

U.S. Consumer Product Safety Commission

Lighter Submission Application

Users' Guide



UNITED STATES OF AMERICA
CONSUMER PRODUCT
SAFETY COMMISSION

Version 1.0
Decemeber 2016

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1 Introduction

All lighter manufacturers and importers must provide a written report to the Office of Compliance at least 30 days before any manufacturer or importer imports into or distributes in the United States any model of lighter subject to the safety standards, 16 C.F.R. Part 1210 for Cigarette Lighters and 16 C.F.R. Part 1212 for Multi-Purpose Lighters. The report must include:

- The name, address and principal place of business of the manufacturer or importer,
- A detailed description of the lighter model to be imported or distributed and of the child-resistant feature(s) used on that model,
- A description of the testing done to establish that the lighter is child resistant, including a description of the surrogate lighter tested, the specifications for the surrogate lighter, a summary of the results of all such tests, the dates the tests were performed, the location(s) of such tests, and the identity of the organization that conducted the tests,
- An identification of the place or places that the lighters were or will be manufactured,
- The location(s) where the records of testing of the lighter are kept, and
- A prototype or production sample of the lighter model for which the report is submitted. CPSC request at least three sub-samples.

In addition, CPSC requests applicants include a CD with a video of the testing process, and a notebook with consent forms and data collection information.

1.1 Support for the Lighter Submission Application

If assistance is needed, contact the CPSC hotline, (800) 638-2772. Monday through Friday, 8 AM to 5:30 PM, messages can be left at any time.

1.2 Audience

This document is intended for the manufacturer or importer representative submitting the lighter samples for review.

2 System Features

2.1 Sorting

Click on the underlined column name to sort the information displayed on the screen based on that particular column. Click a second time to reverse the sort order.

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Submissions in Progress (2)

Add New Submission

Action	Submission Date	Test Type	Submitter Name	Submitter Type
Update	09/28/2016	CROSS	X Inc.	Importer
Update	10/06/2016	TESTED		

For Official Use Only...

2.2 Tab Counts

At the end of the title for each tab in the main dashboard screen is a count inside a set of parenthesis. This number represents the number of submissions. It allows the submitter to quickly see his/her total workload.

CPSC Lighter Submission

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Submissions in Progress (2)

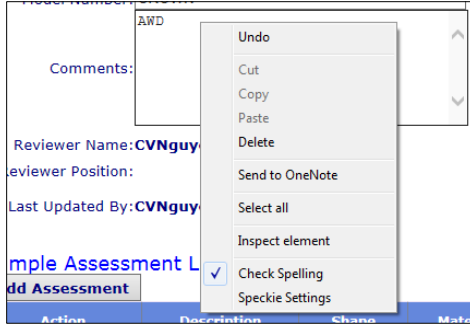
Add New Submission

Action	Submission Date	Test Type	Submitter Name	Submitter Type
Update	09/28/2016	CROSS	X Inc.	Importer
Update	10/06/2016	TESTED		

For Official Use Only...

2.3 Spell Check

The Lighter Submission Application uses the browsers Spell Check feature for narrative fields. This feature can be turned on and off. If using Internet Explorer as the browser, right-click on a narrative field and toggle the Spell Check feature.



2.4 Go Back

Anywhere in the application where the Go Back button is available, use this button to return to the prior page.

A screenshot of the CPSC Lighter Submission application interface. At the top left is the CPSC logo. The main heading is "CPSC Lighter Submission" in large blue font. Below the heading, it says "Version 1.00 - 09/21/2016" and "Logged in as: cvnguyen@cpsc.gov". The page title is "Lighter Submission Detail". There are three bullet points: "Fill in the details for this Lighter Submission", "The Save and Continue button will lead to the company page.", and "Or use the Go Back button to return to the home page." A "Go Back" button is circled in red. Below this is a "Submission Detail" section with a "Delete Submission" button. There is a "Type of Submission" dropdown menu and a "Submitter Email" field containing "cvnguyen@cpsc.gov". A "Submission Notes" field is present with a note: "(In the notes, please include when you plan to ship the lighter samples)". At the bottom is a "Save and Continue to Companies" button.

3 Logging In

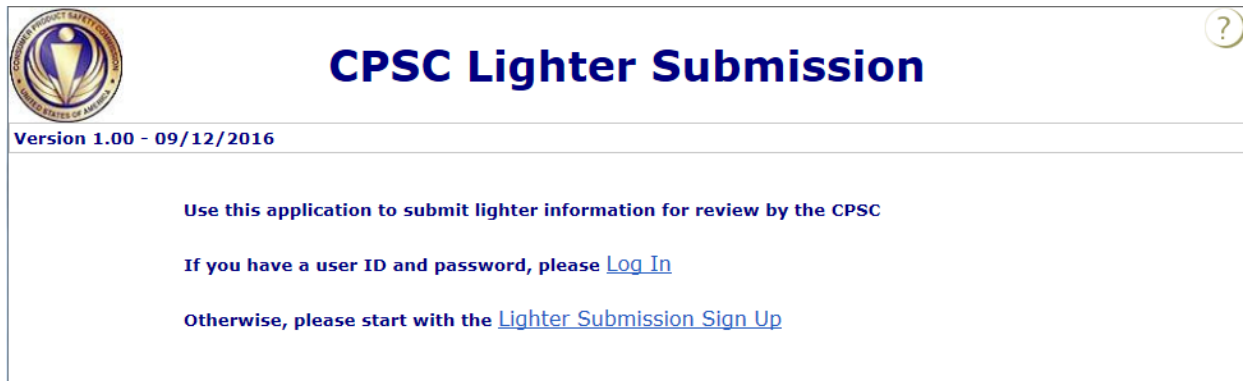


Exhibit Login Screen 1

The public Lighter Submission Application start page (Exhibit Login Screen 1) offers two choices:

[1] Log In – For submitters who already have a Business Portal account. This option leads to the Business Portal Login Page (Exhibit Business Portal Screen 1).

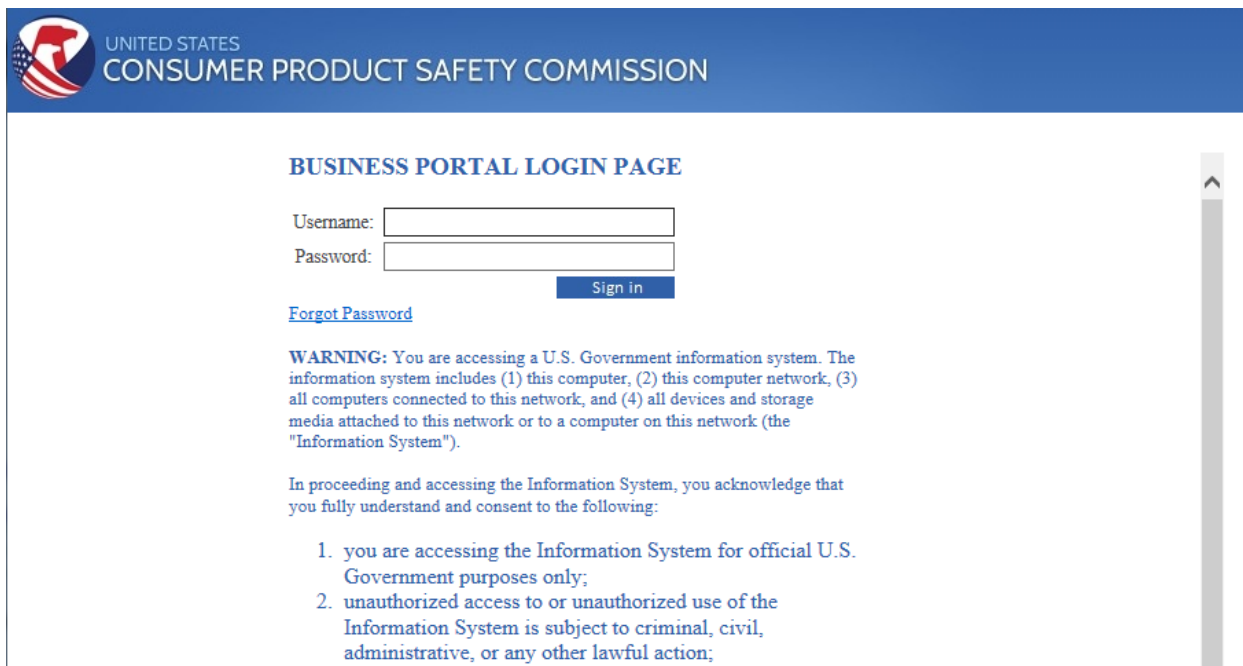


Exhibit Business Portal Screen 1

[2] Lighter Submission Sign Up – For submitters who do not have a Business Portal account. This option leads to the sign up page (Exhibit Login Screen 2).



Exhibit Login Screen 2

On this screen, the submitter enters an email address and clicks the Continue button. This email address will be the submitter's username. If the email address entered has already been registered, the system will direct the submitter to the Business Portal login screen (Exhibit Business Portal Screen 1).

Otherwise, the user should complete the fields on the Lighter Submission Sign Up screen (Exhibit Login Screen 3). Click the Submit button to complete registering for the Lighter Submission Application.





CPSC Lighter Submission

Version 1.00 - 09/12/2016

Lighter Submission Sign Up

Create login in for User Name (email address)

Last Name

First Name

When creating a password below, please note:


- Password is case sensitive
- Must be between 8 and 15 characters long
- Must have at least 1 uppercase letter
- Must have at least 1 lowercase letter
- Must have at least 1 numeral (digit)
- Must have at least 1 special character
- Must not contain either of the following: password, test
- Must not contain part of your name or email address

Password

Re-enter Password

Exhibit Login Screen 3

The submitter now logs into the Business Portal Login Page (Exhibit Business Portal Screen 1) using the username and password created in the Lighter Submission Sign Up screen (Exhibit Login Screen 3). Upon successful sign in, the system will display the Business Portal Main Menu (Exhibit Business Portal Screen 2).



Main Menu

CPSC Business Portal

Change your current password.

Personalized shortcuts.

Information about your password and password policies.

Exhibit Business Portal Screen 2

Click the Applications button to see the list of applications to which the account is authorized.

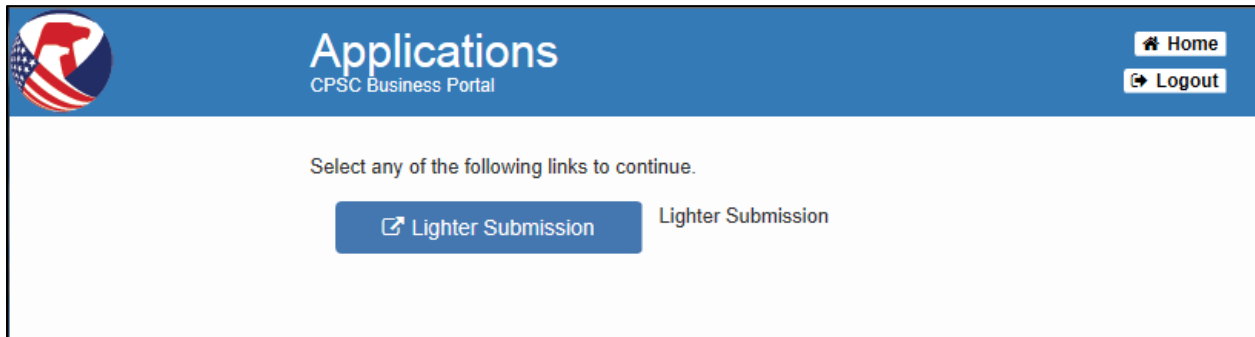


Exhibit Business Portal Screen 3

Click the Lighter Submission button to access the Lighter Submission Application (Exhibit Lighter Submission Screen 1).

4 Creating a New Submission

4.1 Submission Detail

Upon initial entry into the Lighter Submission application, the system will automatically display the first section data entry section, the Lighter Submission Detail screen (Exhibit Lighter Submission Screen 1).

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Lighter Submission Detail

- Fill in the details for this Lighter Submission
- The Save and Continue button will lead to the company page.
- Or use the Go Back button to return to the home page.

[Go Back](#)

[Submission Detail](#)

[Delete Submission](#)

Type of Submission * Submitter Email *

(In the notes, please include when you plan to ship the lighter samples)

Submission Notes *

[Save and Continue to Companies](#)

Exhibit Lighter Submission Screen 1

Enter submission information as follows:

***Type of Submission** – Select either Tested Model or Cross Qualified Model from the drop-down list.

Tested Model: Lighter tested in accordance with 16 C.F.R. §§ 1210.4 or 1212.4.

Cross Qualified Model: Lighter that differs from a tested model only by differences that would not have an adverse effect on child resistance.

***Submitter Email** – The field will be prefilled with the email address used to log into the application, but can be edited. Enter the email address to use for correspondence. Any system generated emails will be sent to the address entered into this field.

***Submission Notes** – Enter when CPSC staff should expect to receive the package containing lighter samples, and any additional information about the submission.

Click the Save and Continue to Companies button to move to the next section, Companies (Exhibit Lighter Submission Screen 3 and Screen 4).

If the user has Submissions in Progress, then the submission records will be displayed in a grid (Exhibit Lighter Submission Screen 2).

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Submissions in Progress (2)

[Add New Submission](#)

Action	Submission Date	Test Type	Submitter Name	Submitter Type
<input type="button" value="Update"/>	09/28/2016	CROSS	X Inc.	Importer
<input type="button" value="Update"/>	10/06/2016	TESTED		

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Exhibit Lighter Submission Screen 2

Click on the Update button next to a submission record to continue updating the submission form. Click the Add New Submission button to begin a new submission. Multiple submissions can be drafted at once.

4.2 Company Detail

The second data entry section asks for company information (Exhibit Lighter Submission Screen 3).

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Lighter Submission Companies

- Identify the submitting company and any other company for this Lighter Submission
- Afterward, the Continue button will lead to the lighter model page.
- Or use the Go Back button to return to the main submission page.

[Go Back](#)

[Add a Company](#)

Type of Company *	<input type="text"/>	Is Submitter *	<input type="radio"/> Yes <input type="radio"/> No
Company Name *	<input type="text"/>	Contact *	<input type="text"/>
Company Address *	<input type="text"/>	Contact Title *	<input type="text"/>
	<input type="text"/>	Email *	<input type="text"/>
Country *	<input type="text"/>	Phone *	<input type="text"/>
Notes	<input type="text"/>		
	<input type="text"/>	Fax *	<input type="text"/>

[Save Changes](#) [Cancel Changes](#)

Exhibit Lighter Submission Screen 3

Enter Company information as follows:

***Type of Company** – Select either Importer or Manufacturer from the drop-down list.

***Is Submitter** – Click on the Yes or No radio button. At least one company must be the Submitter to continue.

***Company Name** – Enter the name of the company.

***Company Address** – Enter the company's address.

***Country** – Select the country from the drop-down list. Note that the United States is at the top of the list.

***Contact** – Enter the name of the Contact provided by the Company.

***Contact Title** – Enter the Contact's title within the company or Mr./Ms./Mrs.

***Email** – Enter the Contact's email address.

***Phone** – Enter the Contact’s phone number.

***Fax** – Enter the Contact’s fax number.

Notes – Enter any additional notes about the company.

Once completed entering information for a company, click the Save Changes button. The information entered will be displayed in a grid (Exhibit Lighter Submission Screen 4). Click the Update button beside the company record to edit/delete the record.

The screenshot shows the 'CPSC Lighter Submission' interface. At the top left is the CPSC logo. The title 'CPSC Lighter Submission' is centered. Below the title, it says 'Version 1.00 - 09/21/2016' and 'Logged in as: cvnguyen@cpsc.gov'. The main heading is 'Lighter Submission Companies'. Below this, there are instructions: 'Identify the submitting company and any other company for this Lighter Submission', 'Afterward, the Continue button will lead to the lighter model page.', and 'Or use the Go Back button to return to the main submission page.' There is a 'Go Back' button. Below that, a box indicates 'Companies (1)'. An 'Add Company' button is present. A table with one row of company data is shown. The table has columns: Action, Is Submitter, Type of Company, Company Name, Company Address, country, Contact, Contact Title, Phone, Fax, Email, and Notes. The 'Update' button is visible in the 'Action' column. Below the table is a 'Continue to Lighter Models' button.

Action	Is Submitter	Type of Company	Company Name	Company Address	country	Contact	Contact Title	Phone	Fax	Email	Notes
Update	Y	Importer	Joe's Imports	1234 East West Hwy, Bethesda, MD 20814	United States	Joe Jones	President	301-555-1234	304-444-1234	joe@joesimports.com	Please use the email address provided as the main form of communication for this company.

Exhibit Lighter Submission Screen 4


Multiple company records can be added by clicking the Add Company button. Once all company information records have been added, click the Continue to Lighter Models button to move to the next section, Lighter Models (Exhibit Lighter Submission Screen 5 and Screen 6).

Note: One company record must be marked “Yes” in the “Is Submitter” field.

4.3 Lighter Models

Required fields differ depending on whether the submission is for Tested Models or Cross Qualified Models. The following fields will always be required: Model Number, Type of Lighter, Fuel, Fuel Capacity, Ignition Mechanism, Manufacture Location, and Surrogate Description.

Tested Model



CPSC Lighter Submission

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Version 1.00 - 09/21/2016Logged in as: cvnguyen@cpsc.gov

Lighter Models in Submission

- Enter lighter model details for this Lighter Submission
- Afterward, the Continue button will lead to the attachment page.
- Or use the Go Back button to return to the company page.

Go BackAdd a Model

Model Name *

Model No *

Fuel *

Shape *

Weight *

Ignition Mechanism *

Main Button

Continuous Button

Operation Instruction *

Manufacturer Location *

Surrogate Description *

Test Dates *

Pre Force Test Range Low *

Pre Force Test Range Hi *

Model Based On and Other Notes

Type of Lighter *

Fuel Capacity *

Size *

Child Feature *

Safety Button

Surface Area of Buttons

Measure Method *

Report Location *

CR Level *

Post Force Test Range Low *

Post Force Test Range Range Hi *

Save ChangesCancel Changes

Exhibit Lighter Submission Screen 5

Cross-Qualified Model

Exhibit Lighter Submission Screen 6

Enter the Model Information as follows:

Model Name – Enter the model name.

Type of Lighter – Select Cigarette or Multi-Purpose from the drop-down list.

Model No – Enter the model number.

Fuel – Enter the type of fuel.

Fuel Capacity – Enter the Fuel Capacity in grams (g).

Shape – Enter the Shape, attach appropriate diagram in the Attachments section as needed.

Size – Enter the Size in millimeters (mm).

Weight – Enter the Weight in grams (g)

Ignition Mechanism – Enter a description of the Ignition Mechanism.

Child Feature – Enter a description of the Child Resistant Feature.

Main Button – Enter a description of the Main Button.

Safety Button – Enter a description of the Safety Button.

Continuous Button – Enter a description of the Continuous Button.

Surface Area of Buttons – Enter the surface area of all buttons.

Operation Instruction – Enter instructions on how to operate the lighter.

Measure Method – Enter the methodology used when measuring the force of the buttons, including any tools that are used, how the test was done, at which point the force is recorded, etc.

Manufacturer Location – Enter the location where the lighters were or will be manufactured,

Surrogate Description – Enter a description of the surrogate lighter.

Report Location – Enter the location where the records of testing of the lighter are kept

Test Dates – Enter the date or range of dates when the tests were conducted.

CR Level – Enter a number from 0 to 100 to indicate the Child-Resistant level.

Pre-Force Test Range Low – Enter the low end of the Pre-Force Test Range.

Post-Force Test Range Low – Enter the low end of the Post-Force Test Range.

Pre-Force Test Range Hi – Enter the high end of the Pre-Force Test Range.

Post-Force Test Range Hi – Enter the high end of the Post-Force Test Range.

Minimum Force Specification – Enter the Minimum Force Specification.

Model Based On and Other Notes – For a Cross Qualified Submission, enter the Model Number of the lighter this submission is based on, and enter any additional notes regarding this model.

When done entering Model information, click the Save Changes button. The information entered will be displayed in a grid (Exhibit Lighter Submission Screen 7). Click the Update button beside the record to edit/delete the record.

Multiple Model records can be added by clicking the Add Model button.

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Lighter Models in Submission

- Enter lighter model details for this Lighter Submission
- Afterward, the Continue button will lead to the attachment page.
- Or use the Go Back button to return to the company page.

[Go Back](#)

Lighter Models (1)

[Add Model](#)

Action	Type of Lighter	Model Name	Model No	Surrogate Description	Ignition Mechanism	Child Feature	Manufacture Location	CR Levels	Minimum	Model Notes
Update	CIGARETTE	SS-12345	SS-12345	Surrogate description	Piezo (see attachment)	a heavy piezo unit part and will aggravate the pressure of the piezo part and then change the pressure of push-button	Wenzhou, China	2.6	2.4	Based on Model Number: GLAM007

[Continue to Attachments](#)

Exhibit Lighter Submission Screen 7

Click the Continue to Attachments button to move on to the next section of the application, Attachments (Exhibit Lighter Submission Screen 8 and Screen 9).

Note: All models in a submission should be the same Type of Lighter.

4.4 Attachments

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Lighter Submission Attachments

- Identify each document being attached to this Lighter Submission
- Please include full report of child tests, spec sheets, etc.
- Afterward, the Continue button will lead to the summary page.
- Or use the Go Back button to return to the model page.

[Go Back](#)

Add an Attachment

Current File
Select a file to load Browse... **File size limited to 10 MB (10485760 bytes)**

Notes

[Save Changes](#) [Cancel Changes](#)

Exhibit Lighter Submission Screen 8

Click the Browse . . . button, and select a file to attach. In the Notes field, enter a description of what the file is.

Note: Each file attached cannot exceed a file size of 10 MB.

Click the Save Changes button to attach the file to the submission. The file record will be displayed in a grid (Exhibit Lighter Submission Screen 9). Click the Update button next to the record to edit/delete the record.

CPSC Lighter Submission

Version 1.00 - 09/21/2016 Logged in as: cvnguyen@cpsc.gov

Lighter Submission Attachments

- Identify each document being attached to this Lighter Submission
- Please include full report of child tests, spec sheets, etc.
- Afterward, the Continue button will lead to the summary page.
- Or use the Go Back button to return to the model page.

[Go Back](#)

Attchments (1)

[Add Attachment](#)

Action	File Name	Notes
Update	Sample Lighter Diagram.jpg	Lighter Diagram

[Continue to Summary Page](#)

Exhibit Lighter Submission Screen 9

Multiple files can be attached by clicking the Add Attachment button.


Attach the following:

- Full report of child test
- Excel list
- Diagrams of the lighter
- Any specifications sheets
- Any other supporting files

Click the Continue to Summary Page button to move to the Summary screen (Exhibit Lighter Submission Screen 10).

4.5 Summary

For review, the Summary screen displays all the information entered during the submission process (Exhibit Lighter Submission Screen 10).



CPSC Lighter Submission

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Version 1.00 - 09/21/2016
Logged in as: cvnguyen@cpsc.gov

Lighter Submission Summary

Go Back

Please check your submitted data. Use the Go Back button if any correction is needed

Login Name (submitter email) : cvnguyen@cpsc.gov

Lighter Type	Cross Qualified Model
Submission Notes	submission notes

Submitting Company

Company Name	X Inc.
Company Type	Importer
Address	1235 E W HWY Bethesda, Md
Country	United States
Company Contact	Joe Jones
Contact Title	President
Company Phone	304-122-2332 ☎
Company Fax	383-324-2225 ☎
Company Email	joe@Xinc.com

Lighter Model

Model Name	SS-12345
Type of Lighter	Cigarette
Model No	SS-12345
Fuel	butane
Fuel Capacity	1.5
Shape	
Size	
Weight	
Ignition Mechanism	Piezo (see attachment)
Child Feature	a heavy piezo unit part and will aggravate the pressure of the piezo part and then change the pressure of push-button

Main Button

Safety Button

Continuous Button

Surface Area of Buttons

Operation Instruction

Measure Method

Manufacturer Location	Wenzhou, China
Surrogate Description	Surrogate description
Report Location	
Test Dates	
CR Level	2.6
Pre Force Test Range Low	0
Post Force Test Range Low	0
Pre Force Test Range Hi	0
Post Force Test Range Range Hi	0
Minimum Force Specification	2.4
Model Based On and Other Notes	Based on Model Number: GLAM007

Attachment

File Name	Sample Lighter Diagram.jpg
Notes	Lighter Diagram

Confirm to Send Submission

Exhibit Lighter Submission Screen 10

Use the Go Back button to edit information on previous screens. Click the Continue to Send Submission button to submit the lighter submission to CPSC. There will be a prompt to confirm the submission (Exhibit Lighter Submission Screen 11).

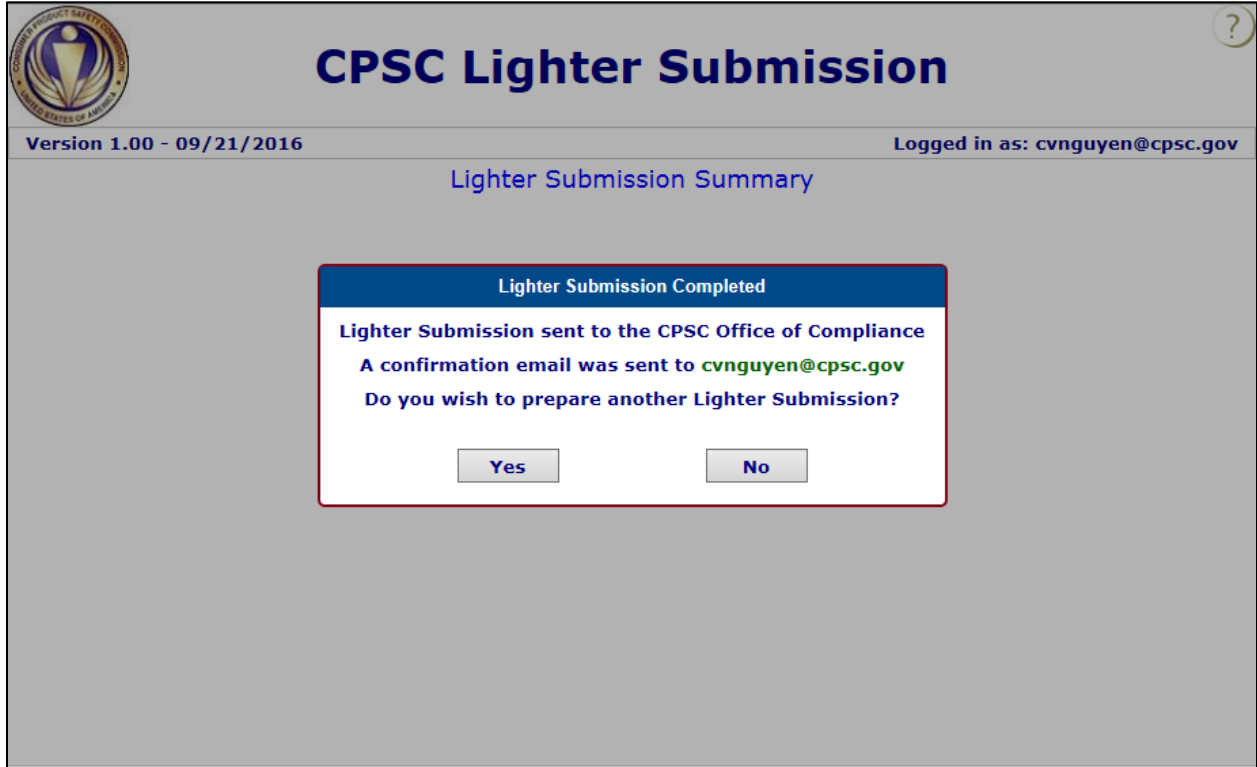
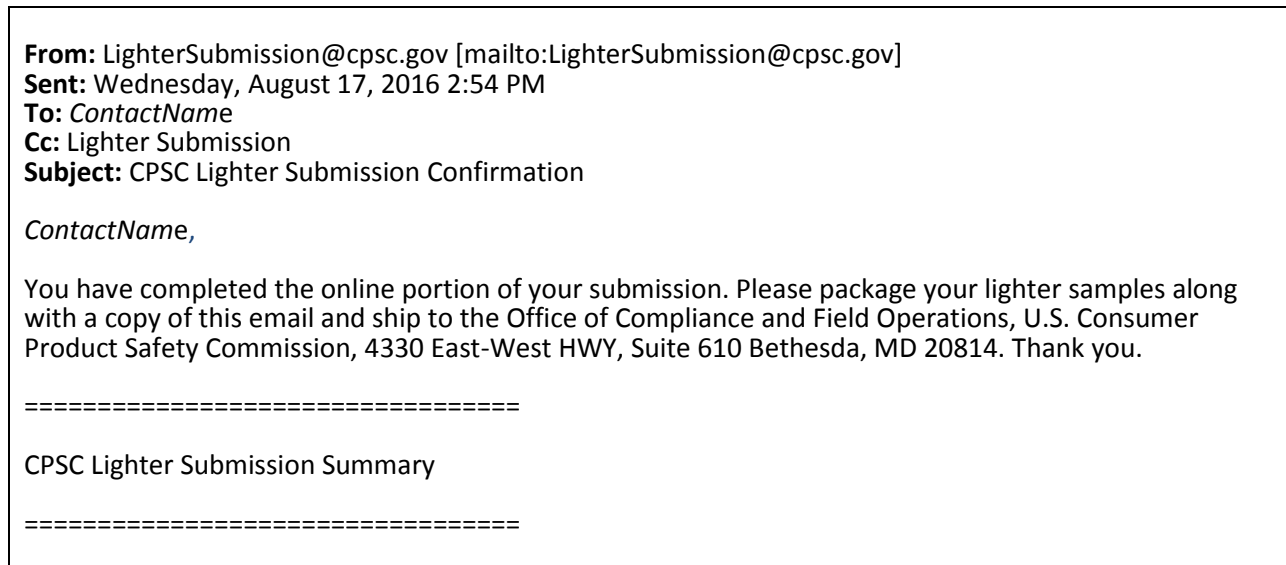


Exhibit Lighter Submission Screen 11

Click ‘Yes’ to confirm submission completion. The submitter will receive a confirmation email similar to the following:



Login Name (submitter email) : cvnguyen@cpsc.gov
Lighter Type : Cross Qualified Model Submission
Notes : submission notes

Submitting Company
Company Name : X Inc.
Company Type : Importer
Address : 1235 E W HWY
Bethesda, MD
Country : United States
Company Contact : Joe Jones
Contact Title : President
Company Phone : 304-122-2332
Company Fax : 383-324-2225
Company Email : joe@Xinc.com

Lighter Model
Model Name : SS-12345
Type of Lighter : Cigarette
Model No : SS-12345
Fuel : butane
Fuel Capacity : 1.5
Shape :
Size :
Weight :
Ignition Mechanism : Piezo (see attachment) Child Feature : a heavy piezo unit part and will aggravate the pressure of the piezo part and then change the pressure of push-button Main Button :
Safety Button :
Continuous Button :
Surface Area of Buttons :
Operation Instruction :
Measure Method :
Manufacturer Location : Wenzhou, China
Surrogate Description : Surrogate description Report Location :
Test Dates :
CR Level : 2.6
Pre Force Test Range Low : 0
Post Force Test Range Low : 0
Pre Force Test Range Hi : 0
Post Force Test Range Hi : 0
Minimum Force Specification : 2.4
Model Based On and Other Notes : Based on Model Number: GLAM007

Attachment
File Name : Sample Lighter Diagram.jpg
Notes : Lighter Diagram
=====

Please package the Lighter samples along with a copy of the submission confirmation and ship to Office of Compliance and Field Operations, U.S. Consumer Product Safety Commission, 4330 East-West HWY, Suite 610 Bethesda, MD 20814. An email will be sent confirming that the shipment has been received.

-----END-----