



## Product Approval Code of Practice

### ALERT

**To: Practitioners of the American Chemistry Council  
Product Approval Code of Practice**

**Date: December 5, 2002**

**Re: New Process for Delinquent Test Registration Invoices**

On October 24, 2002, the American Chemistry Council (ACC) Petroleum Additives Product Approval Protocol Task Group (PAPPTG) agreed to a new process for delinquent test registration invoices. The Petroleum Additives Panel also approved this process on November 21, 2002. The following process will be effective on January 1, 2003:

- The initial invoice will indicate that payment is due within 45 days of the invoice date. Additional information is provided on the invoice indicating that an initial late notice will be issued if payment is not received within 60 days of the invoice date.
- At 60 days from the invoice date, an initial late notice will be issued and sent via registered or certified mail. This initial late notice will indicate that a second late notice will be issued if payment is not received within 90 days of the invoice date.
- At 90 days from the invoice date, a second late notice will be issued and sent via registered or certified mail. The second late notice will state that if the initial invoice mentioned above, in the first bullet, is not paid in full within the next 30 days (120 days from the date of the invoice) then that particular test sponsor ID will be temporarily suspended until the account is paid in full.
- At 120 days from the invoice date, a third notice will be issued and sent via registered or certified mail confirming that the offending test sponsor ID has been temporarily suspended until the initial invoice mentioned above, in the first bullet, is paid in full.

The process identified above will be strictly enforced. Requests for time extensions beyond 120 days from the invoice date are not permitted. To ensure that invoices are sent to the appropriate person(s), please contact Kim Herald at Registration Systems, Inc. (RSI) to update your records (e-mail: [kim.herald@registration-systems.com](mailto:kim.herald@registration-systems.com); voice: 1-210-341-2680). ACC PAPPTG expects that the implementation of this new process will reduce the level of delinquent test registration invoices, which is currently at an unacceptable level.

*W.D. Anderson*

W.D. Anderson  
PAPPTG Manager