

AMERICAN CHEMISTRY COUNCIL PRODUCT APPROVAL CODE OF PRACTICE

APPENDIX B

Candidate Scheduling, Registration and Tracking Procedure

APPENDIX B

CANDIDATE SCHEDULING, REGISTRATION AND TRACKING PROCEDURE

Introduction and Purpose

Central to the Code is the requirement for a complete and independent record of engine testing for every candidate engine oil formulation¹. Such a record provides verification of candidate testing relative to customer or industry standards, enables and ensures entry of all candidate test results into the industry candidate data base and serves as a basis for the sponsor's annual external audit as required by the Code.

The Candidate Test Scheduling, Registration and Tracking Procedure described in this Appendix, defines the steps in establishing the testing record for a candidate oil with respect to a single engine test². It is a procedure that involves coordination among several parties- the test sponsor, the test laboratory, and the American Chemistry Council (ACC) Monitoring Agency. Many of the Code practices defined in other Appendices are critically dependent on successful execution of this procedure.

Scheduling and Registration Procedure

Scheduling, registering and test cancellation is done via the ACC-MA website: acc-ma.org. To use the scheduling and registering features of the website users must create a user id and password. This can be done by selecting either Lab or Sponsor Tools → User Account. The ACC-MA will then contact you when you have been assigned a Sponsor ID.

1. The Test Sponsor completes Part A of the Registration Form via the website (Sponsor Tools → Schedule) and submits it to the Test Laboratory and the ACC Monitoring Agency.
2. The Test Laboratory completes Part B of the Form via the website (Laboratory Tools → View Requests) and submits it to the ACC Monitoring Agency. The test stand assignment must be in accordance with [Appendix D](#). Each test is registered with a separate registration form.
3. The test may be started at any time after registration, which is established by a-two verifiable application dates in Part C of the Form. The start of an engine test is defined as when the oil is poured into the crankcase of a calibrated engine.
4. If a test is cancelled, either after scheduling and prior to registration, or after registration and prior to start, an ACC Product Approval Code of Practice Cancellation Form is submitted from the website via (Sponsor Tools → View Schedulings). The Test Laboratory is then automatically notified via email of the cancellation and the laboratory test record is displayed on the ACC Monitoring Agency website. A test is considered cancelled only when a scheduled oil misses its spot in a test queue or is removed from a test queue.

¹ This requirement applies only to engine tests included in the Code.

² Only those tests included in the Code may be scheduled and registered. Specific exceptions to this policy are covered in Tab 5, Procedural Information, II. Scheduling and Registration of Demonstration Oils and New Engine Tests.

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5. At the completion of the test, results and the Test Laboratory Conformance Statement are submitted to the Test Sponsor and to the ACC Monitoring Agency. The test results and conformance statement make up the standardized report packet available from the ASTM Test Monitoring Center website: www.astmtmc.cmu.edu
 6. Registration Code information and Test Data are available only through the Test Sponsor.

Test Registration Form Instructions

The Test Registration Form is designed to facilitate the registration and reporting process. It is intended to take advantage of current communications technology by allowing each participant in the process to make required entries via the ACC-MA website. There is one form (Registration Form) consisting of three parts (Part A, B and C):

Registration Form

This form provides the specific information required by the Code scheduling and registration procedure of the Test Sponsor and Test Laboratory.

Part A: Test Sponsor Information

1. **SPONSOR**: The name of the Test Sponsor.
2. **CONTACT**: The name, address, phone, e-mail address and fax number of the appropriate Point of Contact at the Test Sponsor.
3. **DATE**: The date the test request is transmitted to the laboratory.
4. **FORMULATION CODE**: The code used to identify the candidate formulation, following the standard industry practice shown below and detailed later in this Appendix:

Sponsor ID - Sponsor Code - Mod. - Blend - Test - Count - Lab

The Formulation Code is used to schedule and register all tests, modifications and blends. The Sponsor ID, Sponsor Code, Modification, and Blend Number portion of this formulation number are used to identify the candidate oils at the Test Laboratory.

- a) **VISCOSITY**: SAE J300 Engine Oil Viscosity Classification.
 - b) **SPONSOR IN-HOUSE NUMBER**: Space for the Test Sponsor to insert desired in-house code. Entry is optional.
 - c) **Expected NOACK Volatility** > 15: To be checked by the Test Sponsor for Sequence IIIF tests only.
5. **TEST**: The engine test desired on the candidate.
 6. **TEST LABORATORY**: The name of the test laboratory.

Part B: Test Laboratory Information

1. **LAB CONTACT:** The name, address, e-mail address, phone and fax number of the appropriate point of contact at the laboratory.
2. **FORMULATION/STAND CODE:** The Formulation Code in Part A, Item 4 with the assigned stand code added.

Sponsor ID - Sponsor Code - Mod. - Blend - Test - Count - Lab - Stand

The Test Laboratory will include the entire Formulation/Stand Code on all test reports

3. **FORMULATION (CODING)**

Sponsor ID - Sponsor Code - Modification - Blend - Test - Count - Lab - Stand

- a) **ID:** A two letter permanent code chosen by the Test Sponsor and registered with the ACC Monitoring Agency.
- b) **Sponsor Code:** An up-to-ten character alphanumeric field assigned by the Test Sponsor to facilitate tracking and auditing. Dashes, slashes and special characters, etc. are not permitted. The Test Sponsor inserts this code.
- c) **Modification:** A one or two letter code used to designate minor modification of a formulation. Available coding would encompass modifications A through ZZ. The Test Sponsor inserts this code.
- d) **Blend:** A one or two digit number code used to designate the blend batch of the candidate. 1 = first batch, 2 = second batch, 10= tenth batch, etc., and would encompass blends 1 through 99. The Test Sponsor inserts this code.
- e) **Test:** An up-to-eight character code used to designate the type of test run.

PC		HD	
Test	Code	Test	Code
Sequence IIIF	IIIF	Caterpillar 1N	1N
Sequence IIIFVS	IIIFVS	Caterpillar 1M-PC	1MPC
Sequence IIIG	IIIG	Caterpillar 1K	1K
Sequence IIIGVS	IIIGVS	Caterpillar 1P	1P
Sequence IIIGA	IIIGA	Caterpillar 1R	1R
Sequence IIIGB	IIIGB	Caterpillar C13	C13
Sequence IIIH	IIIH	Mack T-8	T8
Sequence IIIIHA	IIIIHA	Mack T-8E	T8E
Sequence IIIIHB	IIIIHB	Mack T-11	T11
Sequence IIIH60	IIIH60	Mack T-12	T12
Sequence IIIH70	IIIH70	Cummins ISB	ISB
Sequence IVA	IVA	Cummins ISM	ISM
Sequence IVB	IVB	RFWT	65L
Sequence VG	VG	Sequence IIIFHD	IIIFHD
Sequence VH	VH	CAT Oil Aeration	COAT
Sequence VID	VID	Volvo T-13	T13
Sequence VIE	VIE		
Sequence VIF	VIF		
Sequence VIII	VIII		
Sequence IX	IX		

Sequence X

X

This code is permanent for each test type and is assigned by the ACC Monitoring Agency. The Test Sponsor inserts this code.

- f) **Count:** An up-to-two digit number code used to designate the number of times Part A of the Registration Form for the candidate, as identified by "Sponsor ID", "Sponsor Code" and "Mod", has been submitted to a test laboratory within a designated "test type". 1 = the first test submitted to any test laboratory for a given Sponsor ID and Sponsor Code, 2 = the second test submitted to any test laboratory for the same Sponsor ID and Sponsor Code, etc. The count number shall be reset with each minor formulation modification. The Test Sponsor inserts this code.
- g) **Lab:** A two letter code used to identify the test laboratory at which the test is conducted. This code is unique and permanent for each test laboratory and is the same as the code used by the ASTM TMC for the test laboratory. The Test Sponsor inserts this code.
- h) **Stand:** An up-to-five alphanumeric code which identifies the test stand in which the candidate will be tested. The stand is selected by the test laboratory in accordance with [Appendix D](#). The laboratory provides this code in Part B of the Registration Form.

Use of the Code is encouraged. Any party interested in sponsoring tests under the Code may do so by requesting a Test Sponsor ID from the ACC Monitoring Agency by telephone or letter.

(Coding) Clarifications: Modifications are noted in accordance with the Guidelines for Minor Formulation Modifications defined in Appendix H. When a modification is made in accordance with Appendix H, the modification letter in this space is changed to another letter (see Example B-1).

Example B-1*

The following table is an example in which the Test Sponsor chooses to run the Sequence IIIIF test first, demonstrates these principles:

Step	Activity	Mod.	Blend	Test	Count
1	Testing starts	A	1	IIIIF	1
2	Repeat test, same blend as Steps 1 and 2	A	1	IIIIF	2
3	Minor Mod. on oil from Steps 1 and 2	B	1	IIIIF	1
4	Repeat test, same blend as Step 3	B	1	IIIIF	2
5	Reblend oil from Steps 3 and 4, repeat test	B	2	IIIIF	3
6	New test type on same blend as Step 5	B	2	VG	1
7	Reblend oil from Steps 5 and 6, repeat test	B	3	VG	2

*Examples and Illustrations in the ACC Code of Practice are designed to assist in the interpretation of various elements and guidelines in the Code of Practice. They are not meant to be comprehensive in that they do not define the guidelines and exist to clarify the elements or guidelines not to limit them to the circumstances shown in the example or illustration.

Test Sponsor ID: The following codes have been requested by and permanently assigned for exclusive use by the test sponsors in the ACC Code of Practice registration process:

AA - American Automobile Manufacturers Association
AD - BP Chemicals (Additives) Ltd-ADIBIS
AP - American Petroleum Institute
AQ - Amaco Petroleum Additives Company
BL - BestLine International Research, Inc.
CA - Lubricants UK Ltd.
CG - BASF Corporation
CI - Lubricants UK Ltd.
CL - Conoco, Inc.
DB - E.I. Dupont De Nemours & Company
EC - Paramins, Exxon Chemical Company
EL - Shell Oil Products Company
EM - ExxonMobil Research & Engineering
ER - Exxon Company International
ES - Elevance Renewable Sciences
EU - Eni S.p.A.
FG - FUCHS Petrolub AG
FM - Ford Motor Company
FR - Fina Research S.A.
GE - Green Earth Technologies, Inc.
GW - Sinopec Lubricant Co., LTD
GR - Worldwide Petroleum Corporation
HR - Honda R&D Americas, Inc.
IK - Idemitsu Kosan CO., LTD
IM - Infineum
IN - Intevep, S.A.
JL - Jimioil Ltd.
KP - Kuwait Petroleum Research and Technology B.V.
LE - Elf Lubrificants
LB - Afton Chemical Corporation
LU - LUKOIL Lubricants Company
LX - Petro-Canada Products Lubricants Department
MC - Mobil Chemical Company
MI - Material Innovations, Inc.
ML - MOL-LUB Ltd.
NC - Nippon Cooper Company- Japan
NM - Natoil GmbH & Co. KG
NO - Nippon Oil (U.S.A.) Ltd.
OR - Chevron Oronite Company LLC
PA - RohMax USA
PC - Lanzhou Lube Oil R&D Institute of Petrochina
PD - PetroChina Dalian Lube Oil R&D Institute
PP - Peaks and Praires LLC
PX - Permatex, Inc.
PZ - Pennzoil Products Company
QM - Quantum Marketing, Inc.
RM - The Lubrizol Corporation
SA - Shell International Chemical Company, Additives
SC - Shell Chemical Company
SR - Shell Global Solutions
TC - Tiahne Chemicals Additive Division

TE - Test Engineering, Inc.
TO - Total Lubrifiants
TS - ChevronTexaco Technology Ghent
VL - The Valvoline Company
VP - RohMax GmbH

Laboratory Sponsor ID: The following codes have been requested by and permanently assigned for exclusive use by the test sponsors in the ACC Code of Practice registration process:

EV - Afton Chemical Corporation
AS - Ashland Petroleum Company
MB - ExxonMobil Research & Engineering
EG - Intertek Automotive Research
IJ - I.S.P. France
LZ - The Lubrizol Corporation - Wickliffe Laboratory
OT - Chevron Oronite Technology b.v.
SR - Southwest Research Institute

4. **TEST NUMBER:** The test report number assigned by the test laboratory.
5. **ESTIMATED STARTING DATE:** The date the laboratory plans to start the test.

Part C: Monitoring Agency Information

1. **DATE AND TIME RECEIVED:** The date and time the form is received by the ACC Monitoring Agency through the web, or alternatively by a fax machine.

**AMERICAN CHEMISTRY COUNCIL (ACC)
PRODUCT APPROVAL CODE OF PRACTICE
Engine Test Registration Form**

Registration Key:

Part A – Test Sponsor			
Test Sponsor:		Contact:	
Address:			
City:		State/Province:	
Country:		Postal Code:	
Phone Number:		Fax Number:	
Email:		Date:	Time*:
Test Laboratory:		Test Type:	
Formulation Stand Code:			
SAE Viscosity Grade:		Sponsor In-House Number:	
Expected NOACK Volatility > 15%:		(Only for Sequence IIIF)	

Part B – Laboratory Information			
Test Lab:		Contact:	
Address:			
City:		State/Province:	
Country:		Postal Code:	
Phone Number:		Fax Number:	
Email:		Date:	Time*:
Test Number:		Stand Number:	
Test Type:		Estimated Start Date:	
Formulation Stand Code:			
Prepared By:			

Part C – ACC Monitoring Agency	
Part A Date Received:	Time Received*:
Part B Date Received:	Time Received*:

Print this page and retain for your records – If anything is in error please notify the ACC MA immediately.

This test lab and ACC MA will notify you via email upon successful scheduling of request.

** All times listed are US Eastern Time Zone.*

**AMERICAN CHEMISTRY COUNCIL (ACC)
PRODUCT APPROVAL CODE OF PRACTICE
Sponsor Cancellation Form**

Registration Key:

Test Sponsor Information			
Test Sponsor:		Contact:	
Address:			
City:		State/Province:	
Country:		Postal Code:	
Phone Number:		Fax Number:	
Email:		Part A Date:	Part A Time*:
Formulation Stand Code:			
Reason For Cancellation:			

Laboratory Information			
Test Lab:		Contact:	
Address:			
City:		State/Province:	
Country:		Postal Code:	
Phone Number:		Fax Number:	
Email:		Part B Date:	Part B Time*:
Test Number:		Stand Number:	
Test Type:		Estimated Start Date:	
Formulation Stand Code:			

ACC Monitoring Agency	
Cancellation Date Received:	Time Received*:

Print this page and retain for your records – If anything is in error please notify the ACC-MA immediately.

The ACC-MA will notify you via email upon receiving the request.

** All times listed are US Eastern Time Zone.*

**SAMPLE
AMERICAN CHEMISTRY COUNCIL (ACC)
PRODUCT APPROVAL CODE OF PRACTICE
Correction of Error Form**

Registration Key:

Current Schedule/Registration Information as of :

Sponsor:	Sponsor Contact:
Sponsor Phone Number:	Sponsor Email:
Lab:	Lab Contact:
Lab Phone Number:	Lab Fax Number:
Test Current Status:	Test Type:
Test Number:	Stand:
Estimated Start Date:	Lab Email:
Formulation Stand Code:	

Part B Corrected Information: This form is not to be used for formulation cancellations or substitutions

Item	Parameter/Corrected Value
Revised Formulation Stand Code:	
Correction Company:	
Correction Contact:	
Correction Date:	Correction Time*:
Correction Reason:	

* All times listed are US Eastern Time Zone.