

## REGISTRATION CONTACTS GUIDE

*You should be prepared to provide the following information during the registration process:*

**Primary Contact:** CHEMTREC requires one point of contact for handling administrative matters including updating and maintaining your company's information with CHEMTREC. The Primary Contact should be well-versed in CHEMTREC's services.

**Billing Contact:** CHEMTREC requires one point of contact for handling billing matters, including the payment of invoices. This person may be the same as the Primary Contact. During the registration process, you may designate a separate billing address, if desired.

**Emergency Contacts:** CHEMTREC strongly recommends **at least three contacts** for notification/information purposes in the event of an incident involving your company's product(s)/shipment(s). Emergency Contacts must be knowledgeable in the product(s) your company ships.

There are four possible designations for Emergency Contacts:

- Individual (a specific person from your company);
- Facility (a number connecting into your organization; e.g. a crisis center, rather than a particular individual);
- Security (a 24-hour **staffed** security office/desk - not pager/answering service); or
- Medical (reserved for an organization with which you have a special service agreement for providing medical assistance on your company's behalf - not a local 911 service).

Emergency Contacts must be identified by "availability type": 24-hour, DWH (during work hours), or AWH (after work hours). If a contact is not located in a USA/Canada time zone, we strongly suggest that the contact's local time zone be noted in the "Comments" section provided on the Emergency Contact registration tab.

You may provide up to 6 phone numbers per Emergency Contact. Please make sure you correctly identify the phone description using the appropriate option from the pull-down menu for each phone number. Phone descriptions are:

- DWH (During Work Hours)
- AWH (After Work Hours)
- 24-Hour Phone
- Mobile Phone
- Pager

**Incident Report Contact:** Incident reports, journaling the details of each incident, are provided to designated individuals as part of the CHEMTREC service.

**SDS Contact:** Your organization is obligated to provide CHEMTREC with (or access to) Safety Data Sheets (SDS) for the hazardous materials your company ships and to maintain the currency of those documents. The SDS contact is the person responsible for the submission and updating of your company's SDS. This person may be the same as the Primary Contact.

**Affiliate Registrations** (Optional): Registrants may choose to register the names of companies affiliated to itself or its products in the chain of commerce for coverage under its registration. There is an annual registration fee for each Affiliate.