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High-Performance Multiuse (HPM) Grease Certification Program

HPM Trademark Licensing and Branded Product Certification Procedures

Program Administrator:

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4800 James Savage Road
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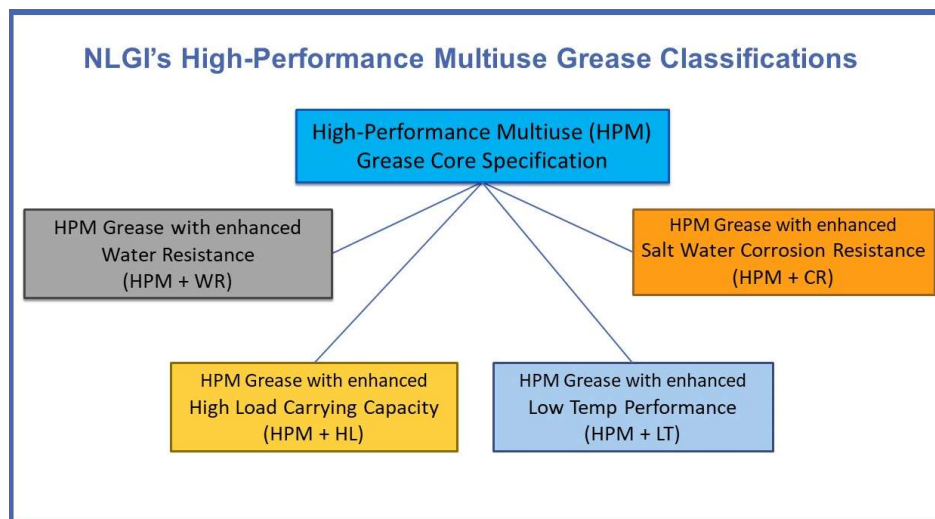
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1. INTRODUCTION

The **High-Performance Multiuse (HPM) Grease Certification Program** is a licensing and product registration program for lubricating greases intended for multiuse applications. The core HPM grease specification and associated enhancements were developed by the NLGI and its members, in conjunction with grease users and grease specifiers, including original equipment manufacturers.




The HPM certification marks represents high quality grease products meeting the performance requirements of the HPM specifications referenced at www.CenterForQA.com and www.NLGI.org. The HPM Grease Certification Program seeks to enable wide availability and easy identification of HPM registered grease products in the marketplace and to provide a means for confirming their ongoing quality.

This publication details the licensing and product registration procedures of the HPM Grease Certification Program. Manufacturers and marketers of lubricating grease products may apply for a license to use the HPM certification marks on approved and registered branded grease products according to the procedures and requirements of the program. Each registered branded grease product will be assigned a unique registration identification number verifying that it has been tested and approved as meeting the HPM licensing and specification requirements.

The HPM Grease Certification Program is owned by NLGI. NLGI members receive preferential member rates on Program fees. Non-members pay full, non-member rates for Program participation. For more information on NLGI membership, visit www.NLGI.org/membership/.


The HPM Grease Certification Program is administered by the Center for Quality Assurance (CQA). The program may be modified at any time by NLGI or CQA. Program licensing and registration information may be accessed www.CenterForQA.com. Questions may be directed to Grease@CenterForQA.com.

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2. DEFINITIONS

Batch Code -----	A code printed on the container or container label that identifies the product formulation, production date, production location, and batch number.
Branded Grease Product -----	The commercial brand name for the finished grease product sold to end-users for use as a lubricating grease.
Branded Product ----- Registration ID	The unique identification assigned to each Registered Branded Product. Any variations in formulation or brand name require a separate Branded Product Registration ID.
HPM Certification Mark -----	The certification mark for the High-Performance Multiuse Grease Program owned and licensed by the NLGI.
License -----	Authorization granted by NLGI to use the HPM Certification Marks on Registered Branded Products in accordance with the HPM Grease Certification Program.
Licensee -----	A company that has entered into a license agreement with NLGI to use the HPM Certification Marks.
Manufacturer -----	A company that manufactures finished grease and sells it under its own Branded Grease Product name or to Rebranders for resale.
Qualification Sample -----	The initial grease sample sent to CQA by a Licensee for approval in meeting the HPM specification as part of the HPM registration process. The Qualification Sample should be representative of what will be sold and not a lab or pilot plant sample.
Production Sample -----	A current sample of Registered Branded Product manufactured within the last three months and having a “use by date” at least 12 months in the future. The sample should be obtained directly from the Licensee’s production facility. Licensees submit Production Samples annually to CQA as part of the HPM registration renewal process. The Production Sample should be a commercial-scale production sample and not sourced from products made in a laboratory or pilot plant.
Rebrander -----	A grease marketer who purchases a finished grease from a grease Manufacturer and rebrands it for resale.
Rebrand -----	A finished grease product sold under different brand names, either by the Manufacturer or Rebranders.

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Registered Branded Product ----- The commercial brand name for the finished grease product that has been registered for inclusion in the HPM Grease Program. Any variations in formulation or brand name is considered a different Registered Branded Product and should be registered separately.


Sample Approval Code ----- A code given to a Licensee by CQA after testing and approval of their Qualification Sample. Any variations in formulation require approval of a separate Sample Approval Code.

Supplier Affidavit ----- A form filled out by the grease manufacturer clarifying the approved grease product that will be sold to a Rebrander.

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3. SUMMARY OF FORMS

- Form HPM01 Trademark Licensing and Branded Product Certification Procedures**
HPM01 contains information on the HPM program and detailed instructions on how to apply for and retain certification for Registered Branded Grease Products.
- Form HPM02 License Agreement for Trademark Use**
HPM02 is the formal agreement between the NLGI and grease manufacturers or marketers. It contains the terms and conditions for licensing the right to use the HPM certification mark on Registered Branded Grease Products.
- Form HPM03 Application for Sample Approval and Branded Product Registration**
HPM03 is completed by the Licensee and provides CQA with the relevant information for testing and approving a grease formulation and registering one branded grease product name to the approved formulation. Licensee may use HPM07 to register additional branded grease product names to the approved formulation.
- Form HPM04 Supplier Affidavit**
HPM04 is completed by a licensed grease manufacturer when supplying an approved grease formulation to a licensed marketer as a rebranded grease product for resale.
- Form HPM05 Notice of Sample Submission**
HPM05 is completed by the Licensee when sending grease samples to CQA. Qualification Samples are required as part of the initial HPM approval process. Production Samples are required as part of the annual HPM renewal process.
- Form HPM06 Sample Analysis Report**
HPM06 is sent to the Licensee by CQA to indicate the testing outcome of a Qualification or Production Sample and any follow-up action required based on the test results.
- Form HPM07 Application for Registration of Additional Branded Products**
HPM07 is completed by the Licensee to register additional branded grease product names to an approved formulation.
- Form HPM08 Branded Product Registration Certificate**
HPM08 is sent to the Licensee by CQA for each successfully Registered Branded Grease Product. Licensees must be current on submission of all samples, documents, and payments prior to receiving certificates of registration.
- Form HPM09 Annual Renewal of Branded Product Registration**
HPM09 is completed by the Licensee to renew a Registered Branded Grease Product prior to the annual anniversary date of the registration.
- Form HPM10 Notice of Expiration or Termination**
HPM10A is sent to the Licensee by CQA upon expiration or termination of a Registered Branded Grease Product or the HPM License Agreement.

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4. LICENSING AND REGISTRATION PROCESS

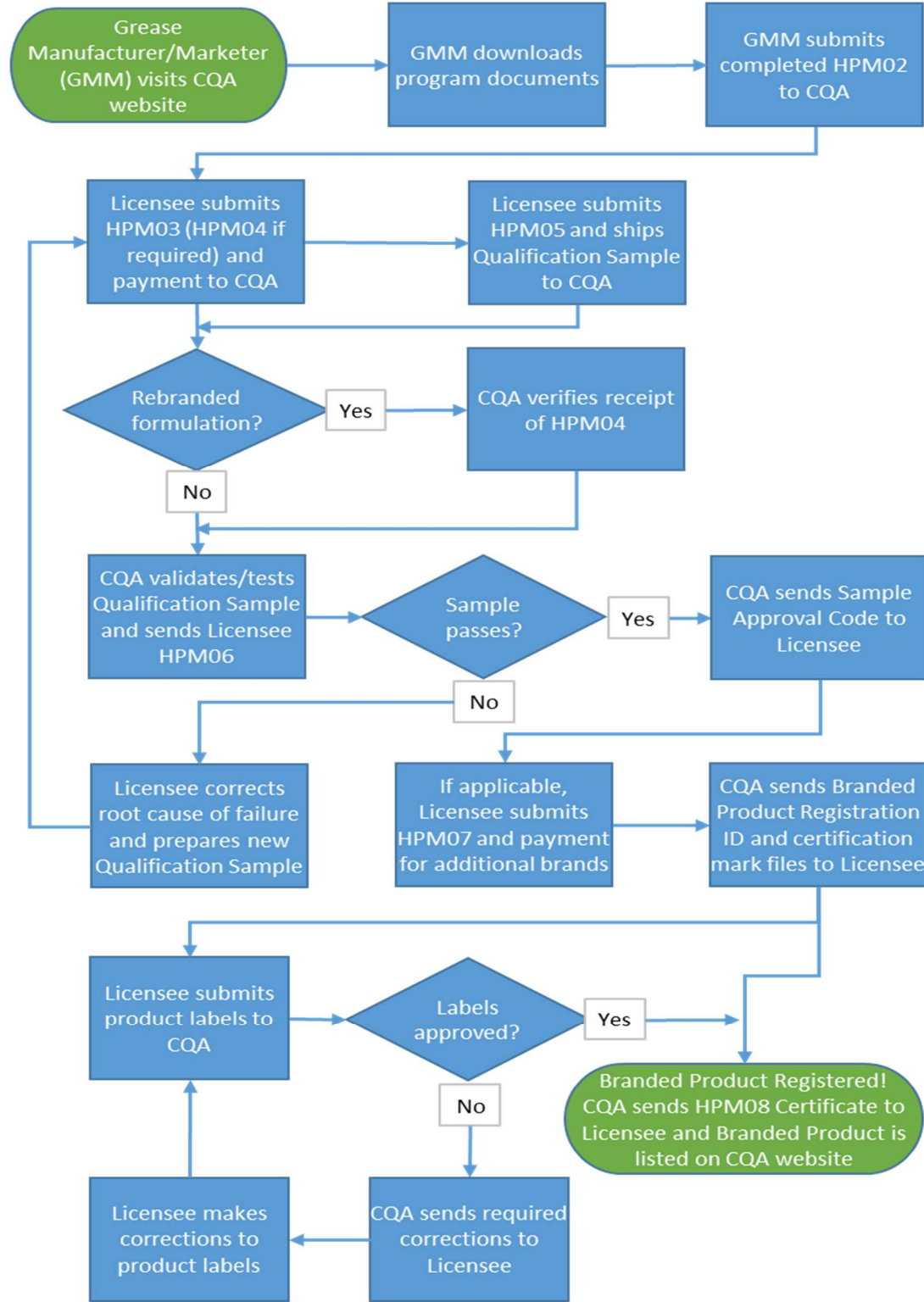
Initial Licensing, Sample Approval, and Branded Product Registration

1. Grease manufacturer or marketer (GMM) visits www.CenterForQA.com to access HPM Grease Certification Program information. GMM downloads HPM Program forms and follows the process outlined in *HPM01 Trademark Licensing and Branded Product Certification Procedures*.
2. GMM reviews and completes *HPM02 License Agreement for Trademark Use* and submits a signed copy to Grease@CenterForQA.com. CQA returns a fully executed copy of HPM02 to Licensee. GMM may begin submission of other forms while executing HPM02.
3. Licensee completes *HPM03 Application for Sample Approval and Branded Product Registration* to initiate the process for approval of a grease formulation and registration of one branded grease product name to the formulation once approved. Licensee submits completed HPM03 to Grease@CenterForQA.com. CQA sends an invoice to Licensee based on the information provided in HPM03.
4. If Licensee is not the manufacturer of the grease and is requesting approval and registration as a Rebrander, Licensee has manufacturer complete *HPM04 Supplier Affidavit* and submit completed HPM04 to Grease@CenterForQA.com.
5. Licensee remits payment to CQA and completes *HPM05 Notice of Sample Submission*, submits completed HPM05 to Grease@CenterForQA.com, and ships Qualification Sample to CQA.
6. If all paperwork is correct and payments are current, CQA tests Qualification Sample for compliance to selected HPM specifications. Upon completion of testing, CQA sends Licensee *HPM06 Sample Report*. If sample meets specification requirements, CQA sends Sample Approval Code, Branded Product Registration ID, and artwork files for HPM Certification Mark to Licensee.
 - a. If sample does not meet specification requirements, CQA sends correction instructions to Licensee. Licensee corrects root cause of failure, submits updated HPM03, HPM04 (if necessary), and HPM05 forms to Grease@CenterForQA.com, and ships a new Qualification Sample to CQA. Subsequent testing is not included in original fee, so CQA will reinvoice Licensee for reprocessing and retesting. Refer to CQA's website for retesting fees.
7. Newly registered branded product is listed on CQA website.
8. Licensee submits product labels carrying the HPM Certification Mark to CQA for approval. After labels are approved, CQA sends Licensee *HPM08 Branded Product Registration Certificate*
 - a. If product labels do not meet labeling requirements, CQA sends correction instructions to Licensee. Licensee makes corrections and resubmits new labels.

(See Process Flowchart on next page)

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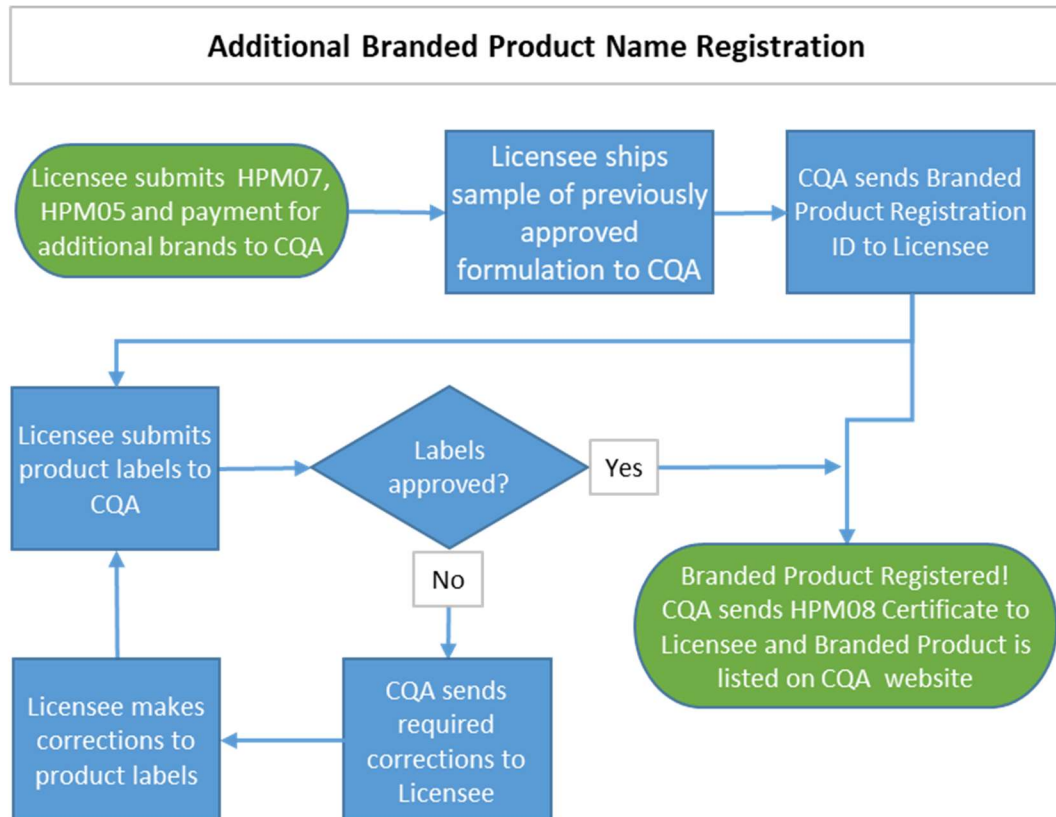
Initial Licensing, Approval, and Branded Product Name Registration



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Registering additional Branded Product Names

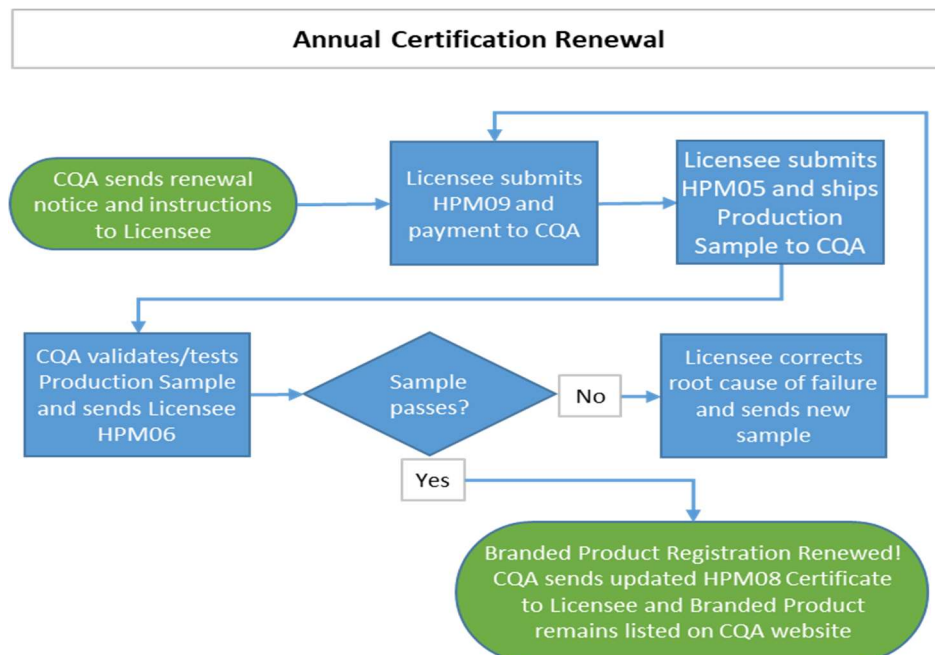
1. Additional branded product names may be registered at any time for marketing previously approved formulations. To do so, Licensee submits *HPM07 Application for Registration of Additional Branded Products* and *HPM05 Notice of Sample Submission* to Grease@CenterForQA.com and ships a sample of the previously approved formulation to CQA. CQA sends an invoice to Licensee based on the information provided in HPM07.
2. If all paperwork is complete and payments are current, CQA sends Licensee a unique Branded Product Registration ID for each additional branded product name and HPM Certification Mark artwork files.
3. Newly registered branded product is listed on CQA website.
4. Licensee submits product labels carrying the HPM Certification Mark for each additional branded product to CQA for approval. After labels are approved, CQA sends Licensee *HPM08 Branded Product Registration Certificate*
 - a. If product labels do not meet labeling requirements, CQA sends correction instructions to Licensee. Licensee makes corrections and resubmits new labels.




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Annual Certification Renewal

1. Branded Product Registration Certificates are valid for one year from date of registration. Prior to the expiration, CQA sends Licensee a renewal notice with instructions.
2. Licensee submits *HPM09 Annual Renewal of Branded Product Registration* to Grease@CenterForQA.com. CQA sends an invoice to Licensee based on the information provided in HPM09.
3. Licensee remits payment to CQA. Licensee completes *HPM05 Notice of Sample Submission*, submits completed HPM05 to Grease@CenterForQA.com, and ships Production Sample to CQA.
4. If all paperwork is correct and payments are current, CQA tests Production Sample for compliance to selected HPM specifications. Upon completion of testing, CQA sends Licensee *HPM06 Sample Report*. If sample meets specification requirements, CQA sends renewed *HPM08 Branded Product Registration Certificate* and continues promotion of branded product on CQA website.
 - a. If sample does not meet specification requirements, CQA sends correction instructions to Licensee. Licensee corrects root cause of failure, submits updated HPM09 and HPM05 forms to Grease@CenterForQA.com, and ships a new Production Sample to CQA. Subsequent testing is not included in original fee, so CQA will reinvoice Licensee for reprocessing and retesting. Refer to CQA's website for retesting fees.
5. If Branded Product Registration Certificate is not timely renewed prior to expiration date, CQA issues *HPM10 Notice of Expiration or Termination* to the Licensee and removes branded product from website. Licensee must discontinue use of, or reference to, HPM certification associated with branded product.



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5. PRODUCT LABELING AND CERTIFICATION MARK USE

1. Labeling requirements are designed to maintain and promote the HPM Grease Certification Program and specifications in a positive manner. It is imperative that the HPM Certification Marks are used correctly on product labels and promotional materials to ensure authentic, registered product can be readily identified in the marketplace.
2. The HPM Certification Marks may be resized but should never be redrawn or rescaled. The placement and size of the HPM certification mark should be such that it is clearly visible on all packaging and labeling of Registered Branded Grease Products.
3. The standard size for the certification mark is 2.482" x 2.253". File may be resized as long as legibility is maintained. Minimum clear space around the HPM Certification Mark is equal to 0.125". No other graphic or typographic element should appear within this clear space.
4. The HPM Certification Mark is to be used on the front product label at all times (except for small package styles such as cartridges). If desired, the HPM Certification Mark may also be applied to the back label and other product packaging, in addition to the front label, using care to maintain minimum size requirements.
5. The HPM Certification Mark will incorporate the "TM" symbol. The "TM" will change to the registered trademark symbol, ®, after the full trademark registration is granted. Licensees may transition from use of the "TM" symbol to the registered trademark symbol at their convenience.
6. A legible batch code should be printed on each container of Registered Branded Products.
7. Product labels for Registered Branded Grease Products must be submitted to CQA for review and approval prior to use. Labels may be submitted as a .PDF or .JPG to Grease@CenterForQA.com.

(See examples of the HPM Certification Marks on next page)

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6. TERMINATION

1. Registered Branded Grease Product Certifications that are not renewed and paid in full within 30 (thirty) days after their expiration date will terminate automatically.
2. A Rebranded Registered Branded Grease Product Certification will be terminated if the manufacturer's grease product does not meet the HPM grease specification or program requirements. Rebranders will have thirty (30) days after notification from CQA to submit a new *HPM03 Application for Sample Approval and Branded Product Registration* in order to continue their branded product registration.
3. NLGI may terminate a Registered Branded Grease Product Certification or License Agreement for Trademark Use at any time if:
 - a. the Licensee fails to comply with any of the provisions of the licensing program and/or the license agreement;
 - b. the Registered Branded Grease Product fails to meet specification requirements;
 - c. the Registered Branded Grease Product is not the same as the product originally tested and approved;
 - d. the Licensee fails to make any payment associated with the licensing program within ten (10) business days of receiving a delinquency notice;
 - e. the Licensee makes inaccurate or misleading product claims in association with the Registered Branded Grease Product, or makes claims expressly disallowed in the license agreement;
 - f. the Registered Branded Grease Product is mislabeled;
 - g. the Licensee makes, markets, or sells a product as a Registered Branded Grease Product that is not registered as a Registered Branded Grease Product; or
 - h. the Licensee makes claims of non-registered product meeting HPM specifications or being suitable or recommended as a Registered Branded Grease Product.
4. In the event a Registered Branded Grease Product Brand Certification is terminated either by NLGI or Licensee at any time before the end of the registration term, the registration fee will not be refunded nor applied to another registration.

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Appendix A: Shipping, Mailing, and Payment Remittance

- 1) All samples and hard copy documentation should be sent to:

The Center for Quality Assurance
Attn: HPM Program
4800 James Savage Rd.
Midland, MI 48642 USA

Telephone: +1 989 496 2399
Facsimile: +1 989 496 3438
Email: Grease@CenterForQA.com

- 2) Payments may be made by check, domestic ACH, foreign wire transfer, or credit card.

Domestic ACH deposits are to be directed to:

Bank: Bank of America
100 W. 33rd Street, New York, NY 10001 USA
Routing Number: 072 000 805
Account Name: Center for Quality Assurance - HPM
Account Number: 375 011 529 991

Foreign wire transfers are to be directed to:

Bank: Bank of America
100 W. 33rd Street, New York, NY 10001 USA
Routing Number: 026 009 593
Swift Code: BOFAUS3N
Account Name: Center for Quality Assurance - HPM
Account Number: 375 011 529 991

NOTE: Include invoice number on reference line to assure proper credit. Bank transfer fees are Licensee's responsibility.

Checks are to be drawn on a US bank and made payable and remitted to:

Center for Quality Assurance
Attn: HPM Accounts Receivable
4800 James Savage Rd.
Midland, MI 48642 USA
Telephone: +1 (989) 496-2399
Email: AccountingServices@CenterForQA.com

Mastercard, Visa, American Express credit cards accepted. A 3% credit card fee will be added to amount due.