration of any previous IPPC marks from repaired/ dismantled/ remanufactured WPM _____
- (d) Removal of the IPPC mark from any product that does not conform to the ISPM 15 standard _____
- (e) Investigation of issues which may lead to the production of a nonconforming product _____



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Section 6.03 TP may request a change in Quality Control Personnel if the above actions are neglected. _____

ARTICLE VII. GENERAL

Section 7.01 Internal quality monitoring shall be performed to a level that assures compliance to the IPPC standard. WPM found to be in non-conformance shall either be re-manufactured and conformance verified by a TP representative, or the IPPC mark shall be removed from the product (to be verified by a TP representative). _____

Section 7.02 "Runs" or "Lots" of material found to be non-conforming by TP will be held for correction. The material will then be re-verified for compliance by a TP representative or have the IPPC mark removed. No held material may be shipped from the facility until TP verifies compliance. _____

Section 7.03 Maintaining the quality is the ultimate responsibility of the producer. TP's function is to audit the procedures and material for conformance. These quality control procedures shall be performed to a degree that assures the continuing compliance of the product to the applicable standards of the program. _____

Section 7.04 Any deviation in operation from these procedures may only be done with the written permission of Timber Products Inspection. _____