



National Association of Chemical Distributors

DISTRIBUTOR 'CANDIDATE FOR MEMBERSHIP' 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

Candidacy for Membership in the National Association of Chemical Distributors is open to distributors of chemicals that, as a significant part of their business, take title¹ to goods and resell said goods. Distributor applicants should share the functional interests of NACD members and must accept and comply with NACD's Responsible Distribution[®] program, its Guiding Principles, and its periodic requirements as a condition of continued membership in NACD. Please review Terms of Agreement on page 7.

Failure to complete any portion of this application may delay processing. Refer to Explanation of Application Sections and Definition of Terms on the last page when determining the appropriate answer(s) for your company.

Applicant/Official Company Representative (Primary Contact)

(Please Print or Type)

Company Name

Name of 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

City

State

Zip

Telephone

Fax

Email

Cell

¹ A company that takes title (ownership) of products between the time they are purchased and the time they are delivered.

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 with NACD under its current name or any other names?

YES, our company previously held membership in NACD from _____ through _____

Company Name(s): _____
 Previous candidate may only re-apply once. Refer to Page 8 of Bylaws.

NO, our company has never held membership in NACD.

B. Dues – Indicate previous year’s Annual Sales: \$ _____. Please refer to the following list of annual dues categories for NACD candidates. Check the annual sales figures appropriate to your firm’s total annual chemical distribution sales, all subsidiaries, and branches, including, but not limited to, warehouse, third party, consignment, or brokerage/agency sales and indicate the corresponding annual dues amount your firm should pay: \$_____ (Dues Year: July 1-June 30).

***Please note: Applications must be submitted to NACD with full membership dues payment.
 Application Submission Deadline [FY] Schedule: July, October, January, and April***

Annual Sales (Previous Year) Annual Dues

0.0 – 2.5 million-----	\$2,610	95.1 – 102.5 million-----	\$12,640
2.6 – 5.0 million-----	3,405	102.6 – 110.0 million-----	13,100
5.1 – 7.5 million-----	4,190	110.1 – 117.5 million-----	13,575
7.6 – 10.0 million-----	4,925	117.6 – 125.0 million-----	14,045
10.1 – 15.0 million-----	5,655	125.1 – 150.0 million-----	0.0120% x total sales
15.1 – 20.0 million-----	6,320	150.1 – 175.0 million-----	0.0120% x total sales
20.1 – 25.0 million-----	6,965	175.1 – 200.0 million-----	0.0115% x total sales
25.1 – 30.0 million-----	7,465	200.1 – 225.0 million-----	0.0115% x total sales
30.1 – 35.0 million-----	7,925	225.1 – 250.0 million-----	0.0105% x total sales
35.1 – 40.0 million-----	8,165	250.1 – 275.0 million-----	0.0105% x total sales
40.1 – 45.0 million-----	8,415	275.1 – 300.0 million-----	0.0100% x total sales
45.1 – 50.0 million-----	8,635	300.1 – 325.0 million-----	0.0095% x total sales
50.1 – 57.5 million-----	8,870	325.1 – 350.0 million-----	0.0090% x total sales
57.6 – 65.0 million-----	9,215	350.1 – 425.0 million-----	0.0085% x total sales
65.1 – 72.5 million-----	9,690	425.1 – 500.0 million-----	0.0080% x total sales
72.6 – 80.0 million-----	10,165	500.1 – 750.0 million-----	0.0070% x total sales
80.1 – 87.5 million-----	11,475	750.1 – 999.9 million-----	0.0050% x total sales
87.6 – 95.0 million-----	12,050	Over 1 billion -----	0.00425% x total sales

C. Company Profile

1. Does company take title² to goods? No Yes, what percent: _____ %
2. What percentage of the company's annual sales is attributed to distribution? > 50% < 50%
3. Total number of employees in company: _____
4. Total number of customers: _____
5. Primary NAICS Codes: _____ Secondary NAICS Codes: _____ DUNS Number: _____
6. Is your company certified: (check and submit most recent certification if applicable):
 ISO 9001 ISO 14001 Responsible Care®
 ChemStewards Responsible Distribution Canada Other _____
7. Does your company blend? No Yes, number of locations: _____
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 7-12. (Attach a separate sheet, if necessary)

14. Is company family owned? Yes No
15. Does your company have a minority business certification? Yes ___ No ___ Type: _____
16. What percent does your company do of the following?
_____ Full Line/Re-Packer _____ Factory Pack _____ Trader/Broker

17. Company Description — Please note: NACD reserves the right to edit your company description.

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

18. 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

² A company that takes title (ownership) of products between the time they are purchased and the time they are delivered.
Rev. 05/2/2018

D. Product Information (circle all that apply).

<u>Code</u>	<u>Product/Service</u>	<u>Code</u>	<u>Product/Service</u>
A	Acids and Alkalis	K	Naval Stores – Turpentine Resins and Pine Oil
B	Agricultural Chemicals	L	Oils – Vegetable and Animal
C	Bagging and Dry Bulk	M	Pigments, Dyestuffs, Fillers
D	Custom Blending and Packaging – Liquid	N	Plating Chemicals and Metals
E	Containers – Plastic, Metal, and Paper	O	Resins
F	Detergents, Surfactants, Emulsifiers, and Wetting Agents	P	Solvents – Organic and Related
G	Equipment – Mixing, Packaging, Machinery	R	Specialties and Industrial Miscellaneous
H	Food, Drug, and Cosmetic Chemicals	S	Water Treatment Chemicals
I	Compressed Gas Packaging	T	Other(s), please list:
J	Laboratory Reagents and Pine Chemicals		_____

Market Codes

- A** Aerospace
 B Appliances
 C Automotive
 D Bioremediation
 E CASE / Adhesives & Sealants
 F Construction
 G Electronics
 H Energy: Oil & Natural Gas
 I General Manufacturing
 J Glass & Refractory
 K HI&I Cleaners & Compounding: Soaps
 Detergents
 L Marine
 M Metal Finishing
 N Mining
 O MRO
 P Municipal
 Q Nanotechnology
 R Paints, Coatings, Ink & Graphic Arts
 S Petroleum & Lubricants
 T Plastics
 U Primary Chemical Processing
 V Printing & Packaging
 W Pulp & Paper
 X Power Generation
 Y Textiles
 Z Tires & Rubber
 Z1 Water Treatment

Industries**Agricultural**

- A1** Plant/Crop Nutrients (AG)
 A2 Pesticides (AG)
 A3 Herbicides (AG)
 A4 Adjuvants (AG)

Fine Ingredients

- F1** Food (FI)
 F2 Pharmaceuticals (FI)
 F3 Personal Care & Cosmetics (FI)
 F4 Nutraceuticals (FI)
 F5 High Purity Chemicals (FI)
 F9 Other

Services

- A** International Chemical Import/
 Export/Trading
 B Chemical Warehousing - Third Party
 C Chemical Logistics
 D Custom Blending / Packaging-Liquid
 E Bagging & Dry Bulk
 F R&D / Laboratory services
 G HazWaste Removal
 H Solvent Reclamation
 I Technical training
 O Other

E. Sponsor Statement

The sponsor must be a Regular distributor member of NACD. For a listing of NACD Regular member 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 based on information available to me.

Sponsor First & Last Name

Company

Address/Telephone

Remarks

Signature

Date

Sponsors: Email this completed form to jjenkins@nacd.com - Attn: Membership Department

F. 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 either a pass or re-verification required) ○ 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 (cannot exceed 48 months)	<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

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

G. Terms of Agreement

I, _____, have read and understand the NACD Candidate for Membership qualifications and requirements outlined below* in the Candidate for Membership Application and understand that _____, qualifies as an NACD “Candidate for Membership” (Bylaws – Article III, Section 8, page 8) until fully complying with Responsible Distribution as it exists on the date of acceptance.

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

If your company practices ACC’s Responsible Care Program or 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
- ___ Complete annual Membership and Safety Questionnaire
- ___ Adhere to Responsible Distribution verification cycle

Signature (Must be President, CEO, C-Level Officer)

Title

Date

Bylaws – Article III, Section 8

A Candidate for membership is a company not eligible for Regular Candidateship because it is not in full compliance with NACD Responsible Distribution® at the time the company’s application for candidateship is submitted.

A Candidate is not a member under Section 2. of this Article, but shall advance to Regular Membership status and must submit proof of third-party verification within three years following the date that the Candidate’s application for candidateship is approved by NACD’s Board of Directors. Failure to advance to Regular Membership, or to submit proof of third-party verification within the time required, shall result in automatic termination of Candidate status. Any company that withdrew or was terminated from Candidate status may reapply as a Candidate after a waiting period of one year. Companies may only re-apply one time, except in rare situations and at the discretion of the NACD Board

A Candidate shall pay such dues and fees as assessed; shall not have the right to vote; shall not use the Responsible Distribution logo; shall meet such other terms and conditions, including Responsible Distribution milestones, and other conditions of Candidate status as may be imposed by NACD from time to time.

A Candidate’s benefits shall include:

1. Attendance at all association functions of the membership.
2. Receipt of all NACD literature (except proprietary information).
3. A listing in the NACD Directory and website in the Candidate category.

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

H. MARC Approval

Signature _____ Date _____

Name (printed) _____

I. Regional Approval

Signature _____ Date _____

Name (printed) _____



Explanation of Application Sections and Definition of Terms

Application/Official Company Representative (Primary Contact)

This information will be entered in the association's membership database. This individual will receive correspondence and emails from the association and is the individual contacted for association-related business. The primary contact is listed in the annual Membership Directory.

B. Dues

Regular Member dues to the association are assessed on total company sales, including all subsidiaries and branches.

For dues purposes, all industrial chemical sales in the U.S., whether they are warehouse, third party, consignment or brokerage/agency, will be reported in total by an applicant company.

Warehouse & Terminal sales: commonly referred to as distribution sales. The NACD distributor ships product from owned warehouse or leased public warehouse or terminal directly to a customer/third-party. The customer/third party is billed by the distributor.

Third-party sales: the NACD distributor places the order with the supplier/manufacture, which then ships the product directly to the customer/third party. The NACD distributor bills its customer/third party for the order.

Consignment sales: same as warehouse/terminal sales, except that inventory is consigned to a consignee who pays the distributor after the product is sold.

Brokerage or Agency sales: an NACD distributor acts as a sales agent for a producer or another reseller and places the order with the supplier/manufacture, which then fills the order, delivers it, and bills the customer/third party. The distributor never takes title to the product and may or may not receive commission from this order from the supplier/manufacture. Dues schedule is based on total commission of the sale, if applicable.

C. Company Profile

1. For NACD membership, a distributor* must take title**(ownership) to more than 50% of the products it sells.
 - *A company that buys chemical products/product lines and resells them to customers. It may provide a range of services (such as product information, estimates, technical support, after-sales services, credit) to its customers.
 - *A company that provides distribution capabilities, including warehousing (itself or third party), logistics, and transportation and may repackage, compound, or blend products. Conversely, the company may only be responsible for the purchase and sale of the product where the manufacturer ships direct to the customer to be eligible for this category.
 - *Examples include companies that may call themselves:
Factory Pack Distributor / Repackage or full line Distributor / Reseller/Marketer / Toll Blender/Toller / Trader/Broker / Agent
 - **A company that takes title (ownership) of products between the time they are purchased and the time they are delivered.
2. For NACD membership, a distributor must attribute greater than 50% of its sales to the distribution of products.
5. NAICS Codes: North American Industry Classification System (NAICS) is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy and can be found at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch>. Typically, NACD members use 424690.
8. A company may lease all its warehouse/or terminal facilities and distribute through these facilities; however, you must indicate at least one distribution facility, even if it is your company headquarters. This is needed for the Responsible Distribution verification process.
16. **Full Line/Re-packer** is defined as any company that purchases a product in bulk and repackages that product into other containers. **Factory Pack** is defined as any company that purchases a product in bulk, including tank cars, IBCs, drums, Super Sacks, and bags and does not repackage them for sale. **Trader / Broker** is defined as any company or individual who assists in arranging a transaction in a listed chemical by negotiating contracts, serving as an agent or intermediary, or fulfilling a formal obligation to complete the transaction by bringing together a buyer and seller, a buyer and transporter, or a seller and transporter, or by receiving any form of compensation for so doing but who may not warehouse those products.