

Local Section, Division and International Chemical Science Chapter eRosters

Thank you for downloading your component group's roster files. Depending on your component group type, the following rosters are available for download.

Divisions and Sub-Divisions

- Full Membership Roster (csv)
- Activity Roster* (csv)
- Drop Report** (pdf)
- Demographic Report (pdf)

Local Sections

- Full Membership Roster (csv)
- Activity Roster* (csv)
- Demographic Report (pdf)
- Student Chapter Report (xls)
- Community Associate Report (csv)

International Chemical Science Chapter

- Full Membership Roster (csv)
- Activity Roster (csv)
- Demographic Report (pdf)
- Community Associate Report (csv)

Notes:

It is important to download rosters each month to ensure your records reflect new members, address changes, deceased members whose contact information has been removed.

The Full Roster, Activity Report and Community Associate Report are now delivered as CSV (comma-separated values). CSV files are text files that can be opened in any text editor, or spreadsheet applications like Microsoft Excel or Google Sheets.

The Customer_ID, and *Zip Code fields contain values with leading zeros (e.g., 00012345). By default, Excel will perform data conversions to remove leading zeroes. When prompted select Don't Convert to retain leading zeroes.

To help eliminate returned mail pieces, sort the eRoster file by Column S (PRIMARY ONHOLD FL and delete those records with a (Y) flag prior to creating your mailing lists. There is no systematic way to remove these records from the monthly roster files, so they are identified under Column S.

The column labeled “EMAIL_PROMO_OPT_OUT_FL” the “Y” indicates “Do not use email for Promotional Mailings. It is permissible to send regular mailings including ballots, newsletters, meeting notices, and other business information.

Effective April 2022, members who do not pay their dues after 60 days are automatically removed from the Full roster. These individuals will appear in the Activity Report (listed as TN: Terminate National).

The Community Associate report (Local Sections and International Chemical Science Chapters) contains a cumulative list of members referenced above, as well as others who have elected to join ACS with the basic package. Please note that the Community Associate are not members of your local section or your international chapter; however, they are eligible for limited benefits, and you may choose to invite them to participate in your section activities as you would normally do with non-members.

The ACS Committee on Membership Affairs (MAC) has compiled a Toolkit of easy-to-use templates. Visit the [Recruitment and Engagement Toolkit](#) to find a number of copy/paste documents, informational flyers for printing and distribution, and other general marketing tools to help you recruit new and engage with your members.

eRosters should **not** be used for Elections. An **election-only list** request form should be submitted to ensure that only eligible ACS members are participating in elections. Election Only Request forms should be submitted at least 10 days prior to ballot distribution to olsa@acs.org. You will receive an acknowledgement message indicating that your request has been received and advising when you can expect to receive the list. For International Chapters, please submit your election-only list requests through an [online form](#).

Please report any bad email addresses, deceased member information to rosters@acs.org.

Difficulty accessing the eRosters should be reported to rostersIT@acs.org with a brief description of what is occurring and, if possible, include a screenshot.

Questions or problems regarding the eRosters should be reported to rosters@acs.org.

Activity Roster Key

Address Change – Address changes that occurred during roster period.

DD – (Deceased) Deceased members or affiliates during roster period.

New – Members who have joined the division or local section during the reporting period. Includes members that are new to the Society as well as existing members that joined the division or local section during the reporting month.

RI – (Reinstated) National Members who have reinstated during roster period.

TD – (Terminate Division) Includes division cancellations, free-division expirations and terminations due to non-payment.

TN – (Terminate National) Local Section Roster Only. Member termination of national membership also terminates local section membership.

TO – (Transfer Out) Members that have changed local section due to address change or other request.

Note: Members may be listed multiple times in the activity roster if more than one activity applies.

***Dropped Division Members Demographics Snapshot Report (Drop Report)**

This report provides demographic data about members whose division membership has terminated/dropped during the reporting period. The report is a supplement to the existing Activity eRoster which contains individual member detail for terminated members; there may be a slight count variance between the two outputs due to timing of the rosters and the drop demographic creation. Be advised that the drop demographic report should not be used to determine current.

The report is cumulative, January through December, and generated monthly on the last day of the month in PDF format.

Report content is demographic data for division members who dropped during the reporting period. The information reflects the membership record in the netFORUM membership database. Data such as age group, division years of services, gender, industry, job title, geography, and termination reason* are included. Note: some demographics are optional and may be outdated if the member has not responded to surveys and questionnaires. Terminated Reason:* Deceased Non-Payment Resigned/Cancelled

Full Roster File Layout

CUSTOMER_ID

ACS Member ID

PREFIX

Dr. Mr. Mrs. etc.

FIRST_NM

MIDDLE_NM

LAST_NM	
SUFFIX	Jr. Sr., III, etc.
DESIGNATION	Ph.D, E.D., ett.
GENDER	M, F, Null
BIRTH_YR	
PRIMARY_ADDR_TYPE	Home, Work
PRIMARY_COMPANY_NM	
PRIMARY_DEPT_NM/MAILSTOP	
PRIMARY_ADDRESS_LINE1	
PRIMARY_ADDRESS_LINE2	
PRIMARY_CITY	
PRIMARY_STATE	
PRIMARY_ZIPCODE	
PRIMARY_COUNTRY	
PRIMARY_ONHOLD_FL	Address is on Hold
PRIMARY_ONHOLD_TYPE	Reason for Hold
WK_PREF_ADDR_FL	WK* Work
WK_COMPANY_NM	
WK_DEPT_NM/MAILSTOP	
WK_ADDRESS_LINE1	
WK_ADDRESS_LINE2	
WK_CITY	
WK_STATE	
WK_ZIPCODE	
WK_COUNTRY	
WK_ONHOLD_FL	Address is on Hold
WK_ONHOLD_TYPE	Reason for Hold
WK_PHONE_WITH_EXT	
PRIMARY_FAX_WITH_EXT	
HM_PREF_ADDR_FL	HM* Home
HM_ADDRESS_DEPT_NM/MAILS	
TOP	
HM_ADDRESS_LINE1	
HM_ADDRESS_LINE2	
HM_CITY	
HM_STATE	
HM_ZIPCODE	
HM_COUNTRY	
HM_ONHOLD_FL	
HM_ONHOLD_TYPE	
HM_PHONE_WITH_EXT	
EMAIL_ADDR	
EMAIL_CHG_DT	

EMAIL_PROMO_OPT_OUT_FL	Y+ Do not use email for Promotional Mailings; OK to send regular section mailings for meetings, newsletters)
MEMBER_CATEGORY	Regular, Associate, Affiliate
NA_MEMBER_TYPE	Regular, Student, Affiliate, Emeritus
MEMBER_PACKAGE_CODE	
CHAP_EFFECTIVE_DT	Effective Paid Date for Chapter Membership
CHP_EXPIRE_DT	Expire Date for Chapter Membership
CHAP_ORIG_JOIN_YR	
NA_ORIG_JOIN_YR	
CHAP_PAY_STATUS_CD	Not Available
NA_PAY_STATUS_CD	Not Available
CHAP_YRS_SVC	Not Available
NA_YRS_SVC	Not Available
CHEMISTRY_DEGREE	Not Available
NON_CHEMISTRY_DEGREE	Not Available
DIR_SURVEY_OPT_IN_FL	
ALPHA_SORT	
AGFD	Y=Member of Division
ANYL	Y=Member of Division
BIOL	Y=Member of Division
CARB	Y=Member of Division
CELL	Y=Member of Division
CHED	Y=Member of Division
CINF	Y=Member of Division
BMGT	Y=Member of Division
COLL	Y=Member of Division
COMP	Y=Member of Division
ENVR	Y=Member of Division
FLU0	Y=Member of Division
ENFL	Y=Member of Division
HIST	Y=Member of Division
IEC	Y=Member of Division
INOR	Y=Member of Division
MEDI	Y=Member of Division
BIOT	Y=Member of Division
NUCL	Y=Member of Division
ORGN	Y=Member of Division
PMSE	Y=Member of Division
AGRO	Y=Member of Division
PHYS	Y=Member of Division
POLY	Y=Member of Division
PROF	Y=Member of Division
RUBB	Y=Member of Division

CHAS	Y=Member of Division
GEOC	Y=Member of Division
SCHB	Y=Member of Division
CHAL	Y=Member of Division
TOXI	Y=Member of Division
CATL	Y=Member of Division