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To: ACC Code of Practice Practitioners and Interested Parties

Subject: **ACC PAP COVID-19 Emergency Protocol for Lubricants Additives**

The COVID-19 pandemic has created a variety of supply chain and manufacturing challenges for lubricant additive suppliers. While each company has a business continuity plan to deal with calamity situations, a global pandemic of this magnitude and duration has never been experienced before.

All additive companies are operating their manufacturing and research facilities under their individual Business Continuity Plans in light of the current global pandemic. However, the situation could change very quickly at any time, presenting complications beyond those reasonably contemplated by their plans.

Each additive company has its own Management of Change (“MoC”) process for additive components, which it may invoke either pro-actively or reactively (i.e., due to disruption of supply chain) for changes to commercial products.

These MoC processes may not allow for the responsiveness required in the extraordinary circumstances currently faced by additive companies, for example if a facility is suddenly shut down by local officials due to a COVID-19-related regulation, if there is a COVID-19-related health emergency, or if a component supply chain fails due to supply chain gaps relating to raw materials/intermediates. Specifically, there may be limited capacity to blend for testing, limited capacity for shipping, and insufficient time for engine testing. As a result, the components utilized in finished fluids or in additive companies commercially available additive packages, which are available at the time of invoking the protocol, may require an emergency exchange for a limited duration.

For the foregoing reasons, the ACC PAP has developed and supports the attached ACC PAP COVID-19 Emergency Protocol. Each additive company will make its own business decisions as to whether to employ it and will need to obtain the applicable approvals, from its customers, API, and/or OEMs.

Please contact me if you have any questions. Thank you.

Best regards,



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