



National Association of  
Chemical Distributors

## CHEMICAL HANDLER AFFILIATE APPLICATION

Please return all application materials to:

NATIONAL ASSOCIATION OF CHEMICAL DISTRIBUTORS  
1560 WILSON BOULEVARD, SUITE 1100, ARLINGTON, VA 22209  
TEL: (703) 527-NACD (6223) FAX: (703) 527-7747 EMAIL: RFOLEY@NACD.COM

Chemical Handler Affiliates are companies that warehouse or transport chemical products for producers or distributors but don't take ownership of said products. A company that recycles or reconditions containers that hold chemical products such as tanks, tankers, IBS, totes, drums, and the like. Examples include warehouses, trucking firm, logistics firms, container re-conditioner/recyclers, etc. As Chemical Handler Affiliates, companies must comply with Responsible Distribution according to the Candidate Membership Timeline on page 4.

**Failure to complete any portion of this application may delay processing.**

### Applicant/Official Company Representative (Primary Contact)

*(Please Print or Type)*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name if Primary Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
800#

\_\_\_\_\_  
Cell

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email

### Additional Contact (Secondary Contact)

*(Please Print or Type)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address (If different than above)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell

## Billing Contact (Accounts Payable)

(Please Print or Type)

Name		Title	
Address			
City	State	Zip	
Telephone	Fax	Email	Cell

**A.** Has your company, or any parent/predecessor company, previously held membership/affiliation with NACD under its current name, or any other names?

YES, our company previously held membership in NACD from \_\_\_\_\_ through \_\_\_\_\_  
 Company name(s): \_\_\_\_\_

No, our company has never held a membership with NACD.

### B. Affiliate Requirements

In order to participate in the Chemical Handler Affiliate Program, your company must comply with the following requirements:

1. Annual payment of program fees.
2. Comply with NACD Responsible Distribution<sup>®</sup>, Responsible Distribution Canada, or ACC's Responsible Care<sup>®</sup>.

### C. Annual Fee

Affiliate fee is based on Annual Sales in the previous calendar year:

<b>50.1 + Million</b>	-----	\$ 6,375
<b>25.1 - 50 Million</b>	-----	\$ 4,875
<b>15.1 - 25 Million</b>	-----	\$ 4,110
<b>05.1 - 15 Million</b>	-----	\$ 2,615
<b>0 - 05 Million</b>	-----	\$ 2,035

Please note: Program year: July 1-June 30. Company participation in the Chemical Handler Affiliate Program entitles any employee from company to participate in the benefits of the program.

***\*Applications must be submitted to NACD with full dues payment.***

***Application Submission Deadline Schedule: July 2, 2018; October 2, 2018; January 7, 2019, April 1, 2019***

**D. Affiliate Classification** (circle all that apply)

<u>Code</u>	<u>Product/Service</u>	<u>Code</u>	<u>Product/Service</u>
LL	Public Warehouse	OO	Waste Management
MM	Carrier	PP	Recycler
NN	Liquid Terminal Operator	TT	Other:
			Please List: _____
			_____

**E. Company Profile**

1. Total number of company employees: \_\_\_\_\_
  2. Annual sales: \$\_\_\_\_\_
  3. Total number of customers: \_\_\_\_\_
  4. Is your company certified: (check all applicable)
    - ISO 9001
    - ISO 14001
    - Responsible Care®
    - ChemStewards
    - Other (please specify): \_\_\_\_\_
  5. Does your company haul:  Bulk Solvents  Packaged Goods  Dry Bulk  N/A
  6. Does your company store:  Bulk Solvents  Packaged Goods  Dry Bulk  N/A
  7. Company fleet size (if applicable): \_\_\_\_\_
  8. Number of facilities: \_\_\_\_\_
  9. Number of owned and operated warehouse locations: \_\_\_\_\_
  10. Number of owned and operated terminal locations: \_\_\_\_\_
  11. Number of leased warehouse locations: \_\_\_\_\_
  12. Number of leased terminal locations: \_\_\_\_\_
  13. Please list the full address of facilities from questions 8-12 (Attach a separate sheet if necessary.)
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**F. Company Description**

1. Please provide a brief (50 words or less, use a separate sheet if necessary) company description and why you want to join NACD.

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2. NACD will send you regular communications about programs and events. Please select areas of interest.

Check all that apply.

- Annual Meeting
  - ChemEdge
  - Education/Training (Executive Education/NACD U, Webinars)
  - Regulatory or Legislative News
  - Responsible Distribution
  - Regional Events
  - Other: \_\_\_\_\_
-

## G. NACD Responsible Distribution® - *Commitment Statement*

The company will make its best effort to comply with the National Association of Chemical Distributors' (NACD) *Code of Management Practice* within the dates specified in the Candidate status timetable. The following are the steps involved in the process of implementing and working toward the objectives of Responsible Distribution:

- The Company designates a Responsible Distribution Company Code Coordinator (*next page*).
- The designated Company Code Coordinator attends a Responsible Distribution Workshop (*one complimentary pass to use in the first two years per applicant company*).
- The requirements of the Responsible Distribution process are reviewed with company management.
- Company management conducts an initial assessment of its compliance with the Responsible Distribution program.
- An action plan to implement the Responsible Distribution program is completed.
- The company is in compliance with the Responsible Distribution program (*See timeline below*).
- The Responsible Distribution program of planning and executing action is repeated and reassessed annually.

### **Timeline: Candidates and new Chemical Handler Affiliates (CHAs) - Candidacy Period to meet Responsible Distribution Membership Requirements**

<b>Time Period</b>	<b>Action</b>
Application Approved– 6 months	<ul style="list-style-type: none"> <li>• Complete Self-Assessment Report (SAR)* then review and check in with Responsible Distribution Mentor</li> <li>• Schedule and conduct visit by Mentor or NACD Representative</li> <li>• Attend and pass NACD U's required courses:               <ul style="list-style-type: none"> <li>○ Senior Managers: "Responsible Distribution 101 for Senior Managers"</li> <li>○ Code Coordinators: "Responsible Distribution 101"</li> </ul> </li> <li>• Complete Responsible Distribution Company Overview</li> <li>• Participate in or register for an NACD Responsible Distribution Workshop and Candidate Class session, ChemEdge, NACD U Responsible Distribution code course(s), and/or Responsible Distribution Webinar(s)</li> </ul>
7-12 months	<ul style="list-style-type: none"> <li>• Pay Candidacy fee — \$1,495**</li> <li>• Review documentation (SAR, Overview, and additional company materials) with the Mentor to support at least four codes determined by the Mentor and/or Responsible Distribution department within the first six months. The Mentor can assist with identifying gaps or omissions.</li> <li>• Schedule Site verification and sign agreement with verifier confirming cost, date, and location</li> <li>• Complete Responsible Distribution Site Profile for selected verification site</li> </ul>
13-18 months	<ul style="list-style-type: none"> <li>• Review documentation with Mentor to support at least four additional codes</li> </ul>
18-19 months	<ul style="list-style-type: none"> <li>• Responsible Distribution progress review</li> </ul>
19-24 months	<ul style="list-style-type: none"> <li>• Review documentation with Mentor to support the final remaining five codes</li> </ul>
20-28 months	<ul style="list-style-type: none"> <li>• Write all online specifications for Responsible Distribution program</li> <li>• Provide Mentor copy of specifications for review prior to submitting to verifiers</li> </ul>
29-31 months	<ul style="list-style-type: none"> <li>• Conduct and complete scheduled*** Site verification</li> <li>• Pay NACD for Site verification (if not already paid as part of the yearly Membership Dues)</li> </ul>
32-33 months	<ul style="list-style-type: none"> <li>• Issue verification report, if not done in earlier period (determination of either a pass, corrective actions required, re-verification required)</li> <li>• Certificate available for download (passed verifications only)</li> </ul>

34-36 months	<ul style="list-style-type: none"> <li>• If applicable, complete corrective actions and submit to verifier               <ul style="list-style-type: none"> <li>○ Verifier reviews, provides feedback, and issues report (determination of either a pass or re-verification required)</li> <li>○ Certificate available for download (passed verifications only)</li> <li>○ Schedule re-verification (see below), if appropriate and within 6-12 months from originally scheduled verification date</li> </ul> </li> </ul>
36+ months <i>(cannot exceed 48 months)</i>	<ul style="list-style-type: none"> <li>• Place into a “suspended” membership status with sole focus on Responsible Distribution-related activities</li> <li>• Re-verification schedule***:               <ul style="list-style-type: none"> <li>○ Code Coordinator checks in with Mentor</li> <li>○ Company prepares specifications to meet re-verification requirements</li> <li>○ Company submits new/revised online specifications to verifier</li> <li>○ Company pays for re-verification</li> <li>○ Complete scheduled re-verification</li> <li>○ Issue re-verification report, if not in earlier period (determination of either a pass, corrective actions required, or failed)</li> <li>○ Certificate available for download (passed verifications only)</li> <li>○ A failed re-verification will cause the company to be recommended to NACD Board of Directors for Candidacy termination</li> </ul> </li> </ul>

**NOTE: Need Responsible Distribution assistance? Contact Doug Kutz, Responsible Distribution Mentor, [dougk13@comcast.net](mailto:dougk13@comcast.net), and/or Caroline Kramer, manager, Responsible Distribution at [ckramer@nacd.com](mailto:ckramer@nacd.com).**

*\*To better prepare NACD Candidates and new CHAs with the initial site verification, those companies should complete the Self-Assessment Report and review with the Responsible Distribution Mentor.*

*\*\*\$1,495 Candidacy Fee includes one site visit by the Mentor or another NACD representative as well as two free Responsible Distribution workshop registrations, one each for the code coordinator and a senior management representative, as well as seats at all the following programs specific to Candidates:*

- *Candidate training sessions during Responsible Distribution Workshops, generally offered twice/year*
- *Candidate conference calls, offered several times each year*
- *Priority scheduling with the Responsible Distribution Mentor during ChemEdge and Annual Meeting weeks.*

*\*\*\*Scheduling delays will need to be coordinated with NACD Staff to ensure the delays do not cause the Candidate, Member, or CHA Company to miss required timeframe deadlines.*

**I have reviewed NACD’s documents for Responsible Distribution ([www.nacd.com/rd](http://www.nacd.com/rd)). The signature below attests to corporate support for Responsible Distribution, the *Guiding Principles*, and the *Code of Management Practice*.**

Signed on behalf of:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name Title (Must be President/CEO/C-Level Officer)

\_\_\_\_\_  
Signature Date

**N/A. We comply with ACC’s Responsible Care Program and Responsible Distribution Canada’s program. Please provide your RC Coordinator information in the section below.**

**NACD Responsible Distribution - Designation of Company Code Coordinator**

\_\_\_\_\_ designates the individual(s) listed below as the Responsible Distribution Code  
Company Name  
Coordinator(s) for this company. We understand Responsible Distribution requires our company to designate a Primary  
Code Coordinator.

1. Primary Code Coordinator: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone/Fax/Email

2. Secondary Code Coordinator: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone/Fax/Email

**H. Sponsor Statement**

The sponsor must be a Regular distributor member of NACD. For a listing of NACD Regular members in good standing, visit  
“Find a Responsible Distributor” at [www.nacd.com/about/find-a-responsible-distributor/](http://www.nacd.com/about/find-a-responsible-distributor/).

\_\_\_\_\_  
Applicant Company

The applicant meets the basic requirements for participating as an NACD Candidate member based on information available to  
me.

\_\_\_\_\_  
Sponsor Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address/Telephone

\_\_\_\_\_  
Remarks

\_\_\_\_\_  
Signature Date

Sponsors: Email this completed form to [rfoley@nacd.com](mailto:rfoley@nacd.com) - Attn: Membership Department

**I. Terms of Agreement**

I, \_\_\_\_\_, have read and understand the NACD Affiliate Program qualifications and requirements outlined below\* and understand that \_\_\_\_\_ qualifies for NACD's Affiliate Program for Chemical Handlers and must comply with the Responsible Distribution program or ACC's Responsible Care Program as it exists on the date of application within the designated timeframe. On behalf of my company, I also understand that by signing this application, we agree to participate in an affiliation with NACD member companies that, as a condition of membership, are committed to a comprehensive effort to enhance and communicate the professionalism and stewardship of the chemical distribution industry. Failure to comply with these terms and conditions will result in termination of the agreement and the cessation of our company's right to use the Responsible Distribution Affiliate service mark or in any other way publicly identify itself with the Responsible Distribution program. NACD retains sole authority to determine whether a company is in compliance with its obligations under this agreement.

*If your company practices ACC's Responsible Care Program and Responsible Distribution Canada's program, requirement below is not applicable.*

\*Affiliate Requirements: Please **initial** on each line to confirm you understand the agreement terms.

- \_\_\_ Pay dues yearly based on prior year's sales – July 1
- \_\_\_ Pay Candidacy Fee - \$1,495, one-time fee to be paid within four months of joining
- \_\_\_ Complying with Responsible Distribution, including completion of all NACD U courses for the program in each cycle (3 years)  
Approximate costs: \$ 800 - \$1,000
- \_\_\_ Verification Costs: \$3,500 or \$5,500 each cycle (single site, USA Based) (3 years)
- \_\_\_ Complete annual Membership and Safety Questionnaire
- \_\_\_ Adhere to Responsible Distribution verification cycle (3 years)

\_\_\_\_\_  
Signed/Print Name

\_\_\_\_\_  
Title (Must be President/CEO/CFO/C-Level Officer)

\_\_\_\_\_  
Date

\*\*\*\*\***FOR INTERNAL USE ONLY**\*\*\*\*\*

**Completed for:** \_\_\_\_\_  
Company Name

**J. MARC Approval**

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_ Date \_\_\_\_\_