



On-Site Test Group Coordinator Responsibilities

Updated November 2024

TRC MN LLC, and its affiliate Automotive Enviro Testing LLC (collectively, “TRC MN”) provides facilities for research and development and testing of vehicles, vehicular equipment and materials used in connection with transportation including, but not limited to, by providing access to proving grounds, cold cells, test tracks and garage and personnel lodging relating to the foregoing at TRC MN's facility located at 1420 County Rd 1 SW, Baudette, MN 56623 (such property and facilities located thereon are collectively referred to as the “TRC MN Facility”).

Each client shall appoint an **On-Site Test Group Coordinator** to be responsible for the following while on-site at the TRC MN Facility:

- To ensure that all individuals (whether they are staying on- or off-site) within the client’s test group and others supporting the test group (including suppliers) are registered with and approved by TRC MN staff by completing the **TRC MN Facility Registration & Agreement Form**. Each individual within the client’s test group to be granted access to the TRC MN Facility must deliver to TRC MN staff a completed and signed Facility Registration & Agreement Form prior to accessing the TRC MN Facility.
- On-Site Test Group Coordinators will be given stickers (color coded to each company on-site) that must be placed on the outside of each test vehicle’s windshield, where the rearview mirror is attached. Stickers must be affixed to the center of the upper windshield of the vehicle in the described location. Vehicles without such stickers are not permitted to access TRC MN Facility test courses.
- To ensure that the **TRC MN Course Request Form** is submitted every day by 6:00 AM local time. The TRC MN Course Request Form may be completed by logging in to the client’s account on the TRC MN website (www.aetesting.com).
- To communicate with the TRC MN Course Coordinator as needed.
- To communicate all course closures, charging station closures, and updates from the TRC MN Course Coordinator to the client’s entire test group.
- To distribute all lodging and garage access cards and gate codes to the client’s entire test group and to ensure all access cards are returned to TRC MN upon check out.
- To organize and assign bedrooms to occupants within the client test group’s designated lodge.
- To ensure all occupants have read and comply with the **TRC MN Site Operating Rules & Regulations**, which can be found on the TRC MN website (www.aetesting.com). TRC MN will also use reasonable efforts to make available copies in each bedroom to be occupied by the client test group’s members or elsewhere at the TRC MN Facility.

- To ensure all occupants are aware of the TRC MN housekeeping procedures. This document can be found in each individual bedroom.
 - To ensure all occupants are out of the relevant lodge's common areas during the scheduled daily cleaning period from 8:30-9:30 AM local time.
 - To ensure all occupants are checked out of their bedrooms no later than 9:00 AM local time on the day of departure.
 - To confirm that each occupant within the client's test group hangs the "Checked Out" door hanger on the outside of his or her individual bedroom door upon check-out. This will alert housekeeping of the occupant's departure and ensure that a full cleaning of the room is completed before the next occupant arrives.
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