

**PLANNING, POLICY, AND INTERPRETATIONS SUBCOMMITTEE (PPIS)**

**MINUTES**

**Winter Meeting**

**JW Marriott, Chicago, IL**

**Meeting of January 19, 2024, and January 23, 2024**

NOTE: These draft minutes have not been approved and are the unofficial record by PPIS.

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| **ACTION ITEMS ASSIGNED WINTER MEETING 2024** | | | |
| AI# | Action | Assigned To | Status |
| 1 | PPIS to investigate why we changed our voting requirement from two thirds to majority. | PPIS | OPEN |
| 2 | It has been requested that ASHRAE develop procedures for a non-ANSI path (ASHRAE ONLY) and also develop a checklist for consideration. PPIS plans to propose drafts to Standards Committee at the Spring 2024 meeting. | PPIS | OPEN |
| **ACTION ITEMS ASSIGNED ANNUAL MEETING 2023** | | | |
| 1 | StdC assigned PPIS to revise procedures as needed to coordinate with new GTIC (Global Technical Interaction Committee) and Standards adoption.  \*6/23 - Future Meeting to be coordinated with PPIS, StdC ExCom and GTIC ExCom. | PPIS | CLOSED |

# 1. Call to Order/Introductions and Review of Agenda

## Call to Order/Chairman’s Report

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on January 19, 2024, at 2:00 p.m. at the JW Marriott in Chicago, IL.

## Introductions

Chairman Bill Walter greeted members.

|  |  |  |
| --- | --- | --- |
| PPIS Members  Bill Walter, Chair  Drake Erbe  Kelley Cramm\*  Julie Majurin  Karl Peterman  Christopher Seeton | PPIS Members Absent  Kelley Cramm  Guests  Doug Fick  Jaap Hogeling | Staff  Tanisha Meyers-Lisle, *AMOS*  Stephanie Reiniche, *DOT*  Ryan Shanley, *S-MOS*  Emily Toto, *MOS-Codes* |

# 2. Chairman’s Report

Chairman greeted guests and discussed the ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings.

# 3. Staff Report

Staff discussed the status of the 5 appeals received in response to the publication approval of BSR/ASHRAE Addendum j to ANSI/ASHRAE Standard 62.2-2022, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings*. The Appeals Panel voted to dismiss the appeal. The appellants filed a complaint with ANSI ExSC and the ANSI ExSC found there were no procedural violations committed and dismissed the appeal. The Appellants have filed a complaint to the ANSI Appeals Board.

# 4. Approval of Minutes

The PPIS Minutes from the Fall Meeting 2023 was presented to members for approval.

It was moved by Drake Erbe and seconded by Julie Majurin:

1. That the PPIS Minutes from the Fall Meeting 2023 be approved as

written.

**MOTION 1 PASSED:** 4-0-0, CNV

# 5. Review of Action Items/Unfinished Business

5A. Action Items

A list of action items was presented to members for review. An update of the action items is presented on page 2. PPIS members will continue to review their assigned action item(s).

# 6. Planning – New Projects

It was moved by Chris Seeton and seconded by Karl Peterman that

1. The following Title, Purpose and Scope be approved as shown below:

**Title:** Standard Method for Calculation of Building Operational Greenhouse Gas Emissions

**1 Purpose:** This standard provides a common methodology for the calculation of greenhouse gas (GHG) and carbon emissions of new and existing buildings. This standard provides a consistent procedure and data to be referenced by other standards that define methods of evaluation, verification, limitations, or targets for new and existing buildings.

**2 Scope:**

2.1 This standard covers:

1. calculation methodology for determination and expression of building(s) GHG and carbon emissions associated with building operations including energy use; and
2. calculation methodology for determination and expression of the building(s) GHG and carbon emissions associated with flows across the site boundary and off-site credited flows.

2.2 This standard provides:

1. Uniform method of calculation and minimum required level of rigor
2. Identification of data required and calculations to be used
3. Identification of reporting metrics to be used
4. Definitions and Terminology

2.3 This standard does not establish methods of evaluation, verification, GHG or carbon emission goals or limits, or provide design guidance or requirements for buildings.

**BACKGROUND:** This TPS will also have to be approved by Technology Council. This TPS was submitted by Kim Cheslak for consideration at the Winter meeting. PPIS assigned the TC 7.6, Building Energy Performance as the cognizant committee. Emily Toto was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

**DISCUSSION:** There were questions about the need for this standard and why we had to go the non-ANSI path when we don’t currently have procedures for it. It was suggested to start with a guideline and then eventually have it become a standard. Staff suggested that guidelines are not written in mandatory language and this is a component they would like to include, so it needs to be a standard. It was pointed out that Staff will be taking the lead as Chair, so that the timeline to develop this standard is achievable. It was asked how we should indicate an ASHRAE only standard versus a non-ANSI standard. Should it be called a standard. Staff suggested if we remove some of the key factors in the process, it would be categorized as an ASHRAE only standard. Removing factors such as the appeal, limited public reviews. The intent for this standard is to publish and then submit it to ANSI for approval. This document will act as a seed document and the benefit is that there is already an understanding of the types of comments that will be received. The following rules will apply for this standard: there will be a call for members; it will be a balanced committee, there will be openness and outreach, the public review will be 40-45 days. The cost to develop this standard will be covered by the TFBD. It was suggested that we need to develop procedures and a checklist to qualify to go the ASHRAE only route. Staff will take the first stab at drafting these procedures and present it to PPIS at the Spring meeting.

**MOTION PASSED:** 4-0-0, CNV

# 7. Policy – Procedural Changes

It was moved by Drake Erbe and seconded by Julie Majurin that:

**3** The Procedures for ASHRAE Standards Actions (PASA), Section 4. *4.2.2, Standards Committee Subcommittees; 4.2.2.1 International Standards Advisory Subcommittee (ISAS); 4.2.2.2, Intersociety Liaison Subcommittee (ILS) and 4.2.2.6, Standards Reaffirmation Subcommittee (SRS)*, be approved as shown below:

**4.2.2 Standards Committee Subcommittees**

The Standards Committee (StdC) has the following subcommittees: a) ~~the International Standards Advisory Subcommittee (ISAS), b) the Intersociety Liaison Subcommittee (ILS) c)~~ the Planning, Policy, and Interpretations Subcommittees (PPIS), ~~d)~~b) the Standards Project Liaison Subcommittee (SPLS), ~~e~~tc.) the Code Interaction Subcommittee (CIS), and ~~f~~d) the Standards Reaffirmation Subcommittee (SRS).

**~~4.2.2.1 International Standards Advisory Subcommittee (ISAS)~~**

~~ISAS is responsible for monitoring, reporting and submitting recommendations to the Intersociety Liaison Subcommittee concerning ASHRAE’s regional and international standards~~ ~~activities. ISAS is comprised of StdC and non-StdC members with knowledge of International Standards Development.~~

**~~4.2.2.2 Intersociety Liaison Subcommittee (ILS)~~**

~~ILS oversees the Society’s participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. ILS is comprised of StdC members only.~~

**4.2.2.6 Standards Reaffirmation Subcommittee (SRS)**

SRS serves as the project committee for reaffirmation, withdrawal, or non-substantive revisions of existing ASHRAE Standards or Guidelines.

SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in ASHRAE *Standards Actions*.When possible, members shall also have international standards experience. The Chair and Members are appointed annually by the Standards Committee Chair. SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves reaffirmations and do not cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance, and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirmation, withdrawal or revision of an existing standard or guideline based on updated references (that do not cause a substantive change to the standard) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units.

SRS oversees the Society’s participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards.

SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

**BACKGROUND:** The development of GTIC necessitated the implementation of updated processes. Staff members proposed changes that targeted sections with outdated procedures and introduced new language assigning additional responsibilities to SRS. These adjustments aim to enhance efficiency in the standards development process.

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**MOTION 3 PASSED:** 4-0-0, CNV

It was recommended that Chris Seeton and seconded by Karl Peterman that,

1. The Procedures for ASHRAE Standards Actions (PASA) 7.2.3, *Quorum Requirements* be approved as shown below:

**PASA Section 7.2.3,** *Quorum Requirements*

**7.2.3 Quorum Requirements**

To conduct standards-related business at a meeting of a project committee or its subcommittees with an official roster, StdC or its subcommittees, a quorum must be present. A quorum exists if a majority of the voting membership is present.

**BACKGROUND:** This update to PASA, brings it in line with the ASHRAE Simplified Rules of Order. Per the rules: The requirements for a quorum shall apply to all groups where a roster identifies official membership, including sub-committees. If a group or committee finds itself without a quorum, it can do nothing but rise and report to the regular meeting of the group it reports to. For all groups, committees and task forces, a quorum shall be a majority of the appointed voting members of the body unless governing documents indicate otherwise.

**MOTION 4 PASSED:** 3-1-1, CV

*(Secretary’s note: Karl Peterman voted negative because he thinks the change is more confusing than helpful. The PC already has to do this for standards actions. This may be more confusing for subcommittees. Drake Erbe abstained because he is in the industry.)*

It was recommended that Chris Seeton and seconded by Karl Peterman that,

1. PASA (Procedures for ASHRAE Standards Actions) Annex B6 *Notification of Procedures* and Annex B8, *Consideration of Appeals* be approved as shown below:

**B6.3** The MOS shall acknowledge receipt of the appeal, copy acknowledgement to the Chief Staff Officer, notify the President, and send copies of the appeal to the Appeals Board Chair and to the Chairs of Technology Council, Standards Committee, and the Project Committee (PC) which developed or revised the Standard or Guideline~~, if applicable~~. Upon receipt of the appeal, an Appeals Panel will be established in accordance with Section B8 for the purpose of determining if the appeal will be heard or if the appeal will be dismissed without a hearing or upheld without a hearing.

**B8 CONSIDERATION OF APPEALS**

**B8.3 Panel Consideration of Adjudicating the Appeal Without a Hearing**

The Appeals Panel shall decide if the appeal shall be dismissed without a hearing. In order to assess whether the appeal should be dismissed, the Appeals Panel Chair may request a preliminary rebuttal from the cognizant PC Chair. The preliminary rebuttal shall be shared with the Appellant(s) prior to the issuance of a decision by the Appeals Panel. No written response to the preliminary rebuttal is permitted. The Appeals Panel Chair or the Chairs designee shall notify the ASHRAE President, the Appellant and the chair of the cognizant PC in writing of the decision. Non-compliance with Section B5 or lack of grounds for an appeal may be reasons for dismissal.

**BACKGROUND:** During our last appeal, ANSI ExSC suggested we clarify our notification process and the process for adjudicating an appeal without a hearing.

**MOTION 5 PASSED:** 4-0-0, CNV

It was recommended that Chris Seeton and seconded by Karl Peterman that,

1. The Standards Committee Manual of Procedures, 6.2.1, *International Advisory Subcommittee (ISAS)*; 6.2.1.1, *ISAS Membership*; 6.2.2, *Intersociety Liaison Subcommittee (ILS)*; 6.2.2.1, *ILS Membership*, 6.2.2.2, *Identical Adoption of ASHRAE Standards or Guidelines by an International Organization or Entity*; 6.2.2.3, *Adaptation of ASHRAE Standards or Guidelines by an International Organization or Entity*; 6.2.6, *Standards Reaffirmation Subcommittee (SRS),* be approved as shown below:

**~~6.2.1 International Standards Advisory Subcommittee (ISAS)~~**

~~ISAS is responsible for monitoring, reporting and submitting recommendations to the Intersociety Liaison Subcommittee concerning ASHRAE’s regional and international standards activities. (See StdC Reference Manual Section 7).~~

**~~6.2.1.1 ISAS Membership~~**

~~ISAS is comprised of StdC and non-StdC members with knowledge of International Standards Development.~~

**~~6.2.2 Intersociety Liaison Subcommittee (ILS)~~**

~~The Intersociety Liaison Subcommittee (ILS) shall oversee the Society’s participation in the following areas: standards work of other standards writing organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. (See StdC Reference Manual Section 8).~~

**~~6.2.2.1 ILS Membership~~**

~~ILS is comprised of StdC members only.~~

**~~6.2.2.2 Identical Adoption of ASHRAE Standards or Guidelines by an International Organization or Entity~~**

~~If an international organization or entity wants to adopt an ASHRAE standard it should notify ASHRAE staff. If ASHRAE staff is notified they shall inform ILS/ISAS of the identical international adoption.~~

**~~6.2.2.3 Adaptation of ASHRAE Standards or Guidelines by an International Organization or Entity~~**

~~The StdC ExCom shall be advised of all requests from international organizations or entities that express an interest to ASHRAE in adapting an ASHRAE standard or guideline to address particular country or regional needs that are not specifically addressed in the ASHRAE standard or guideline. This shall not include translation. The StdC ExCom shall review that request within 30 days of receipt and provide a recommendation to Technology Council as to the disposition of the request and any future involvement by the StdC (e.g. advisory, participatory, oversight) in addressing the request. The Board of Directors ExCom shall be informed of actions taken. If approved to proceed, the director of publications will execute a license for use that addresses copyright, trademark and royalty issues.~~

**6.2.6 Standards Reaffirmation Subcommittee (SRS)**

SRS shall be responsible the consensus body for reaffirmation, withdrawal or revision (when updating references will not make a substantive change to the standard or guideline) of ASHRAE standards and guidelines. (See StdC Reference Manual Section 13). SRS shall also oversee the Society’s participation in standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

**BACKGROUND:** The development of GTIC necessitated the implementation of updated processes. Staff members proposed changes that targeted sections with outdated procedures and introduced new language assigning additional responsibilities to SRS. These adjustments aim to enhance efficiency in the standards development process.

**MOTION 6 PASSED:** 4-0-0, CNV

It was recommended that Chris Seeton and seconded by Drake Erbe that,

1. The Standards Committee Standards Committee Reference Manual, Section 4.1, *Responsibilities/Duties*, Section 7, *ISAS Duties*; Section 8, *ILS Duties*; Section 8.1, *Definitions*; Section 8.2 – *ILS Membership*; Section 8.3, *ASHRAE Representation on Committees of Other Organizations;* Section 8.3.1, *ASHRAE Support of ISO Working Group*; Section 8.4 and 8.41 – *Staff Responsibilities and Staff Activity Report;* Section, 8.4.2, *International Standards Related Costs;* Section 8.5, *StdC Approval*, Sections 8.6 – 8.9, *(Organizations Identified, Appointment and Notification of Representatives, Term, Monitoring)*, Section 8.10 – 8.10.6 *(Sections pertain to Reimbursements)*; Section 8.11-8.11.6, *(Sections pertain to responsibilities and duties of the ASHRAE Representative)*; Section 8.12 – 8.12.8 *(Sections pertain to Canvass Method and Balloting)*; Section 8.13 – 8.18.2, *(Sections pertain to Adoption of an International Standard)*; Section 8.18.3 – 8.21, *(Sections pertain to Requests for Adaptation of an ASHRAE Standard/Guideline);* Section 13, *Standards Reaffirmation Subcommittee (SRS)*; Appendix A: *Definitions*; New Appendix E: *Adoption of International Standards*; New Appendix F: *International Canvass Method* be approved as shown below:

**4.1 Responsibilities/Duties**

The StdC Vice Chair’s duties and responsibilities shall include:

1. in the absence of the StdC Chair, the StdC Vice Chair shall assume the duties of the StdC per the StdC MOP,
2. ensure the StdC Strategic Plan (SCSP) is current and as required request of the StdC Chair the formation of an ad-hoc committee with the purpose and charge to revise or reaffirm the SCSP.
3. serve as a voting member of the Global Technical Interaction Committee and act as a liaison for Standards Committee.

**~~7 INTERNATIONAL STANDARDS ADVISORY SUBCOMMITTEE (ISAS)~~**

~~ISAS is responsible for monitoring, reporting and submitting recommendation to the Intersociety Liaison Subcommittee concerning ASHRAE’s regional and international standards activities.~~

**~~7.1 Advisory Subcommittee~~**

~~The StdC Chair shall appoint, subject to approval of the Chair of Technology Council, the chair and members of an International Standards Advisory Subcommittee (ISAS). Each member of ISAS may vote on motions of ISAS and international-standards-related motions (only) of ILS, but may not vote on motions before the StdC unless the member is also an elected member of StdC.~~

**~~7.2 Duties~~**

~~The responsibilities of the ISAS shall be to advise the ILS on ASHRAE’s regional (e.g., North American) and international standards activities including, but not limited to:~~

1. ~~make recommendations concerning ASHRAE’s acceptance of responsibility for administration of U.S. TAGs for ISO Committees and for operation of international secretariats of ISO Technical Committees (ISO/TCs) or Subcommittees (SCs) on behalf of ANSI. The recommendation shall include an estimate of costs to the Society.~~
2. ~~reviewing and recommending changes to U.S. Technical Advisory Group (TAG) procedures for which ASHRAE serves as TAG Administrator.~~
3. ~~monitoring and reporting semi-annually to StdC on the status of ASHRAE’s regional and international standards activities,~~
4. ~~recommending appointment by StdC Chair of ASHRAE representatives to serve on ISO/IEC/TAGs or TAG Panels for which another organization is Administrator.~~

**~~7.3 Subcommittee Size~~**

~~Membership of the ISAS shall include ILS members and not less than three and no more than five additional persons, including the Chair.~~

**~~7.4 Tenure~~**

~~Members shall be appointed to staggered, three-year terms, subject to the annual reappointment of the Standards Committee Chair. The StdC Chair may, with approval of the Technology Council Chair, reappoint a member whose tenure has expired.~~

**~~7.5 Qualifications~~**

~~It is desirable that qualifications for appointment include the following.~~

1. ~~ASHRAE membership,~~
2. ~~current or past service on a TAG for any country.~~
3. ~~experience serving as a nationally appointed delegate or secretariat staff to an ISO Technical Committee or Subcommittee, and~~
4. ~~experience serving as a member of an ASHRAE SPC.~~

**~~7.6 Meetings~~**

~~The ISAS shall normally meet the same day as each regular meeting of ILS and shall also attend part of the ILS meeting at a prearranged time. Members will be reimbursed for “transportation (airfare) only,” if requested, for any regularly scheduled meetings and special meetings of the ISAS approved by the Chair of Technology Council.~~

**~~7.7 Reporting~~**

~~The ISAS Chair shall report on ISAS activities and present ISAS recommendations at each regular meeting of the ILS.~~

**~~8 INTERSOCIETY LIAISON SUBCOMMITTEE (ILS)~~**

~~The Intersociety Liaison Subcommittee (ILS) shall oversee the Society’s participation in the following areas: standards work of other standards writing organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. ILS is comprised of members from the StdC (a minimum of three):~~

1. ~~maintaining all Intersociety Appointments and monitoring their representation of ASHRAE on committees of other standards-developing organizations, including candidate recommendations and recommending appropriate changes to the procedures governing their activities,~~
2. ~~maintaining and monitoring ASHRAE participation in ISO working groups including determining and recommending to the StdC the level of support ASHRAE should give to individual working groups, and~~
3. ~~maintaining ASHRAE participation in standards prepared by other organizations using the canvass method.~~

**8.1 Definitions – moved to Appendix - Definitions.**

**~~ASHRAE Representative:~~** ~~an official representative of ASHRAE appointed by the StdC to a committee of another organization and empowered to vote on behalf of ASHRAE, expressing ASHRAE’s position, not his personal position, on matters dealing with standards.~~

**~~ASHRAE Alternate:~~** ~~a designated alternate to the ASHRAE representative appointed by the StdC to vote or represent ASHRAE in the absence of the representative.~~

**~~ASHRAE Information Representative:~~** ~~an official representative of ASHRAE appointed by the StdC who may attend committee meetings of another standards writing organization at the discretion of the committee chair, offering advice and guidance, but not voting.~~

**~~American National Standards Institute (ANSI):~~** ~~an organization of standards developers and participants responsible for the identification and approval of a single consistent set of voluntary standards designated as American National Standards; and for the coordination among standards developers to ensure that national standards needs are identified and met with a set of standards that are without conflict or unnecessary duplication in their requirements. ANSI’s membership includes technical societies, trade associations, companies, government agencies and other organizations (e.g., labor and consumer) and individuals interested in standards promulgation and use. ANSI, as the U.S. member body of international standards organizations such as the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), the Pacific Area Standards Congress (PASC), and the Pan American Standards Commission (COPANT), coordinates the activities of U.S. standards writing organizations participating in regional and international standards writing projects.~~

**~~Administrator, U.S. TAG:~~** ~~an organization designated by ANSI to provide administrative support and leadership to a U.S. Technical Advisory Group whose purpose is to determine U.S. positions on proposed ISO standards in a particular field. It is expected that organizations accepting responsibility for administering a TAG will assign such responsibility to its staff.~~

**~~International Electrotechnical Commission (IEC):~~** ~~Same as International Organization for Standardization except that IEC is responsible for international electrical standards. IEC is based in Geneva, Switzerland.~~

**~~International Organization for Standardization (ISO):~~** ~~an international non-treaty standards organization based in Geneva, Switzerland. Its members, national standards bodies of countries, promulgate standards covering all fields.~~

**~~Secretariat, ISO:~~** ~~a member body of ISO, such as ANSI, assigned by ISO to provide administrative support and leadership to an ISO Committee or Subcommittee (international) writing international standards in a particular technical field. In the U.S., ANSI may delegate its responsibility to an organization like ASHRAE with the expectation that the organization’s staff would carry out the duties and responsibilities of the international secretariat.~~

**~~8.2 ILS Membership~~**

~~The Chair of the StdC will appoint the Inter-Society Liaison Subcommittee Chair and members from the membership of the ASHRAE StdC.~~

**~~8.3 ASHRAE Representation on Committees of Other Organizations~~**

~~The Intersociety Liaison Subcommittee (ILS) shall be responsible for:~~

1. ~~Maintaining all Intersociety appointments and monitoring their representation of ASHRAE on committees of other standards-developing organizations, including candidate recommendations and recommending appropriate changes to the procedures governing their activities,~~
2. ~~Maintaining and monitoring ASHRAE participation in ISO working groups,~~

~~including determining and recommending to the StdC the level of support~~

~~ASHRAE shall give to individual working groups,~~

1. Maintaining ASHRAE participation in standards prepared by other

organizations using the canvass method.

***Note: item c is moving to GTIC Manual.***

**~~8.3.1 ASHRAE Support of ISO Working Groups~~**

~~ASHRAE shall provide general secretarial services for ISO Working Groups (WGs) where ASHRAE holds the secretariat to the SC or the TC and key ASHRAE standards are involved and the convener of the WG has requested such services. Specifically, ASHRAE will assign staff to attend WG meetings if by so doing ASHRAE can more efficiently carry out our Secretariat responsibilities of preparing committee drafts, arranging for their circulation, and the treatment of the comments received (Section 1.9 of the IS Directives, Part 1.)~~

~~ILS and ISAS shall determine for each WG where ASHRAE holds the secretariat the level of staff support. Each WG shall be assigned one of the following three categories of staff support:~~

~~Level 1: Provide secretariat duties per ANSI/ISO (track, monitor, support).~~

~~Level 2: Attend meetings and provide additional support and guidance when requested by the working group convener.~~

~~Level 3: Provide recording secretary duties and/or additional staff or financial support.~~

~~Level 2 and Level 3 support shall be given if the following criteria have been met as determined by MOS, AMOS-I and ILS/ISAS and approved by the StdC:~~

1. ~~A key ASHRAE standard is involved (e.g., Standard 15 or 34 for TC86), and~~
2. ~~The standard is in the Working Draft (WD) phase, is in the Committee Draft (CD) phase, the Draft International Standard (DIS) phase or is in the Final Draft International Standard (FDIS) phase (as in ISO 817 where fast track changes are common).~~

**~~8.4 Staff Responsibilities~~**

~~The MOS and his/her staff shall administer U.S. TAGs and operate ISO Secretariats for which ASHRAE has accepted responsibility. The MOS shall be governed by the ANSI procedural rules for TAGs and by ISO/IEC Directives for TC/SC work.~~

**~~8.4.1 Staff Activity Report~~**

~~The MOS shall keep ILS informed of staff activities in connection with ISO and U.S. TAG responsibilities accepted by ASHRAE on behalf of ANSI.~~

**~~8.4.2 International-Standards-Related Costs~~**

~~MOS shall inform StdC annually of direct costs to ASHRAE associated with U.S. TAG participation, and meeting and staff travel expenses in connection with administration of U.S. TAGS and ISO Secretariats to be reviewed on an individual basis. (Meeting expenses may include conference room charges, secretarial costs, and interpreter’s fees.)~~

**~~8.4.3 Reporting~~**

~~The ILS Chair shall report on ILS/ISAS activities and present ILS recommendations at each regular meeting of the StdC.~~

**~~8.5 StdC Approval~~**

~~The StdC shall annually review and approve the level of support ASHRAE will provide to each ISO Working Group.~~

**~~8.6 Organizations Identified~~**

~~ILS shall determine those standards-writing committees of other organizations, ANSI Accredited Standards Committees, ANSI Boards and U.S. Technical Advisory Groups for which ASHRAE representation is in the interest of the Society and there is a cognizant ASHRAE committee.~~

**~~8.7 Appointment and Notification of Representatives~~**

~~ILS shall consider recommendations from cognizant committees for appointment to such outside committees and recommend to the Standards Committee Chair appointments of representatives or alternates or information representatives. ILS, with the advice of the MOS, shall designate the appropriate ASHRAE cognizant committee from which the representative shall obtain advice as appropriate. The StdC Chair, with the additional advice of the PC Chair (if any) and the MOS and with the approval of the Coordinating Officer, shall make the appointment to represent the Society in a specific standard-related area.~~

~~The MOS shall notify the representative and the organization of the appointment. The MOS shall provide information to the organization and the representative that fully describes the responsibilities and limitations of the representative’s service and authority.~~

**~~8.8 Term~~**

~~Appointments are made annually with a maximum term of 4 years unless special circumstances are determined, in which case the appointment may be extended. The term of appointment shall be limited to the Society year, July through June. Re-appointment should be recommended in the interest of continuity when feasible.~~

**~~8.9 Monitoring~~**

~~ILS shall monitor the activities of ASHRAE representatives appointed by the StdC Chair. ILS and the MOS shall furnish advice and guidance to the representatives when appropriate.~~

**Moving from StdC RM to GTIC Manual**

**8.10 Qualifications and Travel Costs**

To qualify for appointment, ASHRAE representatives shall be members of ASHRAE or a member of a U.S. Tag where ASHRAE is the TAG Administrator, with a knowledge of standards procedures, adequate training, and experience in the subject of the other organization’s committee work. The representatives shall pay their own travel costs unless travel is approved and reimbursed in accordance with Sections 8.10.1-810.6. ~~In the case of representatives to ANSI Boards, ILS should select a member of the Standards Committee or Staff.~~

**8.10.1. Request for Travel Reimbursement.**

A qualified ASHRAE representative shall be nominated to attend or request to attend an ISO meeting and may request travel reimbursement by contacting the AMOS-I, the International Standards Coordinator, or [standards.section@ashrae.org](mailto:standards.section@ashrae.org). Upon receipt of such a nomination or request, the following information shall be requested by ASHRAE Staff:

1. A detailed statement explaining why the meeting is of interest to

ASHRAE.

1. An explanation of technical issue within the scope of a US TAG(s) to

the ISO Committee holding the meeting, and identifying the relevant

US TAG(s) if applicable.

1. An estimate of travel costs for hotel for each night of the meeting,

and six-week advance airfare.

Requests for travel reimbursement received less than six weeks in advance of the meeting shall not be considered for approval.

**8.10.2. Travel Reimbursement Approval if ASHRAE is the US TAG Administrator**

If ASHRAE is the TAG Administrator for a travel reimbursement request, reimbursement not greater than the amount identified in 8.10.1(c) require approval by the Chair of the US TAG, Chair of ~~ILS/ISAS~~GTIC, and Chair of Standards Committee.

**8.10.2.1 Alternate Reimbursement Approval Requirements**

If an individual requesting reimbursement is also the Chair of the US TAG, Chair of ~~ILS/ISAS~~ GTIC or Chair of Standards Committee, that individual shall not be asked to approve the request and approval shall be required by the Chair of Technology Council.

**8.10.3. Travel Reimbursement Approval if ASHRAE is not the US TAG Administrator**

If ASHRAE is not the TAG Administrator for a travel reimbursement request, reimbursement not greater than the amount identified in 8.10.1(c) require approval by the Chair of ~~ILS/ISAS~~GTIC, Chair of Standards Committee, and the Chair of Technology Council.

**8.10.3.1 Alternate Reimbursement Approval Requirements**

If an individual requesting reimbursement is also the Chair of ~~ILS/ISAS~~GTIC, Chair of Standards Committee, or Chair of Technology Council that individual shall not be asked to approve the request and approval shall be required by the Chair of Technology Council’s designee or the Vice-Chair of Technology Council’s designee if the request come from the Chair of Technology Council.

**8.10.4. Notification of Travel Reimbursement Approval Request.**

The results and maximum reimbursable amount shall be communicated to the Representative by ASHRAE Staff, the expectations of the individuals shall be explained, and the individual shall be made aware that attendance at the meeting and a written report is required in order for travel expenses to be reimbursed.

**8.10.5 Reporting Requirements for Attendees Receiving Reimbursement.**

After the meeting, any individual receiving reimbursement shall provide a written report to be added to the next ~~ILS/ISAS~~GTIC meeting agenda which summarizes the technical issues discussed, how the individual participated, and the outcome.

**8.10.6 Reimbursement.**

After submitting a report in accordance with Section 8.10.5, the Representative shall submit a reimbursement request to ASHRAE at <http://transportationvoucher.ashrae.org/>, including receipts for airfare and hotel for not more than the amount approved and communicated in accordance with Section 8.10.4.

**~~8.11 Duties and Responsibilities~~**

~~ASHRAE Representatives shall represent the StdC. They shall attempt to present the views of ASHRAE and not their personal views or those of any other organization.~~

**~~8.11.1 Correspondence~~**

~~Representatives shall use ASHRAE stationery for all correspondence, with copies to the MOS who will send copies to ILS members and the cognizant committee.~~

**~~8.11.2 Attendance or Notification~~**

~~A Representative should attend meetings of the committee to which the Representative is assigned whenever possible. If unable to do so, the Representative shall notify the Alternate Representative and the MOS.~~

**~~8.11.3 Scope~~**

~~The Representative should participate fully in discussions and activities of this committee using the Representative’s best judgment in providing input. The Representative may not commit Society manpower or funds without obtaining approval of the Society through the StdC. The Representative may request advice at any time from the MOS.~~

**~~8.11.4 Related ASHRAE Documents~~**

~~ASHRAE Representatives shall be cognizant of any official ASHRAE policies or position statements and any ASHRAE standards or guidelines bearing upon the issues of any standard or guideline under consideration.~~

~~The MOS shall advise the Representative of which ASHRAE committee(s) has cognizance for any standard(s) being developed by the other organization. The Representative shall seek the advice of the TC/TG(s) at the earliest opportunity in the development of the standard(s). Before voting on a final draft of a standard, the Representative shall obtain advice of the cognizant committee(s) at its regular meeting, when possible. Otherwise, the representative shall canvass the cognizant committee(s) and establish a consensus as the basis of voting. In all cases, the Representative shall promptly inform the MOS and the cognizant committee(s) of the vote.~~

**~~8.11.5 Compatible Actions~~**

~~The Representative shall not take action on a document in such a manner as to create a conflict with an ASHRAE Standard or Guideline or Position Statement.~~

**~~8.11.6 Reports~~**

~~Each Representative shall file an activity report with the MOS, copying the cognizant committee(s), no later than one month after each meeting, using a form provided by the MOS. The MOS shall provide copies of the report to ILS.~~

**Moved to Appendix F**

**~~8.12 Participation in Canvass Method~~** **~~Standards~~**

~~ILS~~ ~~shall be responsible for ASHRAE participation in standards prepared by other organizations using the canvass method. ILS will be assisted by Standards Reaffirmation Subcommittee (SRS) Liaison and Standard Project Liaison Subcommittee (SPLS) in coordinating this activity.~~

**~~8.12.1 Canvass Solicitations and Voting~~**

~~The MOS shall function as the contact for canvass solicitations and voting. The MOS will request inclusion of ASHRAE on the canvass lists of other organizations, seeking advice if necessary from Cognizant Committee Chairs, StdC Members and PC Chairs.~~

**~~8.12.2 Schedule for Response~~**

~~The MOS shall prepare a schedule for completion of ASHRAE’s response to canvass ballots and inform canvassers of the time needed for ASHRAE response. The MOS may submit an ASHRAE abstention from voting on a canvass ballot, with reason, if inadequate time is allowed by the canvasser. The following schedule is intended as a guide only. A revised schedule may be issued by the MOS.~~

~~Informative Schedule for ASHRAE Response to Canvass Ballots:~~

1. ~~Select cognizant committee.~~
2. ~~Duplicate and mail draft standard and letter ballot to cognizant committee. 7 days~~
3. ~~Cognizant committee’s review and voting period. 14 days~~
4. ~~Extend vote closing date while seeking votes not returned if quorum lacking. 7 days~~
5. ~~Recirculate reasons for negative votes and period for ILS concurrence by exception. 7 days~~
6. ~~StdC letter ballot if ILS-member exception. 7 days~~
7. ~~MOS execution of ballot vote. 3 days~~

***~~Total 45 days~~***

**~~8.12.3 Referral~~**

~~Recommended ASHRAE responses to canvass ballots on standards closely related to the scope of an existing PC shall be voted on by it. All other canvass ballots shall be voted by one or more Canvass Ballot Subcommittees of cognizant TCs/TGs/TRGs (hereafter referred to as CBSs).~~

~~The MOS sends proposals received by ASHRAE for comments and voting as a canvassee to the cognizant committee(s) (PC or TCs) for committee review and voting recommendations. The cover letter for the materials sent to the cognizant committee(s) should include an attachment with a summary of ASHRAE procedures for participation in the canvass process. The ILS Chair will oversee staff’s choice of cognizant committee. The chair of the cognizant committee (PC or TC) shall promptly notify the MOS regarding the availability of the committee (PC) or CBS (TC) to review and vote on the standard.~~

**~~8.12.4 Canvass Ballot Subcommittee~~**

~~Each notified TC should establish a CBS composed of a minimum of three members, which are selected by the TC Chair. CBS members should be ASHRAE members of Member or Associate Grade. CBS members may be drawn from the cognizant TC. TC Chair should strive for representation from Producer, User, and General Interest categories in CBS membership selection. CBS should not include persons that were involved in the canvass ballot process for other organizations for a given standard or persons that were involved in its development. CBS membership continues through the life of the canvass ballot.~~

**~~8.12.5 Cognizant Committee Recommendation for Standards Action~~**

~~The cognizant committee(s), including but not limited to an existing PC or CBS of the cognizant TC/TG/TRG shall submit a recommended ASHRAE response to MOS by an affirmative vote of the majority of the committee voting membership. Voting shall be by ballot or equivalent formal recorded method. As an aid to establishing quorum, persons who are voting members of the cognizant PC but do not wish to vote on a specific ballot should complete and return the ballot with a formal abstention and give a reason, rather than not returning the ballot.~~

**~~8.12.6 Negative Votes on Letter Ballot~~**

~~Negative votes should be explained in writing. If the vote passes with one or more negative votes, the results shall be held in abeyance until the negative vote comments are transmitted to all eligible voters and they are given an opportunity to change their votes. If a reason is not provided for a negative vote, the eligible voters are informed of the negative vote – noting that no reason was given – by distribution of the letter ballot results.~~

~~The Chair of the cognizant PC voting by letter ballot may offer rebuttal to the comments of the negative voters. After the eligible voters have had opportunity (minimum seven days) to change their votes, the results shall be final. If negative votes with comments are received on the second round, all eligible voters will be informed but no further opportunities to change votes will occur. The comments of the negative voters shall be transmitted with the results of the votes to ILS.~~

**~~8.12.7 Execution~~**

~~After receipt of the cognizant committee(s) vote and concurrent with the period for re-circulation of reasons for negative votes, the MOS shall circulate the results to ILS for concurrence by exception. If no negative comment is received from an ILS member, within 7 days, the MOS shall execute the canvass letter ballot. If a timely negative comment is received from ILS, the MOS shall submit the cognizant committee’s recommendation to the StdC for vote. If the cognizant committee(s) is unable to reach consensus on a vote, the MOS shall forward the individual comments to the canvassee and abstain from voting for ASHRAE on the canvass ballot.~~

**~~8.12.8 Report~~**

~~The MOS shall inform ILS and the cognizant committee(s) of the disposition of the canvass ballot.~~

**Moved to New Appendix E:**

**~~8.13 Procedure for Adopting an International Standard~~**

~~These procedures are consistent with the requirements listed in the reference document “ANSI Essential Requirements for the National Adoption of ISO and IEC Standards as American National Standards.” In addition, the “ANSI ISO/IEC Standards Sales and Exploitation Rights Policy” shall be consulted for the terms and conditions that apply if ASHRAE adopts an ISO or IEC standard.~~

**~~8.13.1 ASHRAE-Imposed Limit on Adopting an International Standard~~**

~~ASHRAE shall only initiate adopting ISO and IEC Standards that are currently published or standards that are at a point in the ISO or IEC process where no additional changes to the documents are allowed.~~

~~NOTE: ANSI allows Standards Developing Organizations like ASHRAE to pursue Identical Adoptions of ISO or IEC standards while the international standard is still being developed or revised. ASHRAE chooses not to exercise this adoption option. Instead, ASHRAE will seek to have its members participate on the ISO/IEC working group and/or facilitate its interested members review and comment on the draft standard before it reaches the point in the ISO or IEC process where no additional changes can be made.~~

**~~8.13.2 ASHRAE Adoption Options: Identical or Modified~~**

~~Appendix A of the “ANSI Essential Requirements for the National Adoption of ISO and IEC Standards as American National Standards” defines levels of equivalency when adopting international standards:~~

1. ~~Identical,~~
2. ~~Modified, and~~
3. ~~Not Equivalent~~

~~(These definitions are excerpted from “ISO/IEC Guide 21 – Adoption of ISO or IEC Standards as regional or national standards.” The three definitions are not repeated here.)~~

~~ASHRAE is permitted to publish an ASHRAE standard that meets the definition of either an Identical version or a Modified version of an ISO or IEC standard. ASHRAE shall not adopt an ISO or IEC standard when the applicable ASHRAE standard meets the ISO/IEC/ANSI definition of Not Equivalent.~~

**~~8.13.3 Advisory Assistance and Interpretations by ILS~~**

~~ILS shall provide assistance and/or its interpretation if the requester, the ASHRAE MOS, the ASHRAE StdC or one of its other subcommittees questions whether a proposed adoption meets the definition of Identical, Modified or Not Equivalent. ILS shall also provide assistance to a cognizant PC, SPLS, or StdC on the question of whether to use the normal procedures in Section 8.14 or the expedited procedures in Section 8.15 for processing an Identical adoption of ISO or IEC standard. (The expedited procedures only apply to the adoption of an international standard and not to a guide, report, or other documents.)~~

**~~8.13.4 Request for Adoption of an International Standard~~**

~~The request for adoption should state the title, purpose, and scope of the international standard and the level of equivalency, either Identical or Modified that is proposed. The requestor is asked to comment as to which, if any, existing ASHRAE standards may be affected by the proposed adoption of the international standard. Comments on whether particular ASHRAE standards should be withdrawn or modified as part of the adoption process are specifically requested.~~

**~~8.13.4.1 Adoption Requests Made by the Cognizant PC~~**

~~The cognizant PC may request that ASHRAE adopt an international standard. If the PC chooses to do so, they may revise the international standard in a manner consistent with the ANSI definitions for an Identical or Modified adoption, whichever is selected by the PC. After completing all desired revisions the PC votes to recommend the document for publication public review. If the vote is successful, the PC Chair submits the publication public review draft to the ASHRAE MOS. The SPLS Liaison that is assigned to the PC can help with this submission.~~

~~The PC shall include a complete description of the proposed adoption of the international standard, with the minimum requirements being the information noted in Section 8.13.2 and those items listed in Section 11.8.1. If the cognizant PC recommends an Identical adoption, they may also recommend whether the expedited procedures in Section 8.15 should be invoked. Otherwise, the publication public review recommendation shall be processed as specified in Section 11.8.1. The MOS shall also notify ILS of the proposed adoption, describe whether it is an Identical or Modified adoption, and note the combination of ISO/IEC and ASHRAE standards affected.~~

~~If the StdC eventually approves the publication public review for an Identical adoption using ASHRAE’s procedures in Section 11.8.1, the intent-to-adopt notice shall clearly indicate that the action pending is an Identical national adoption of ISO or IEC standard and should request that comments be organized relative to an overall “yes” or “no” recommendation on the proposed Identical adoption.~~

**~~8.13.4.2 Adoption Request Made by Parties other than the Cognizant PC~~**

~~Requests for adoption of an international standard as an ASHRAE standard may come from individuals, trade associations, the BOD, Chair or members of the StdC, a TC, and the US Technical Advisory Group for the ISO/TC that produced the international standard, or any responsible source. The request shall be made in writing to the ASHRAE MOS and shall include a complete description of the proposed adoption of the international standard, with the minimum requirements being the information noted in Section 8.13.4.~~

~~The MOS will forward the request to the cognizant TC/TG/TRG for review. The TC/TG/TRG shall vote for one of the following actions:~~

1. ~~initiate the Identical adoption of an international standard while not~~

~~forming a PC to consider changes,~~

1. ~~form a new PC or forward to an existing PC so that they may deny or act on the proposed adoption, or~~
2. ~~deny the request.~~

~~If the TC/TG/TRG recommends Option a or Option b, the recommendation shall be forward to ILS. If the TC/TG/TRG recommends the formation of a new PC or forwarding to an existing PC, the recommendation shall be forwarded to MOS-I or to the existing PC, respectively for further action.~~

~~Any related paperwork that is sent to MOS-I or to the existing PC shall also be provided to ILS as an informational item. THE TC/TG/TRG is asked to recommend a person to chair the PC if the TC/TG/TRG recommends the formation of a new PC. For all options, the original written request that was submitted to the MOS shall be forwarded to the existing PC, I-MOS-I, and/or ILS along with any vote counts conducted by the TC/TG/TRG. Any changes recommended by the TC/TG/TRG, in comparison to the original requestor, shall be noted and discussed in the submittal.~~

**~~8.13.4.2.1 Adoption of Identical International Standards~~**

~~If the cognizant TC/TG/TRG recommends an Identical adoption of an international standard and ILS concurs, ILS shall vote to recommend whether the normal procedures in Section 8.14 or the expedited procedures in Section 8.15 should be invoked. If ILS does not agree with a cognizant TC/TG/TRG recommendation (whether for Identical adoption of for denying the requestor’s recommendation to adopt), the two parties shall attempt to resolve their differences. If mutual agreement cannot be achieved, the adoption process shall be abandoned; however, the cognizant TC/TG/TRG may appeal its position to the StdC if they support identical adoption by ILS does not.~~

**~~8.13.4.2.2 Request for Formation of New PC~~**

~~ILS shall process the request for the formation of a new PC by having the item added to the agenda of PPIS. PPIS shall follow its normal procedures, specified in Section 9.1, in processing the recommendation for the new PC. If the formation is eventually approved, PPIS, in addition, shall forward the following information to SPLS for issuing to the eventual PC Chair: the original written request that was submitted to the MOS, any vote counts conducted by the TC/TG/TRG, and, if applicable, any changes recommended by the TC/TG/TRG in comparison to the original requestor.~~

**~~8.13.4.2.3 Existing PC’s Response to the TC/TG/TRG Recommendation~~**

~~If the exiting PC elects to recommend the adoption of the international standard, the steps specified in Section 8.13.4.1 shall apply. The existing PC has the authority to pursue an adoption option (Identical versus Modified) that differs from the one recommended by the cognizant TC/TG/TRG. If the PC elects not to recommend adoption of the international standard, the PC shall submit a brief written summary to the MOS explaining its rationale. The MOS shall share this reply with the cognizant TC/TG/TRG, SPLS and ILS.~~

**~~8.14 Identical Adoption of an ISO or IEC Standard Using the Normal Procedures~~**

~~If, in accordance with Section 8.13.4.2.1, an Identical adoption of an ISO or IEC standard is recommended using the normal procedures in Section 8.14, ILS shall be designated the consensus body and remains so unless the action described in Section 8.14.5.2 is implemented. The steps specified in Section 8.14 shall be used for processing the Identical adoption recommendation from ILS.~~

**~~8.14.1 ILS Report to StdC~~**

~~The ILS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the normal procedures in Section 8.14. As informational items, the report shall summarize the original written request submitted to the MOS (See Section 8.13.4 for minimum requirements), any changes recommended by the TC/TG/TRG, in comparison to the original requestor, and any vote counts conducted by the TC/TG/TRG and ILS, including explanations of any negative votes or abstentions.~~

**~~8.14.2 StdC Vote for Publication Public Review~~**

~~Unless otherwise specified, actions of the StdC and Subcommittees require approval by a majority of those voting at a meeting.~~

**~~8.14.3 Action If Not Approved~~**

~~If publication public review is not approved, the proposed international standard adoption shall be returned to ILS for determination of next action.~~

**~~8.14.4 Action If Approved~~**

~~If publication public review is approved, the MOS will publish an intent-to-adopt notice for public comment. The notice shall clearly indicate that the action pending is an Identical international adoption of an ISO or IEC standard and should request that comments be organized relative to an overall “yes” or “no” recommendations on the proposed Identical adoptions. The publication public review comment period shall be 45 days unless more time is justified.~~

**~~8.14.5 ILS Consideration of Comments~~**

~~ILS will consider the nature and extent of comments. The TC/TG/TRG shall be given an opportunity to concur with decisions made by ILS.~~

**~~8.14.5.1 Commenters Support an Identical Adoption and Either No Comments Are Received or Changes Consistent with Comments Would Maintain the Adoption as Identical~~**

~~If only editorial or very minor changes are required to satisfy the comments on adoption and these changes do not exceed the ISO/IEC/ANSI limits on changes allowed for an Identical adoption, such changes shall be made by ILS and the standard shall be submitted for publication approval. See StdC MOP Section 7 for approval procedures.~~

**~~8.14.5.2 Commenters Do Not Support Identical Adoption and/or Changes Consistent With the Comments Would Prevent an Identical Adoption of the International Standard~~**

~~If the comments are not consistent with an Identical adoption of the ISO or IEC standard, the public review document, support information, and comments shall be forwarded to PPIS. PPIS shall conduct one of the following actions:~~

1. ~~identify and then forward the information to an existing PC that will become~~

~~cognizant for the international standard adoption request,~~

1. ~~recommend to StdC the formation of a new PC, or~~
2. ~~vote to discontinue the adoption process.~~

~~For option a, refer the processing conditions specified in Section 8.13.4.2.2. For option b, PPIS shall follow its normal procedures, specified in Section 9.1, in processing the recommendation for the new PC. For option c, PPIS shall briefly explain its rational in its report to StdC. The MOS shall share this rational with the cognizant TC/TG/TRG.~~

**~~8.15 Identical Adoption of an ISO or IEC Standard Using the Expedited Procedures~~**

~~Although supporting comments are requested, these expedited procedures only allow for a “yes” or “no” vote on the Identical adoption of an ISO or IEC standard. There is no opportunity for comment resolution using these expedited procedures if a “yes” vote is approved.~~

~~Furthermore, these expedited procedures shall only be used for an Identical adoption of the US TAG voted or will vote in the affirmative on the Final Draft International Standard (FDIS) ballot of the ISO or IEC standard in question. If the expedited procedures are initiated before the FDIS voted by the US TAG voted and this future FDIS vote turns out to be negative, then the expedited procedures shall be abandoned and the international standard adoption shall be returned to the consensus body for determination of the next action.~~

~~The publication public review of the intent-to-adopt notice within ASHRAE may occur anytime after the ISO or IEC standard is first released for ballot at the Draft International Standard (DIS) Stage.~~

**~~8.15.1 Consensus Body~~**

~~The consensus body shall be the cognizant PC. If none exists, ILS shall be designated the consensus body and remain so unless the action described in Section 8.15.6 is implanted.~~

**~~8.15.2 Report to StdC~~**

~~Depending on the prior routing of the adoption request (Either Section 8.14.5.1 or Section 8.14.5.2.1either SPLS or ILS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the expedited procedures in Section 8.15. As informational items, the report shall summarize the original written request that was submitted to the MOS, any changes recommended by the TC/TG/TRG/PC/ILS/SPLS, in comparison to the original requestor, and any vote counts conducted by these parties, including explanations of any negative votes or abstentions.~~

**~~8.15.3 StdC Vote for Publication Public Review~~**

~~Unless otherwise specified, actions of the StdC and Subcommittees require approval by a majority of those voting at a meeting.~~

**~~8.15.4 Action If Approved~~**

~~If publication public review using the expedited procedures in Section 8.15 is approved, the MOS shall arrange for a publication public review announcement in ASHRAE Standards Action and ANSI Standards Action. The announcement shall clearly indicate that the action pending is an Identical national adoption of an ISO or IEC standard. The announcement shall stress that ASHRAE is considering a “yes” or “no” vote on the proposed Identical adoption, i.e. adopt as is. Explanatory comments that support the commenters yes/no recommendation are sought. The announcement shall note that comments that are tied to specific changes to the proposed ASHRAE adoption of the international standard are encouraged but will only be considered if the Adopt-As-Is position fails.~~

~~The publication public review comment period shall normally be the minimum allowed by ANSI unless more time is justified.~~

**~~8.15.5 Handling of Publication Public Review Comments~~**

~~Publication public review comments shall be considered by the consensus body within ASHRAE, the cognizant PC or ILS. If the publication public review comments are received prior to the close of the FDIS vote by the US TAG on the particular ISO or IEC Standard, in addition, then the comments shall be provided to the US TAG for consideration. Per ANSI, ASHRAE is not required to inform the commenters of how the US TAG disposes of their comments.~~

**~~8.15.6 Action by ASHRAE Consensus Body to Publication Public Review Comments~~**

~~The ASHRAE consensus body shall review the comments and vote to do one of the following:~~

1. ~~recommend the Identical Adoption for publication,~~
2. ~~recommend that changes to the proposed ASHRAE Standard and a second public~~

~~review conducted, or~~

1. ~~recommend that the adoption process be discontinued.~~

**~~8.15.6.1 Consensus Body Recommends Publication as an Identical Adoption~~**

~~No changes shall be made to the identical adoption document that was released for publication public review; no attempt shall be made to resolve the comments received from the public review.~~

~~The cognizant PC via SPLS or ILS (if they are the consensus body) shall motion to the StdC that the Identical Adoption of the ISO or IEC standard be approved for publication.~~

~~A negative vote by the StdC shall result in the international standard adoption being returned to the consensus body for determination of the next action. A positive vote shall be thereafter processed in accordance with StdC MOP Section 7. In addition, ASHRAE shall notify the public commenters of the intended publication and note that they may appeal their position, if against the publication decision, to the ASHRAE Appeals Panel.~~

**~~8.15.6.2 Consensus Body Recommends Consideration of the Publication Public Review Comments~~**

~~The existing cognizant PC shall conduct the revision. If ILS is the present consensus body, this role shall now be delegated to a PC. If a PC does not already exist that can accept his new duty, PPIS shall follow its procedures of StdC MOP Section 7 in processing a recommendation for a new PC. Once the cognizant PC has considered the public review comments and, if applicable, made changes to the ASHRAE Standard that adopts the ISO or IEC standard the process shall proceed in accordance with Section 8.13.5.1 if so voted by the PC.~~

**~~8.15.6.3 Consensus Body Recommends Discontinuation of the Adoption Process~~**

~~The cognizant PC via SPLS or ILS (if they are the consensus body) shall motion to the StdC that the Identical Adoption of the ISO or IEC standard be discontinued. A negative vote by the StdC shall result in the international standard adoption being returned to the consensus body for determination of the next action. A positive vote shall result in the adoption process being abandoned.~~

**~~8.16 Periodic Review of Standards that are Identical Adoptions~~**

~~An ASHRAE Standard that is an Identical adoption of an ISO or IEC standard does not have to be reaffirmed according to the schedule applicable to other ASHRAE standards, but rather may be reaffirmed at the same time the corresponding ISO or IEC standard is reaffirmed by the respective organization.~~

~~If the ISO or IEC standard has been withdrawn, revised, or superseded, similar action shall be considered by ASHRAE within six months of the international action. If ASHRAE no longer has the rights under the Sales & Exploitation Rights Policy with regard to the ISO or IEC standard, then the related ASHRAE standard shall be withdrawn.~~

**~~8.17 Identical Adoption of Standards Or Guidelines by an International Organization or Entity~~**

~~If an international organization or entity wants to adopt an ASHRAE standard or guideline without modification it should notify the ASHRAE MOS~~**~~.~~** ~~If the MOS is notified the MOS shall notify ILS/ISAS of the identical international adoption.~~

**~~8.17.1 Notification of Intent for Identical Adoption of an ASHRAE Standard or Guideline~~**

~~If the MOS is notified the notifier(s) shall identify:~~

1. ~~the specific Standard or Guideline of interest,~~
2. ~~the entity or organization adopting the Standard or Guideline,~~
3. ~~identification of the personnel who will be responsible for the adoption and would~~

~~serve as the official point of contact with ASHRAE,~~

**~~8.18 Adaptation of Standards Or Guidelines by ASHRAE for an International Organization or Entity~~**

**~~8.18.1 Applicable Requests~~**

~~These procedures apply to how ASHRAE responds to requests received for ASHRAE to adapt a currently published ASHRAE Standard or Guideline.~~

**~~8.18.2 Contact for Requests~~**

~~Requests for adaptations shall be submitted to the MOS.~~

**~~8.18.3 Wording of Requests for Adaptation of an ASHRAE Standard or Guideline~~**

~~The ASHRAE MOS will work with the requesting organization to include the following information:~~

1. ~~the specific Standard(s) or Guideline(s) of interest,~~
2. ~~identification of the personnel who will be closely involved with the document~~

~~development,~~

1. ~~the entity or organization seeking the adaptation,~~
2. ~~a clearly defined scope,~~
3. ~~the expected schedule for development,~~
4. ~~whether or not ASHRAE will make the modifications to the document or if it will~~

~~be done by the requesting organization,~~

1. ~~anticipated renewal cycle of adapted Standard or Guideline, and implications for~~

~~use of future ASHRAE documents,~~

1. ~~potential financial impact to ASHRAE,~~
2. ~~anticipated attribution to ASHRAE documents (i.e. based on ASHRAE 90.1-2013)~~

**~~8.18.4 Assessment of and Response to an Adaptation Request by ASHRAE~~**

~~Standards Committee ExCom, Tech Council leadership, and others as appropriate, shall develop a joint recommendation to Technology Council based on completeness and validity of the request. Standards Committee ExCom and Tech Council leadership shall make a recommendation within 30 days of the receipt of the request for adaptation. If the recommendation is to approve the request, then there shall also be a recommendation for the need to form an Adaptation Project Committee. If the decision is made to proceed with the request, ASHRAE staff shall negotiate the terms and conditions of the contract.~~

**~~8.18.5 Development of a Formal Business Arrangement with ASHRAE Creating Modification~~**

~~If the request is deemed complete and valid by ASHRAE and ASHRAE will be responsible for the modifications then ASHRAE shall initiate a formal business arrangement with the requesting body. This arrangement should include consideration of the following:~~

1. ~~the identification of contractors, potential StdC, PC(s) or TC(s) involvement,~~

~~ASHRAE staff support, ILS/ISAS liaison~~

1. ~~the identification of Adaptation Project Committee, if needed, per Section 12.4,~~
2. ~~schedule,~~
3. ~~finances, such as travel expenses, contractor fees, and licensing fees (terms for~~

~~this shall be reviewed by the Director of Publications and Education)~~

1. ~~copyright (terms for this shall be reviewed by the Director of Publications and~~

~~Education),~~

1. ~~a review to ensure that the request does not conflict with any US federal, state, or~~

~~local restrictions,~~

1. ~~if there is a need for confidentiality and non-disclosure agreements,~~
2. ~~provisions for a public review by parties who may be impacted by the adapted~~

~~document e.g., national standards organizations with interest in the standard,~~

1. ~~final review and approval of the document by all signatory organizations,~~
2. ~~provisions to change and maintain documents in accordance with the latest~~

~~version of the parent ASHRAE document,~~

1. ~~if there is a need for training of the requesting entity and end users of the~~

~~document (terms for this shall be reviewed by the Director of Publications and Education)~~

~~In the event that the requesting organization is responsible for making the modifications, the requesting organization shall work with the Director of Publications and Education to determine what type of licensing agreement, if any, is necessary and these procedures will not apply.~~

**~~8.19 Adaptation Project Committee (APC) Formation~~**

~~The APC Chair shall be identified by consensus as dictated by the business agreement. Other members, as identified in 12.3.1a, shall be solicited for participation as required in the business agreement.~~

**~~8.19.1 Organization of the Adaptation Project Committee~~**

~~The Adaptation Project Committee (APC) shall consist of:~~

1. ~~chair~~
2. ~~vice-chair~~
3. ~~member(s)~~
4. ~~ASHRAE Liaison~~
5. ~~paid contractors as required by the business arrangement.~~

**~~8.19.2 Chair~~**

~~The APC Chair shall be identified separate from the formal business agreements.~~

**~~8.19.3 Selection of the Adaptation Project Committee Members~~**

~~The APC Chair shall select other committee members following the guidance in the formal business arrangement. The minimum number of APC members shall be three. The chair shall notify AC members of their appointment and keep organizational bodies informed.~~

**~~8.20 Standard Development~~**

~~Once the committee is formed, the revision to the standard is undertaken it is advised that a traceability trail to source information be maintained by an ASHRAE technical support employee at a minimum,~~

~~the public review process, as defined in the business agreement above, shall be performed and acceptable revisions to the new standard / guideline be implemented.~~

**~~8.20.1 Final Review and Approval of the Standard or Guideline.~~**

~~Prior to publication, all signatory organizations have the right to perform a final review of the document and give approval for publication as dictated by the formal business agreement. The business agreement shall include a time frame for final approval.~~

**~~8.21 Fulfillment of the Request~~**

~~The new standard or guideline shall be disseminated as agreed to in the formal business agreement.~~

**13 STANDARDS REAFFIRMATION SUBCOMMITTEE (SRS)**

SRS must be a balanced project committee of at least five members and must include at least three members of the StdC. Members and Chair are appointed annually by the Standards Committee Chair. A call for members posted a minimum of one time per year in the Standards Action.

SRS shall:

1. be the consensus body for reaffirmation or withdrawal of ASHRAE standards and guidelines.
2. use the procedures required by PCs for approving Standards or Guidelines for withdrawal/reaffirmation. (See PASA 4.2.2.6, PASA 7.2, PASA 7.6 and PASA 7.7)
3. act as the revision project committee consensus body when the following

conditions are met:

1. the cognizant TC/TG/TRG recommends reaffirmation of an existing standard or guideline with updated references, and
2. the cognizant TC/TG/TRG has reviewed the updated references and determined that

updating them will not make a substantive change to the standard or guideline.

SRS will provide a single point of liaison between StdC and Sections Heads of the Technical Activities Committee (TAC). The SRS Chair will appoint each SRS member as an SRS Liaison to one or more Section Heads.

SRS shall also oversee the Society’s participation in standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE. See Appendix E.

Standards Reaffirmation Subcommittee (SRS) shall be responsible for ASHRAE participation in standards prepared by other organizations using the canvass method. SRS will be assisted by the Standard Project Liaison Subcommittee (SPLS) in coordinating this activity. See Appendix F.

**APPENDIX A: Definitions**

**ASHRAE Representative:** an official representative of ASHRAE appointed by the StdC to a committee of another organization and empowered to vote on behalf of ASHRAE, expressing ASHRAE’s position, not his personal position, on matters dealing with standards.

**ASHRAE Alternate:** a designated alternate to the ASHRAE representative appointed by the StdC to vote or represent ASHRAE in the absence of the representative.

**ASHRAE Information Representative:** an official representative of ASHRAE appointed by the StdC who may attend committee meetings of another standards writing organization at the discretion of the committee chair, offering advice and guidance, but not voting.

**American National Standards Institute (ANSI):** an organization of standards developers and participants responsible for the identification and approval of a single consistent set of voluntary standards designated as American National Standards; and for the coordination among standards developers to ensure that national standards needs are identified and met with a set of standards that are without conflict or unnecessary duplication in their requirements. ANSI’s membership includes technical societies, trade associations, companies, government agencies and other organizations (e.g., labor and consumer) and individuals interested in standards promulgation and use. ANSI, as the U.S. member body of international standards organizations such as the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), the Pacific Area Standards Congress (PASC), and the Pan American Standards Commission (COPANT), coordinates the activities of U.S. standards writing organizations participating in regional and international standards writing projects.

**Administrator, U.S. TAG:** an organization designated by ANSI to provide administrative support and leadership to a U.S. Technical Advisory Group whose purpose is to determine U.S. positions on proposed ISO standards in a particular field. It is expected that organizations accepting responsibility for administering a TAG will assign such responsibility to its staff.

**International Electrotechnical Commission (IEC):** Same as International Organization for Standardization except that IEC is responsible for international electrical standards. IEC is based in Geneva, Switzerland.

**International Organization for Standardization (ISO):** an international non-treaty standards organization based in Geneva, Switzerland. Its members, national standards bodies of countries, promulgate standards covering all fields.

**Secretariat, ISO:** a member body of ISO, such as ANSI, assigned by ISO to provide administrative support and leadership to an ISO Committee or Subcommittee (international) writing international standards in a particular technical field. In the U.S., ANSI may delegate its responsibility to an organization like ASHRAE with the expectation that the organization’s staff would carry out the duties and responsibilities of the international secretariat.

**NEW APPENDIX E: ADOPTION OF INTERNATIONAL STANDARDS**

**8.13 Procedure for Adopting an International Standard**

These procedures are consistent with the requirements listed in the reference document “ANSI Essential Requirements for the National Adoption of ISO and IEC Standards as American National Standards.” In addition, the “ANSI ISO/IEC Standards Sales and Exploitation Rights Policy” shall be consulted for the terms and conditions that apply if ASHRAE adopts an ISO or IEC standard.

**8.13.1 ASHRAE-Imposed Limit on Adopting an International Standard**

ASHRAE shall only initiate adopting ISO and IEC Standards that are currently published or standards that are at a point in the ISO or IEC process where no additional changes to the documents are allowed.

NOTE: ANSI allows Standards Developing Organizations like ASHRAE to pursue Identical Adoptions of ISO or IEC standards while the international standard is still being developed or revised. ASHRAE chooses not to exercise this adoption option. Instead, ASHRAE will seek to have its members participate on the ISO/IEC working group and/or facilitate its interested members review and comment on the draft standard before it reaches the point in the ISO or IEC process where no additional changes can be made.

**8.13.2 ASHRAE Adoption Options: Identical or Modified**

Appendix A of the “ANSI Essential Requirements for the National Adoption of ISO and IEC Standards as American National Standards” defines levels of equivalency when adopting international standards:

1. Identical,
2. Modified, and
3. Not Equivalent

(These definitions are excerpted from “ISO/IEC Guide 21 – Adoption of ISO or IEC Standards as regional or national standards.” The three definitions are not repeated here.)

ASHRAE is permitted to publish an ASHRAE standard that meets the definition of either an Identical version or a Modified version of an ISO or IEC standard. ASHRAE shall not adopt an ISO or IEC standard when the applicable ASHRAE standard meets the ISO/IEC/ANSI definition of Not Equivalent.

**8.13.3 Advisory Assistance and Interpretations by SRS**

SRS shall provide assistance and/or its interpretation if the requester, the ASHRAE MOS, the ASHRAE StdC or one of its other subcommittees questions whether a proposed adoption meets the definition of Identical, Modified or Not Equivalent. SRS shall also provide assistance to a cognizant PC, SPLS, or StdC on the question of whether to use the normal procedures in Section 8.14 or the expedited procedures in Section 8.15 for processing an Identical adoption of ISO or IEC standard. (The expedited procedures only apply to the adoption of an international standard and not to a guide, report, or other documents.)

**8.13.4 Request for Adoption of an International Standard**

The request for adoption should state the title, purpose, and scope of the international standard and the level of equivalency, either Identical or Modified that is proposed. The requestor is asked to comment as to which, if any, existing ASHRAE standards may be affected by the proposed adoption of the international standard. Comments on whether particular ASHRAE standards should be withdrawn or modified as part of the adoption process are specifically requested.

**8.13.4.1 Adoption Requests Made by the Cognizant PC**

The cognizant PC may request that ASHRAE adopt an international standard. If the PC chooses to do so, they may revise the international standard in a manner consistent with the ANSI definitions for an Identical or Modified adoption, whichever is selected by the PC. After completing all desired revisions, the PC votes to recommend the document for publication public review. If the vote is successful, the PC Chair submits the publication public review draft to the ASHRAE MOS. The SPLS Liaison that is assigned to the PC can help with this submission.

The PC shall include a complete description of the proposed adoption of the international standard, with the minimum requirements being the information noted in Section 8.13.2 and those items listed in Section 11.8.1. If the cognizant PC recommends an Identical adoption, they may also recommend whether the expedited procedures in Section 8.15 should be invoked. Otherwise, the publication public review recommendation shall be processed as specified in Section 11.8.1. The MOS shall also notify SRS of the proposed adoption, describe whether it is an Identical or Modified adoption, and note the combination of ISO/IEC and ASHRAE standards affected.

If the StdC eventually approves the publication public review for an Identical adoption using ASHRAE’s procedures in Section 11.8.1, the intent-to-adopt notice shall clearly indicate that the action pending is an Identical national adoption of ISO or IEC standard and should request that comments be organized relative to an overall “yes” or “no” recommendation on the proposed Identical adoption.

**8.13.4.2 Adoption Request Made by Parties other than the Cognizant PC**

Requests for adoption of an international standard as an ASHRAE standard may come from individuals, trade associations, the BOD, Chair or members of the StdC, a TC, and the US Technical Advisory Group for the ISO/TC that produced the international standard, or any responsible source. The request shall be made in writing to the ASHRAE MOS and shall include a complete description of the proposed adoption of the international standard, with the minimum requirements being the information noted in Section 8.13.4.

The MOS will forward the request to the cognizant TC/TG/TRG for review. The TC/TG/TRG shall vote for one of the following actions:

1. initiate the Identical adoption of an international standard while not
2. forming a PC to consider changes,
3. form a new PC or forward to an existing PC so that they may deny   
    or act on the proposed adoption or deny the request.

If the TC/TG/TRG recommends Option a or Option b, the recommendation shall be forward to SRS. If the TC/TG/TRG recommends the formation of a new PC or forwarding to an existing PC, the recommendation shall be forwarded to MOS-I or to the existing PC, respectively for further action.

Any related paperwork that is sent to MOS-I or to the existing PC shall also be provided to ILS as an informational item. The TC/TG/TRG is asked to recommend a person to chair the PC if the TC/TG/TRG recommends the formation of a new PC. For all options, the original written request that was submitted to the MOS shall be forwarded to the existing PC, I-MOS-I, and/or SRS along with any vote counts conducted by the TC/TG/TRG. Any changes recommended by the TC/TG/TRG, in comparison to the original requestor, shall be noted and discussed in the submittal.

**8.13.4.2.1 Adoption of Identical International Standards**

If the cognizant TC/TG/TRG recommends an Identical adoption of an international standard and SRS concurs, SRS shall vote to recommend whether the normal procedures in Section 8.14 or the expedited procedures in Section 8.15 should be invoked. If SRS does not agree with a cognizant TC/TG/TRG recommendation (whether for Identical adoption of for denying the requestor’s recommendation to adopt), the two parties shall attempt to resolve their differences. If mutual agreement cannot be achieved, the adoption process shall be abandoned; however, the cognizant TC/TG/TRG may appeal its position to the StdC if they support identical adoption by SRS does not.

**8.13.4.2.2 Request for Formation of New PC**

SRS shall process the request for the formation of a new PC by having the item added to the agenda of PPIS. PPIS shall follow its normal procedures, specified in Section 9.1, in processing the recommendation for the new PC. If the formation is eventually approved, PPIS, in addition, shall forward the following information to SPLS for issuing to the eventual PC Chair: the original written request that was submitted to the MOS, any vote counts conducted by the TC/TG/TRG, and, if applicable, any changes recommended by the TC/TG/TRG in comparison to the original requestor.

**8.13.4.2.3 Existing PC’s Response to the TC/TG/TRG Recommendation**

If the exiting PC elects to recommend the adoption of the international standard, the steps specified in Section 8.13.4.1 shall apply. The existing PC has the authority to pursue an adoption option (Identical versus Modified) that differs from the one recommended by the cognizant TC/TG/TRG. If the PC elects not to recommend adoption of the international standard, the PC shall submit a brief written summary to the MOS explaining its rationale. The MOS shall share this reply with the cognizant TC/TG/TRG, SPLS and SRS.

**8.14 Identical Adoption of an ISO or IEC Standard Using the Normal Procedures**

If, in accordance with Section 8.13.4.2.1, an Identical adoption of an ISO or IEC standard is recommended using the normal procedures in Section 8.14, SRS shall be designated the consensus body and remains so unless the action described in Section 8.14.5.2 is implemented. The steps specified in Section 8.14 shall be used for processing the Identical adoption recommendation from SRS.

**8.14.1 SRS Report to StdC**

The SRS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the normal procedures in Section 8.14. As informational items, the report shall summarize the original written request submitted to the MOS (See Section 8.13.4 for minimum requirements), any changes recommended by the TC/TG/TRG, in comparison to the original requestor, and any vote counts conducted by the TC/TG/TRG and SRS, including explanations of any negative votes or abstentions.

**8.14.2 StdC Vote for Publication Public Review**

Unless otherwise specified, actions of the StdC and Subcommittees require approval by a majority of those voting at a meeting.

**8.14.3 Action If Not Approved**

If publication public review is not approved, the proposed international standard adoption shall be returned to SRS for determination of next action.

**8.14.4 Action If Approved**

If publication public review is approved, the MOS will publish an intent-to-adopt notice for public comment. The notice shall clearly indicate that the action pending is an Identical international adoption of an ISO or IEC standard and should request that comments be organized relative to an overall “yes” or “no” recommendations on the proposed Identical adoptions. The publication public review comment period shall be 45 days unless more time is justified.

**8.14.5 SRS Consideration of Comments**

SRS will consider the nature and extent of comments. The TC/TG/TRG shall be given an opportunity to concur with decisions made by SRS.

**8.14.5.1 Commenters Support an Identical Adoption and Either No Comments Are Received or Changes Consistent with Comments Would Maintain the Adoption as Identical**

If only editorial or very minor changes are required to satisfy the comments on adoption and these changes do not exceed the ISO/IEC/ANSI limits on changes allowed for an Identical adoption, such changes shall be made by SRS and the standard shall be submitted for publication approval. See StdC MOP Section 7 for approval procedures.

**8.14.5.2 Commenters Do Not Support Identical Adoption and/or Changes Consistent With the Comments Would Prevent an Identical Adoption of the International Standard**

If the comments are not consistent with an Identical adoption of the ISO or IEC standard, the public review document, support information, and comments shall be forwarded to PPIS. PPIS shall conduct one of the following actions:

1. identify and then forward the information to an existing PC that will

become cognizant for the international standard adoption request,

1. recommend to StdC the formation of a new PC, or
2. vote to discontinue the adoption process.

For option a, refer the processing conditions specified in Section 8.13.4.2.2. For option b, PPIS shall follow its normal procedures, specified in Section 9.1, in processing the recommendation for the new PC. For option c, PPIS shall briefly explain its rationale in its report to StdC. The MOS shall share this rational with the cognizant TC/TG/TRG.

**8.15 Identical Adoption of an ISO or IEC Standard Using the Expedited Procedures**

Although supporting comments are requested, these expedited procedures only allow for a “yes” or “no” vote on the Identical adoption of an ISO or IEC standard. There is no opportunity for comment resolution using these expedited procedures if a “yes” vote is approved.

Furthermore, these expedited procedures shall only be used for an Identical adoption of the US TAG voted or will vote in the affirmative on the Final Draft International Standard (FDIS) ballot of the ISO or IEC standard in question. If the expedited procedures are initiated before the FDIS voted by the US TAG voted and this future FDIS vote turns out to be negative, then the expedited procedures shall be abandoned and the international standard adoption shall be returned to the consensus body for determination of the next action.

The publication public review of the intent-to-adopt notice within ASHRAE may occur anytime after the ISO or IEC standard is first released for ballot at the Draft International Standard (DIS) Stage.

**8.15.1 Consensus Body**

The consensus body shall be the cognizant PC. If none exists, SRS shall be designated the consensus body and remain so unless the action described in Section 8.15.6 is implanted.

**8.15.2 Report to StdC**

Depending on the prior routing of the adoption request (Either Section 8.14.5.1 or Section 8.14.5.2.1either SPLS or SRS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the expedited procedures in Section 8.15. As informational items, the report shall summarize the original written request that was submitted to the MOS, any changes recommended by the TC/TG/TRG/PC/SRS/SPLS, in comparison to the original requestor, and any vote counts conducted by these parties, including explanations of any negative votes or abstentions.

**8.15.3 StdC Vote for Publication Public Review**

Unless otherwise specified, actions of the StdC and Subcommittees require approval by a majority of those voting at a meeting.

**8.15.4 Action If Approved**

If publication public review using the expedited procedures in Section 8.15 is approved, the MOS shall arrange for a publication public review announcement in ASHRAE Standards Action and ANSI Standards Action. The announcement shall clearly indicate that the action pending is an Identical national adoption of an ISO or IEC standard. The announcement shall stress that ASHRAE is considering a “yes” or “no” vote on the proposed Identical adoption, i.e. adopt as is. Explanatory comments that support the commenters yes/no recommendation are sought. The announcement shall note that comments that are tied to specific changes to the proposed ASHRAE adoption of the international standard are encouraged but will only be considered if the Adopt-As-Is position fails.

The publication public review comment period shall normally be the minimum allowed by ANSI unless more time is justified.

**8.15.5 Handling of Publication Public Review Comments**

Publication public review comments shall be considered by the consensus body within ASHRAE, the cognizant PC or SRS. If the publication public review comments are received prior to the close of the FDIS vote by the US TAG on the particular ISO or IEC Standard, in addition, then the comments shall be provided to the US TAG for consideration. Per ANSI, ASHRAE is not required to inform the commenters of how the US TAG disposes of their comments.

**8.15.6 Action by ASHRAE Consensus Body to Publication Public Review Comments**

The ASHRAE consensus body shall review the comments and vote to do one of the following:

1. recommend the Identical Adoption for publication,
2. recommend that changes to the proposed ASHRAE Standard and a

second public review conducted, or

1. recommend that the adoption process be discontinued.

**8.15.6.1 Consensus Body Recommends Publication as an Identical Adoption**

No changes shall be made to the identical adoption document that was released for publication public review; no attempt shall be made to resolve the comments received from the public review.

The cognizant PC via SRS or SPLS (if they are the consensus body) shall motion to the StdC that the Identical Adoption of the ISO or IEC standard be approved for publication.

A negative vote by the StdC shall result in the international standard adoption being returned to the consensus body for determination of the next action. A positive vote shall be thereafter processed in accordance with StdC MOP Section 7. In addition, ASHRAE shall notify the public commenters of the intended publication and note that they may appeal their position, if against the publication decision, to the ASHRAE Appeals Panel.

**8.15.6.2 Consensus Body Recommends Consideration of the Publication Public Review Comments**

The existing cognizant PC shall conduct the revision. If SRS is the present consensus body, this role shall now be delegated to a PC. If a PC does not already exist that can accept his new duty, PPIS shall follow its procedures of StdC MOP Section 7 in processing a recommendation for a new PC. Once the cognizant PC has considered the public review comments and, if applicable, made changes to the ASHRAE Standard that adopts the ISO or IEC standard the process shall proceed in accordance with Section 8.13.5.1 if so, voted by the PC.

**8.15.6.3 Consensus Body Recommends Discontinuation of the Adoption Process**

The cognizant PC via SRS or SPLS (if they are the consensus body) shall motion to the StdC that the Identical Adoption of the ISO or IEC standard be discontinued. A negative vote by the StdC shall result in the international standard adoption being returned to the consensus body for determination of the next action. A positive vote shall result in the adoption process being abandoned.

**8.16 Periodic Review of Standards that are Identical Adoptions**

An ASHRAE Standard that is an Identical adoption of an ISO or IEC standard does not have to be reaffirmed according to the schedule applicable to other ASHRAE standards, but rather may be reaffirmed at the same time the corresponding ISO or IEC standard is reaffirmed by the respective organization.

If the ISO or IEC standard has been withdrawn, revised, or superseded, similar action shall be considered by ASHRAE within six months of the international action. If ASHRAE no longer has the rights under the Sales & Exploitation Rights Policy with regard to the ISO or IEC standard, then the related ASHRAE standard shall be withdrawn.

**8.17 Identical Adoption of Standards Or Guidelines by an International Organization or Entity**

If an international organization or entity wants to adopt an ASHRAE standard or guideline without modification it should notify the ASHRAE MOS**.** If the MOS is notified the MOS shall notify SRS of the identical international adoption.

**8.17.1 Notification of Intent for Identical Adoption of an ASHRAE Standard or Guideline**

If the MOS is notified the notifier(s) shall identify:

1. the specific Standard or Guideline of interest,
2. the entity or organization adopting the Standard or Guideline,
3. identification of the personnel who will be responsible for the adoption and

would serve as the official point of contact with ASHRAE,

**8.18 Adaptation of Standards Or Guidelines by ASHRAE for an International Organization or Entity**

**8.18.1 Applicable Requests**

These procedures apply to how ASHRAE responds to requests received for ASHRAE to adapt a currently published ASHRAE Standard or Guideline.

**8.18.2 Contact for Requests**

Requests for adaptations shall be submitted to the MOS.

**NEW APPENDIX F: INTERNATIONAL CANVASS METHOD**

**8.12 Participation in Canvass Method Standards**

~~ILS~~ Standards Reaffirmation Subcommittee (SRS) shall be responsible for ASHRAE participation in standards prepared by other organizations using the canvass method. SRS will be assisted by the Standard Project Liaison Subcommittee (SPLS) in coordinating this activity.

**8.12.1 Canvass Solicitations and Voting**

The MOS shall function as the contact for canvass solicitations and voting. The MOS will request inclusion of ASHRAE on the canvass lists of other organizations, seeking advice if necessary from Cognizant Committee Chairs, StdC Members and PC Chairs.

**8.12.2 Schedule for Response**

The MOS shall prepare a schedule for completion of ASHRAE’s response to canvass ballots and inform canvassers of the time needed for ASHRAE response. The MOS may submit an ASHRAE abstention from voting on a canvass ballot, with reason, if inadequate time is allowed by the canvasser. The following schedule is intended as a guide only. A revised schedule may be issued by the MOS.

Informative Schedule for ASHRAE Response to Canvass Ballots:

1. Select cognizant committee.
2. Duplicate and mail draft standard and letter ballot to cognizant committee. 7 days
3. Cognizant committee’s review and voting period. 14 days
4. Extend vote closing date while seeking votes not returned if quorum lacking. 7 days
5. Recirculate reasons for negative votes and period for SRS concurrence by

exception. 7 days

1. StdC letter ballot if SRS-member exception. 7 days
2. MOS execution of ballot vote. 3 days

***Total 45 days***

**8.12.3 Referral**

Recommended ASHRAE responses to canvass ballots on standards closely related to the scope of an existing PC shall be voted on by it. All other canvass ballots shall be voted by one or more Canvass Ballot Subcommittees of cognizant TCs/TGs/TRGs (hereafter referred to as CBSs).

The MOS sends proposals received by ASHRAE for comments and voting as a canvassee to the cognizant committee(s) (PC or TCs) for committee review and voting recommendations. The cover letter for the materials sent to the cognizant committee(s) should include an attachment with a summary of ASHRAE procedures for participation in the canvass process. The SRS Chair will oversee staff’s choice of cognizant committee. The chair of the cognizant committee (PC or TC) shall promptly notify the MOS regarding the availability of the committee (PC) or CBS (TC) to review and vote on the standard.

**8.12.4 Canvass Ballot Subcommittee**

Each notified TC should establish a CBS composed of a minimum of three members, which are selected by the TC Chair. CBS members should be ASHRAE members of Member or Associate Grade. CBS members may be drawn from the cognizant TC. TC Chair should strive for representation from Producer, User, and General Interest categories in CBS membership selection. CBS should not include persons that were involved in the canvass ballot process for other organizations for a given standard or persons that were involved in its development. CBS membership continues through the life of the canvass ballot.

**8.12.5 Cognizant Committee Recommendation for Standards Action**

The cognizant committee(s), including but not limited to an existing PC or CBS of the cognizant TC/TG/TRG shall submit a recommended ASHRAE response to MOS by an affirmative vote of the majority of the committee voting membership. Voting shall be by ballot or equivalent formal recorded method. As an aid to establishing quorum, persons who are voting members of the cognizant PC but do not wish to vote on a specific ballot should complete and return the ballot with a formal abstention and give a reason, rather than not returning the ballot.

**8.12.6 Negative Votes on Letter Ballot**

Negative votes should be explained in writing. If the vote passes with one or more negative votes, the results shall be held in abeyance until the negative vote comments are transmitted to all eligible voters and they are given an opportunity to change their votes. If a reason is not provided for a negative vote, the eligible voters are informed of the negative vote – noting that no reason was given – by distribution of the letter ballot results.

The Chair of the cognizant PC voting by letter ballot may offer rebuttal to the comments of the negative voters. After the eligible voters have had opportunity (minimum seven days) to change their votes, the results shall be final. If negative votes with comments are received on the second round, all eligible voters will be informed but no further opportunities to change votes will occur. The comments of the negative voters shall be transmitted with the results of the votes to SRS.

**8.12.7 Execution**

After receipt of the cognizant committee(s) vote and concurrent with the period for re-circulation of reasons for negative votes, the MOS shall circulate the results to SRS for concurrence by exception. If no negative comment is received from an SRS member, within 7 days, the MOS shall execute the canvass letter ballot. If a timely negative comment is received from SRS, the MOS shall submit the cognizant committee’s recommendation to the StdC for vote. If the cognizant committee(s) is unable to reach consensus on a vote, the MOS shall forward the individual comments to the canvassee and abstain from voting for ASHRAE on the canvass ballot.

**8.12.8 Report**

The MOS shall inform SRS and the cognizant committee(s) of the disposition of the canvass ballot.

**BACKGROUND:** The development of GTIC necessitated the implementation of updated processes. Staff members submitted recommended changes, addressing several sections that had become procedurally outdated. Some sections were relocated and will be incorporated into the GTIC RM, while other sections were transferred and formed appendices. These adjustments aim to enhance efficiency in the standards development process.

**MOTION 7 PASSED:** 4-0-0, CNV

It was recommended that Julie Majurin and seconded by Chris Seeton that,

**8** The Standards Committee Reference Manual Appendix B, *Guidelines for Awards*, be approved as shown below:

**Standards Committee Reference Manual**

**B-1.4 Eligibility Requirements**

Only individuals nominated may be considered for the Standards Achievement Award. The recipient will be selected from all nominations that score a minimum of 10 points from at least 3 categories as calculated in Table 1, Criteria for Selecting Standards Achievement Award Recipients. The recipient shall have adhered to ASHRAE’s Code of Ethics. Current Standards Committee ~~and Technology Council members~~ are ineligible for receipt of the Standards Achievement Award during the terms they serve on the respective committees.

Past recipients of the Standards Achievement Award are not eligible.

**BACKGROUND:** The proposed changes reflect a revision to the eligibility requirements for a Standards Achievement Award and the Donald Bahnfleth Environmental Health Award. Currently the eligibility requirements exclude current members of Technology Council. Nominations are not forwarded to Technology Council but to Honors and Awards in Members Council, so there is no conflict with respect to Tech Council. If approved by PPIS and Standards Committee, this motion will be forwarded (along with the motion from EHC) to Honors and Awards and Members Council for final approval.

**MOTION 8 PASSED:** 4-0-0, CNV

It was recommended that Julie Majurin and seconded by Chris Seeton that,

**9** The PC Guide to PASA *Membership Types*, *Project Subcommittee Voting Member* and *Voting* be approved as shown below:

**Membership Types (See PASA 4.3 and PASA Annex A) – p.8**

There are multiple member types with varying roles and responsibilities. These include:

**Project Subcommittee Voting Member (PSVM):** PSVMs are eligible to vote on subcommittee motions where applicable, provided the PSVM is appointed to that subcommittee. PSVMs are not eligible to vote on PC motions. PSVMs are not included in interest-balance or PC quorum requirements. Generally, the number of PSVMS on a subcommittee is not higher than the number of PCVMs.

**VOTING (See PASA 7.2.4, 7.5, 7.2.5, and 7.2.6) – p.17**

In order to take any type of vote the ~~PC~~ Chair (Project Committee or Subcommittee) needs to determine if quorum has been met. Quorum is met when more than 50% of the voting members (Project Committee or Subcommittee), are at the meeting.

**BACKGROUND:** This update to the PC Guide to PASA, brings it in line with the ASHRAE Simplified Rules of Order. Per the rules: The requirements for a quorum shall apply to all groups where a roster identifies official membership, including sub-committees. If a group or committee finds itself without a quorum, it can do nothing but rise and report to the regular meeting of the group it reports to. For all groups, committees and task forces, a quorum shall be a majority of the appointed voting members of the body unless governing documents indicate otherwise.

**MOTION 9 PASSED:** 4-0-0, CNV

# 8. Interpretations

None.

# 9. New Business

It was moved by Drake Erbe and seconded by Karl Peterman that,

**10** ASHRAE jointly sponsor ANSI/ASHRAE Standard 205-2023, *Representation of Performance Data for HVAC&R and Other Facility Equipment* with IBPSA and ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

**BACKGROUND:** As a co-sponsor IBPSA could supply the SSPC 205 vice-chair and would approve final publication of editions of the Standard. Right now, the IBPSA Standards committee is small informal group. It is likely they would focus on procedural issues rather than technical content issues. The advantage of IBPSA co-sponsorship is it could generate more international participation in SSPC 205. Currently IBPSA is co-sponsoring Standards 209 and 232. In addition, SSPC 140 has recommended ASHRAE accept cosponsorship for Standard 140.

**MOTION 10 PASSED:** 4-0-0, CNV

# 10. Recess

PPIS adjourned at 5:15 pm.

**11. Call to Order/Introductions and Review of Agenda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Tuesday, January 23, 2024, at 11:00 am, via in person at the JC Marriot.  Chairman Bill Walter greeted members and guests were introduced.   |  |  |  | | --- | --- | --- | | PPIS Members  Bill Walter  Kelley Cramm  Drake Erbe  Julie Majurin  Karl Peterman  Christopher Seeton | PPIS Members Absent  Guests  Jim Lutz | Staff  Tanisha Meyers-Lisle, A-MOS | |  |  |

**12. Chairman’s Report**

None.

**13. Staff Report**

None.

**14. Unfinished Business**

None.

**15. Planning – New Projects**

It was moved by Kelley Cramm and seconded by Drake Erbe that,

**11** The following Title, Purpose and Scope be approved as shown below and a new Guideline Project Committee be formed.

**Title:** Design, Installation and Commissioning of Central Domestic Electric Heat Pump Hot Water Systems in New Multifamily Buildings

**Purpose:** This guideline provides guidance for the design, installation and commissioning of Central Domestic Electric Heat Pump Hot Water Systems in New Multifamily Buildings.

**Scope:**

1. This guideline applies to central domestic electric heat pump hot water systems in new multifamily buildings.

2. This guideline provides procedures and design factors; the requirements and installation factors; and the performance, commissioning and operational factors to be considered by the design engineer, contractor and maintenance personnel involved with these systems.

**Background:** This TPS will also have to be approved by Technology Council. This TPS was submitted by Jim Lutz for consideration at the Winter meeting. PPIS assigned the TC 6.6, Service Water Heating as the cognizant committee. Gary Klein was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

**DISCUSSION:** Members of the committee were supportive in this effort. They will allow the newly formed committee to wordsmith the TPS to address the redundancy.

**MOTION 11 PASSED:** 5-0-0, CNV

It was moved by Kelley Cramm and seconded by Chris Seeton that,

**12** The following Title, Purpose and Scope be approved as shown below and a Standard Project Committee be formed.

**Title:** Safety Standard for Transportation Refrigerating Systems

**Purpose:** This standard specifies safe design, construction, installation, and operation of refrigerating systems for use in transportation applications.

**Scope:**

1. This standard establishes safeguards for life, limb, health and property and prescribes safety requirements
2. The design, construction, test, installation, operation, and inspection of mechanical refrigerating systems used in transportation applications
3. Modifications, including replacement of parts or components if they are not identical in function and capacity
4. Substitutions of refrigerants having a different designation
5. This standard applies to refrigerating systems for the following applications
   * On road transport of goods
   * Refrigerated rail units and refrigerated boxcar
   * Self-contained marine
   * Intermodal transport
   * Passenger buses and trains
6. This standard does not apply to
   * Mobile air conditioning (MAC) systems within the scope of SAE J639
   * Refrigerating and air conditioning systems integral to ships within the scope of ASHRAE Standard 26
   * Any refrigerating or air conditioning system designed to be operated during air travel
   * Refrigerating and air conditioning systems within scope of ASHRAE Standard 15
   * Residential refrigerating and air conditioning systems within scope of ASHRAE Standard 15.2

**Background:** This TPS will also have to be approved by Technology Council. This TPS was originally submitted by Alex Schmig for consideration at the 2023 Annual Meeting. It was suggested by Standards Committee for the submitter to refine the scope and garner additional support from the TC’s. PPIS amended the TPS by providing clarity on the types of items that would be transported on roads.TC 10.6, *Transport Refrigeration* was assigned as the cognizant committee. Alex Schmig was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

**DISCUSSION:** A member questioned the scope (first bullet), the items carried needed to be clarified. The recommendation to add “of goods” was introduced. SAE covers anything that is built into the frame of a vehicle. A motion to approve the TPS as modified, passed.

**MOTION 12 PASSED:** 5-0-0, CNV

**16. Policy – Procedural Changes**

None.

**17. Interpretations**

None.

**18. New Business**

None.

**19. Next Meeting**

Spring Meeting

TBD

**20. Adjournment**

PPIS adjourned at 12:15 pm.