



# DATA ACCEPTANCE PROGRAM

## Appeals Process

### Issue 5.1 – Update document approvers and zip code

### For DAP Client Use

#### Purpose

- This document states the process a Data Acceptance Program (DAP) participant would use to appeal a decision made regarding their DAP program status.
- This information applies to all TPTDP, CTDP, TCP and PPP DAP clients.
- If there is a question about any information listed in this document, you should contact the DAP Customer Service representative at [DAP@ul.com](mailto:DAP@ul.com)

#### Why these requirements are important

- This procedure was developed to assist DAP clients in the event that they wish to appeal a decision made regarding the management and oversight of their DAP program status.

#### Process

- If the appeal is in regard to a inactivation or denial of participation in the DAP program an authorized representative of the laboratory must submit an official written request to UL via e-mail or regular mail.
- If the appeal is in regard to a Non-Conformity Report (NCR), an authorized representative of the laboratory must submit an official written request to UL via e-mail or regular mail.
- All requests are to be addressed as follows:
  - [Attention: Audit Manager - Data Acceptance Program](#).  
Underwriters Laboratories Inc.  
333 Pfingsten Rd.  
Northbrook, IL 60062
  - E-mails are to be sent to [DAP@ul.com](mailto:DAP@ul.com), the subject line should contain DAP Appeal, Attention Audit Manager.
- The Audit Manager – Data Acceptance Program will acknowledge the receipt of the request within 10 business days of receipt.
- UL staff will investigate the appeal and formally communicate to the appellant within 30 business days of the receipt of the original appeal.

END

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