

# QC Sample and QPL Sample Submission Form

*SAMPLE SUBMISSION FORM  
(January 2020)*

Please mail samples to: U.S. Government Publishing Office  
Attn: Chief Testing and Technical Services Branch  
Mail Stop QC,  
Loading Dock  
44 H St.  
Washington, D. C. 20401

Use the top portion of this form to send QC Samples or submit information using your company letterhead and/or stationery with the information requested. Label samples as "QC Samples" or "QPL Samples."

## **Information required for the submission of QC Samples**

QC Samples are items manufactured specifically for GPO: paper, envelopes or cartons

Description of item: \_\_\_\_\_  
GPO Property Number: \_\_\_\_\_ *and* GPO Lot Number \_\_\_\_\_  
GPO Purchase Order # \_\_\_\_\_  
Quantity Manufactured \_\_\_\_\_ or Quantity Shipped \_\_\_\_\_  
Manufacturing Number: \_\_\_\_\_ or Stock Number \_\_\_\_\_  
Date(s) of Manufacture: \_\_\_\_\_

Email address of the technical contact: \_\_\_\_\_

- Provide a written statement as to the recycled (PC, recovered, etc.) fiber content.
- Email test data for the manufacturing (converting) run to [gcimd@gpo.gov](mailto:gcimd@gpo.gov) with an electronic copy of the QC Sample Submission form.
- Include a hard copy and electronic statement certifying that the samples were taken in accordance with TAPPI T-400 or equivalent sampling plan.
- Email and attach a Certificate of Analysis

## **Information required for the submission of QPL Samples**

QPL samples are items to be tested, evaluated and considered for inclusion on a GPO qualified products list.

Description of item: \_\_\_\_\_  
Brand Name or Product Identification: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Email address of the contact person: \_\_\_\_\_  
GPO Purchase Order Number: \_\_\_\_\_  
(If applicable)  
JCP Code for Consideration: \_\_\_\_\_

Recycled (PC, recovered, etc.) fiber content and copy of Certificate of Analysis  
(as required and described in QC Sample)