

## NCMA Research and Development Laboratory Materials Submittal Form

Use this form to submit your project to the NCMA Research and Development Laboratory. Please complete this form and enclose it with your shipment or email it to [tjones@ncma.org](mailto:tjones@ncma.org). Client is responsible for shipping arrangements and shipping costs.

Client / Company:	
Address:	
City / State / Zip:	
Phone:	
Email:	
Contact Name(s):	

### Description of Project

Quantity of Submitted Units	Material Description and Unit Identification	Test(s) Required

\* All units in a set must be of identical shape and design and from the same lot of units. If more than one unit type is submitted, please mark units with identification numbers or symbols. Different tests require different numbers of units. Please call the laboratory if you are unsure of tests needed or number of units required.

\*\* The NCMA Laboratory material retention policy is to retain project materials not destroyed during testing for 30 days from the final report date. If you have a need for material retention longer than this, please contact Laboratory staff. Storage fees may apply.

Notes, Manufactured dates, and Specific instructions:

Are your units 28 days or older? Please indicate their date of manufacture.

Ship To:

**National Concrete Masonry Association  
Research and Development Laboratory**

13750 Sunrise Valley Drive

Herndon, VA 20171

Phone: (703) 713-1900 Website: [www.ncma.org](http://www.ncma.org)