



**ATC**

A SECTOR GROUP OF



## Notice to ACC and ATC Test Sponsors

**Date: March 28, 2008**

**Re: Process for Delinquent ACC and ATC Test Registration Invoices**

The American Chemistry Council (ACC) administers collection of payment for test registrations under the Code of Practice. Prompt payment of test registration invoices is necessary in order to provide financial support for the test registration system. ACC also manages the administration of test registration invoices for ATC under the ATC Code of Practice.

Historically, some participants have failed to pay invoices on a timely basis. To address this, ACC adopted a process to address delinquent invoices, which became effective January 1, 2003.

The American Chemistry Council's Petroleum Additives Panel and ATC have recently updated the process for addressing delinquent test registration invoices. The updated process is effective as of the date of this notice.

The process is as follows:

- A sponsor with an unpaid invoice more than 60 days old will be sent a notice of delinquency by certified or registered mail at the last address of record. The notice will set out the amount due and describe associated test registrations and dates. If payment in full of the entire delinquent amount is not received by ACC within 30 days of the date of the notice, the test sponsor's identification number will be inactivated. Test sponsors without an active identification number will be unable to register tests with the Monitoring Agency or European Registration Centre.
- Sponsor identification will be reactivated after all delinquencies are paid in full.

To ensure that invoices are sent to the appropriate person(s), please contact the ACC Monitoring Agency or ATC European Registration Centre (ACC contact: Frank Farber [fmf@astmtmc.cmu.edu](mailto:fmf@astmtmc.cmu.edu); ATC contact: Jeff Clark [jac@astmtmc.cmu.edu](mailto:jac@astmtmc.cmu.edu)). Questions concerning this notice should be directed to W. D. (Doug) Anderson ([Doug\\_Anderson@americanchemistry.com](mailto:Doug_Anderson@americanchemistry.com)).

*W.D. Anderson*

W.D. Anderson  
PAPTG Manager

