



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: JJENKINS@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.

Applicant/Official Company Representative (Primary Contact)

(Please Print or Type)

Company Name

Name if Primary Company Representative

Title

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 Affiliate fees.
2. Comply with NACD Responsible Distribution[®] within three years of application approval, Responsible Distribution Canada, ACC's Responsible Care[®] Partner Program or compliance with these reciprocal programs. Please submit most recent certification (if applicable).

C. Annual Fee

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

\$50.1 + Million ----- \$ 6,695

\$25.1 - 50 Million ----- \$ 5,120

\$15.1 - 25 Million ----- \$ 4,315

\$5.1 - 15 Million----- \$ 2,750

\$0 - 5 Million----- \$ 2,140

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 Affiliate fee payment.*

Application Submission Deadline Schedule: July 2020; October 2020; January 2021, April 2021

D. Affiliate Classification (circle all that apply)

<u>Code</u>	<u>Product/Service</u>	<u>Code</u>	<u>Product/Service</u>
LL	Public Warehouse	PP	Recycler
MM	Carrier	TT	Other
NN	Liquid Terminal Operator	VV	Custom Packaging and Blending
OO	Waste Management		

If 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.)

F. Company Description

1. Please provide a brief (50 words or less, use a separate sheet if necessary) company description:

Note: NACD reserves the right to edit your company description for online Membership Directory.

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

Check all that apply.

- Networking (Meetings/Events)
- Education/Training (Executive Education, NACD U, Webinars)
- Legislative & Regulatory News
- Responsible Distribution
- Join a Committee

G. NACD Responsible Distribution® - Commitment Statement

The company will 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 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 Company representatives attend a Responsible Distribution Workshop (two complimentary passes to use in the first two years per applicant company, one each for the Code Coordinator and a senior management representative).
- The Company management reviews the Responsible Distribution requirements with appropriate staff.
- The Company management conducts an initial assessment of its compliance with the Responsible Distribution program.
- The Company implements an action plan to implement the Responsible Distribution program to ensure successful verification.
- The Company is in compliance with the Responsible Distribution program (*See timeline below*).
- The Company continuously reviews the Responsible Distribution program for development, implementation, corrective action, and other enhancements along with Responsible Distribution internal audits conducted at least on an annual basis.

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

Time Period	Action
Application Approved– 6 months	<ul style="list-style-type: none"> • Begin work on the Self-Assessment Report (SAR) or Gap Assessment Tool* then review and check-in with Responsible Distribution Mentor • Schedule and conduct visit by Mentor or NACD Representative • Receive invoice for Candidacy fee - \$1,495** • Attend and pass NACD U's required courses: <ul style="list-style-type: none"> ○ Senior Managers: "Responsible Distribution 101 for Senior Managers" ○ Code Coordinators: "Responsible Distribution 101" • Complete Responsible Distribution Company Overview • Participate in or register for an NACD Responsible Distribution Workshop and Candidate Class session, ChemEdge, and/or Responsible Distribution webinar(s)
7-12 months	<ul style="list-style-type: none"> • Confirm Candidacy fee has been paid • Review documentation (SAR/Gap Assessment, 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. • Schedule site verification and sign agreement with verifier confirming cost, date, and location • Complete Responsible Distribution Site Profile for selected verification site
13-18 months	<ul style="list-style-type: none"> • Review documentation with Mentor to support at least four additional codes
18-19 months	<ul style="list-style-type: none"> • Responsible Distribution progress review
19-24 months	<ul style="list-style-type: none"> • Review documentation with Mentor to support the final remaining five codes
20-28 months	<ul style="list-style-type: none"> • Write all online specifications for Responsible Distribution program • Provide Mentor copy of specifications for review prior to submitting to verifiers
29-31 months	<ul style="list-style-type: none"> • Conduct and complete scheduled*** site verification • Pay NACD for site verification (if not already paid as part of the yearly Membership Dues)
32-33 months	<ul style="list-style-type: none"> • Issue verification report, if not done in earlier period (determination of either a pass, corrective actions required, re-verification required) • Certificate available for download (passed verifications only)
34-36 months	<ul style="list-style-type: none"> • If applicable, complete corrective actions and submit to verifier <ul style="list-style-type: none"> ○ Verifier reviews, provides feedback and issues report (determination of

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

NOTE: Need Responsible Distribution assistance? Contact Jim Benning, Responsible Distribution Mentor at jrbenning@outlook.com, and/or Caroline Brooks, manager, Responsible Distribution at cbrooks@nacd.com.

**To better prepare NACD Candidates and new CHAs with the initial site verification, those companies should begin work on the Self-Assessment Report/Gap Assessment Tools, 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 (<https://www.nacd.com/responsible-distribution/>). 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 and/or Responsible Distribution Canada’s program(s). Please provide your 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

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/.

Applicant Company

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

Sponsor First & Last Name

Company Name

Email/Telephone

Remarks

Signature Date

Sponsors: Email this completed form to jjenkins@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.

*Chemical Handler Affiliate Requirements: Please **initial** on each line to confirm you understand the agreement terms.
If your company practices ACC's Responsible Care Program and Responsible Distribution Canada's program, requirement below is not applicable.

- ___ Pay dues at time of application based on prior year's sales and every July thereafter
- ___ Pay Candidacy Fee - \$1,495, one-time fee to be paid within six months of joining
- ___ Completing all NACD U Responsible Distribution courses in compliance with Membership requirements during the Candidacy period; approx. cost: \$800
- ___ Verification Costs: \$3,600 (single verifier) or \$5,600 (multiple verifiers) each cycle
- ___ Adhere to Responsible Distribution verification cycle

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 _____