

PPI HSB Special Case Process Explained

Note, the following is only an example and is intended to help guide the requester through the PPI HSB Special Case process. Actual steps depend on the outcome of the PPI HSB Special Case for compound/ingredient to be listed. Should you have questions regarding the process, please contact the PPI Hydrostatic Stress Board Chairman via the PPI HSB web page. All information (formulation, supplier names, etc.) are kept confidential with the PPI HSB Chairman. This is important and is judiciously practiced.

Preliminary Screening

1. Determine what type of listing is needed

- a. **Ingredient** (see PPI TR-2 Part A and B for the different categories)
- b. **Compound/ Composite Pipe** (see PPI TR-3 for the different categories)
- c. If your material/ ingredient is not listed in either PPI TR-2 or TR-3, contact the PPI HSB Chairman

2. Define your PPI HSB Special Case Request:

- a. **OPTION1:** to list a compound/ingredient the Plastics Pipe Institute's Hydrostatic Stress Board (PPI HSB) program at a STANDARD GRADE or EXPERIMENTAL GRADE level as detailed in PPI TR-3 Part.
- b. **OPTION2:** review and approval of a proposed test matrix and to list a compound/ingredient in the Plastics Pipe Institute's Hydrostatic Stress Board (PPI HSB) program at a STANDARD GRADE or EXPERIMENTAL GRADE level as detailed in PPI TR-3 Part A.
- c. **OPTION3:** Requestor to complete if Option1 or Option2 to do not fit the scenario

3. Review and propose the request

- a. Contact the PPI HSB Chairman by completing the online submittal form via the PPI HSB web page "Contact HSB".
- b. Send the proposed request and relevant data to the PPI HSB Chairman via email and request a Preliminary Screening.
- c. Review the proposed request with the PPI HSB Chairman.
- d. If accepted, schedule travel plans to attend the meeting for presentation of your proposed request.

4. Presentation of the Request to the PPI HSB

- a. **Complete the Cover Letter stating the proposed request** (template available on the PPI HSB web page). Include relevant data.
- b. **Complete the Presentation Template Slides** (available on the PPI HSB web page). Include relevant data in the presentation.
- c. **Complete the appropriate Checklist** (available on the PPI HSB web page).
- d. **Review the completed presentation, checklist and request cover letter with the PPI HSB Chairman** (no later than 2 weeks prior to the HSB meeting).
- e. **Attend the meeting and present the request.** Allot time for the HSB to discuss the request. Note, the more complex the request, the more time is needed for discussion.
- f. **The HSB Chairman will communicate the outcome of the discussions during the meeting.** If the proposed request is accepted, the HSB Chairman will communicate the details in a letter as well.