



**Association of the
Chemical Profession
of Alberta**

**GUIDELINE FOR THE USE OF PROFESSIONAL STAMPS BY MEMBERS OF THE
ASSOCIATION OF THE CHEMICAL PROFESSION OF ALBERTA**

Rev 0, August 27, 2013

The professional stamp issued by THE ASSOCIATION OF THE CHEMICAL PROFESSION OF ALBERTA to members that hold a valid certificate of registration as a Professional Chemist (P.Chem.) under the *Professional Chemists Regulation* (Alberta Regulation 248/2001 as amended) is a valuable symbol. Along with the designation P. Chem., it indicates a member's professional assurance that reports, letters, memoranda, plans and all other professional documents with a stamp affixed contain information that was prepared by or directly supervised by a Professional Chemist. The stamp also signifies the work meets the standards of practice of a Professional Chemist, as prescribed in the Regulations, By-laws and Guidelines created by the Association.

NOTE: Professional Chemists are responsible and accountable for any statements or information presented in professional documents regardless of whether they have included the title of P.Chem. or affixed their stamp to the document.

The following are guidelines on how a member's stamp should be used:

General:

- Where required by legislation or regulation, members are required to use their stamp.
- Where not required by legislation or regulation, the use of the professional stamp is encouraged to increase exposure and public confidence that Professional Chemists are engaged. However, it should be noted that greater visibility of the Chemistry Profession should not be the main driving force to overuse or misuse the stamp.
- The stamp can be applied to publications, monographs, reports, special letters, plans, documents, and drawings, prepared and delivered by the registered member, or for which they are directly responsible.
- Routine communications need not be stamped, but should include the designation, P. Chem., after the member's surname.
- The mark from a member's stamp indicates he or she stands behind the content of the stamped document.

Use of the Stamp:

- Members should stamp only those documents that were prepared by them, or were directly under their supervision and control.
- Stamps should be applied in a clear and legible manner.
- The mark from a member's stamp should be placed at the bottom of the document, or where a space is provided.

- Only the member shall affix the mark from his or her stamp and shall initial or sign, and date the imprint. The color of the signature should be different from the stamp.
- If a report is presented, the imprint should appear on the bound title page.
- Many client groups have or will develop their own procedures for imprinted documents. This guideline is not intended to supersede or replace contractual arrangements already in place.
- Provisions for digital use shall be acceptable.

Revisions to Stamped Documents:

- Revisions to a document issued by, or under the direct supervision and control of, the same professional member(s) responsible for the original document should be clearly identified as revisions to the original document. The original professional stamp(s) should be re-dated to indicate the date of the revision and initialed by the respective professional member(s)
- When revisions to a document are made by someone other than the professional member(s) responsible for the content of the original document, the revisions only, including all elements of the document which are affected by the revisions, should be stamped, signed and dated by the professional member(s) under whose direct supervision and control the revisions were made. Care should be taken in documenting revisions to clearly identify the boundary of professional responsibility between the original and revised documents.

Stamp Ownership

- The member's stamp remains the property of the ASSOCIATION OF THE CHEMICAL PROFESSION OF ALBERTA and shall be returned upon request of the Association following due process. Its safe custody, direct control at all times, and its appropriate use is the responsibility of the stamp holder.

Professional Responsibility

- The onus is on the member to ensure that his/her application of the stamp is done in a legal, ethical and professional manner. It is the responsibility of the member to be aware of any legal or employer limitations or requirements on the use of the stamp. The Association will assist by providing general guidelines as necessary.