

# Responsible Care<sup>®</sup> Partnership Program Application

# 2017

Information and Application

American Chemistry Council



**RESPONSIBLE CARE<sup>®</sup>**  
OUR COMMITMENT TO SUSTAINABILITY



## Responsible Care®

## Partnership Program Purpose

The purpose of the Partnership Program is to promote continual safety, health, environmental and security performance improvement throughout the chemical industry supply chain. It is the American Chemistry Council's objective to expand and broaden the performance improvement efforts associated with Responsible Care by sharing the initiative with those companies that do not otherwise qualify for American Chemistry Council membership. The extension of the Responsible Care ethic and principals to these companies and industry segments will occur through the Partnership Program. Partnership is open to companies that have direct and substantial involvement in the distribution, transportation, storage, use, treatment-disposal and/or sales and marketing of chemicals. Further, senior management of their respective organizations must recognize the need for continual performance improvement in the safety, health, environmental and security functions associated with these operations.

## Individual Company Partnership

"Partner companies" are those which are substantially engaged in the distribution, transportation, storage, use, treatment-disposal and/or sales and marketing of chemicals. These companies are not eligible for ACC membership. In addition, the following qualifications must be met:

- Commitment to Responsible Care must be made for all of the domestic chemical-related operations of the company and cannot be made on an individual facility basis; and
- The most Senior Officer of the company must provide a written statement that he/she has reviewed and is committed to the Responsible Care® Guiding Principles, has assessed the initiative and its management system, certification and certification requirements; has made an initial determination of how the Responsible Care Management System® applies to their business; and is committed to make a good faith effort to implement the Responsible Care Management System through the process of continuous improvement.

Consultants, law firms, or those businesses that cannot practically implement an EHS &S performance program to their activities involving the distribution, transportation, storage, use, treatment-disposal and/or sales and marketing of chemicals are not eligible for membership in the Partnership Program. These companies may however, be eligible for either the American Chemistry Council's Affiliate or Associate Programs – neither of which are Responsible Care "practitioners".

## Application Process

Application for Partnership in the American Chemistry Council Responsible Care® Partnership Program shall be made in writing on the Partnership Program application form. The application shall:

- be signed by the applicant's most senior officer and include the information required in the Partnership Program application form;

- include the names of at least two American Chemistry Council member companies (with associated individual contact information) willing to sponsor the applicant's participation in the Responsible Care Partnership Program – you may also choose to have a Responsible Care Partner(s) sponsor your application – however the selected Partner must have completed all aspects of the Responsible Care Program (including Management System certification) and be a partner currently in “good standing” within the program (having met all of their current Partnership Program obligations on time);
- include a description of the kinds of chemical products managed or otherwise used and the nature of the business activities;
- include a copy of the current corporate policy statements related to safety, health, environment, and security; and
- include a copy of the most recent annual report or financial statement.

## Review and Approval Process

### On-Site Visit

After an application is received (see submittal information below) and deemed complete by the ACC, the reviewing process begins with a visit to the prospective Partner, typically at the applicant's corporate headquarters. The visit will be made at the ACC's expense by a representative or designee of the American Chemistry Council's Responsible Care<sup>®</sup> Team and may also include one or both of the company's ACC member/Partner sponsors. The visit is important for both the ACC and the Partner candidate. The ACC must be assured that the prospective Partner understands the full implications of the initiative and will implement Responsible Care within specified time frames. The Partner needs to understand the American Chemistry Council's expectations regarding what resources and assistance it can expect from the American Chemistry Council. The on-site visit is not an audit or inspection of the company's facilities, practices or current performance. It is an opportunity for ACC Responsible Care leadership to learn about the company and vice versa, as well as an assessment of the company's understanding of the Responsible Care ethic and willingness to fully commit to the implementation of Responsible Care.

Most importantly for both the ACC and the prospective Partner is an understanding of and commitment to Responsible Care by the candidate's senior management. There is a need for commitment from the most senior level of management to enable successful implementation of the initiative.

Typical items for discussion at this visit include:

- applicant's driving forces for concluding that performance beyond regulatory and legal requirements is a necessary goal;
- applicant's understanding of the Responsible Care Guiding Principles;
- applicant's understanding of the Responsible Care Management System, the Product Safety Code, the Process Safety Code, and the Security Code and how these impact the company's operations (based upon the written submission required in response to question 5 of the application);
- applicant's understanding of personnel and financial resources needed to implement Responsible Care;

- applicant's plans to communicate its Responsible Care commitment to its employees, the public and other stakeholders; and
- applicant's understanding of certification and performance reporting requirements of Responsible Care.

Because of the importance of senior management's understanding of and support for Responsible Care, it is essential that the most Senior Officer of the company and the company's designee to become the Responsible Care Coordinator participate in this meeting. It is strongly recommended that senior operations, commercial, communications, safety, health, environmental, security and/or sales and marketing executives also participate in the meeting as well. The on-site visit typically lasts 3 to 4 hours.

### **American Chemistry Council Responsible Care® Committee Consideration**

Following the on-site visit, the American Chemistry Council Responsible Care Committee will:

- review the application and consider the results of the on-site visit described above; and
- develop a recommendation for the American Chemistry Council's Executive Committee.

### **American Chemistry Council Executive Committee Action**

Based upon the recommendation of the Responsible Care Committee, the American Chemistry Council's Executive Committee will consider all applications to the Responsible Care Partnership Program. Following action by the Executive Committee:

- the applicant will be notified of its action, and if favorable, will be sent two copies of the Guiding Principles for signature by the same person who signed the application;
- the applicant will be requested to return one copy of the signed Guiding Principles to the American Chemistry Council; and
- return a completed company sales report for the preceding calendar year, to be used to estimate program dues for the remaining portion of the year (pro-rated by month)

### **Sponsors**

Sponsor companies of a Partnership Program applicant are encouraged to participate in some way in the on-site visit to the applicant. Following admission of a Partner company into the American Chemistry Council Responsible Care Partnership Program, sponsors will maintain contact with the new Partner company, providing or obtaining whatever assistance deemed appropriate to help the Partner implement Responsible Care. It is the responsibility of both the sponsor company and the Partner company to establish contact and develop a mutual assistance dialog.

### **Partner Company and ACC Obligations**

#### **Partner Company Obligations**

A Partner company must meet the same Responsible Care obligations as an American Chemistry Council member company, namely:

- Demonstrate senior management's understanding of and commitment to Responsible Care by signing the Guiding Principles;
- Establish and continually improve a Responsible Care management system, and meet the overall expectations of the initiative;
- Meet the Responsible Care certification requirement as defined for Partner companies;
- Report on performance measures as defined for Partner companies;
- Use the Responsible Care service marks in accordance with the American Chemistry Council's service mark guidelines;
- Implement the Responsible Care Security Code; Product Safety Code; and Process Safety Code;
- Communicate its Responsible Care commitment to employees, the public and other stakeholders; and;
- Pay annual Partnership dues.

## Contacts

For the purpose of coordinating implementation activities, each company will designate the following individuals who will serve as the primary company contacts for all matters related to Responsible Care:

- Executive Contact; and
- Responsible Care Coordinator

## Meetings and Workshops

In addition to the above, and to assist new Partners in coming up to speed with the implementation process, each new Partner is encouraged to:

- demonstrate commitment to the initiative by attendance at periodic Responsible Care<sup>®</sup> related workshops and conferences conducted by the American Chemistry Council.

## American Chemistry Council Responsible Care<sup>®</sup> Obligations

The American Chemistry Council agrees to:

- provide the Partner company with direct access to all Responsible Care resource materials;
- encourage the Partner company to participate in all Responsible Care workshops and conferences;
- provide the Partner company with the opportunity for input on Responsible Care and Partnership Program issues and activities;
- provide business value opportunities and resources where appropriate; and
- allow the Partner company to use the Responsible Care service mark subject to the terms and conditions set out in the American Chemistry Council's service mark guidelines; and
- acknowledge Responsible Care Partners in its overall stakeholder outreach efforts.

## Annual Dues

Each Partner company will pay annual Partnership dues as detailed in the Partnership Program dues schedule. The annual dues are based on the annual dollar volume revenue derived from the distribution, transportation, storage, use, treatment-disposal and / or sales and marketing of chemicals. Dues are

based on total revenue defined above for the preceding calendar year, provided the annual membership fee of a partner joining subsequent to the beginning of a calendar year shall be one twelfth the amount of that year multiplied by the number of calendar months remaining therein.

## Arrears

Any Partner failing to pay their annual Partnership dues within sixty days from the time they are due shall be notified by the Responsible Care Program Staff and, if payment is not made within the succeeding thirty days, such Partners shall be identified for appropriate action according to governance rules established by the American Chemistry Council.

## Responsible Care® Partnership Program Dues Schedule

### Partner Company

For companies that *are not* otherwise eligible for American Chemistry Council membership, following is the annual dollar volume of revenue derived from the distribution, transportation, storage, use, treatment-disposal, and/or sales, and marketing of chemicals. Applicants should not include revenue derived from flammable gas, petroleum fuel products and fertilizers. The dues base calculation should include revenue from plastic resins, pellets, powders, and other intermediate chemical products handling, storage, transportation or relate transportation services.

### Formula for Calculating Dues:

<b>Under</b> \$20 Million in calendar year chemical related revenue	• \$2,000.00 USD
<b>Over</b> \$20 Million in calendar year chemical related revenue	• \$2,000.00 USD + [(chemical related revenue over \$20 mil) (0.00007)] <b>Note: Total annual dues not to exceed \$70,000</b>

## Withdrawal and Termination

### Withdrawal

Any Partner may, upon payment of any unpaid obligation to the American Chemistry Council, withdraw from Partnership at any time, giving notice thereof to the American Chemistry Council Vice President of Responsible Care® and Value Chain Outreach.

## Termination

The American Chemistry Council's desire is to assist and to keep well-intentioned Partners involved in the process. However, the American Chemistry Council will track Partner conformance with the Responsible Care commitments and involvement in Responsible Care related activities in the same fashion as it does for its members.

Should a Partner fail to meet their Responsible Care obligations, the American Chemistry Council will work directly with the Partner company to determine the problem and use best efforts to obtain good faith participation. If a Partner does not take corrective action to conform with the requirements, they will be disassociated from the Partnership Program in accordance with the American Chemistry Council's governance process.

## Responsible Care® Service Marks

Full use of the service marks may only be employed by the American Chemistry Council member companies and Responsible Care Partner companies in accordance with the terms and conditions set forth in the American Chemistry Council's Responsible Care service mark guidelines. These restrictions are intended to protect the Responsible Care name and logo and thereby ensure the quality and integrity of the Responsible Care initiative.

## Supporting Documents

The following documents should be reviewed to further a company's understanding of Responsible Care® and the associated requirements of the initiative.

Responsible Care Guiding Principles  
Responsible Care Management System® or RC14001® Technical Specification Document  
Product Safety Code  
Process Safety Code  
Security Code  
Partner Company Responsible Care Performance Measures

## Questions?

Please contact Greg Rhoads, Senior Advisor, Responsible Care Partner program at [greg@grasafety.com](mailto:greg@grasafety.com) or 904-880-3111 if you have questions about the Partner program or the application process.

## APPLICATION FOR RESPONSIBLE CARE® PARTNERSHIP PROGRAM

1. The undersigned hereby makes application for membership in the American Chemistry Council's Responsible Care® Partnership Program:

COMPANY NAME

STREET ADDRESS

P.O. BOX ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

WEB SITE ADDRESS

2. Please describe the nature of your business and how your chemical-related meet the eligibility requirements of the Partnership Program.

3. Please indicate:

a) Chemicals or types of chemicals distributed, transported, stored, used, treated-disposed, and/or sold and marketed (if not included in item 3 above).

b) Types of customers or industries served by your company.

c) Percent of total revenue derived from chemicals, as defined in the Partnership Program dues schedule.

4. Please provide locations of principal manufacturing, using, formulating, distributing, transporting, storing, treating-disposing, and/or sales and marketing in the United States.

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5. Please provide a document describing your company's diligence in conceptually understanding the Responsible Care<sup>®</sup> Guiding Principles and the Responsible Care management system approach to Responsible Care implementation. **An understanding of the Responsible Care management system Technical Specification and how this applies to your company should be conveyed in the document.** Additionally, a listing of the people within your company who were involved in this determination should be included, as well as information on your company's performance (if available) against the appropriate industry Responsible Care<sup>®</sup> performance measures. It will be necessary to refer to the "Guidance for Application Question 5" in order complete this question. Your response to this question is a significant component of the application.

6. Please provide the names of at least two current American Chemistry Council member/qualified Responsible Care Partner companies who are willing to sponsor your application for membership, including a contact within each company:

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COMPANY NAME

CONTACT

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CONTACT'S TELEPHONE

CONTACT'S EMAIL

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COMPANY NAME

CONTACT

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CONTACT'S TELEPHONE

CONTACT'S EMAIL

7. Please check the appropriate Partnership dues level.

Annual dollar volume of revenue derived from the distribution, transportation, storage, use, treatment-disposal and/or sales and marketing of chemicals.

less than 20 million

20 - 40 million

40 - 60 million

60 - 80 million

80 - 100 million

100 - 150 million

150 - 200 million

200 - 250 million

250 - 300 million

Over 300 million

8. Please include with this application form:

a) Current corporate policy statements related to health, safety, environmental and security;

b) Current annual report or financial statement; and

c) Basic demographic information on your company including size of company, number of employees, number of locations, terminals, facilities, warehouses, etc. (You may choose to attach a brochure describing your company.)

d) Response to question 5 above

9. I have assessed the program as required in the Partnership Program guidelines and, if accepted into the Responsible Care® Partnership Program, we hereby accept and agree to be bound to the conditions and obligations of such Program and hereby designate:

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
TELEPHONE EMAIL

as the person who, until further notice is given in writing, shall represent the Applicant as the primary Responsible Care® contact for dealings with the American Chemistry Council regarding the Responsible Care® Partnership Program.

Name and Signature of the most senior executive or officer of the Company.

\_\_\_\_\_  
NAME DATE

SIGNATURE: \_\_\_\_\_

Please submit your application electronically to:

**Greg Rhoads, Senior Advisor**

[greg@grasafety.com](mailto:greg@grasafety.com)

For hard copy submittal send to:

**American Chemistry Council**

**700 2nd St. N.E. | Washington, DC|20002**

**Attention: Katherine Berry**



## Guidance for Application Question Number 5

While the Responsible Care® initiative has evolved since its adoption in 1988, the overall objective of the initiative has remained the same: continual performance improvement in environmental, health, safety and security.

To respond to changing expectations, the need to continually drive performance improvement and provide value to Responsible Care participants, in 2002 the American Chemistry Council Board of Directors adopted significant changes to the Responsible Care initiative. Today, Responsible Care is comprised of: Guiding Principles; a Responsible Care Management System®; a mandatory third-party certification process; implementation of Responsible Care Security, Product Safety and Process Safety Codes; and company reporting of performance metrics. These items relate to a company's environmental, health, safety and security activities.

**In order for a prospective company to be admitted into the Partnership Program it is required that they become somewhat familiar with the Management Systems approach to Responsible Care implementation. Your response to question 5 of the application provides the American Chemistry Council some feedback on your efforts to understand the Responsible Care Management System.**

### Applicability of the Responsible Care Management System®

The Responsible Care Management System is the backbone of the initiative. Adoption of a Management Systems methodology significantly improves the flexibility of Responsible Care implementation while maintaining the overall objective of the initiative—performance improvement. In order for implementation of the Responsible Care Management System to be effective, it is important for each company to understand how the System applies to their company and industry.

The Responsible Care Management System Technical Specification is divided into five sections, which are:

- Policy and Leadership
- Planning
- Implementation, Operation and Accountability
- Performance Measurement, Corrective and Preventive Action
- Management Review and Reporting

Contained within the five sections are the elements which are required in order to have a complete and robust Responsible Care Management System®. The ACC believes that the majority—if not all—of the management systems elements apply to Partner companies. Companies should interpret each aspect of the Responsible Care Management in a way that is meaningful to your company. For example, your company might not have processes to develop and manufacture chemicals, but you probably do develop and use processes to load, unload, store, transport or use chemicals or hazardous materials.

Once you become familiar with the *Responsible Care Management System Technical Specification* and have made an appropriate interpretation for you company, you may conclude that there are many elements that apply to your company which you are already implementing. Conversely, there may be elements that apply to your company, but the company does not have anything in place that would satisfy the requirements. This is normal and expected. The expectation of the American Chemistry Council is that, once you become a Partner company,

you will develop an implementation plan which ultimately will satisfy each of the applicable elements of the *Responsible Care Management System Technical Specification*.

## Question 5

A thorough and complete understanding and implementation of all the elements of the Responsible Care management system Technical Specification is not expected during the application process. What is expected is that a prospective Partner company has a conceptual understanding of the management system approach to Responsible Care implementation and the supporting *Responsible Care Management System Technical Specification*.

To respond to question 5, we request that you prepare a brief (2 -3 paragraphs) document which will demonstrate your company's diligence in conceptually understanding: 1) the Responsible Care Management System approach to Responsible Care implementation and 2) the *Responsible Care Management System Technical Specification*.

Companies are encouraged to include data reflecting their current performance for relevant environmental, health, safety and security aspects of their company's activities. Please note that if the company does not currently track the information or if it is not readily available, the company does not need to provide it at this time.

It is also recommended that the document include:

- Names and title of company representatives who contributed to the company's assessment of the Responsible Care management system. The Council recommends that this "assessment of understanding" involve company individuals who will have responsibility and accountability for the implementation of Responsible Care. This may include senior executives responsible for: operations; safety; employee health; environment; communications; sales and marketing; or transportation.
- Your interpretation of a management systems approach to Responsible Care implementation.
- Comments on each of the five sections of the Technical Specification addressing your understanding of the intent as it would apply to your company. You may comment on some or all of the elements of each section.
- Any additional information you care to include which would help demonstrate your company's understanding of the Management System and the Technical Specification.
- Current company performance against the Responsible Care performance measures for your industry (if available).

Below are some statements for you to consider when completing your response to question 5.

- *We understand that a Management Systems approach to implementing Responsible Care means .....*
- *For our company to adopt a Management Systems approach to implementing Responsible Care, we will need to .....*
- *We have reviewed the (state section) section of the Responsible Care Management System Technical Specification and have determined that it applies to our company in the following ways:.....*

Your response to question 5 should not include a listing or description of policies, practices, procedures, programs, etc. that are currently in place within your company. These are and will continue to be important but are not required to complete your response to question 5.

## Contact Information

Please call Greg Rhoads of the American Chemistry Council at 904-880-31 should you have any question or need further information on completing the application, particularly question 5.

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