



PO Box 1178 Sumas WA USA 98295-1178

Thank you for inquiring about a Treater Membership with the Cedar Shake & Shingle Bureau.

Attached to this document is your Treater Membership Application, all applicable sections must be completed and returned via email to [membership@cedarbureau.org](mailto:membership@cedarbureau.org) along with an application fee.

### **INSURANCE**

Please note the following insurance requirements:

1. ALL Manufacturer/Treaters and Contractor/Installer Members MUST submit a Certificate of Insurance confirming a Commercial General Liability coverage limit of \$2 million dollars (\$2,000,000 Limit of Liability per Occurrence or \$1,000,000 Limit of Liability per Occurrence and \$1,000,000 Umbrella Liability).
2. The Cedar Shake and Shingle Bureau (full name, not the acronym) MUST be named as additional insured on each Member's Certificate of Insurance. Only use the association's Canadian address on the Certificate of Insurance (200-9292 200<sup>th</sup> Street, Langley, BC V1M 3A6). Members should contact their insurance broker to request this document. If your firm operates under another name, make sure the name listed with the CSSB is clear on the paperwork submitted.
3. The following phrase needs to appear on the Certificate of Insurance: "Cedar Shake and Shingle Bureau are added as an Additional Insured but only with respect to liability arising out of the operations of the Named Insured".
4. Should the policy(ies) listed in the Certificate of Insurance be cancelled before the expiration date thereof, the insurer(s) affording coverage and/or Member must promptly provide written notice of such cancellation in advance thereof to the Cedar Bureau.

Please note that it is each Member's responsibility to keep accurate, current insurance documentation on file with the CSSB. Please ask someone reliable at your firm to take responsibility for sending in the annual update. Thank you for your cooperation.

The Cedar Shake & Shingle Bureau is committed to high standards and expects all member applicants to reflect this in their workmanship practices. Please ensure you fill out your paperwork completely as this will assist with application processing. Allow 6-10 weeks for processing your application. Also, ensure that your references are notified that a Cedar Shake & Shingle Bureau representative will contact them.

We look forward to receiving your application and thank you in advance for the time spent completing the comprehensive application package.



**Cedar Shake &  
Shingle Bureau**

PO Box 1178 Sumas WA USA 98295-1178

## **CSSB – TREATER MEMBERSHIP DUES AND PAYMENT**

Effective December 2025

**NOTE:** Only Certi-labeled products manufactured by members of the Cedar Shake and Shingle Bureau qualify for Certi-Last® or Certi-Guard® labeling.

*In its sole discretion, the CSSB reserves the right to deny membership applications.*

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### **TREATERS PRODUCTION DUES (USD)**

Certi-Last ----- **\$0.6687 Sq.**

Note: Dues are increased annually in line with all manufacturing members of CSSB.

- Treater dues are paid every month.
- Treater dues are paid per square produced or shipped.

### **PRODUCTION REPORTS**

Production reporting for dues purposes must follow the CSSB production dues reporting template.

### **TREATER MEMBERSHIP NON-REFUNDABLE APPLICATION FEE**

- All Treater applicants must pay a non-refundable fee of \$800 USD. This covers application processing.
- Applicants may pay application fee via cheque, online payment or ACH. Application will not be processed until payment is received.

### **ONLINE PAYMENT**

Please click this [link](#) to make an online payment. Please note, there may be a 3% surcharge fee if paying with credit card.

### **ACH**

If you would like to pay via ACH, please see attached document for information.

### **CHEQUE**

If you would like to pay via cheque, please mail your cheque to:

**Cedar Shake & Shingle Bureau  
PO Box 1178  
Sumas, WA 98295-1178**

Please note: Since your application will not be processed until the application fee is paid, paying via cheque may delay your application.



# CEDAR SHAKE & SHINGLE BUREAU

THE RECOGNIZED AUTHORITY SINCE 1915



## APPLICATION FOR CERTI-LAST® MEMBERSHIP

The undersigned hereby applies for membership in your corporation and hereby agrees to be bound by the By-Laws of said corporation now in existence, or which may hereinafter be enacted, and to conform to all rules and regulations adopted pursuant thereto, and to pay all contributions required by said By-Laws or established thereunder.

The following information concerning the business of the undersigned is submitted for the records of the Cedar Shake and Shingle Bureau ("CSSB") please type or print clearly:

Company Name:		Website:
Street Address / P.O. Box:		
City and State/ Province:	Zip/Postal Code:	Email:
Principal or Contact:	Telephone:	Fax:

Please indicate how you would like your membership certificate to read:

Type of Business:

- Sole Proprietorship
- Partnership
- Corporation
- Subsidiary
- Other \_\_\_\_\_

Number and location(s) of treating plants operated by applicant:

Actual physical address(es) (Brief directions if necessary):

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Has the Applicant firm or any of its subsidiaries, its parent companies or any of its principals applied to the Cedar Shake and Shingle Bureau for membership in the past?

Yes  (Please include the details on a separate sheet.) No

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PLEASE RETURN THIS FORM TO:

## Cedar Shake & Shingle Bureau

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**Cdn Address:**

#200, 9292 200th St,  
Langley, BC V1M 3A6

**US Address:**

PO Box 1178  
Sumas, WA 98295-1178

T: 604-820-7700

F: 604-820-0266

E: [membership@cedarbureau.org](mailto:membership@cedarbureau.org)

[www.cedarbureau.org](http://www.cedarbureau.org)

### COMPANY REFERENCES

**NOTE:** The CSSB will call listed references. Ensure your references will be available and willing to speak to a CSSB representative.

**Business / Suppliers / Trade References List four (4) business references (one must be from your bank)**

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1. Name of Bank:

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Street Address or P.O. Box:

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City and State/ Province:

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Zip/Postal Code:

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Contact:

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Telephone:

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Fax:

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Email:

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Length of Working Relationship (Number of Years):

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**Attach a separate sheet, signed by your bank's signing officer, confirming how long you've done business together and that your account is in good standing.**

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**2. Name of Company Reference:**

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Street Address or P.O. Box:

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City and State/ Province:

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Zip/Postal Code:

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Contact:

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Telephone:

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Fax:

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Email:

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Length of Working Relationship (Number of Years):

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Nature of Working Relationship (supplier, banker, delivery, etc.):

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**3. Name of Company Reference:**

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Street Address or P.O. Box:

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City and State/ Province:

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Zip/Postal Code:

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Contact:

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Telephone:

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Fax:

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Email:

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Length of Working Relationship (Number of Years):

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Nature of Working Relationship (supplier, banker, delivery, etc.):

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4. Name of Company Reference:

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Street Address or P.O. Box:

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City and State/ Province:

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Zip/Postal Code:

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Contact:

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Telephone:

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Fax:

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Email:

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Length of Working Relationship (Number of Years):

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Nature of Working Relationship (supplier, banker, delivery, etc.):

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CERTI-LAST™ AGREEMENT

This Certi-Last Agreement (“Agreement”) is entered into on \_\_\_\_\_ between the  
(date)  
Cedar Shake & Shingle Bureau (the “Bureau”) and \_\_\_\_\_ (the “Treater”).

RECITALS

A. The Bureau is the owner of the Certi-Last mark (the “Mark”), a facsimile of which is attached hereto and incorporated herein by this reference, and the Treater wishes to market and sell preservative treated wood shakes and shingles (“Treated Products”) under the Mark.

B. The Bureau is willing to permit the Treater to use the Mark.

AGREEMENT THEREFORE,

the parties agree:

1. Term. Unless terminated earlier as provided herein, the term of this Agreement (“Term”) is one (1) year beginning the date of execution of the Agreement by the Treater and the Bureau, and shall be renewed automatically each succeeding year unless either party gives written notice 30 days prior to expiration of the applicable annual Term.

2. Dues. Treater shall pay dues to the Bureau for use of the Mark in accordance with the Bureau’s By- Laws, as amended or in effect from Mme to Mme.

3. Grant. Subject to the terms and conditions set forth in this Agreement, the Bureau hereby grants to the Treater the nonexclusive right to use the Mark in the marketing and sale of Treated Products during the Term of this Agreement, and Treater agrees to label with Certi-Last labels all visible bundles of Certi-Labeled wood shakes and shingles that meet the minimum standards set forth in this Agreement.

4. Ownership. Treater acknowledges that the Bureau owns all right, title and interest in and to the certification mark Certi-Last and all attendant goodwill, and Treater has no right to use the Mark except with the permission of the Bureau and on the terms and conditions set forth in this Agreement. Further, Treater acknowledges that it will acquire no interest in or right to use the Mark, other than that granted herein.

5. Minimum Standards. Treater acknowledges that the quality of Treated Products marketed by Treater under the Mark is critical to the reputation and goodwill associated with the Mark. Treater shall use the Marks only on or in connection with the marketing and sale of wood shakes and shingles meeting the minimum standards set forth below:

- a) Treated Products. Must be Number 1 grade wood shakes and shingles which conform to the standards of the Bureau and have been produced by a Bureau member mill under the Certi-Label program.
- b) Treating Standards. Must be treated in compliance with the American Wood Preservers

Association (C34 Standard). Preservative retention, penetration, and assay sampling criteria shall be in accordance with the AWPA U1-07 and/or CSA 0118.1 Standard.

6. Inspection and Audit. The Bureau reserves the right, at any Mme, to inspect the Treater's plant and facilities, documents and records, treating process and procedures, and inventory and to take samples of Treated Products for the purpose of testing for, or auditing compliance with, the standards set forth in this Agreement.

7. Promotional Materials. Treater shall reimburse the Bureau for the cost of promotional materials in the amounts set by the Bureau's Board of Directors from Mme to Mme.

8. Quality Control Agency. Treater shall at all Mmes retain an inspection and quality control agency (an "Agency") that maintains a current and valid ICBO ES, Inc. Evaluation Report as a certified quality control agency for Treated Products and is recognized by ICBO ES, Inc. as qualified to inspect and verify Treater's compliance with the Treating Standards (Sec. 4 b) and with this Agreement, and to cooperate fully with the Bureau in inspecting, auditing and monitoring Treater's performance under and compliance with this Agreement, including without limitation, fully disclosing to the Bureau all information pertaining thereto and providing all documents and records requested by the Bureau.

9. Limited Warranty. Treater shall provide each homeowner who purchases Treated Products with a thirty (30) year limited warranty which shall not be prorated more than 1/30th per year and pursuant to which Treater agrees, at a minimum, to supply new Treated Products to replace all Treated Products that fail due to fungal decay and termites subject to individual treating companies' criteria. The warranty shall run from the Treater only; the Bureau makes no warranty, express or implied, to any party with respect to the Treated Products. The Bureau must approve the complete terms of Treater's limited warranty prior to Treater's use of the Mark.

10. Indemnification. The Bureau shall not be liable for injury to any person, or for the loss of or damage to any property occurring in connection with Treated Products sold under the Mark or represented to be in compliance with any standards of the Bureau from any cause whatsoever, unless solely caused by the Bureau's negligence or willful misconduct. Treater shall indemnify, defend and hold the Bureau harmless from and against any and all claims, charges, liabilities, obligations, penalties, damages, costs and expenses (including attorneys' fees) arising, claimed, charged or incurred in connection with: (i) Treated Products sold under the mark or represented or warranted to be in compliance with any standards of the Bureau, (ii) breach of this Agreement, or (iii) any act or negligence of Treater, or any officer, agent or employee of Treater. In case any action or proceeding shall be brought against the Bureau by reason of such claim, the Treater, upon notice from the Bureau, shall defend the same at Treater's expense by counsel reasonably satisfactory to the Bureau. The indemnification provided for in this section with respect to any acts or omission during the Term of this Agreement shall survive any termination or expiration of this Agreement. Treater shall promptly notify the Bureau of losses occurring or claims arising in connection with Treated Products sold by Treater under the Mark or represented to be in compliance with any standards of the Bureau.

11. Insurance. During the Term of this Agreement, Treater shall, at its sole cost and expense, maintain comprehensive general liability and product liability insurance with a reputable insurance company or companies with a combined single limit of \$1,000,000 for personal injuries and property damage, to indemnify both the Bureau and Treater against any such claims, demands, losses, damages, liabilities and expenses. The Bureau shall be named insured and shall be furnished with a certificate of insurance on the issuance and renewal of each

policy, which shall bear an endorsement that it shall not be canceled except upon not less than 30 days prior written notice to the Bureau.

12. Suspension. Treater shall be under suspension (a “Suspension”) if it breaches any material term or condition of this Agreement, including but not limited to:

a) Treater fails, within five (5) days of a request by the Bureau, to verify in writing its compliance with the minimum standards set forth in this Agreement.

b) Any Treated Products marketed or sold in connection with the Mark fail to conform fully with the minimum standards set forth in this Agreement.

c) Treater fails to comply with any of the Bureau’s By-Laws, policies, rules or regulations.

13. Action Required Upon Suspension or Termination. If Treater is under suspension, or if this Agreement is terminated, Treater shall immediately cease the marketing and sale of all products bearing the Mark or represented to be in compliance with any standards of the Bureau, shall immediately relinquish to the Bureau all labels bearing the Mark, and in the Bureau’s sole discretion, shall notify all customers, to whom Treated Products have been sold within the period of Mmes specified by the Bureau, of the suspension or termination and shall withdraw all Treated Products from further sale or distribution anywhere in the world.

14. Investigation. At all Mmes, and upon suspension or termination of this Agreement, Treater agrees to cooperate in full and in good faith with the Bureau regarding any audit or investigation by the Bureau of the Treater’s performance under, or compliance with, this Agreement, including without limitation an investigation of any breach leading to or causing a suspension or termination.

15. Termination of Agreement. Failure of Treater to remedy, in the Bureau’s sole discretion, the breach leading to or causing a suspension shall result in immediate termination of this Agreement upon written notice by the Bureau of its intention to terminate. In its sole discretion, the Bureau may terminate this Agreement on 5 days’ written notice for any material breach of this Agreement by Treater. The provisions of Sections 2, 4-9, 12-13, 15, and 20-22 shall survive the termination or expiration of this Agreement.

16. Limited Liability for Bureau. The Bureau shall not be liable for special, incidental, indirect or consequential damages of any kind whatsoever, whether alleged to have resulted, directly or indirectly, from a breach by the Bureau of this Agreement or other contract, negligence or other tort or otherwise.

17. Notices. All notices required or permitted by this Agreement shall be in writing and shall be deemed given when (i) personally delivered, (ii) deposited by registered or certified mail, postage prepaid and return receipt requested, or (iii) deposited with a nationally recognized overnight delivery service such as Federal Express, addressed to a party at the address under its name on the signature page of this Agreement.

18. Entire Agreement; Modifications. The terms of this Agreement constitute the entire agreement between the parties regarding the subject matter described herein. No modification to this Agreement shall be binding unless in writing and signed by the parties.

19. Severability. If any provision of this Agreement shall be held illegal or invalid by any court, this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein,

and this Agreement shall be deemed an agreement of the parties hereto to the full extent permitted by law. If any provision shall be declared invalid or unenforceable because of its breadth, scope or duration, such provision shall be deemed modified to the extent necessary to make it valid and enforceable and shall remain in full force and effect as so modified, or if not so modified, shall be severable from the rest of this Agreement.

20. Assignment. Treater may not assign or delegate any of its rights, obligations or duties under this Agreement, by management agreement or otherwise, without the prior written consent of the Bureau. Any change in the ownership of Treater, or in the persons responsible for managing Treater's treating operations, whether by sale of stock, assignment of partnership interest, lease, contract or otherwise, shall constitute an assignment to which the prior written consent of the Bureau is required.

21. Waiver. The failure of either party at any Mme to require performance of any provision hereof by the other party shall not be deemed a waiver and thereafter shall not deprive that party of its full right to require such performance in the particular instance or at any other Mme. Any waiver must be in writing and signed by the waiving party.

22. Governing Law. This Agreement shall be governed by an construed in accordance with the laws of the State of Washington, excepting its conflict of laws provisions.

23. Attorney's Fees. In the event of a dispute between the parties arising out of this Agreement, which is arbitrated or litigated, the nonprevailing party shall bear the reasonable costs and attorneys' fees of the prevailing party, including the reasonable costs and attorneys' fees incurred in the appeal of any final or interlocutory judgment. Venue of any suit or proceeding arising out of this Agreement shall be in King County, Washington, and Treater agrees to submit to the jurisdiction of any state or federal court in King County, Washington competent to hear such suit or proceeding.

CEDAR SHAKE & SHINGLE BUREAU  
CERTI-LAST AGREEMENT

DATE: \_\_\_\_\_

TREATER \_\_\_\_\_  
SIGNATURE

CEDAR SHAKE & SHINGLE BUREAU

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



**Cedar Shake &  
Shingle Bureau**

Cdn. Address  
#200, 9292 200<sup>th</sup> Street  
Langley, BC V1M 3A6

US Address:  
PO Box 1178  
Sumas, WA 98295-1178

[www.cedarbureau.org](http://www.cedarbureau.org) Tel: 877-412-5968 email: [membership@cedarbureau.org](mailto:membership@cedarbureau.org)