

# API ENGINE OIL PROGRAM APPLICATION INSTRUCTIONS

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## PART A—COMPANY DATA

### Company Information

Only the company to be licensed under the API Engine Oil Licensing and Certification System (EOLCS) can be listed in this section. Please provide the complete mailing address, including zip/postal codes.

Ensure that telephone and fax numbers are complete and correct; include country and city codes if outside of the United States and Canada.

### Primary and Other Contacts

The primary contact person must be an employee of the licensed company but need not be a company officer. Other Contacts within and outside the company may be designated to receive renewal information, bulletins on API requirements, audit findings, and questions on formulations. Please provide complete information on all Contacts.

The licensee may grant authority to Other Contacts to submit new or revised Parts A, B, and D on its behalf by returning an executed Part E—Signature Authorization Form.

### Removal of Products from Current License

Licensees may request products be removed from their license under item 4 of Part A. Please indicate the brand name, viscosity grade, and service category or categories for the products that are to be removed. Note that a separate list or annotated copy of the license may also be attached.

## PART B—PRODUCT DATA SHEET

A separate, completed Part B must be submitted for every viscosity grade of every brand proposed for licensing. Whenever any data items are changed, a new form must be submitted.

Note: A difference in viscosity grade, service category or categories, or brand name denotes a unique product: for example, Brand Y 10W-30 SL and Brand Y 10W-30 SM would be considered as unique products. The same is true for products with strings of service categories. Brand X 15W-40 CJ-4,CI-4/SM and Brand X 15W-40 CI-4,CH-4/SL

would be considered as unique products requiring separate Part B forms.

The *new product* box should be checked in the following situations: new brand, new service category for an existing brand, and new viscosity grade for an existing brand.

The *revision of a licensed product* box should only be checked when new formulations for a licensed product are being added.

### Product Qualifications

The API Service Categories that may be licensed for use in the API Service Symbol are API SN, SM, SL, SJ, SH, CJ-4, CI-4, and CH-4 (see Notes 1, 2 and 3). Notes: 1) Only one “S” category may appear in the Service Symbol. SH may only be licensed when preceded by a “C” category. SM, SL and SJ can no longer be used in conjunction with the API Certification Mark but may still be licensed for use in the Service Symbol. 2) Oils meeting CI-4 licensing requirements may also be licensed as CH-4. 3) Oils meeting CJ-4 requirements may also be licensed as CI-4 with CI-4 PLUS, CI-4, and CH-4.

Engine oils may be licensed to display the API Certification Mark if they satisfy the current ILSAC specification, GF-5, as defined in Appendix Q of API 1509.

### Physical and Chemical Properties

Licensees are required to submit physical and chemical properties for all products to be licensed. Room for three formulations is provided on page 2 of Part B. Additional sheets may be attached if necessary.

According to Section 4 of API 1509, licensees are expected to include a formulation identifier in the licensed product’s traceability code (see Part D form). This identifier must be brought forward to the Part B and Part Q forms. API will use the identifier to compare formulation data with test data obtained from aftermarket audits. You may elect to use any part or parts of the traceability code as your formulation identifier provided that it allows for the matching of an audited oil with the licensed oil.

**Licensees should report applicable elemental values for each formulation in wt. % (800 ppm = 0.0800 wt %).**

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All formulations submitted must provide applicable elemental values and a value for viscosity at 100°C. Formulations for multigrade oils must also include values for cold cranking and mini-rotary viscometer.

## **Request for Provisional License**

API may grant provisional licenses if one required test in a category becomes unavailable. An API Provisional Licensing Notice will be sent to licensees in the event that provisional licenses can be granted. The Provisional Licensing Notice will identify the test that is unavailable and outline the data requirements necessary to apply for Provisional License. Provisional license will not be granted unless all the circumstances in the Provisional Licensing Notice have been met.

## **Additional Product License Agreement**

Must be completed by all companies adding new products to an existing EOLCS license. It is not necessary for new license applicants.

## **Certification of Data**

Each individual Part B must be signed by a company officer or a designated individual identified on Part E–Signature Authorization Form. This individual must be either the Primary Contact of the company to be licensed or one of the Other Contacts.

## **PART Q—LICENSED PRODUCT TEST SUPPORT**

A Part Q must be completed for every Part B submitted. A Part Q can be completed and submitted by the marketing company or can be completed and submitted separately by the manufacturing company on behalf of the marketing company. A product cannot be licensed until both a Part B and Part Q have been received.

The following information reported on the Part B must match the information reported on the accompanying Part Q: Viscosity grade, service category(s), formulation identifier(s), and physical and chemical properties.

## **PART C—LICENSE AGREEMENT**

All applications for new licenses must include a Part C–License Agreement signed by an appropriate company

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officer and notarized. A new Part C is also required when a licensee changes its corporate name.

## **PART D—PRODUCT TRACEABILITY CODE**

All applications for new licenses must include at least one completed Part D–Product Traceability Code. Additional Part D’s may need to be submitted if the trace codes on file with API are changed or if new ones are introduced.

The name of the preparer may be any authorized employee of the licensed company or the designated individual identified on Part E. The traceability code must provide sufficient information to allow API to match an audited oil with the licensed oil.

## **PART E—SIGNATURE AUTHORIZATION**

An individual may be designated by the licensee to sign and submit new or revised versions of Parts A, B, and/or D on behalf of the licensee. This individual must be identified on a Signature Authorization Form that has been signed by an authorized officer. This form must be refilled when there is a change in signature authorization.

## **PART F – SUPPLEMENTAL CATEGORY DOCUMENTATION**

A separate, completed Part F must be submitted with a Part B if the “Mack Review” box is checked in conjunction with a CI-4 PLUS performance claim.

## **FEES**

The EOLCS minimum royalty fee for licensure is \$2,500 U.S. for API members and \$3,000 U.S. for non-members. Additionally, an annual fee of \$0.0050 per gallon of licensed motor oil after the first million gallons of production of licensed oil will be assessed. **(Please note that the fees are subject to change.)**

## **PROCESSING TIME**

Please allow approximately 30 days processing time after API has received your **completed** application package. A license cannot be issued until payment is received.

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## PAPERWORK REQUIREMENTS

### New Applicants

- Part A
- Part B
- Part Q (required with Part B)
- Part C (License Agreement)
- Part D
- Part E (Optional)
- Part F (if necessary)
- Fee—API Members \$2,500
- Fee—Non-Members \$3,000

### Renewal of License

- Volume of Sales Figures
- Fee—API Members \$2,500
- Fee—Non-Members \$3,000
- Annual Royalty Fee (\$0.0050 per gallon after first million gallons of production)

### Changes in Formulations of Products Currently Authorized to Display Mark(s)

- Part B
- Part Q (required with Part B)
- Part D (if necessary)
- Part F (if necessary)

### Changes in Viscosity Grades or Service Categories of Products Currently Authorized to Display the Mark(s)

- Part B
- Part Q (required with Part B)
- Part D (if necessary)
- Part F (if necessary)

### Changes in Brand Names of Products Currently Authorized to Display the Mark(s)

- Part B
- Part D (if necessary)
- Part F (if necessary)

(Note: If the brand name is changing please indicate the old name and the new name.)

### Request to Use the Mark(s) on Additional Products

- Part B
- Part Q (required with Part B)
- Part D (if necessary)
- Part F (if necessary)

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## PHOTOCOPYING AND RE-TYPING APPLICATIONS

You may make photocopies, as needed, of Parts A, B, Q, D, and F. Do not re-type any part of the application.

## PUBLICATIONS

API maintains several publications in support of its Engine Oil Licensing and Certification System (EOLCS). These are available through the *API Publications, Programs and Services Catalog* at [www.api.org/cat](http://www.api.org/cat)

### API 1509, Engine Oil Licensing and Certification System, Sixteenth Edition—April 2007

API 1509 provides the technical foundation for the API Engine Oil Licensing and Certification System (EOLCS). It provides the marketer with licensing requirements, ILSAC specifications, information on aftermarket conformance, and enforcement procedures. It also describes the methods for developing new engine oil performance specifications. *API 1509 can be downloaded for free from API's Website at [www.api.org/eolcs](http://www.api.org/eolcs).*

### Motor Oil Guide Shelf Card

The Motor Oil Guide is a two-page laminated guide that is designed to help consumers understand the API Engine Oil Quality Marks—the API Certification Mark "Starburst" and Service Symbol "Donut"—and the API Service Categories. Guides are distributed by API to consumers on request and are available to licensees in larger quantities (1-202-682-8516 or [eolcs@api.org](mailto:eolcs@api.org)). Sets of 50 are also available for a fee on request.

Shelf Cards can be personalized with company logos. For information on personalizing the shelf cards, call 1-202-682-8516.

### Directory of Licensees: API Engine Oil Licensing and Certification System

The Directory is a composite listing of all marketers and products licensed to display the API EOLCS Marks. *This Directory can be accessed through API's Website at [www.api.org/eolcs](http://www.api.org/eolcs).*

*Please contact the EOLCS staff for any additional information you may require: telephone 202-682-8516; fax 202-962-4739; e-mail [eolcs@api.org](mailto:eolcs@api.org)*