

CONDUCTING AN EPC SPONSORED SURVEY

PURPOSE:

The following guidelines are to be used for conducting an Ethylene Producer Committee (EPC) sponsored survey. These guidelines are established to ensure:

- the survey is of benefit to the ethylene industry
- the survey is within the scope of the EPC objective of sharing non-proprietary information
- the survey does not violate the EPC anti-trust requirements
- the number of surveys and effort to participate do not place an undue burden on participating companies
- confidentiality of the participating company's identity and data.
- survey results will be published in the Ethylene Producers' Conference proceedings.

GUIDELINES:

General

1. Surveys will generally be limited to one per conference. The committee may approve the inclusion of one additional survey per conference by a 2/3 affirmative vote of the members attending the meeting the additional survey is proposed.
2. Surveys should be conducted, analyzed and presented in a year.
3. All survey results will be published in the conference proceedings and a presentation will be given at the conference. The presentation will also be published in the conference proceedings.
4. Neither the subcommittee nor the EPC will retain any information that is not included in the paper or presentation.

Survey Approval

1. Any sub-committee wishing to conduct a survey must obtain approval of the EPC prior to conducting the survey.
 - A. A survey proposal will be presented to the EPC by the sub-committee sponsor or designee.
 - B. Every survey proposal must have a brief Objective Statement defining the purpose of the survey, anticipated results, survey chairman, and the EPC Survey Sponsor. The proposal should be sent by the Program Chair or EPC Chair to the EPC members at least a week prior to the meeting the survey proposal is to be considered.
 - C. The survey proposal should generally be presented to the EPC no later than the September meeting in order to meet the timing needed for the conference. However, earlier submission is strongly encouraged.
 - D. The sub-committee should state which conference the survey results are planned to be given. This is generally the next conference.
2. The survey proposal must be approved using a secret ballot vote by the members present at the meeting. A 2/3 affirmative vote by the members in attendance is required for the survey to be approved.
3. After obtaining EPC approval for the proposed survey the sponsoring sub-committee must obtain EPC approval of the survey questionnaire prior to the questionnaire being submitted to participants.
 - A. The questionnaire can not be submitted to the EPC for approval at the same meeting as the survey proposal is approved.

- B. The questionnaire shall not be worded such that specific participants or their data can be identified or correlated.
- C. The questionnaire submitted for approval vote must be the final version of the survey questionnaire.
- D. The questionnaire should be sent by the Program Chair or the EPC Chair to the EPC members at least two weeks prior to the meeting in which the questionnaire is to be approved.
- E. The questionnaire will be presented to the EPC by the sub-committee sponsor or designee.
- F. The EPC may modify and/or delete any questions in the questionnaire during the meeting.
- G. The questionnaire as modified must be approved by a secret ballot. A 2/3 affirmative vote of the members present is needed for questionnaire approval.
- H. If approval is not obtained the EPC may vote to return the questionnaire to the sponsoring sub-committee with guidance to revise and resubmit for approval at a future date or state that the survey questionnaire can not be used for this conference.

Data Collection

1. Once the questionnaire is approved, The EPC Chairman will send out a cover letter with the Survey Questionnaire to all potential participants. The sub-committee must supply contact information for any participants they wish to include that are outside of the EPC membership.
2. Data collection will be via an on-line survey service. The EPC will pay the cost of the on-line survey tool.
3. Data collection must be set-up such that the identity of participants or companies is not known. Confidentiality of all data must be maintained.
4. The Survey Team will make no attempt to correlate the data with specific companies or specific plant facilities or otherwise “data mine” in a way that would only be beneficial on a personal or individual company level.
5. After completing the data analysis the Survey Team determines what data from the Survey Database will be included with the final Survey Report or Survey Presentation. At this point there is no longer a need for the Database.
6. The Survey Database shall be destroyed after completion of the Survey Team work. Completion means at completion of the conference where the survey is presented or when the sub-committee has abandoned the survey and decided it will not present the results. In general there is a maximum of one year until the database must be destroyed. The database will not be maintained in order to do a following up survey in the future.
7. Any data downloaded to computers to aid the Survey Team in developing the results must be deleted. The Survey Chairman will verify to the EPC Survey Sponsor that the Survey Team has complied with these requirements. The EPC Survey Sponsor will report to the EPC committee at a regularly scheduled meeting that the Survey Team has complied.
8. No data should be retained by the survey committee that is not included in the paper or presentation.

SURVEY COPYRIGHT

The copyright for the survey product, presentation and paper will belong to the Ethylene Producers’ Committee. The EPC Survey Sponsor has the responsibility to have the copyright form signed by the persons/persons that compile the final results, presentation and paper. The copyright form is attached. The form shall be given to the Program Chair for inclusion in the Knowledge Management records for the year.

August 12, 2010

EPC Survey Copyright Assignment Form

I/we, whose name is listed below, declare under oath that I/we are the sole author(s) of the compilation of survey results entitled

“ _____ ”

(hereinafter the “Work”) which I/we created in the course of my involvement in activities associated with the Ethylene Producers’ Committee (EPC). In return for my/our continued good standing with the EPC, I/we hereby assign all right, title and interest to any copyright I may hold in the Work to the Ethylene Producers’ Committee.

Executed on the date shown by my signature below.

First Author Name	Signature	Date
_____	_____	_____

State of _____
County (Parish) of _____

Personally appeared before me, _____, who has shown proper identification and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of ____, 20__.

Notary Public
State of _____

Second Author Name	Signature	Date
_____	_____	_____

State of _____
County (Parish) of _____

Personally appeared before me, _____, who has shown proper identification and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of ____, 20__.

Notary Public
State of _____

EPC Survey Copyright Assignment Form (cont'd)

Third Author Name

Signature

Date

State of _____
County (Parish) of _____

Personally appeared before me, _____, who has shown proper identification and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of ____, 20__.

Notary Public
State of _____

Fourth Author Name

Signature

Date

State of _____
County (Parish) of _____

Personally appeared before me, _____, who has shown proper identification and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of ____, 20__.

Notary Public
State of _____

Fifth Author Name

Signature

Date

State of _____
County (Parish) of _____

Personally appeared before me, _____, who has shown proper identification and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of ____, 20__.

Notary Public
State of _____