

# SPLS TRAINING

*AKA: Everything You Need to Know to be a Great SPLS Liaison...*

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Presented by:

**Roger Hedrick**

# TOPICS

1. SPLS Overview
2. Policy & Procedures
3. SPLS Liaison Responsibilities
4. PC Maintenance – Some Details
5. SPLS Meetings
6. The Forms – Things to Know
7. Publication Public Review
8. Best Practices
9. Standards Staff

# SPLS OVERVIEW

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- Responsibilities & Authority
- Project Committees

# SPLS Responsibilities

- The Standards Project Liaison Subcommittee (SPLS) is responsible for:
  - **Coordinating,**
  - **Monitoring,** and
  - **Guiding** the development of standards and guidelines
- Process oversight is SPLS's responsibility
- Responsibility for **technical content** of ASHRAE standards or guidelines rests with the **Project Committees**, not with SPLS

# PCs Assigned to SPLS

- Policy level PCs
  - membership, work plans, PPRs, TPS changes require higher approval levels
- Non-policy level PCs
- Periodic Maintenance (PM)
  - 5 year review cycle
- Continuous Maintenance (CM)
  - Standing committee – SSSPC or SGPC

# SPLS Authority

## Approves:

- PC membership items
- New interest categories
- SPC/GPC work plans
- Publication Public Review of standards committee documents
- Development of user manuals

## Recommends Approval:

- Policy-level PC Chairs
- SSPC/SGPC work plans
- TPS changes
- Continuous maintenance
- Standards Achievement Award recipient
- Waivers
- Project discontinuance
- PC disbandment

# POLICY AND PROCEDURE

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- ASHRAE Rules and Procedures
- ANSI Essential Requirements
- Due Process Requirements

# ASHRAE Rules and Procedures

- Rules of the Board of Directors (**ROB**) – supersedes all other rules
- Procedures for ASHRAE Standards Actions (**PASA**) – procedures governing the methods used for standards development
- StdC Manual of Procedures (**StdC MOP**) & Reference Manual (**StdC RM**) – procedures for Standards Committee and its subcommittees



# ANSI Essential Requirements

- ANSI Essential Requirements (**ANSI ER**) – due process requirements for activities related to the development of consensus for approval, revision, reaffirmation, and withdrawal of American National Standards (ANS)
- As an ANSI-Accredited Standards Developer, ASHRAE's standards development procedures (PASA) are required to comply with the policies and procedures set forth in the ANSI Essential Requirements

# ASHRAE Rules and Procedures

- Project Committee Manual of Procedures (**PC MOP**) – **in transition to the PC Guide to PASA:**
  - Defines the formation, structure, and activities of Project Committees (PCs)
  - Establishes criteria and procedures for each step in writing and processing ASHRAE Standards Committee Documents (SCDs)
  - Includes oversight procedures intended to ensure that due process is followed and consensus achieved in developing and maintaining SCDs

ANSI's Rules are like three legs of a stool

## ***Due Process***



***Openness***

***Balance &  
Lack of  
Dominance***

# Due Process



- Any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by:
  - a) *Expressing* a position and its basis
  - b) Having that position *considered*, and
  - c) *Appealing* if adversely affected
- Due process allows for equity and fair play

# Due Process Requirements

- Minimum due process requirements:
  - Openness
  - Balance
  - Lack of dominance
  - Consideration of views and objections
  - Consensus vote
  - Right to appeal

# Openness



- Participation shall be open to anyone:
  - Does not mean membership or vote on a committee
  - Can be as simple as attending a meeting or submitting a public review comment
- All PC meetings and conference calls *must be announced* to ensure openness
- A list of all attendees *must be recorded* in the meeting minutes
- ASHRAE membership *IS NOT required* to be a PC member
- ASHRAE membership *IS required* to be a PC Chair, Vice-Chair or Subcommittee Chair

# Balance

- Purpose of balance is to ensure that all affected viewpoints are considered in a PC's deliberations
- ASHRAE's requirements for balance on SPCs and SSPCs are from ANSI criteria:
  - No single interest category equals more than **half** of a committee membership dealing with product standards
  - No single interest category equals more than **one third** of the membership of a **committee dealing with safety standards**
- Balance within SPC subcommittees and GPCs is desirable but not required

## Lack of Dominance

- Standards development process shall not be dominated by any single interest category, individual or organization
- Dominance means *a position or exercise* of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints



## Balance vs. Dominance

- Balance and a lack of dominance are **two distinct** considerations:
  - A balanced consensus body does **not preclude** the exercise of dominance
  - Similarly, existence of a less than perfectly balanced consensus body does not necessarily reflect a process in which dominance automatically occurs
- Balance is quantifiable, dominance is not: ask your PC Chairs if there is any indication of dominance in their committee

# Balance and Interest Categories

- ASHRAE's principles for the identification and selection of interest categories for a PC align with *ANSI Essential Requirements* on balance:
  - Interest categories appropriate to the development of consensus in any given standards activity are a *function of the nature of the standard being developed*
  - Interest categories shall be *discretely defined*, *cover all materially affected parties* and *differentiate* each category from the other categories

# Balance and Interest Categories

- In defining interest categories appropriate to a standards activity, consideration shall be given to at least the following:
  - Producer
  - User
  - General
- Where appropriate, additional interest categories should be considered to ensure participation of directly affected and interested parties related to a particular TPS
- Appropriate representative user views shall be actively sought and fully considered in standards activities

*For more information see “Interest Category Definitions” for approved PC interest categories*

# Other Due Process Requirements

- Consideration of views and objections:
  - **Prompt consideration** shall be given to written views and objections of all participants, including those commenting on PINS announcement or public comment listing in *Standards Action*
- Consensus vote:
  - **Evidence of consensus** shall be documented
    - Requires a “**supermajority**” 2/3 vote of those voting
    - Requires a **majority** of the voting membership
- Appeals:
  - **Procedural appeals** regarding *any action or inaction*
  - Procedural appeals include whether a *technical issue was afforded due process*
  - Appeals based solely on technical issues are no longer eligible for appeal (however, failure to address a technical issue is a procedural issue)

# Consensus



- Consensus defined: *Substantial agreement, in the judgment of a duly appointed authority, reached by directly and materially affected interest categories*
- Substantial agreement means much more than a simple majority – but not necessarily unanimity
- Consensus requires that all views and objections be considered, and that an effort be made toward their resolution

# SPLS LIAISON RESPONSIBILITIES

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- Coordinate
- Monitor & Report
- Guide

## As a liaison, coordinate with your PCs

- Work closely with PC Chairs to:
  - Develop and maintain balanced PC membership
    - Review PC membership package to ensure all stakeholders are represented and balance exists
  - Prepare a PC work plan
    - Review and submit PC work plan for SPLS approval
  - Review Publication Public Review Drafts
    - Review publication public review packages to ensure procedures were followed
    - Understand reasons for no votes and the efforts to resolve issues

## As a liaison, you will monitor & report

- Monitor:
  - Attend PC meetings & stay in close contact w/PC Chairs
  - Ensure PC submits meeting minutes in a timely manner
  - Ensure PC maintains balance and regularly achieves quorum
- Report:
  - Keep SPLS Chair and MOS informed by email of PC activities
  - Submit a status report to the SPLS Staff Liaison before **Annual and Winter** SPLS meetings
  - Transfer files to a new SPLS Liaison (or the MOS) when PC responsibility is re-assigned



## As a liaison, you are expected to

- Educate PCs on matters of policies and procedures
- Advise PCs when due dates are approaching
- Inform PC Chairs of related SPLS & StdC PC-related approvals directly following a meeting
- Encourage PCs to develop their SCDs in a timely fashion
  - Chairs to generate regular committee activity between in person meetings via email, conference calls and webinars
- Be visible to PCs by attending their meetings

# SPLS MEETINGS

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What you need to know to prepare and participate

# SPLS Agenda & Materials

- All Meeting Materials posted on StdC FTP site
  - Host: <ftp.ashrae.org>
  - Username: stdpublic
  - Password: Ashrae2k7
  - Port: 990
  - [Here is a link to the free download of FileZilla](#)
- PC rosters, work plans and minutes are also posted on FTP site
- A quorum must be present to conduct business
- If you cannot attend SPLS meeting, ask someone to make your motions for you

# Voting Rules

- Actions of SPLS require approval by a **majority** of those voting at a meeting, excluding abstentions
- When speaking about an issue, first state if you are speaking for or against the motion
- You have a responsibility to:
  - read meeting materials in advance
  - make sure your opinion is heard

# Abstentions

- You have a right to vote on all motions; however it is common practice to abstain when:
  - Motion involves a PC in which you are a current or past member (within last 2 years)
  - Potential conflict of interest, such as working for a company involved in the development of SCD
  - Other reasons:
    - was not in the room during the discussion of motion
    - would prefer to abstain with a reason rather than cast negative vote on motion
- You *do not* have to abstain when you do not have full information about the motion, e.g., approval of meeting minutes for a meeting you did not attend

# Consent Agenda

- A consent agenda allows for approval of a group of items with one motion and one vote – without discussion
- A consent agenda may be used when several related items are likely to pass without question, debate, negative votes or abstentions
- Items may be pulled from consent agenda for any reason at the request of a voting member
- Removed items will be taken up immediately after consent agenda or placed later on agenda

# PC MAINTENANCE – THE DETAILS

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- Membership
- Work Plans
- TPS Changes

# Birth of a PC

- Cognizant TC: ASHRAE Technical Committee or Task Group within whose scope a particular standard or guideline's technical content most logically falls
- Votes to recommend approval of new standard or guideline
- Votes to recommend a proposed PC Chair
- Recommends at least four other PC members
- Identifies PC stakeholders and recommends interest groups\*

\* PC MOP 4.12 Interest Category Classification, also see Procedures For Requesting a New Standard or Guideline and Proposal Form



## Birth of a PC



- Must have at least **five** members
- Must be **balanced**
  - No interest category more than 50%
- Can meet prior to meeting these requirements, but cannot take action
- Must meet these requirements within **one year** of formation
  - May be discontinued

# Types of PC Members



- Individual members
- Organizational members (OM):
  - Primary
  - Alternate
- Consultants
- International Organizational Liaisons

# Types of PC Members



- **Individual members:** appointed as “personal members,” not representing any organization, corporation, partnership, or employer
- **Organizational members (OM):** are voting representatives on PC that represent their organizations’ interests
  - OM representative and alternate may not serve as a Chair or Vice Chair of a committee or subcommittee
- **Consultants:** experts in a specific section of the SCD to be developed
  - Appointed by the PC Chair

# Types of PC Members

- **International Organizational Liaison (IOL):** Liaison from international trade or professional organizations, international standards committees, and other groups to facilitate development and promote acceptance of standard
- IOL does not have a vote at PC meetings, but:
  - Receives all documents and communications that are distributed to PC members
  - Reports status of PC activities to constituency of their organization
  - Provides input from constituency of their organization
- Establishment or removal of an IOL is done at the request of PC Chair in consultation with SPLS Liaison

# Project Committees

- Must have at least **5 voting** members with no upper limit
  - Only one voting member from any one company, association, etc.
- Balanced committee must be formed within 12 months of project approval, otherwise SPLS will determine whether:
  - waiver should be requested to give more time to form a committee,
  - another PC Chair should be sought, or
  - matter should be sent back to PPIS to re-evaluate the need
- If balanced committee is not formed within 12 months and any waiver period, the project is **automatically** discontinued
  - For revision committee ⇔ sent to SRS to determine if the SCD should be reaffirmed or withdrawn

# Tenure

- SPC Members serve until project has been completed and PC discharged
- Standing PC (SSPC) members serve **no more than four** consecutive full years except where membership is rotated in a manner that assures continuity and balance
- SSPC initial terms staggered over four years
- SSPC Chair's request for additional terms may be considered by SPLS

# PC Requirements

- PC must:
  - Meet *at least once* per year
  - Advance development of SCD in a *timely* manner
- Potential actions if requirements not met:
  - Re-scope the project
  - Find another Chair
  - Disband and reconstitute the PC
  - PPIS/SRS or cognizant TC can re-evaluate the need for the standard or guideline
  - Discontinue project and disband PC

# PC Meetings and Correspondence

- All PC meetings are open to observation by directly and materially interested persons
- PC Chairs **must advise** their SPLS Liaison and manager of standards (MOS) of **all meetings or teleconferences** between Society meetings in time to announce interim meetings in Standards Actions
  - **30 days** before in-person meetings
  - **14 days** before conference calls
- PC working meetings are to be held at least once per year
  - Normally held in conjunction with Annual and Winter Society Meetings
  - *Encourage interim conference calls!*



# THE FORMS – THINGS TO KNOW...

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- Membership “Package”
- Chair’s Recommendation Form
- IOL Form
- PC Work Plan
- TPS Change Form

# The “Membership Package”

- Membership package consists of 3 forms:
  1. PC Membership application form
  2. Bias and Conflict of Interest Statement
  3. ASHRAE Bio
- All 3 forms must be received by published **application** deadline or package will be held until next SPLS meeting

# Membership Process

1. Applications submitted to ASHRAE staff
2. Staff processes and sends packages to PC Chair and copies SPLS Liaison
3. PC Chair recommends or declines applicants and submits Chair's Recommendation Form
4. SPLS Liaison reviews packages for correct interest category assignments and effect on balance – prior to SPLS meeting
5. SPLS Liaison recommends new PC Chairs (completes and submits a Chair's Recommendation Form)

# Application for Individual Project Committee Membership – Page 1

Look for:

1. PC #
2. Dates for bio and Bias form updates
3. Interest Category
4. Signature



## ASHRAE Standard/Guideline Project Committee Application for Individual Membership

1. I am applying for Individual Membership on the following ASHRAE Project Committee: (Please use a separate form for each committee.)

- SSPC 15 Safety Standard for Refrigeration Systems
- SSPC 34 Designation and Safety Classification of Refrigerants
- SSPC 52.2 Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size
- SSPC 62.1 Ventilation for Acceptable Indoor Air Quality
- SSPC 62.2 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings
- SSPC 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings
- SSPC 90.2 Energy Efficient Design of Low-Rise Residential Buildings
- SSPC 161 Air Quality Within Commercial Aircraft
- SSPC 170 Ventilation of Health Care Facilities
- SSPC 189.1 Standard for the Design of High-Performance, Green Buildings Except Low-Rise Residential Buildings

If you are applying for a committee other than those listed above, please enter committee information below and use the Default Interest Categories listed in Section 4:

PC # \_\_\_\_\_ Name \_\_\_\_\_

2. Name of Applicant: Print or Type Name (Last, First, Middle Initial) below \_\_\_\_\_ Today's Date \_\_\_\_\_

ASHRAE Member/Non Member ID (ASHRAE Membership is not a requirement except for Chair, Vice-Chair or Subcommittee Chair positions)

Committee Position for Which You Are Applying: (VM-Project Committee Voting Member; NVM-Non-Voting Member; SVM-Project Subcommittee Voting Member; CON-Consultant; Primary/Alternate Organizational Rep)

3. Bio Report (in the "Member Central" section of the ASHRAE website) and the Potential Sources of Bias/Conflict of Interest form:

- Bio information current within a year from today. Date Bio information on ASHRAE's website was completed/updated: \_\_\_\_\_
- I have completed and signed the Potential Sources of Bias/Conflict of Interest form. Date form was completed/updated: \_\_\_\_\_

4. If elected as a member of the Project Committee, I would qualify in the following Interest Category (check one): (Interest Category definitions are on the following pages)

- |                                     |                                     |   |  |  |  |
|-------------------------------------|-------------------------------------|---|--|--|--|
| <b>DEFAULT</b>                      | <b>SSPC 15</b>                      | <b>SSPC 34</b>  | <b>SSPC 52.2</b>   | <b>SSPC 62.1</b>                                     | <b>SSPC 62.2</b>                                 |
| <input type="checkbox"/> General    | <input type="checkbox"/> General    | <input type="checkbox"/> General                                      | <input type="checkbox"/> General                           | <input type="checkbox"/> General                     | <input type="checkbox"/> General                 |
| <input type="checkbox"/> Producer   | <input type="checkbox"/> Producer   | <input type="checkbox"/> Producer/Vendor                              | <input type="checkbox"/> User                              | <input type="checkbox"/> Designer/Builder            | <input type="checkbox"/> Designer/Builder        |
| <input type="checkbox"/> User       | <input type="checkbox"/> User       | <input type="checkbox"/> User   | <input type="checkbox"/> Manufacturer/<br>Filter           | <input type="checkbox"/> Manufacturer                | <input type="checkbox"/> Manufacturer            |
|                                     | <input type="checkbox"/> Designer   | <input type="checkbox"/> Consulting Engineer/<br>Contractor/Architect | <input type="checkbox"/> Manufacturer/ Media               | <input type="checkbox"/> Owner/Operator/<br>Occupant | <input type="checkbox"/> Owner/Operator/Occupant |
| <b>SSPC 90.1</b>                    | <b>SSPC 90.2</b>                    | <b>SSPC 161</b>   | <b>SSPC 170</b>  | <b>SSPC 189.1</b>                                    |  |
| <input type="checkbox"/> General    | <input type="checkbox"/> General    | <input type="checkbox"/> General                                      | <input type="checkbox"/> General                           | <input type="checkbox"/> General                     |  |
| <input type="checkbox"/> User       | <input type="checkbox"/> User       | <input type="checkbox"/> Flight Personnel                             | <input type="checkbox"/> Producer                          | <input type="checkbox"/> User                        |  |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Producer   | <input type="checkbox"/> Manufacturer                                 | <input type="checkbox"/> User                              | <input type="checkbox"/> Compliance                  |  |
| <input type="checkbox"/> Designer   | <input type="checkbox"/> Compliance | <input type="checkbox"/> Owner/Operator                               | <input type="checkbox"/> Designer                          | <input type="checkbox"/> Designer                    |  |
| <input type="checkbox"/> Industry   | <input type="checkbox"/> Industry   | <input type="checkbox"/> Passenger                                    | <input type="checkbox"/> Infection Control<br>Practitioner | <input type="checkbox"/> Industry                    |  |
| <input type="checkbox"/> Utility    | <input type="checkbox"/> Utility    |   |  | <input type="checkbox"/> Utility                     |  |

5. By signing below, I certify that:

*If elected as a member of any ASHRAE Standard or Guideline Committee or appointed as a consultant to such committee, I state that I intend to make and will make contributions with other members of such committee that will be merged into inseparable or interdependent parts of a unitary work or works. To facilitate the creation of such work or works, I acknowledge and agree that my contributions and any resulting work or works constitute and are to be considered works made for hire. To any extent that my contributions or the resulting work or works are not considered a work made for hire, I hereby assign to ASHRAE all right, title and interest to all said contributions and all said resulting works. I understand and agree that I acquire no rights in the resulting work or works, whether published or unpublished. I attest that I have the authority and am empowered to grant the foregoing and within rights to ASHRAE.*

SIGNATURE \_\_\_\_\_

Note: This form is not valid unless signed by Applicant

Submit Completed Form to: (Standards.Section@ashrae.org); Tel. (678) 539-1143; Fax (678) 539-214

# Page 2: Membership Interest Categories

Definitions of approved SSPC interest categories are listed on back of Membership Application Form – others are kept on file in *Interest Category Definitions* document

## DEFINITIONS

**Interest:** the perspective of a member of a project committee, as judged by his or her present and past sources of income, fees, or reimbursements of related expenses, in the context of the purpose and scope of the project committee. The perspective may also be judged by the recorded views of the individual, or of any organization he/she is employed by or of which he/she is a member.

**Interest categories:** the principal (top) tier of interest classifications. For some standards projects, it may be appropriate to designate subcategories of one or more interest category.

## DEFAULT INTEREST CATEGORIES

**Producer:** A member who represents the interest of those that produce materials, products, systems, or services covered in the project scope.

**User:** A member who represents the interest of those that purchase or use materials, products, systems, or services other than for household use covered in the project scope.

**General:** A member who cannot be categorized in any other approved interest category covered in the project scope.

## OTHER SSPC INTEREST CATEGORIES

**Compliance (90.1, 90.2, 189.1):** Persons primarily interested in compliance with the standard. A person in this category would make their living from developing regulations, enforcing the requirements of the standard, developing programs tied to the standard, or advocating the standard. Example members of this category would be building code officials, building code organizations, state energy offices, and other local, state, and federal officials.

**Consulting Engineer/Contractor/Architect (34):** Professionals involved with the design and installation systems containing refrigerants.

**Designer (15, 90.1, 110, 189.1, 189.2):** A designer of buildings, building systems or subsystems (including envelope, HVAC, lighting). A person in this category would make their living from designing buildings and systems that are impacted by the standard. Example members of this category would be architects, design firms, consulting engineers, lighting designers and employees of energy consulting firms.

**Designer (90.2):** A designer of buildings, building systems or subsystems (including envelope, HVAC, and lighting.). A person in this category would make their living from designing, but not from constructing or selling, buildings and systems that are impacted by the standard. Example members of this category would be architects, employees of design firms, engineers, building or system designers, employees or energy consulting firms that represent a designer interest, and staff of trade associations that represent these groups.

**Designer (170):** A person that designs hospitals and does not work for a hospital.

**Designer/Builder (62.1, 62.2):** Those who provide building design and construction services, including consulting engineers, HVAC and general contractors, design /build contractors, or representatives of associations of these types of professionals.

**Industry (90.1, 90.2, 189.1):** Construction firms or manufacturers, producers, or distributors of products or systems that would be installed in buildings. A person in this category would make their living from constructing buildings or producing or distributing products impacted by this standard or representing groups of manufacturers impacted by this standard. Example members of this category would be contractors, manufacturing firms, assembly firms, distributors and wholesalers, and industry trade associations that represent these groups.

**Infection Control Practitioner (170):** Works for a hospital or health care organization but may be an independent contractor in the business of infection control.

**Manufacturer (62.1, 62.2, 161):** Employees or representatives of manufacturers, distributors or trade associations of HVAC equipment, HVAC controls, and equipment designed to enhance indoor air quality (e.g. air cleaners). Also, individuals associated with products used in the construction of buildings (e.g., finishes, wall and floor coverings, wood products) and used within buildings by occupants (e.g., furniture and furnishings, tobacco products, appliances, office equipment).

**Owner/Operator (161):** airline

**Owner/Operator/Occupant (62.1, 62.2):** Employees or representatives of building owners/ managers, building engineers, facility managers, and consultants who specialize in working in existing buildings (as opposed to those who design and construct new buildings), as well as representatives of building occupants.

**Passenger (161):** Individuals who pay to ride on aircraft, and the organizations that represent these individuals.

**Producer/Vendor (34):** manufacturers that sell or distribute refrigerants in their manufactured products

**Supplier:** Employees of firms that provide maintenance services for HVAC systems owned by others. This would include engineers and consultants with a primary job scope of specifying or supervising maintenance of HVAC systems owned by others. It would especially include contractors and technicians who actually perform HVAC system services for hire. This group may also include representatives of associations the membership of which falls in this category.

**User (189.1):** Users of buildings and building systems and subsystems. A person in this category would make their living from owning or operating buildings. Example members of this category would be building owners and operators (private and governmental), tenants, and trade associations or organizations representing these groups.



**User (34):** owners, operators, and service personnel of equipment that uses refrigerants.

**Utility (90.1, 90.2, 189.1):** Those who provide energy services to buildings impacted by this standard. A person in this category would make their living from providing energy services to a building impacted by this standard. Example members of this category would be electric, gas, steam, or other utility and trade associations or organizations representing these groups.

# Bias/Conflict of Interest Statement

Review this form carefully along with Bio to ensure that selected interest category is appropriate

- Form must be updated if PC member changes jobs or if new information can be provided relevant to questions A, B or C

 <b>ASHRAE</b> <b>Potential Sources of Bias / Conflict of Interest</b> <b>Statement of Inclinations, Interests and Affiliations</b> <small>This form must accompany all applications for membership on a Standard or Guideline Project Committee</small>	
<b>ASHRAE Committee: SSPC 62.1, Ventilation for Acceptable Indoor Air Quality (Number and Title)</b>	
Name: Stephanie Reiniche	Title: Manager of Standards
Employer: ASHRAE	Telephone: (678) 539-1143
Address incl. 1791 Tullie Circle, NE City, State, Zip: Atlanta, GA 30329	Email: sreiniche@ashrae.com
Product or Service: Standards Developer	Today's Date: 8/3/2009
<b>This form will not be accepted unless all Sections are completed, and the form is signed and dated. The use of "None", N/A, or no response to answer these inquiries will render this form unacceptable.</b>	
<p><b>1. ORGANIZATIONAL AFFILIATIONS.</b> Enter information as requested below.</p> <p><b>A. Report relevant business relationships (as an employee, owner, officer, director, consultant, etc.) within the last five years.</b> ASHRAE, Inc.</p> <p><b>B. Report any relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups, etc.) within the last five years.</b> ASHRAE, Girl Scouts, ASME, NFPA</p> <p><b>C. Disclose any direct sources of funding for your time and/or expenses to participate in project committee activities, as well as the primary sources of your income for professional activities within the last five years which are related to the subject matter of the standard(s). If you currently pay for your own expenses, please enter 'self funded'.</b> ASHRAE pays for me to attend the ASHRAE meetings.</p>	
<p><b>2. PUBLIC STATEMENTS AND POSITIONS.</b> List relevant articles, testimony, speeches, etc., by date, title and publication (if any) in which they appeared. Provide a brief description of relevant positions of any organizations or groups with which you are or have been closely identified or associated. Attach additional sheets if necessary. Please mark the box below only if applicable.</p> <p><input checked="" type="checkbox"/> I have no relevant public statements or positions (double-click box to mark).</p>	
 _____ SIGNATURE	August 3, 2009 _____ DATE
<p><b>Note: Copies of the completed form are not to be distributed beyond ASHRAE staff and members of the affected project committee and Standards Committee without the written consent of the applicant.</b></p> <p style="text-align: center;"><small>Fax completed form to 678 539-2143 or send a .pdf or image to <a href="mailto:Standards.Section@ashrae.org">Standards.Section@ashrae.org</a> Form must be signed to be valid.</small></p>	

## ASHRAE Biographical Report (Bio)

Report is generated by ASHRAE staff from member information provided in “My Profile” section on ASHRAE website

- “Date Bio Revised” must be within last 12 months since SPLS approval date
- Bias and Bio must be less than one year old for PC members being reappointed or having a change of status

ASHRAE Individual Bio Report				
<b>1a Basic Data</b>				
Jim Test				ASHRAE# 8134555
<b>Business</b>	<b>Primary</b>	<b>Home</b>	<b>Primary</b>	
Jim Test	Yes			
1791 Tullie Cir NE				
Atlanta, GA 30329-2305				
Jim@yahoo.com (business)	Yes			
<b>Birthday</b>	<b>Date Bio Revised</b>			
09/01/1980	12/10/2008			
<b>1b Membership Information</b>				
<b>2 Educational Record</b>				
<b>3 Professional Registrations</b>				
<b>Country</b>	<b>Type</b>	<b>License</b>	<b>State</b>	<b>Year Issued</b>
UNITED STATES	LEED AP	3413	DC	2000
<b>4 Professional Experience</b>				
<b>Employer</b>	<b>Title</b>	<b>From</b>	<b>To</b>	<b>Job Focus / Description</b>
ASHRAE	CORPORATE OFFICER	12/01/2001	12/10/2008	ADMINISTRATION
<b>5a Society Participation</b>				
<b>5b Chapter &amp; Region</b>				
<b>5c Technical/Standards</b>				
<b>5d ASHRAE Meeting Activities</b>				
<b>5e Other ASHRAE Meeting Activities (Speaker, Lecturer, etc.)</b>				
<b>Event</b>		<b>Role</b>	<b>Date</b>	

# Standing PC Chair's Recommendation Form

## Things to look for:

1. Voting Status
2. Interest Categories
3. Term (if SSPC)
4. Reason for declined applicants
5. Reason for change of status
6. Reason for Removal for Cause \*
7. Proposed membership balance
8. Additional notes

\*see notes

Committee Number:	SGPC-0	Committee Name:	The Commissioning Process			
Committee Chair:	Tim Corbett	Today's Date:	08/18/2011	Deadline:	August 24, 2011	
Meeting:	October 2011 Tech Weekend					

This form is to be used by the PC Chair in conjunction with completed Applications for Membership, the Bias/Conflict of Interest forms, and the Biographical Reports for person(s) being considered for new membership, change of status or removal from the committee. It is mandatory for all applicants to submit Current Bias/Conflict of Interest form. Please review to ensure no conflicts exist. Please review each applicant's information and assign Interest Category, Voting Status and, if applicable, Subcommittee. If the applicant will be representing an organization, please indicate whether it will be as a Primary or Alternate representative. You may add more rows to any section as needed.  
 For membership procedures, please refer to the PC MOP.  
 This form must be completed and returned to [standards.section@ashrae.org](mailto:standards.section@ashrae.org) by the deadline for consideration at the upcoming ASHRAE Standards Committee meeting. A delay may cause any membership items to be removed from consideration.

### NEW APPLICANTS

Applicant's Name	Recommended Position <sup>1</sup> :	Voting Status	Interest Category	Term in Years	Subcommittee Assignment	Org Rep PRI/ALT	Organization Represented
Larry Ross		PCVM	User	4			
Thomas Cappellin		PCVM	Gen Int.	2	Chair Gdl. 1.1 Subc.		
Michael Lathrop		PCVM	Gen Int.	4	Gdl. 1.1	Primary OR	ABC

### DECLINATION OF APPLICANT

Applicant's Name	Indicate Reason for Declination of Applicant (mandatory information)
Mark Jones	At this time the PC already has a voting member from the same organization.

### CURRENT MEMBER CHANGES

Member's Name	Positions: (if applicable)	Voting Status	Interest Category	Term in Years	Subcommittee Assignment	Org Rep PRI/ALT	Organization Represented
Walter Horn*	Current	PCVM	Gen Int	4			
	Recommended Chair Gdl 0 Subcmt	PCVM	Gen Int	4	Gdl. 0		
Thomas R. Meyer*	Current	NVM	Gen Int	4			
	Recommended Vice Chair	PCVM	User	2	Gdl. 1.1		

### REMOVAL OF MEMBER - Required field if removing established members

Member's Name	Removal for Cause: Attach documents and indicate reason for removal here
John Smith	Failure to attend last 3 meetings and unresponsive to letter ballots.

### RESIGNATION OF MEMBER - Required field

Member's Name	Attach member's written resignation - Enter date
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### PRESENT/PROPOSED BALANCE - MANDATORY field to be completed by PC Chair

Is the Chair recommending that the number of interest categories be changed? (y/n) NO

List of Interest Categories	Present Number of Voting Members for each Interest Category	Proposed Number of Voting Members for each Interest Category
General Interest	0	3
Producer	4	4
User	1	3
<b>Total</b>	<b>5</b>	<b>10</b>

**ADDITIONAL NOTES:**  
 SGPC 0 is structured into 2 subcommittees, one to oversee continuous maintenance of Gdl 0 and one to revise Gdl 1.1.  
 Walter Horn's term ended 6/30/2011 and is being recommended for reappointment for a second 4 year term  
 Thomas Meyer changed employers resulting in a change of interest categories. He is being recommended to serve the remainder of his current term ending 6/30/2013

<sup>1</sup>Recommended Position would include titles such as Chair, Vice Chair, Secretary, SubC Chair or Webmaster.  
 PC Chair is voted in by SPLS and StdC. Vice Chairs are voted in for SSPC/SGPCs. Subcommittee Chairs are voted in for all PCs. Vice-Chairs and Secretaries are appointed by the SPC/GPC Chair, who must notify Staff of the new appointment.



# Removal for Cause

- Removal for due cause:
  - missing 2 consecutive meetings
  - failure to return at least 60% of letter ballots within any twelve month period, OR
  - failure to fully disclose any conflict of interest
- Substantiation **must** be provided with the recommendation
- SPLS may recommend removal of one or more PC members from roster due to a ***conflict of interest*** or a violation of the ASHRAE Code of Ethics
- ***Work with your PC chairs so this action is never required***

# Membership Ballot Example

## Final Ballot for SPLS Voting

<p><b>Present Balance</b></p>	<b>GPC 1.2 (GPC30): The Commissioning Process for Existing HVAC&amp;R Systems</b> <b>Roster; Recommendation</b>		<p><b>Proposed Balance</b></p>
	<b>Present Balance: Total of 26 Voting Members</b> 8 General Interest 10 Producer 1 Supplier 6 User 1 Utility	<b>Proposed Balance: Total of 26 Voting Members</b> 9 General Interest 9 Producer 1 Supplier 6 User 1 Utility	
	1. Change of Status for <a href="#">Anthony G. Buschur</a> from NVM-Producer to NVM-General Interest <i>Notes: Anthony Buschur was voted in Chicago as an NVM-Producer in error.</i>		
	<b>GPC 8: Energy Cost Allocation for Multiple-Occupancy Residential Buildings</b> <b>Roster; Recommendation</b>		
	<b>Present Balance: Total of 0 Voting Members</b> 0 General Interest 0 Producer	<b>Proposed Balance: Total of 7 Voting Members</b> 2 General Interest 5 Producer	
	1. Appointment of <a href="#">Roger Freischlag</a> as Chair and PCVM-Producer 2. Appointment of <a href="#">Scott Deshone</a> as PCVM-Producer 3. Appointment of <a href="#">Martha Hewett</a> as PCVM-General Interest 4. Appointment of <a href="#">Kenneth Hobermann</a> as PCVM-Producer 5. Appointment of <a href="#">Thomas McHugh</a> as PCVM-Producer 6. Appointment of <a href="#">Alex Sleiman</a> as PCVM-General Interest 7. Appointment of <a href="#">Wade Smith</a> as PCVM-Producer <i>Notes: This committee is not balanced.</i>		<p>Links to membership application, Bias stmt. and bio</p>
	<b>GPC 20: XML Definitions for HVAC&amp;R</b> <b>Roster; Recommendation</b>		
<p>Links to roster and Chair Rec. form</p>	<b>Present Balance: Total of 12 Voting Members</b> 6 General Interest 6 Producer	<b>Proposed Balance: Total of 13 Voting Members</b> 6 General Interest 7 Producer	
	1. Appointment of <a href="#">Andrew Stadheim</a> as PCVM-Producer <i>Notes:</i>		
	<b>GPC 23: Guideline for the Design and Application of HVAC Equipment for Rail Passenger Vehicles</b> <b>Roster; Recommendation</b>		
	<b>Present Balance: Total of 8 Voting Members</b> 3 General Interest 2 Supplier 1 User 2 Vehicle Buyer	<b>Proposed Balance: Total of 10 Voting Members</b> 3 General Interest 3 Supplier 2 User 2 Vehicle Buyer	
	1. Appointment of <a href="#">Don Guan</a> as NVM-General Interest 2. Appointment of <a href="#">Jenny Marsala</a> as NVM-User 3. Appointment of <a href="#">Richard Mikla</a> as NVM-Vehicle Buyer 4. Change of Status for <a href="#">Rene Beaulieu</a> from NVM-User to PCVM-User 5. Change of Status for <a href="#">Hugh Ferdows</a> from NVM-Supplier to PCVM-Supplier 6. Removal of Robert Cummings as NVM-General Interest for Cause <i>Notes: See Chair's Recommendation for reason for Removal for Cause.</i>		

# IOL Form

Invitation is only form needed to appoint an IOL

- No PC Member application
- No ASHRAE bio
- No Bias/Conflict of Interest Statement

Intent is to make this easy for IOL



## INVITATION FOR PROJECT COMMITTEE MEMBERSHIP AS AN INTERNATIONAL ORGANIZATIONAL LIAISON

Committee No: \_\_\_\_\_

Committee Name: \_\_\_\_\_

IOL Name / Title		
Organization		
Address		
City	State	Zip
Country		
Phone	Fax	
Email		

**By signing below, I certify that:**

If appointed as an International Organizational Liaison Member of any ASHRAE Standard or Guideline Project Committee, I state that I intend to make, and will make, contributions with other members of such committee that will be merged into inseparable or interdependent parts of a unitary work or works. To facilitate the creation of such work or works, I acknowledge and agree that my contributions and any resulting work or works constitute, and are to be considered, works made for hire. To any extent that my contributions or the resulting work or works are not considered a work made for hire, I hereby assign to ASHRAE all right, title and interest to all said contributions and all said resulting works. I understand and agree that I acquire no rights in the resulting work or works, whether published or unpublished. I attest that I have the authority and am empowered to grant the foregoing and within rights to ASHRAE.

SIGNATURE \_\_\_\_\_

## PC Work Plan


- New PCs' work plans (WPs) are to be submitted to SPLS for approval no later than **one year** from date that full PC roster is approved
- SSPCs' and SGPCs' updated draft work plans are to be submitted for approval no later than **six months** from publication of a new edition
- SPLS approves SPC and GPC WPs
- StdC approves SSPC and SGPC WPs

# Sample PC Work Plan

## Things to look for:

1. Both boxes checked in units format – or a waiver must be requested
2. Interest categories listed
3. Project milestones and dates – are they reasonable?
4. Plans for interim meetings and any support needed
5. A communication plan
6. For SSPC's - key objectives with specific changes, updates, or revisions noted with dates

Note: there is an SSPC/SGPC WP template available on PC Chairs Toolkit webpage

 Shaping Tomorrow's Built Environment Today		<b>SPC and GPC Work Plan</b>	
<p>This Work Plan is to be filled out by the PC chair as an anticipated schedule for completion of the PC document according to PC MOP Clauses 4.4 – 4.4.3. A copy of this Work Plan along with the approved Title, Purpose and Scope for the PC should be forwarded to the SPLS Liaison and to the Manager of Standards at the initiation of the project. This Work Plan includes the information mandated by the PC MOP. Additional information may be provided at the option of the PC Chair. The Work Plan should be updated by the PC Chair as necessary.</p>			
PC Number	Project Name		
212	Evaporative Pre-Cooler Test Standard		
PC Chair	PC Chair Email Address		
Mark Modera	mpmodera@ucdavis.edu		
Date Submitted:	Date project approved (month/year):	Units format to be used. Both boxes must be checked or a waiver must be requested.  x SI   x I-P	
6/26/13	1/13		
Date SPLS Approved:	Five-Year ANSI cycle date (Revision projects only. Obtain from the MOS)		
Type of document to be produced/revised.			
<input type="checkbox"/> Design Practice Standard <input checked="" type="checkbox"/> Method of Test and Classification Standard <input type="checkbox"/> Rating <input type="checkbox"/> Protocol <input type="checkbox"/> Guideline           Check if you expect this document to be utilized in building codes: <input type="checkbox"/>			
Interest Category Plan. Identify interest categories used. Provide definitions and additional supporting information if interest categories vary from the default interest categories (Producer, User and General).			
<input checked="" type="checkbox"/> Producers <input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (list with definitions)			
Major Project Milestones. Provide the anticipated completion dates for the project milestones listed. Other milestones may be described as needed. For revision projects, publication date should occur prior to the five-year ANSI cycle date.			
	Project Milestone	Estimated Completion Date (mm/yyyy)	Actual Completion Date (mm/yyyy)
	Completion of initial membership roster	3/13	3/13
	First PC meeting	1/13	1/13
	Completion of first draft of document	1/14	
	PC approval for public review	6/14	
	PC vote for publication	1/15	
Describe the communication plan that will be employed to develop consensus prior to public review among materially affected interests who are members of the project committee. Also include the expected frequency of any interim meetings, conference call and/or webinars outside the Winter and Annual Society Meetings in accordance with PC MOP 5.1.2.4 Interim Meetings. Notice must be made to the MOS in accordance to PC MOP 5.1.2.4.1 Notice of Interim Meetings.			
Communication will be accomplished via email and conference calls between ASHRAE meetings. Expect to have one conference-call interim meeting between each ASHRAE meeting.			
February 2012			

# TPS Changes

- PC may submit proposed TPS changes to SPLS – requires a simple majority PC vote
- Editorial changes can be approved by the MOS
- If revised TPS reflects a substantive change affecting **new stakeholders** to whom the standard would be of interest
  - ⇒ TPS must go out for public review and a call for members issued



## Proposed Changes to an Approved Title, Purpose and Scope

All proposed changes must be shown in hard copy strikethrough and double underline using current approved TPS



A request for Proposed Changes to an approved Title, Purpose and Scope must be completed in accordance with PC MOP 6.1.6 and 6.1.6.1:

**6.1.6 Revision of Title, Purpose or Scope (TPS).** If, during the course of developing a new or revisions to an existing standard or guideline, it is determined that changes to an approved TPS are warranted, a PC shall submit a request to the MOS for approval of proposed changes to the current approved TPS prior to submission of a standard, guideline or addendum for public review. The request shall indicate the proposed changes to the approved TPS with existing text to be deleted denoted by strikethrough and new text to be added denoted by double underline. The request shall also include the rationale supporting the proposed changes to the TPS, the PC vote and the date of the meeting or letter ballot associated with the PC vote. Editorial changes to a TPS may be approved by the MOS, otherwise the request shall be submitted to approving bodies in accordance with Normative Annex G.

**6.1.6.1 Public Notice.** Notice of a revised TPS shall be announced in Standards Actions. If it is determined that the revised TPS results in the identification of new stakeholder groups likely to be directly impacted by the standard, a public notice will be placed in the ASHRAE Standards Actions and ANSI Standard Actions, asking for public comments with a minimum time period of 30 days, and a call for PC members will be issued. If any substantive public review comments are received, the cognizant PC will review and respond to the comments as outlined in Section 7. If necessary the PC may revise the TPS following provisions outlined in Section 6.1.6. If no public review comments are received, the revised TPS automatically becomes approved on the close of the public comment date.

1. **Project committee:**
2. **Today's date:**
3. **PC Chair:**
4. **Proposed TPS – Provide proposed changes below to the current approved TPS (confirm TPS by checking version on the ASHRAE website at: <https://www.ashrae.org/srtps>) with deleted text shown in hard strikethrough and additions shown in double underline (do not use Track Changes).**
  - 4a. **Revised TPS as proposed (“clean” version with no strikethrough or underlined changes):**
5. **Background/Rationale for proposed TPS changes:**
6. **Are the proposed TPS changes considered substantive?**  
 No     Yes
7. **Are there new stakeholder groups that are likely to be directly impacted by the revised TPS?**  
 No     Yes If yes, please identify stakeholders:
8. **PC vote to approve proposed changes and meeting/letter ballot date:**

Background rationale for proposed changes



PC vote to approve (simple majority)



Please submit request to the MOS at [standards.section@ashrae.org](mailto:standards.section@ashrae.org) with a copy to the PC SPLS Liaison by the published deadline for consideration at the upcoming ASHRAE SPLS meeting.

# PUBLICATION PUBLIC REVIEW

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- Advisory Public Review
- Publication Public Review
- Substantive Changes
- Approval



# Public Reviews

- PCs vote to recommend a draft SCD for one of two types of public review:
  - "Advisory Public Review" (APR) or
  - "Publication Public Review" (PPR)

# Advisory Public Review (APR)

- Allows PC to solicit comments on all (or portions) of SCD for comment
  - Generally used if draft contains new, unusual or potentially controversial elements that PC believes would benefit from increased public scrutiny prior to publication public review
- PC votes to recommend APR with a **majority vote**
  - No continuation letter ballot, no roll call vote record, no marked up roster, or submittal form is needed for processing
- APR is approved by SPLS Liaison and the SPLS Chair
- Length of PR period determined by PC in consultation with SPLS Liaison and manager of standards (MOS).
- Any comments received as a result of an APR are deemed to be "supportive" and do not need to be "resolved."
- **Subsequent full public review is required.**

## Publication Public Review (PPR)

- Successful PC vote to recommend PPR
  - Affirmative vote of a majority of PC membership (PCVMs), AND
  - At least 2/3 of those voting, excluding abstentions
- Vote can be taken at meeting or by letter ballot
  - For vote is taken at a meeting, absent voting members **shall be given an opportunity to vote** before or after meeting and before ballot closes (**continuation letter ballot**)

## Negative PC Votes with Reason

- Two actions must be taken ***when a negative vote with reason*** is received from a project committee member on a vote for publication public review:
  1. The negative PC voters must receive, in writing, the disposition of their objections and the reasons why
  2. A recirculation vote must be taken giving all voting PC members an opportunity to change or reaffirm their vote based on the information provided in #1 above

## Letter Ballots

- Persons who cast a negative vote on a letter ballot are requested to provide a reason for their negative vote
- If motion passes with one or more negative votes with comments, **a recirculation ballot** will be conducted so that all eligible voters can change their vote after reviewing comments
- Chair may offer a rebuttal to comments from negative voters
- Chair may authorize letter ballot to be issued on any matter

## PPR Approval

- Document must be approved by SPLS before it can be issued for public review through **Fast Track** or **Normal Track** Process
- PPR packages can be submitted at any time and a public review will be issued once approved by SPLS

# Fast Track



- Drafts that meet following criteria are considered to be on Fast Track:
  - No negative votes within the PC
  - No credible threat (in writing) of legal action against ASHRAE related to draft
  - Not a Policy Level Standard (PCs may request an exception from the SPLS Chair for this criterion for non-contentious issues)
- “Public Review Package” is sent to SPLS Liaison for review, who has ten calendar days to notify MOS that due process has not been violated

## Normal Track

- For all other cases, known as the Normal Track, SPLS must review submittal package for due process and approve draft before it can be issued for public review
- Normal Track generally includes:
  - Policy level SCDs
  - SCDs with negative PC votes
  - 2<sup>nd</sup>+ PPRs with unresolved commenters
  - Potentially contentious issues



# PPR Review – What to Look For

- Review all the material in submittal package to determine if due process has been met and procedures followed:
  - PC membership is **balanced** (check the roster) with no evidence of **dominance**
  - Meetings and conference calls of the committee were **open** (check the PC minutes)
  - Publication public review vote was correctly taken with a **standards action vote** (PC majority plus “2/3” of those voting less abstentions, vote yes)
  - **All PC members** had opportunity to vote either at a meeting or by letter ballot (review the voting tally)
  - Attempts to resolve negative votes were properly made and **documented**
  - If the submittal is a 2<sup>nd</sup>+ PPR, comments were addressed in a **fair and timely manner**, and the PC made an **attempt at resolution** (read the comment files) – *this includes all negative PC voters*

# Public Review Comments

- PC reviews PR comments received, decides on their validity, and determines whether to incorporate them into draft
  - Comments received on items not subject to PR may be considered by the PC separately from those received in response to public review
- PC votes to approve draft responses and then chair responds to each commenter (via Online Comment Database - OCD) indicating the proposed disposition of comment and rationale
- Commenters reply, indicating whether issue is “resolved” or “unresolved”
  - Commenters are considered “resolved” if they do not respond within 30 days after being notified that they must indicate in writing, whether or not the PC response resolves their comment

# Public Review Comments

- PC has four choices when considering public review comments:
  - No changes are needed to the draft SCD
  - Only editorial changes are needed
  - Substantive changes are needed
  - Draft should be discontinued

# Substantive Changes

- After consideration of comments or because of new information received, PC may decide to make changes to draft SCD
- Substantive changes require an additional public review and another PC vote for publication
- Additional PPR can be either:
  - Complete revision (another full public review), or
  - Independent Substantive Change (ISC is a substantive change that is independent of any other substantive change and does not significantly affect any other requirement in document)
- PC again considers public review comments and attempts to reach resolution with any unresolved commenter

# Publication Approval

- If no substantive changes are made, PC Chair submits publication package for approval by Standards Committee and ASHRAE Board
- If there are unresolved commenters or negative PC voters (with reason), they are informed of their right to appeal **after** Board approves Standard for publication
- If they appeal, an appeals panel is formed to hear and decide on the appeals received
- Once appeals are closed, staff requests ANSI approval of the standard
- Standard is published and PC is dissolved or approved for continuous maintenance at the request of the PC

# Continuous Maintenance Proposal

For Continuous Maintenance SCDs (SSPCs or SGPCs):

1. Anyone can make a Continuous Maintenance Proposal
2. SSPC or SGPC responses are limited to:
  - a) proposed change accepted for public review without modification;
  - b) proposed change accepted for public review with modification;
  - c) proposed change accepted for further study; and
  - d) proposed change rejected.
3. Response shall provide reasons for b), c) or d)
4. c) only used if further study to be completed within 7 months
5. After “further study” PC shall approve a), b), or d)
6. SSPC or SGPC Chair shall ensure that approved response is conveyed to proposer within 13 months of receipt by MOS

# SPLS RESOURCES

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# Helpful Resources

**StdC FTP Site:** Go to Meeting CDs 2003 to 2015/“most recent Annual or Winter meeting”/03-SPLS/08-Ongoing Business

- PC Meeting Minutes Log
- PC Work Plan Log
- PC Members Needed List
- Committee Leadership Terms document
- Status of Standards & Guidelines
- Staff Contact list

## ***ASHRAE Standards Actions***

- Subscribe at: [www.ashrae.org/listserves](http://www.ashrae.org/listserves)

## **ASHRAE website:**

- PC Chairs Toolkit page [www.ashrae.org/pschairstoolkit](http://www.ashrae.org/pschairstoolkit)
- TPS page [www.ashrae.org/tps](http://www.ashrae.org/tps)



# BEST PRACTICES

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# Best Practices

To be a successful SPLS Liaison:

1. Build relationships with your PC Chairs – make frequent contact with them and go to their meetings!
2. Educate PC members about the standards development process
3. Give the *Meeting Deadlines* sheet to your PC Chairs and remind them of key dates before every ASHRAE meeting
4. **Thank committee members** for the work they do for ASHRAE!
5. Come prepared to SPLS meetings – review your Action Items and know your motions
6. **Advise Chairs of PC-related motion outcomes directly following SPLS/StdC meetings**

# STANDARDS STAFF

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# Standards Staff

**Direct line 678.539.xxxx**

## **Standards Committee**

Stephanie Reiniche, Sr. Manager of Standards.....ext. 1143  
[sreiniche@ashrae.org](mailto:sreiniche@ashrae.org)

## **Status of Standards/Guidelines, SPLS, Stds188, 189.1, 201, 202**

Susan LeBlanc, Standards Administrator.....ext. 1175  
[sleblanc@ashrae.org](mailto:sleblanc@ashrae.org)

## **Procedures, PPIS, and Appeals**

Tanisha Meyers-Lisle, Procedures Administrator.....ext. 1111  
[tmlisle@ashrae.org](mailto:tmlisle@ashrae.org)

## **American Standards, including Standards 62.1 and 62.2**

Mark Weber, Mgr. of Standards - American.....ext. 1214  
[mweber@ashrae.org](mailto:mweber@ashrae.org)

# Standards Staff

## **Codes, CIS, Standards 90.1 , 90.2 and 189**

Steve Ferguson, Mgr. of Standards - Codes.....ext.1138  
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## **Codes, Standard 189.1**

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## **International Standards and Standard 34**

Brian Cox, Asst. Mgr. of Standards - Int'l.....ext. 1209  
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## **Staff Review of Drafts**

Carmen Manning, Standards Analyst .....ext. 1145  
[cmanning@ashrae.org](mailto:cmanning@ashrae.org)

# Standards Staff

## **Project Committee Membership**

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## **Project Committee Membership SPCs 15 and 34**

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## **Project Committee Membership SPCs 90.1, 90.2 and 189.1**

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## **IAQA Membership Specialist, PC Membership**

Margemyrea Davidson, IAQA Membership Specialist.....ext. 1215  
[mdavidson@ashrae.org](mailto:mdavidson@ashrae.org)

# QUESTIONS?

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