

**CERTIFIED
DENTAL
LABORATORY**



Certified Dental Laboratory 5-Year Revalidation Application

INSTRUCTIONS

The National Board for Certification in Dental Laboratory Technology appreciates your participation in the CDL program. For prompt review of your application, please read the following instructions:

1. Thoroughly review the CDL Requirements and Standards.
2. Utilize the Application Packet Checklist (page 26) to assist in the preparation of your application packet.
3. Be sure to print all information clearly and complete all nine sections.
4. Remember to include documentation of product labeling systems, re-work warranty policies and staff training.
5. Follow the Photographic Checklist (page 14) carefully and remember to label or number your photographs to correspond to the checklist. (For example, the photograph(s) showing your infection control area would be labeled "1-I" — and if the same photograph includes your first aid kit it could also be labeled "1-A".)
 - a. If you choose to use video instead of photographs, please submit only DVD format. Labeling may be accomplished through narration or videoed labels or signage. Be sure to relate the application compliance number to the item being recorded, such as "This is the first aid kit per 1-A."
 - b. Do not mount photographs in any way.
 - c. Do not write on the reverse of the photographs; no labels or words on the reverse of the pictures will be visible at the time of the review.
 - d. Do not show or state the name of your laboratory. The laboratory must be anonymous to the reviewers.
6. Allow two to four weeks for initial processing of your application.
7. Remember that annual renewal of laboratory certification requires maintaining compliance with all applicable CDL standards, and that a Revalidation Application will be required every five years.

NBC

National Board for Certification in
Dental Laboratory Technology



325 John Knox Road, #L103, Tallahassee, FL 32303
(800) 684-5310 TOLL FREE • (850) 205-5627
(850) 222-0053 FAX • www.nbccert.org

CDL Requirements & Standards

ELIGIBILITY

A Certified Dental Laboratory must be actively engaged in manufacturing prosthetic devices or appliances according to prescriptions or work authorizations from legally authorized sources. Certification is only applicable to the applicant laboratory, its facilities and personnel. It should not be stated or implied that certification extends to branch offices or associated facilities or services. Branch offices desiring certification must make separate application. A Certified Dental Laboratory must meet all applicable standards outlined under the General Requirements (below), Personnel Standards (page 5), Infection Control Standards (page 5) and Specialty-Specific Facility Standards (page 6).

The Certified Dental Laboratory (CDL) program was created to promote and maintain a recognition that will assist dental laboratories in their continuing efforts to improve the quality and efficiency of the dental team's service to the public. This is accomplished by:

- promoting a means for identifying dental laboratories which meet specific standards established for the certification program; and
- encouraging dental laboratories to improve the quality and efficiency of their services and facilities.

The certification process includes the establishment and enforcement of minimum acceptable standards. CDLs must demonstrate ongoing compliance with requirements pertaining to:

- the competency level of personnel;
- infection control processes;
- equipment to manufacture dental prosthetic appliances;
- safety of the employees;
- the physical facility;
- product labeling requirements;
- billing and re-work policies;
- quality assurance procedures; and
- staff training and certification.

REQUIREMENTS FOR ALL SPECIALTIES

GENERAL REQUIREMENTS

The owner/manager of a Certified Dental Laboratory has the responsibility for complying with OSHA or the prevailing jurisdiction's occupational health and safety laws as well as state and local laws and codes pertaining to the conduct of business. For detailed information, please refer to OSHA standards. Some have been specifically referenced within the requirements for your convenience.

It should be kept in mind that overcrowding or inadequate equipment are factors which are contrary to the CDL program's objectives. The location of equipment must be conducive to safe utilization. Safety devices and equipment must be installed and functional. There should be within the laboratory written policies and procedures for the management of emergency situations.

All equipment with moving parts must be well guarded to prevent an employee's hands, clothing, hair, etc. from entering the equipment and causing an injury. Examples of this type of equipment

can include, but are not limited to, polishers, lathes, model trimmers, grinding equipment, compressor belts, etc. This equipment, if producing flying particles, should have direct exhaust to minimize these particles from entering the employee's breathing zone and/or getting into their eyes. 29CFR 1910.212.

The general requirements of the Certified Dental Laboratory program are as follows:

1. Physical Facility Requirements:

- a. Appropriate first aid kit(s) must be readily accessible and regularly maintained. First aid kits must be OSHA compliant which includes the restriction of non-prescription medication such as aspirin, ibuprofen, cough syrup, etc. Supplies in the kit should only be for injuries of a minor nature that are reasonably anticipated to occur at the lab. If there is a potential for blood or body fluid exposure gloves, gowns, face shields, masks, one-way and eye protection must be provided. 29CFR 1910.151;
- b. Emergency equipment must be provided, inspected regularly and maintained in proper working conditions at all times. This includes providing an emergency eyewash station that is ANSI approved and is located to provide immediate access to all employees per OSHA 29CFR 1910.151(c);
- c. Emergency fire blanket(s) and fire extinguisher(s) must be readily accessible and regularly maintained. The fire blanket should be stored in an easily accessible location in the area(s) of the lab with the greatest potential for fire. Employees must be trained on its use and storage location. Fire extinguishers must be wall-mounted at a height easily accessible to all employees, in enough locations to provide coverage throughout the facility and in all places where fire hazards exist. An "ABC type" in general will suffice, or special purpose type may be utilized if the need exists. All fire extinguishers and blankets should be marked with signage above them so that one can look out over the lab and easily identify their locations. All employees must be trained on how to use them properly. Extinguishers must be inspected monthly to ensure they are fully charged and inspected annually by the extinguisher manufacturer. 29CFR 1910.157 and 29CFR 1910.39;
- d. Exit and other cautionary signs must be posted as necessary. Fire exit routes and exits must be clearly marked and posted so that the exits are clearly visible regardless of where an employee is standing in the facility. Doors that are locked, but lead to the outside must be marked "Not An Exit", as well doors that automatically shut or stay shut along an exit route. For more information, refer to OSHA standard 29CFR 1910.36 and your local/state Fire Marshall;
- e. There must be access to emergency shut-off of gas supply(ies). The location of the emergency gas shutoff needs to be posted and communicated to applicable persons in the lab should the need arise to access it. This can also be designated on the evacuation map. 29CFR 1910.39, Subpart E;
- f. Adequate lighting must be provided so that the employee can comfortably and properly see to perform those tasks requiring customer shading and use of a magnification lens;
- g. Overall safe and orderly housekeeping must be evident. The lab's overall cleanliness above and beyond what is covered for infection control should include aisles being kept clear, no blocked doors, ceiling tiles intact, no holes in ceilings or walls, no excessive or obvious dust issues, adequate and working restrooms and hand-washing facilities, adequate lighting for the tasks being performed, all chairs in good working order and a climate that is comfortable. Smoke from smoking areas cannot enter the building and break areas must be cleaned daily (including dirty dishes). All trash must be removed regularly to prevent buildup;

continued...

- h. Acids must be safely and securely stored and labeled. Where acids are used in the laboratory, the containers of such must be labeled with hazard warnings (Acid – Corrosive – may cause burns to skin, eyes, lungs). Waste containing acids must be disposed of per local, state and federal regulations. Acids must not be stored near flammable products. They should be stored in a secondary plastic container and the lab should have an acid spill kit dependent on the size of a potential spill. Employees must be trained on the PPE required when using the acid (chemical goggles if there is a splash potential, otherwise safety glasses and neoprene gloves), how to recognize the appearance of an acid spill, how to clean it properly, how to access the MSDS, and how to dispose of it properly. 29CFR 1910.1200; and
- i. A specific location must be provided for effective infection control, with appropriate equipment & materials (including running water supply). The receiving area where all incoming cases are opened must be equipped with the means to properly disinfect any items that have been in a patient's mouth per the manufacturer of the EPA-registered disinfectant in use. A wet sink should be provided to allow for proper removal of gross contamination and employee hand-washing, plus a large trash can with liner to hold packing materials that may be contaminated. There should be posted procedures for standard protocols and disinfection practices. 29CFR 1910.1030.

2. Equipment Requirements:

- a. There should be local, direct exhaust over all burnout, casting and/or boilout areas, providing direct ventilation to the outdoors. This exhaust will remove high heat produced from this equipment and provides better air quality to employees by the removal of odors, smoke, etc. to the outdoors. The local, direct exhaust should be located within 18" of the source equipment in order to effectively remove heat, smoke or odors. The installation of a chimney can help in directing the exhaust in many instances. If no local exhaust is provided, the lab must demonstrate that their ventilation system is effective in providing safe and healthful working conditions in areas where this equipment is used, i.e. air sampling data, high number of air changes per hour based on square feet of applicable area, etc.;
- b. Gas and oxygen cylinders must be safely secured. Oxygen compressed gas cannot be stored with flammable gases (i.e. propane, acetylene, etc.) unless properly separated. They must be separated by a 30 minute fire barrier or a physical separation of at least 20 feet. The barrier must extend 18" above the top of the canisters and 18" beyond the sides. Also, canisters must be stored in an upright position, marked as "full" or "empty", and secured so that they cannot be knocked over. They may be secured through the usage of a constructed canister holder or chaining the canisters to a wall or building structure. 29CFR1910.253;
- c. Finishing and polishing equipment must have suction devices to prevent the accumulation of dust in the workplace and in the worker's breathing zone;
- d. Evacuation must be in use with air abrasion units. Abrasive blasting units must be equipped with exhaust units to provide a continuous inward flow of air while in operation. Blasting equipment must be kept in good condition at all times including no torn or missing cuffs, no leakage of blasting medium and a means to ensure that there is no pressure build-up inside the cabinet. Some state OSHA plans may require abrasive blasting cabinets be checked periodically for static pressure drops. Labs under a state OSHA plan will need to clarify their ruling on the ventilation standard and whether it applies in their particular case. 29CFR 1910.94(a);
- e. Evacuation of fumes is required from monomer and polymer areas. Hazardous vapors produced from the use of monomers and polymers should be evacuated from the employees' breathing zone through mechanical exhaust. The exhaust should be as close to the source as possible and should be directed away from the employee. Bunsen burner use should be done under caution due to the presence of flammable vapors. 29CFR 1910.39.;

- f. Casting well(s) must be made of non-flammable materials, as well as all lubricants, cleaners, etc. used on the equipment. This includes any product that contains a propellant which can get trapped in the well and ignite when heated. Proof of compliance can be demonstrated by posting a sign on the machine or in close proximity to it, plus showing documentation that employees have been trained on this safety precaution;
- g. Suppressors are required on all air nozzles. All air nozzles used for cleaning purposes must be regulated at a maximum of 30 psi and/or fitted with safety suppressor nozzles. 29CFR 1910.242(b); and
- h. Personal Protective Equipment (PPE) must be available and in use, especially eyewear.

3. Managerial Requirements:

- a. Infection control actively practiced;
- b. Proper prescriptions and work authorizations must be documented;
- c. Re-Make Warranty Policies must be written and followed;
- d. Billing policies must be written and followed;
- e. Staff Certification and training meets or exceeds state and federal government requirements;
- f. Quality assurance procedures must be in place to ensure that the laboratory meets or exceeds FDA standards;
- g. Product labeling requirements must be established and in use, including:
 - the use of an existing system (such as Identalloy) for alloys; and
 - the disclosure of other brand specific products (such as pressable ceramics, Zirconia frame materials, veneering porcelains, denture teeth, etc.); (From a dentist's perspective, the use of prescribed ingredients such as noble metals is of primary importance, not the brand of ceramics used.)
 - a statement of disclosure regarding country of manufacture (such as "Components made in Mexico and in the U.S.A." or "Made in the U.S.A.")
- h. Both the CDL and CDT certificates must be on display within the facilities.

PERSONNEL STANDARDS

For each certified specialty area all work must be done in cooperation with a Certified Dental Technician(s) holding current certification in that specialty. Each CDT must facilitate the technical work of not more than fifteen (15) non-certified technicians employed in the respective specialty.

INFECTION CONTROL STANDARDS

A CDL must routinely practice a responsible infection control process as outlined below.

Personnel: Key personnel must learn about materials and processes required for effective infection control. Staff must use Personal Protective Equipment (PPE). Training may be obtained through certified completion of the Online Infection Control Seminar (published by the National Association of Dental Laboratories) — or documented participation in other programs presented by qualified personnel.

continued...

CDL 5-Year Revalidation Application

CDL Requirements & Standards, continued.

Facility: Certified Dental Laboratories are required to stock and utilize disinfecting agents that meet the infection control guidelines established by the Centers for Disease Control. A CDL must have a location that includes a receiving area and is clearly equipped and utilized for disinfecting procedures for both incoming and outgoing case materials. There must also be evidence of proper handling of pumice, packing and laboratory instruments and equipment.

Process: All CDL's must have a written protocol for infection control procedures posted in the laboratory. The following model is considered to be the minimum acceptable standard.

1. Wear latex utility gloves to handle incoming packages.
2. Discard disposable packing material; disinfect reusable containers.
3. Rinse impressions, dentures, try-ins, repairs, etc.
4. Soak or spray all items with an acceptable disinfectant such as dilute iodophor or sodium hypochlorite solution.
5. Treat finished case with an acceptable disinfectant; label the packaging to indicate use of disinfectant (using manufacturers' labels or special CDL seals).
6. Clean and disinfect all work stations and shipping/receiving bench at least daily.
7. Use separate pumice for new cases and repairs; replace pumice at least daily; mix with iodophor; use disposable plastic liner.
8. Soak brushes, rag wheels, etc., overnight in iodophor or sodium hypochlorite.
9. CDLs which see patients on the premises for the purpose of shade verification must follow accepted clinical infection control procedures.

SPECIALTY-SPECIFIC FACILITY STANDARDS

CDLs must illustrate that specialty-specific facility standards have been met. This is accomplished through photographs that illustrate acceptable technical resources (well maintained and functional) in their respective specialty areas as follows:

COMPLETE DENTURES

- processing equipment;
- presses and denture flasks;
- finishing and polishing equipment (see the infection control requirement as it relates to the handling of pumice);
- hand instruments and articulators;
- equipment for preparation of casts; and
- boilout and curing area.

PARTIAL DENTURES

- burnout and casting area;
- finishing and polishing equipment;
- hand instruments;
- equipment for preparation of casts;
- surveyors and articulators; and
- casting wells made of non-flammable materials.

CROWN & BRIDGE

- equipment for manufacturing casts and dies;
- burnout and casting area, with casting wells made of non-flammable material;
- finishing and polishing equipment;
- hand instruments, surveyors and articulator; and
- equipment for processing crowns and bridges.

CERAMICS

- equipment for manufacturing casts and dies;
- burnout and casting area, with casting wells made of non-flammable material;
- finishing and polishing equipment;
- hand instruments, surveyors and articulators; and
- equipment for processing, including porcelain furnace(s).

ORTHODONTICS

- processing equipment;
- welding and soldering equipment;
- finishing and polishing materials and equipment;
- hand instruments and articulators; and
- equipment for preparation of casts.

RECOMMENDED PRACTICES

While not mandated, the following practices are strongly recommended for all Certified Dental Laboratories. A CDL:

- should have written guidelines for monitoring equipment calibration and maintenance;
- should address and document customer complaints and complaint resolution — in writing;
- should have a process to trace materials used in appliances; and
- should have a tracking mechanism for internal and external remakes.

continued...

GLOSSARY OF TERMS

The following definitions apply to terms used in this manual for certification purposes. Further explanations are provided under Requirements for All Specialties starting on page 7.

Equipment for manufacture of casts and dies:

This includes equipment such as model trimmers, vibrators, plaster bins, dowel pins, saws and other equipment necessary to manufacture models and/or dies.

Exit signs:

An approved "Exit" sign or signs must be clearly posted at all exits from the facility. Other cautionary signs (such as "not an exit," "danger") should be posted as is appropriate for the laboratory. This requirement applies to all laboratories regardless of size or location.

Finishing and polishing equipment:

These include handpieces and lathes equipped with proper shielding and/or evacuation devices.

Fire extinguisher:

One or more fire extinguishers must be located appropriately for the facility, and must meet either OSHA or state or local regulations regarding its type.

Gas and oxygen cylinders secured:

All potentially explosive tanks must be safely secured by chains or other non-resilient methods of restraint in an upright position.

Hand instruments:

This includes instruments such as spatulas, waxers, brushes, pliers and mallets which are necessary to perform the functions normally associated with the respective specialty area.

Local, direct exhaust:

Local, direct exhaust is one which targets a specific area such as burnout, boilout and/or casting, and has direct discharge to the outside from all working areas via a hood and fan system.

Materials:

All materials used in manufacture of dental prosthetic appliances and devices must comply with standards set by the American Dental Association (unless no standard exists).

Overall housekeeping:

All areas of the laboratory must meet minimum standards of acceptable cleanliness and sanitation. Dirt, dust and clutter should not be evident.

Prescription forms and work authorizations:

All forms must comply with and be maintained in accordance with the laws or regulations of the prevailing jurisdiction.

Processing equipment:

This includes all equipment necessary to perform the functions normally associated with the respective specialty area.

Suction:

All areas in the laboratory where finishing or polishing of alloys, plastics, ceramics, or acrylics is accomplished must be supplied with a suction system that effectively evacuates any particles from contact with the technician and immediate surrounding area.

Suppressors on air nozzles:

Compressors shall not be used for cleaning purposes except where reduced to less than 30 psi, and then only with effective chip guarding and Personal Protective Equipment. An air gun or nozzle is considered suppressed when the air is DEAD-ENDED and the flow is diverted.

CDL 5-Year Revalidation Application

For Office Use Only:

Candidate Lab# _____

Received _____

Verified Complete _____

Specialties _____

Sent to Reviewer _____

Approved _____

Provisional Approval _____

I. APPLICANT INFORMATION

CDL Number _____

Contact Name (Individual Submitting Application) _____

Contact E-mail _____

Laboratory Street Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

Website (if applicable) _____

Manager _____

Owner (Individual(s) or Parent Company) _____

Address of Owner (if different from above) _____

City _____ State _____ Zip _____

Number of years in business under this name _____

Number of years in business at this location _____

Number of employees at this location _____

Number of CDTs at this location _____

Total number of technicians/production employees at this location _____

II. LEGAL REQUIREMENT

Does this laboratory comply with OSHA or the prevailing jurisdiction's occupational health and safety laws, as well as state and local laws and codes pertaining to the conduct of business?

Yes No

Does this laboratory meet or exceed all applicable state or federal certification and training requirements for laboratory owners and/or staff?

Yes No

Has any principal or employee of this laboratory been convicted of the illegal practice of dentistry or any illegal business practice in the last 36 months?

Yes No

continued...

CDL 5-Year Revalidation Application, continued.

Are there charges related to the practice of dentistry or the business operation of the laboratory presently pending in any court against the laboratory or any of its principals or employees?

Yes No

If YES, please explain: _____

III. INFECTION CONTROL

Please provide the following information for all infection control training within the last twelve months:

Instructor(s) or source(s): _____

Title(s): _____

Date(s): _____

Use an additional sheet if necessary.

IV. WRITTEN DOCUMENTATION

A: Product Labeling Requirements (attach examples and use additional sheets if necessary)

Identify and describe the system used for labeling alloys (such as Identalloy):

Describe how records are maintained for other brand-specific products used (such as pressable ceramics, Zirconia frame materials, veneering porcelains, denture teeth, etc.):

Describe the system used for disclosing country of manufacture:

B: Policies

Please provide a copy of written policies regarding re-work warranties. Indicate submission format below:

Digital (Format: _____) Traditional (Paper copies)

C: Staff Training

Please provide a copy of written policies regarding staff training and certification. Indicate submission format below:

Digital (Format: _____) Traditional (Paper copies)

V. PHOTOGRAPHIC DOCUMENTATION

Please indicate the type of photographic documentation submission accompanying this application:

Digital (Format: _____) Traditional (Snapshots)

If any photos are omitted, please indicate which by number and include an explanation:

VI. SPECIALTIES

Please complete the following for the specialty(ies) in which your laboratory is currently certified.

A: Complete Dentures

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in the Complete Dentures specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in the manufacture of Complete Dentures are assisted by this technician? _____

List all other Certified Dental Technicians employed in the manufacture of Complete Dentures:

B: Partial Dentures

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in the Partial Dentures specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in the manufacture of Partial Dentures are assisted by this technician? _____

List all other Certified Dental Technicians employed in the manufacture of Partial Dentures:

C: Crown & Bridge Specialty

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in the Crown & Bridge specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in the manufacture of Crown & Bridge restorations are assisted by this technician? _____

List all other Certified Dental Technicians employed in the manufacture of Crown & Bridge restorations:

continued...

D: Ceramic Specialty

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in the Ceramic specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in the manufacture of Ceramic restorations are assisted by this technician? _____

List all other Certified Dental Technicians employed in the manufacture of Ceramic restorations:

E: Orthodontic Specialty

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in the Orthodontic specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in the manufacture of Orthodontic devices are assisted by this technician? _____

List all other Certified Dental Technicians employed in the manufacture of Orthodontic devices:

Indicate all other specialty services offered by the laboratory:

- Complete Dentures Partial Dentures Crown & Bridge Ceramics Orthodontics

VII. ADDITIONAL SPECIALTIES

Please complete the following if you are seeking certification in a new specialty area.

A: Specialty Requested _____

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in this specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in this specialty are assisted by this technician? _____

List all other Certified Dental Technicians employed in this specialty area:

B: Specialty Requested _____

Name of the Certified Dental Technician involved in production/quality control:

_____ CDT Number: _____

This CDT must be certified in this specialty by the National Board for Certification in Dental Laboratory Technology.

How many technicians or production workers employed in this specialty are assisted by this technician? _____

List all other Certified Dental Technicians employed in this specialty area:

VIII. AFFIDAVIT

Statement: In applying for certification, I understand that this laboratory will be made available for inspection by the National Board for Certification in Dental Laboratory Technology and its agents to verify information submitted on this application and/or to determine the laboratory's compliance with established certification standards.

I attest by my signature below that all information provided in this application is correct, accurate and complete to the best of my knowledge; that the photographs or videos submitted are actual and representative; and that this laboratory is and will continue to be operated in full compliance with the stated federal laws governing the operation of a dental laboratory, and the conducting of business in the state and community in which the laboratory is located.

Applicant's Signature _____ Date _____

IX. APPLICATION AND CERTIFICATION FEE

A **\$200 fee** covers the revalidation application process, one independent review and your renewal fee for one year of certification. Payment must be enclosed with the application.

Enclosed is Check # _____ in the amount of \$ _____ payable to the NBC.

Please charge my credit card VISA MC AMEX Amount \$ _____

Credit Card Number _____ Exp. _____ CCV Code * _____

Cardholder Name _____

Signature _____

Billing Address _____

Phone _____

* Credit Card Verification (CCV Code): This is the 3-digit number that appears on the reverse side of your credit card. For American Express cards only, this is the 4-digit number on the front of your card.

Please mail completed packet to:

NBC, 325 John Knox Road, #L103, Tallahassee, FL 32303
 (800) 684-5310 TOLL FREE • (850) 205-5627 DIRECT • (850) 222-0053 FAX
 www.nbccert.org • CDL@nbccert.org

Photographic Checklist

Your CDL Revalidation Application must include photographs or videos which clearly illustrate your laboratory's compliance with the CDL standards. The specific areas and resources that the reviewer must be able to verify are listed below. Each requirement is numbered; please label your photographs or video with the numbers corresponding to this list. For example, "2-A" should appear on the front of the photograph that shows your Local, direct exhaust. There may be more than one requirement illustrated in each photograph. Photographs are also mandated if your laboratory moves or has significant structural or organizational changes.

Photographs and videos submitted with your CDL application become the property of the National Board for Certification in Dental Laboratory Technology and are not returnable. The Board reserves the right to make use of the photographs or videos in furtherance of the purposes and promotional activities of the CDL program.

Identifying information should be removed or omitted from photos as much as possible. Every effort shall be made to ensure that the reviewer is not informed of the identity of the laboratory being reviewed.

Please refer to the Requirements for All Specialties, starting on page 2 for clarification on specific items.

GENERAL REQUIREMENTS (mandatory for all applications)

1. Physical Facility Requirement

- A. OSHA-compliant first-aid kit(s) — opened and shown fully stocked
- B. Immediately accessible ANSI-approved eyewash station
- C. Fire extinguisher(s) and fire blanket immediately available in work area and marked with signage
- D. Exit and other cautionary signs as appropriate for the facility
- E. Emergency gas shut-off (access to gas control) available for laboratory facility
- F. Adequate lighting
- G. Overall acceptable "housekeeping" (neatness and cleanliness)
- H. Safe provision and labeling for any acid(s) in the laboratory, with posted caution signs and appropriate protective devices for ordinary use
- I. An infection control area that includes appropriate equipment and materials (including wet sink) for effective infection control processes, a receiving area and evidence (posting) of standard protocol and instructions

2. Equipment Requirements:

- A. Local, direct exhaust over all burnout, casting and/or boilout areas, providing exhaust to the outdoors or evidence of an effective ventilation system providing removal of high temperatures, smoke and odors produced by this equipment.
- B. Oxygen and other gas cylinders, if present in the laboratory, must be shown to be safely secured and stored in an upright position
- C. Finishing and polishing equipment with suction, shielding and/or other safety apparatus as required by OSHA or prevailing jurisdiction
- D. Evacuation in use with air abrasion units

- E. Evacuation of fumes from monomer and polymer areas
- F. Casting well(s) made of non-flammable materials
- G. Suppressors on air nozzles
- H. Staff utilization of Personal Protective Equipment (PPE)

3. Managerial Requirements:

- A. CDT and CDL credentials displayed in the laboratory

The documentation outlined below needs to be submitted only for the specialties in which your laboratory is certified or seeking certification.

COMPLETE DENTURES

- 4. Equipment for processing complete dentures
- 5. Presses as required for packing and curing
- 6. General view of production area; workbenches, articulators, hand instruments and materials required for the manufacture of complete dentures

PARTIAL DENTURES

- 7. Equipment for processing partial dentures
- 8. Burnout equipment
- 9. Casting equipment (safely mounted in well)
- 10. General view of production area showing workbenches, surveyors, hand instruments and materials required for manufacturing partial dentures

CROWN & BRIDGE

- 11. Model and die preparatory area
- 12. Equipment for processing crown & bridge restorations
- 13. Casting equipment (safely mounted in well)
- 14. General view of production area showing workbenches, articulators, hand instruments and materials required for manufacturing crown & bridge restorations

CERAMICS

- 15. Model and die preparatory area
- 16. Equipment for processing ceramic restorations (including porcelain furnace(s))
- 17. Casting equipment (safely mounted in well)
- 18. General view of production area showing workbenches, articulators, hand instruments and materials required for the manufacture of ceramic restorations

ORTHODONTICS

- 19. Equipment for processing orthodontic devices
- 20. General view of production area showing workbenches, hand instruments and materials required for manufacturing orthodontic devices

CDL 5-Year Revalidation Application Packet Checklist

Your CDL Revalidation Application Packet will be checked when received by NBC to ensure completion and accuracy. Please ensure that the following items have been considered or included:

1. A COMPLETED APPLICATION

- A. Section 6 should include information for all specialties in which you are currently certified
- B. Section 7 should include information for any new or additional specialties that you would like to add
- C. Make sure to clearly indicate the individual contact
- D. Don't forget to sign the affidavit in section 8

2. WRITTEN DOCUMENTATION

- A. Example of alloy labeling system
- B. Example of brand-specific records
- C. Example of "country of manufacture" labeling
- D. Copies of re-work and warranty policies
- E. Copies of staff training and/or certification policies

3. PHOTOGRAPHIC DOCUMENTATION

- A. Labeled/Numbered. Clearly label your photographic documentation to reflect the items on the Photographic Checklist (page 24)
- B. Identifying information should be removed as much as possible (Every effort shall be made to ensure that the reviewer is not informed of the identity of the laboratory being reviewed)
- C. Any omitted photographs must be explained in section 5

4. PAYMENT VIA CREDIT CARD OR CHECK



Please mail completed packet to:

NBC, 325 John Knox Road, #L103, Tallahassee, FL 32303
 (800) 684-5310 TOLL FREE • (850) 205-5627 DIRECT • (850) 222-0053 FAX
 www.nbccert.org • CDL@nbccert.org