



<http://midatlanticqaw.com>

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**MID-ATLANTIC QUALITY ASSURANCE WORKSHOP
CHARTER AND OPERATING MANUAL**

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PART 1:

CHARTER

Part 1—Charter

Article I—Preamble

Quality assurance is a dynamic program encompassing design, construction, maintenance, training, materials, and other transportation elements, which contribute to superior highway products and an effective and efficient infrastructure. Quality assurance is a management method intended to evaluate the quality of materials and/or construction through an unbiased inspection system, which studies the quality control and acceptance sampling and testing procedures being used. Quality assurance is also the synergetic effort to yield a dynamic system that is responsible to the demands of the customers it serves.

This charter serves as a basic document in the organization and administration of the Federal Highway Administration's Mid-Atlantic Quality Assurance Workshop (QAW).

This charter is a composite of the overall program strategies of the QAW. It is documented to support and promote better communications and understanding of the mission, goals, and operating procedures for all interested parties. It is not intended to be a comprehensive listing of all the duties and responsibilities of the QAW sponsors. This successful operation of the QAW requires a team effort from the contracting industry, the materials industry, the labor force, and the federal, state and local governments who are the responsible members of the QAW team. All members must work together to yield a dynamic quality assurance system that is responsive to the changes and demands of the transportation program we live in.

All parties involved in the QAW must have a willingness to discuss mutual problems and share possible solutions with each other. The real benefit of the QAW is the willingness and the ability to take the ideas discussed and develop them into solutions tailored for specific problems.

The primary emphasis of the QAW has been to learn the terminology and apply quality control and quality assurance tools to transportation construction and maintenance. The biggest benefits have been taking advantage of the quality control and quality assurance processes that existed in industry and government and applying these tools to transportation construction and maintenance. An emphasis has been placed on developing more rapid testing, developing many new technologies and, implementing innovative procedures. The workshop must continue to progressively include private industry participation and encourage open discussions of attitudes, concerns and ideas from industry in the joint QAW meetings.

All of us must recognize and respond to challenges in our quest for quality and effective construction, and maintenance.

Article II—Name

Section A: Name

The name of this organization shall be the “Mid-Atlantic Quality Assurance Workshop,” hereinafter referred to as the QAW.

Section B: Sponsoring Organizations

The QAW is sponsored by the Federal Highway Administration and the State Department of Transportation agencies in Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.

Article III—Mission

Section A: Mission

The mission of the QAW is to promote and adopt beneficial and cost effective new transportation technologies and to implement proactive policies, practices, and procedures that contribute to increased life of the transportation infrastructure at a minimum overall cost.

The mission is also to foster an environment where transportation officials in government and the industry share information on new, innovative, or proven technologies and implement those technologies, which will safeguard the transportation infrastructure of the Mid-Atlantic States and assure that transportation funds and programs are efficiently and effectively utilized.

Section B: Purposes

The purposes of the QAW are to identify, adopt and provide training for quality assurance procedures and practices that either improve the quality of highway construction or maintenance and operations or provide an equivalent quality at lower cost of construction or inspection.

The QAW will discuss mutual transportation problems and share and develop solutions to the problems.

The QAW will present new technology and new quality assurance/quality control tools for highway construction and maintenance and will promote state of the art technologies to the state transportation agencies and designers, highway contractors, suppliers, producers, and manufacturers.

The QAW will promote enhancement of transportation technologies in the areas of asphalt, maintenance and materials, metals and structures, Portland cement concrete, soils and aggregates, or other appropriate transportation elements.

Section C: Goals

The QAW is to provide a forum to achieve the following goals:

1. Promote communication among all agencies, organizations, and private entities involved in the planning, design, construction, maintenance and regulation of surface transportation infrastructure.
2. Encourage more extensive use of reciprocity agreements between neighboring states to reduce sampling and testing costs of products used mutually.
3. Eliminate redundant effort in the research, planning and construction of highways within the Mid-Atlantic States by working toward uniformity of standards for planning, measurement, and acceptance of material.
4. Promote the development of regional and national policy requiring the use of statistical quality assurance and quality control resolutions in specifications with a sound scientific basis.
5. Utilize excellent quality control programs as support for acceptance of materials by certification.
6. Extol greater and more effective use of new testing methods.
7. Utilize stage construction where feasible.
8. Facilitate the use of new or alternate methods and materials where taking risks are not detrimental.
9. Incorporate life cycle costing, benefit/cost analysis, and value engineering techniques as management tools in design, construction, and maintenance practices.
10. Encourage more standardization between states of acceptance criteria for common materials.
11. Utilize methods that minimize energy consumption and environmental impact.
12. Identify appropriate quality control processes that exist in industry and facilitating use of the same tools for highway construction and maintenance.
13. Encourage open discussions of process controls and acceptance systems.
14. Meet the challenges of public expectations, energy conservation, quality construction, and effective maintenance.

Article IV—Membership

Section A: Organizations

The QAW is made up of participants from the Federal Highway Administration and the State Department of Transportation agencies in Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia, as well as industry associations, contractors, producers and manufacturers.

Participation of individuals outside the Mid-Atlantic State Department of Transportation agencies, industry associations, contractors, producers and manufacturers is allowed and encouraged.

Section B: Ethics Statement

Members of the QAW pledge to:

- Give the utmost of performance.
- Participate in honest enterprise.
- Live and work according to the laws of society and the highest standards of professional conduct.
- Place service before profit, the honor and standing of the engineering profession before personal advantage, and the public welfare above all other consideration.
- Place the benefits of the regional efforts ahead of personal or parochial interests.

Article V—Planning Committee

Section A: Membership

The Planning Committee shall be comprised of members from FHWA, State DOT's within Mid-Atlantic States, and Industry. Each year the host state along with the FHWA Resource Center's (Baltimore) Office shall develop the specific committee membership. The typical QAW Planning Committee shall consist of the following:

Charter Members

- One (1) representative from the Federal Highway Administration's Resource Center, Baltimore.
- One (1) or more representative from each of the Mid-Atlantic State Department of Transportation Agencies.

Other Members

- Selected from one or more of the following:
 - Representatives from the host state's FHWA Division Office.
 - Representatives of the host state's industry associations.
 - Any transportation-related organizations or individuals approved by the Charter Members.

Section B: Chairpersons

The QAW Planning Committee shall be co-chaired by the FHWA Resource Center's (Baltimore) representative and the Charter Member(s) from the host state's Department of Transportation.

Section C: Subcommittees

Subcommittees shall be established for the purpose of implementing and carrying out the goals of the QAW. A subcommittee will be open to all members and organizations that actively participate in the QAW. Each subcommittee shall be directed by two co-chairpersons, and shall work toward the development and implementation of their respective objectives consistent with the QAW Mission Statement.

PART 2:

**BUSINESS
PROCEDURES**

Part 2—Business Procedures

Article I—Protocols

Section A: Order of Business

The order of business at the meetings of the QAW Planning Committee will be determined by the co-chairpersons. A typical Planning Meeting Agenda shall be as follows:

QAW Planning Committee Meeting Day of Week, Date City, State

1. Introduction
2. Close-out by last State DOT host on the previous year's workshop
 - a) Comments on unusual changes and expenses
 - b) Present balance in account
 - c) Transfer of account to next year's State DOT host.
3. Discussion of next year's QAW
 - a) Date
 - b) Place
 - c) Funding
 - d) Theme
4. Philosophy on Program Format for the QAW
 - a) Should we drop or add major sessions?
 - b) Should we allow more time for discussion after each paper is given?
 - c) Should we have informal workshops and less papers being presented?
 - d) Should the mainline sessions on Tuesday and Thursday be replaced with a separate less formal session?
 - e) Agree on program format
 - f) Suggest topics and speakers for mainline sessions
 - g) Discussion of spouse's program (at the host state's option)
 - h) Dinner speaker or entertainment after dinner?
5. Develop Schedule of Deadlines
 - a) Date for chairpersons to complete and send in next year's program agenda for break-out sessions
 - b) Date to mail out announcements of program to engineering periodicals
 - c) Date to mail out registration packet
6. Designate co-chairpersons for each session
7. Develop QAW Program
8. Discuss review of the mailing list
 - a) Date for distribution to committee members
 - b) Date for update and return to next year's host state
9. Finalize publication of last year's presentations or summaries
 - a) Date all presentations or summaries due to last year's host state
 - b) Discuss the updating of the QAW website: <http://midatlanticqaw.com>

10. QAW follow-up activities

Section B: Frequency of Meetings

The Host State shall hold two (2) Planning Committee meetings per year: one in the spring and one in the fall.

Additional meetings may be held at the discretion of the co-chairpersons of the breakout sessions (see Sections D & E).

The QAW will be held annually in the month of February to avoid scheduling conflicts with other national organizations or regional committees and to avoid the construction season. All reasonable attempts shall be made by the Host State to conduct the QAW in February.

In addition, the Host State will determine if a QAW meeting is needed on the morning of the **first day** of the workshop and notify QAW co-chairs and/or Planning Committee members accordingly.

Section C: Format of the Workshop

The QAW shall consist of the following format, unless otherwise agreed upon by the Planning Committee:

First Day (Preferably Tuesday)

- General Session starting at 1:00 PM and ending at 5:00 PM.
- Reception (Cash Bar) starting at 6:00 PM.
- Banquet starting at 7:00 PM.

Second Day (Preferably Wednesday)

- Concurrent Breakout Sessions starting at 8:30 AM and ending at 5:00 PM. Lunch shall be from noon to 1:30 PM.

Third Day (Preferably Thursday)

- General Session starting at 8:30 AM and ending at noon.
- Working lunch for Planning Committee members immediately afterwards to critique QAW and begin discussing next year's QAW.

Section D: Break-Out Sessions

The QAW shall have the following concurrent break-out sessions on the second day:

- Concrete Materials and Structures
- Soils and Aggregates
- Asphalt Materials
- Metals—Materials and Structures
- Maintenance and Preservation

- Other sessions agreed upon by two-thirds (2/3) majority vote by members of the Planning Committee.

Section E: Break-Out Session Chairpersons

The Planning Committee should strive to have one representative from a state DOT and one representative from the industry as co-chairpersons for each breakout session.

Section F: Host State Responsibilities

The Host State shall have full authority for the QAW, under the auspices of the FHWA Resource Center (Baltimore) and the QAW Planning Committee. Hence, the Host State has the following responsibilities:

1. Reserve the QAW conference facility before the spring planning meeting.
2. Provide co-chairperson(s) to work with FHWA Resource Center (Baltimore) representative to carry out administrative tasks to plan and conduct the QAW.
3. Plan, schedule and conduct the spring and fall planning meetings.
4. Attend Sub-Committee planning session meetings, as required.
5. Print and mail QAW announcements and registration packets by the end of November.
6. Handle registrations and all arrangements at the QAW meeting facility. Examples include group meals, breaks, nametags, audiovisual equipment, etc.
7. Determine if QAW account funds are available for guest speakers' expenses. Speakers are expected to pay their own expenses if at all possible. Payment for speaker's expenses should be kept to a minimum of one or two per year. Such payment should be made only to assist STATE DOT employees, who are outside the participating QAW States, to bring in special expertise to the QAW.
8. Determine and collect registration fees to cover QAW costs as a part of an overall budget, including maintaining the QAW website and paying special speakers' expenses, if appropriate.
9. Provide information on local attractions and/or historical sites.
10. Within one month of the QAW, develop an alphabetized, typed, single spaced list of the name and organization of each person attending the workshop. Send this list to the FHWA Resource Center (Baltimore) representative and each State (including DC). This list should also be available to the QAW website.
11. Manage the QAW account. Transfer the account balance to the next host State or to an account approved by the QAW Planning Committee at the earliest possible date. Retain sufficient funds to update the QAW website.
12. Give the closeout report at the spring planning meeting for the next QAW.
13. Distribute and collect critique sheets during the QAW, summarize the findings and prepare a report for the QAW Planning Committee.
14. Express appreciation to all speakers with an appropriate acknowledgement.
15. Assure that a "Message Board" is available at all QAWs.
16. Assure that each session is clearly identified with a poster board with the session name on it.
17. Provide Host State representatives to assist Chairpersons for General and Breakout Sessions.

Section G: Consensus and Voting

The QAW Planning Committee shall earnestly strive to attain consensus on all decisions and actions. All members of the QAW Planning Committee, including representatives from the government and the private sector, shall have equal voting rights. Comments and discussions on any item of vote are to be professional, impartial and bipartisan. A two-thirds (2/3) majority vote in favor of any item shall be required to have the item accepted for implementation.

The direction and thrust of strategic points, including revisions to the QAW Charter Document, shall be approved by a two-thirds (2/3) majority vote by members of the Planning Committee. Quorum shall be defined as all members who attend the planning meetings.

Section H: Standards of Practice

The following items are suggested practices for the QAW Planning Committee:

1. Standardize the QAW logo for all QAW-related materials, including agendas, any publications, wearing apparel, etc.
2. Identify items that the committee needs to approve and items that the host state can approve (possibly, up to a maximum budget allowance per registrant).
3. Advise all session chairpersons that at least the name, agency, and telephone number of each speaker are to be included on their presentation summary.
4. Advise speakers that they may present information about a product, but are not permitted to sell a product during a QAW presentation. Session chairpersons should communicate this to speakers and report violations to the QAW Planning Committee.
5. Request that speakers have copies of their presentations available at the QAW for general distribution to audience and for printing of the proceedings. This request should be made when speakers are initially contacted and more often, as needed.
6. At the discretion of the Host State, vendors who are reflecting the QAW Mission will be permitted to hold displays at annual Quality Assurance Workshops.

Section I: Guidelines for Speakers and Session Chairpersons

The following instructions should be given to speakers, moderators, and co-chairpersons to promote communications and to avoid delays and confusion:

1. The session co-chairperson and speaker are responsible to decide on the nature, title, and time for the topic to be presented. Presentations should normally be no longer than 45 minutes, including time for questions after each presentation.
2. Prior to or at the QAW, each speaker should give the session co-chairperson a written summary covering the significant points of the presentation or an electronic copy of the presentation. This will be used to prepare items for the QAW website.
3. If a PowerPoint presentation is to be made, a copy of the presentation should be e-mailed to the Host State prior to the QAW or a copy of the disk should be given to the session co-chairperson prior to the beginning of the session.

4. It is the responsible of the co-chairpersons to work with the Host State representatives to assure that the proper A/V equipment and aids (e.g., easel and markers) are in the room and the equipment and aids are working properly.
5. Co-chairpersons should advise speakers of the need for a written summary (or abstract, or a 1-page executive summary) of their presentation prior to the QAW and collect the written summaries and/or papers from each speaker at their session. If there is a panel at the session, notes should be taken by a Chairperson, or designee, and made into a summary. The summaries and papers should be sent to designated FHWA Resource Center co-chairperson or the Host State representative within two weeks after the QAW, so they can be included in the published notes of the workshop.
6. All speakers are encouraged to pay for their own expenses so that the QAW registration fee can be minimized. However, if a speaker is essential for the session and needs reimbursement for travel expenses, the session co-chairperson should obtain an estimate of the costs and then contact the host State to determine if funding is available. This exemption should only be granted in special circumstances.
7. Co-chairpersons should keep their session on schedule and dismiss their session at the scheduled break times.
8. After a person has agreed to speak at the QAW, the co-chairperson should obtain that person's complete name, title, address, telephone number, audio/visual requirements, and enough information to give a brief introduction. Co-chairpersons are responsible for introducing the speakers during their session.
9. Co-chairpersons should write letters confirming the speaker's commitments for the QAW and follow-up letters of appreciation to speakers, as they feel appropriate.
10. Co-chairpersons should promote the completion of QAW evaluation sheets during the sessions.
11. The co-chairpersons shall obtain permission from each speaker to place their presentation on the QAW website. It is the responsibility of the speaker to provide the presentation in a technical format compatible with the website.

Section J: Reporting

The Host State for each QAW is responsible for providing historical items for the website. These items should include background on the QAW, a copy of the Agenda, and a synopsis of the Proceedings/Summaries of specific workshops. The Host State should strive to assure that as many of the presentations as possible are posted to the QAW website and that the speaker's permission was received prior to the posting.

Article II—Finances

Section A: Finances

The QAW operates with funds that are passed from one state to the next after the completion of each QAW. This revolving account is supplemented generally only by the collection of registration fees from the participants and receipts from the Trade Show area, if held. It shall be the responsibility of the Host State to determine the registration fee for the QAW.

The QAW operates as a non-profit organization. The Federal Highway Resource Center, Baltimore, is the sponsoring agency for the IRS Tax Exempt TIN (Taxpayer Identification Number). QAW's TIN is 52-1616558, which was obtained when FHWA filed an IRS Form W-9. The permanent address for the TIN is FHWA, 10 South Howard Street, Suite 4000, Baltimore, Maryland, 21201.

See Part 2, Article II, Section E, for the purpose, history, and new requirements for IRS Form W-9 and QAW's TIN. A copy of the Form W-9 can be found in Attachment A.

Section B: Registration Fee

When developing the registration fee, the Host State shall consider the following:

- Cost of mailings, including printing and postage
- Cost of the hotel facility, including all breaks, lunches, banquet, and reception
- Cost of Guest Program
- Cost of registration gifts and speakers' gifts
- Cost of banquet entertainment
- Cost of managing the QAW website

The registration fee shall be on a per person basis. Separate registration fees shall be developed as deemed necessary. One registration fee will be set cover the costs of attending the QAW for all three (3) days. A second registration fee shall cover all costs of attending for two (2) days, and a third registration fee shall cover all costs associated with the guest program.

Section C: Banking

The Host State shall be responsible for setting up a banking account for the purpose of paying the QAW bills. This bank account should be a non-interest bearing account, if at all possible. If not practical, then an account approved by the QAW Planning Committee shall be used.

The bank account should be setup with the premise that at least two people are needed to sign checks releasing funds.

The Representative from the FHWA Resource Center, Baltimore, shall be responsible to forward all applicable tax information and tax identification numbers to the Host State.

Section D: Record Keeping

It shall be the Host State's responsibility to keep all financial records and receipts.

A detailed financial statement must be submitted to the Planning Committee by the previous year's Host State at the subsequent spring meeting.

Section E: Explanation of the Federal Employer Identification Number (W-9)

Purpose: Form W-9 is used to file an information return with the Internal Revenue Service for a person (using a social security number) or a company/organization/others (using an employer identification number). IRS considers both these numbers as a “Taxpayer Identification Number” (TIN). This TIN qualifies QAW as a tax-exempt organization.

History: In the mid 1980’s banking rules changed and a Social Security Number or a Federal Identification Number was required to open up a checking account. In an attempt to support the “Quality Assurance Workshop,” the Federal Highway Administration Regional Office, located in Baltimore, requested and obtained in the Name of “Quality Assurance Workshop” a TIN 52-1616558 under the sponsorship of the FHWA and Tax Exempt for Federal purposes.

The purpose of obtaining the number was to assist the States in conducting business for the QAW by opening up a checking account in each State as needed. The Signature submitted both times was “James P. Dunne, Jr.”. This number and signature is still current with the IRS.

New Requirements: Since 9/11 there have been several banking law changes and many companies payment procedures required more than the TIN. Several companies and States have asked for a copy of the actual Form W-9 with signature and current date. This was done by mailing them a copy of the actual W-9. To ensure that the most current date is noted on the W-9, a form has been prepared with the space for the date left “blank”. When the W-9 is requested by a company, the **host State** is to complete the current date on the W-9 and send the company a copy of the W-9 with a current date on it.

Also, some firms are now required to only mail checks to the official address that is listed on the W-9 (FHWA, Baltimore). The FHWA is aware of this requirement by some companies and will forward any checks received to the **host State**.

A copy of the IRS Form W-9 can be found in Attachment A.

PART 3:

SIGNATURES

Part 3—Signatures

We, the undersigned, in the pursuit of Quality and Partnerships, have agreed to abide by the Charter and Business Procedures outlined within this document.

for the FHWA Resource Center, Baltimore

for the Delaware Department of Transportation

for the District of Columbia Department of Public Works

for the Maryland Department of Transportation—SHA

for the New Jersey Department of Transportation

for the Pennsylvania Department of Transportation

for the Virginia Department of Transportation

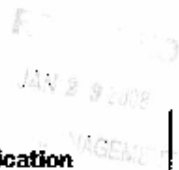
for the West Virginia Department of Transportation—DOH

for the American Concrete Pavement Association

for the Asphalt Institute

Attachment A—IRS Form W-9

See information in Part 2, Article II, Sections A and E.



W-9
 Form (Rev. November 2004)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return) _____

Business name, if different from above
QUALITY ASSURANCE WORKSHOP

Check appropriate box: Individual/State proprietor Corporation Partnership Other US Govt Exempt from backup withholding

Address (number, street, and apt. or suite no.)
C/O Federal Highway Administration Stc 4000

City, state, and ZIP code
10 S. Howard St, Baltimore, MD 21201

List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
5	2	1	6	1	6	5	5	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out line 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, line 2 notes not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here: _____ Signature of U.S. person: *James P. Diener Jr* Date: _____

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien). In provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 2 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-8(c) and 7(-) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,