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

**MINUTES**

**Annual Meeting**

**Conference Call**

**Meeting of June 24th and June 28th, 2022**

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

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| ACTION ITEMS ASSIGNED WINTER MEETING 2020 |
| AI# | Action | Assigned To | Status |
| 1 | Action item proposed by StdC (Walter Grondzik) to look at the implications of Globalization in PASA and relevant documents. | PPIS as lead in conjunction with CIS/ILS/ISAS | CLOSED  |
| ACTION ITEMS SPRING MEETING 2021 |
| AI# | Action | Assigned To | Status |
| 2 | In an effort to avoid duplication of work and seek advice for the best path forward towards globalizing ASHRAE documents and procedures, the Chair of PPIS and Mr. Dennis Knight will contact Mr. Drake Erbe, Chair of the International Task Force. | Bob Burkhead and Dennis Knight. | 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 Friday, June 24, 2022, at 2:00 p.m. via in person and teleconference.

## Introductions

Chairman Bob Burkhead greeted members and guests were introduced.

|  |  |  |
| --- | --- | --- |
| PPIS MembersBob Burkhead, *Chair*Michael GallagherDennis KnightSrinivas Katipamula (v)Cesar Lim (v)Julie MajurinSteve SillBill Walter | PPIS Members AbsentGuests | Staff Connor Barbaree, *Sr. MOS*Tanisha Meyers-Lisle, *Procedures Administrator*Stephanie Reiniche, *Dir.* |

# 2. Chairman’s Report

Chairman greeted guests and highlighted ASHRAE’s Commitment to Care, ASHRAE’s Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings.

# 3. Staff Report

Staff discussed the newly formed ASHRAE Simplified Rules of Order – Quick Reference. It is a document developed by SRC to streamline Roberts Rules of Order.

Staff stated there are no current appeals or complaints of actions/inactions filed.

# 4. Approval of Minutes

The PPIS Minutes from the Winter Meeting 2022 was presented to members for approval.

It was moved by Mike Gallagher and seconded by Dennis Knight:

1. That the PPIS Minutes from the Winter Meeting 2022 be approved as

written.

**MOTION 1 PASSED:** 7-0-0, 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.

# 6. Planning – New Projects

New projects will be discussed at the June 28th meeting.

# 7. Policy – Procedural Changes

It was moved by consent agenda by Mike Gallagher and Dennis Knight that PASA, Standards Committee MOP, Standards Committee Reference Manual and the Rules of the Board be approved as shown:

**2** Procedures For ASHRAE Standards Actions (PASA) within Section 4. *Approval Of Proposed Standards*, Section 5. *Relationships with other Standards-Developing Organizations*, Section 7. *Criteria for Approval*, *Withdrawal, and Discontinuance of ASHRAE Standards and Guidelines*, Annex A1: *Definitions*, Annex B: *Appeals of Board of Directors’ Standards Actions or Inactions*, and Annex C: *Complaints of Actions or Inactions by the StdC, its Subcommittees or PCs* be approved as shown below:

**4.1 RESPONSIBILITY**

The Standards Committee is responsible for the formation of project committees and the development, preparation, interpretation, revision, reaffirmation, and withdrawal ~~– and submittal to the Board of Directors or its designee for approval –~~ of ASHRAE ~~Standards Actions for~~ Standards, and ~~for~~ Guidelines.~~except as noted~~. The Board of Directors or its designee will counsel and offer guidance to the Standards Committee on ~~policy level Standards~~ contentious issues during the development of the standards or guidelines.

**4.3.1 Project Committees**

Project committees are authorized by the Standards Committee as either Standard Project Committees (SPCs), which are ad hoc committees, or Standing Standard Project Committees (SSPCs), Guideline Project Committee (GPC), or Standing Guideline Project Committee (SGPC). Project committees are the consensus bodies of the Society. If a standard project committee is not balanced, efforts to recruit materially affected and interested parties from diverse interest categories to become members of a non-balanced SPC shall be on-going and documented.

A member of the SPLS is appointed as StdC Liaison to the new project committee. A call-for-members announcement is conducted. Drawing from the resulting applications and recruiting efforts, candidate committee members are recommended in consideration of their personal expertise and their effect on committee balance. Recommended members and ~~non-policy level~~ PC Chairs are approved by a majority vote of ~~a designated subcommittee of Standards Committee, normally~~ SPLS. ~~Standards Committee must concur by majority vote for all policy level PC Chairs.~~

**4.3.3 PC Activity Initiation**

At the first official meeting of a new PC, the PC shall vote on whether to concur with, or propose changes to, the original Title, Purpose and Scope (TPS). The PC may conduct business (for example, pass motions) only after the balanced membership roster with at least 5 voting members has been approved by SPLS or the StdC. However, the PC Chair may hold organizational meetings for individuals interested in becoming members of the PC, and the group may begin developing the Standard or Guideline.

**4.3.4 Use of Subcommittees**

The PC Chair may organize the committee structure using formal subcommittees. If subcommittees are used, the Chair’s recommendation for subcommittee Chair must be approved by SPLS. Responsibilities of various PC subcommittees typically are to develop drafts of one or more assigned clauses of a standard, annexes, or addenda; prepare a system of units; prepare text in appropriate language; establish educational activities; develop draft responses to requests for interpretation; or develop proposed responses to comments resulting from public review. Subcommittees may also be formed to draft Standards Committee-approved standards or guidelines related to the subject matter of the parent project committee. Subcommittee actions shall be submitted as recommendations for action by the parent PC.

**4.3.6 PC Members**

A PC shall have individual members and designated PCs may have organizational members ([see section 4.3.10](#clause4310)). Individual members are appointed as “personal members,” not as representatives of any organization, corporation, partnership, or employer. There shall not be more than one PCVM from any one company, association, or agency.~~or entity.~~

**4.3.8 Removal for Cause**

The PC Chair may recommend removal of a PC member from the roster for due cause, by submitting a recommendation and justification outlining the reasons for said recommendation. ~~and~~ The PC Chair must submit a copy of communications between the PC Chair and PC member concerning this subject with the recommendation, in writing to the SPLS Liaison and Manager of Standards (MOS). The MOS will transmit the recommendations of the PC Chair and SPLS Liaison and related correspondence to SPLS for action in a meeting or by letter ballot. The SPLS Chair may call an executive session of the SPLS or the PC to discuss the matter. Failure of the PC member to properly disclose any conflict of interest shall be grounds for removal from the PC by SPLS.

**4.3.12 Project Committee Size**

The PC shall be balanced and consist of no less than 5 PCVMs with no upper limit, including the Chair. In addition to the PCVMs, the PC membership may also include PSVMs if the PC is organized into subcommittees or NVMs if not organized into subcommittees.

**5.2 Joint Sponsorship**

A request to jointly sponsor a standard shall be evaluated by the Standards Committee, considering overlap of expertise and responsibility. The evaluation must be reported to Technology Council. A recommendation for joint sponsorship including a recommendation for the lead organization shall be forwarded to the Technology Council for approval and reported as an information item to the Board of Directors.~~for approval~~. A recommendation against joint sponsorship shall be forwarded as an information item to Technology Council and the Board of Directors.

If joint sponsorship is approved by ~~the Board of Directors~~Technology Council, standards-writing and approval procedures must be negotiated with the other organization by the MOS on behalf of the Standards Committee. The standards-writing and approval procedures should be those of the lead organization. If ASHRAE procedures are not adopted, the adopted procedures must be compatible with ASHRAE procedures in regard to openness of proceedings, public review of drafts, and delegation of technical content to the project committee.

**7.2.1.1 Advisory Public Review (APR)**

A PC may vote by majority of the voting membership to recommend to the SPLS Liaison ~~and SPLS Chair~~ that a draft standard, guideline, or portion thereof, be subjected to an APR if the PC believes that the draft contains new, unusual or potentially controversial elements that the PC believes would benefit from increased public scrutiny prior to finalizing the draft for publication public review (no continuation letter ballot, no roll call vote record, no marked up roster, or submittal form is needed). Any comments received as a result of an APR are deemed to be "supportive" and do not need to be "resolved". Apart from acknowledging receipt of each comment, communication with commenters is optional but may be undertaken to clarify a comment's intent or to invite further participation in the standard development process. The underlying concept of the APR is to gain increased public participation early in the development process and thus to deal with, and potentially resolve, controversy before publication approval is sought. APRs are not submitted through the ANSI process.

**7.2.1.3 Fast Track Public Review (FTPR)**

A standards action approved by the PC for publication public review that meet all of the following criteria shall be processed as a fast track:

1. there are no negative votes with reason within the PC;
2. there is no credible threat of legal action (in writing) against ASHRAE has been

made related to the proposed draft; and

1. the SPLS Liaison has not notified the MOS within ten calendar days, from the

receipt of the package, with specific justification, that the PC has violated due process.

No additional approvals for issuing the standard, guideline or portion thereof, for public review are required.

**7.2.2 Publication Approval**

Approval of Standards Action ~~by the ASHRAE Board of Directors~~Standards Committee that have unresolved objectors or a threat of legal action shall be preceded by formally voted recommendations by the project committee ~~and Standards Committee~~. These Standards Actions shall be reported as an information item to Technology Council and the ASHRAE Board of Directors.

Approval of Standards Actions that have no unresolved objectors and no threat of legal action shall be preceded by formally voted recommendations by the project committee and processed for publication by ASHRAE Staff. These Standards Actions shall be reported as an information item to the Standards Committee, Technology Council and the ASHRAE Board of Directors.

The standard, guideline or portion thereof, shall be deemed to have been approved by ~~the BOD~~Standards Committee upon approval of its designee.

**7.2.3 Quorum Requirements**

To conduct standards-related business at a meeting of a project committee, StdC or its subcommittees, ~~Technology Council or the Board of Directors,~~ a quorum must be present. A quorum exists if a majority of the voting membership is present.

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**7.2.4.2 Numerical Requirements for Standards Action Votes**

Standards actions votes must be approved by the project committee with ~~(1)~~ affirmative recorded votes by the majority of the total voting membership of the project committee, whether present or not, excluding abstensions.~~of the project committee,~~ ~~and (2) affirmative votes from at least two-thirds of those voting, excluding abstentions of the project committee~~.

**7.2.4.6 Approval of Standards Actions by Approval Bodies**

When recommendations for standards action votes are considered by SPLS or, Standards Committee ~~and the Board of Directors~~, the recommendation must be approved by a majority of those voting at a meeting, or by letter ballot.

**7.2.5 Voting Rules for Meetings**

Actions of PCs and PC subcommittees require approval by a majority of those voting at a meeting. Standards action votes must comply with 7.2.4. Issuance of an official interpretation requires affirmative votes of the majority of the voting membership.~~and of at least two-thirds of those voting, excluding abstentions.~~

**7.2.6.1 Numerical requirements for letter ballots**

Actions of the PC and subcommittees ~~that are not standards action votes,~~ conducted by letter ballot, require approval by a majority of the voting membership of the committee. Standards action votes must comply with 7.2.4.2. The issuance or revision of an official interpretation require affirmative votes of the majority of the membership. ~~and of at least two-thirds of those voting, excluding abstentions.~~

**7.4.4.2 Complaints of Inactions by the Standards Committee, its Subcommittees or Project Committees**

In addition to formal appeal of ~~Board~~ Standards Committee standards actions or inactions, failure of the Standards Committee, its subcommittee(s), or a Project Committee to consider a written request may be addressed by writing (including electronic communication) to the Manager of Standards at any time. (See [Annex C](#ANNEXC).)

**7.4.5 Public Review Period**

The public review comment period shall normally be the minimum allowed by ANSI unless more time is justified. Limited revisions, such as Independent Substantive Changes (ISCs) and addenda up to 5 pages may have a 30-day comment period.

**7.4.6.2 Comments Received Under Continuous Maintenance**

An SSPC or SGPC that is designated by the Standards Committee as operating under continuous maintenance procedures shall take documented, consensus action on each request for change to any part of its standard or guideline.

**7.4.7 Consideration of Standards Proposals**

Prompt consideration shall be given by the Standards Committee to proposals made for developing new standards or guidelines or revising, reaffirming, or withdrawing existing standards and guidelines.

**7.7.3 Other Bases for Withdrawal of Approval - updated**

The ~~ASHRAE Board of Directors~~Standards Committee or its designee also may withdraw approval of an ASHRAE Standard, Guideline or portion thereof, upon (a) advice of counsel, based on evidence of a legal nature, or (b) consideration of facts that have subsequently come to the attention of the Board the Standards Committee.

**7.8.1 Project Discontinuation Due to Lack of Membership**

Project discontinuation due to lack of membership shall be based on the following:

1. A new project shall be discontinued by the MOS if a PC Chair and balanced

membership have not been approved by SPLS within twelve months after the project is approved by the ~~Board of Directors~~Standards Committee.

**7.11 Interpretation Requests of Standards**

Interpretation requests for a standard must be submitted to the MOS in writing. The Manager of Technical Services or the Chair of the current or past cognizant PC or the Chair’s designee may respond in writing to written requests for unofficial personal interpretations. Cognizant SSPCs, if they exist, and SPCs that have not yet been disbanded will be asked to respond to requests for official interpretations in writing. If no PC exists, StdC will form an Interpretations Committee (IC) to respond. Procedures for interpretations of published Standards, Guidelines or portion thereof, are provided in StdC MOP Reference Manual Section 10. An issuance or revision of an official interpretation requires affirmative votes for the majority of the membership~~s~~. ~~of each approving and of at least two-thirds of those voting, excluding abstentions.~~

**7.12 Interpretation Requests of ASHRAE Standards Development Procedures**

Interpretations requests for ASHRAE’s standards development procedures must be submitted to the MOS in writing. ASHRAE Staff may respond in writing to written requests for unofficial personal interpretations. Requests for official interpretations of procedures shall be submitted to PPIS. An issuance of an official interpretation requires affirmative votes for the majority of the membership~~s~~ of PPIS. ~~and of at least two-thirds of those voting, excluding abstentions.~~

**A1 DEFINITIONS:**

**normal track:** an approval procedure applied to a Standard, Guideline or portion thereof, that meets one or more of these criteria:

1. receives one or more negative votes with reason upon approval for publication or
2. where ASHRAE receives a written legal threat

**~~policy level document:~~** ~~a standard, guideline, designated as “policy level” by the Board of Directors or the Board’s designee.~~

**subcommittee:** a group of individuals appointed by the project committee chair from among the project committee membership who vote on subcommittee activities and whose responsibility it is to develop drafts of one or more assigned sections of a standard, annexes, or addenda; develop draft responses to requests for interpretation; or develop proposed responses to comments resulting from public review; all submitted as recommendations for action by the parent project committee. Subcommittees may also be formed to draft Standards Committee approved standards or guidelines related to the subject matter of the parent project committee.

**ANNEX B:** **APPEALS OF ~~BOARD OF DIRECTORS’~~STANDARDS COMMITTEE STANDARDS ACTIONS OR INACTIONS**

**B2 APPEALABLE MATTERS**

An action or inaction of the ~~Board of Directors (BOD)~~Standards Committee to adopt a new ASHRAE Standard, Guideline, an addendum to an existing Standard or Guideline, or to revise, reaffirm, or withdraw an existing ASHRAE Standard or Guideline is subject to appeal.

**B3 WHO MAY APPEAL**

Any person directly and materially interested who has been or will be adversely affected by the publication of a new, revision, reaffirmation, or withdrawal of an ASHRAE Standard, Guideline or portion thereof, or lack of such action, may appeal the ~~BOD~~ Standards Committee action or inaction. The appellant must be an unresolved public review commenter, associated with a new, revision, reaffirmation or withdrawal of the ASHRAE Standard or Guideline being appealed, or a PC member who cast a negative vote with reason(s) in relation to his/her vote on the consensus body associated with the creation, revision, reaffirmation or withdrawal of the ASHRAE Standard or Guideline being appealed.

**B4 SCOPE OF APPEAL AND BURDEN OF PROOF**

An appeal of a ~~BOD~~ Standards Committee standards action or inaction shall be solely based upon procedural grounds. When appeals are filed, the appellant shall demonstrate that ASHRAE Standards development procedures were not followed. Appeals arguments that are based on actions that took place in previous revision cycles will not be considered.

**B6** **NOTIFICATION PROCEDURES**

Within 15 working days following ~~BOD~~ Standards Committee action on a standard, that results in approval of a new, revision, reaffirmation or withdrawal of a standard or addenda to a standard, the Manager of Standards (MOS) shall notify in writing (including electronic communication) all unresolved public review commenters and/or a PC member who cast negative votes with reason(s) in relation to his/her vote on the consensus body of the ~~BOD~~ Standards Committee action and inform them of their right to appeal that action.

**B6.1** An appeal, must be received by the Manager of Standards (MOS) of ASHRAE within 15 working days of the date on the notification letter regarding the Standards Committee~~BOD~~ action. The Chair of the Appeals Board may grant an extension, if requested prior to the close of the initial 15 working day period and if sufficient justification is provided.

**B6.2** Normally, any standards action by the ~~BOD~~ Standards Committee will be suspended during pendency of appeal(s), appropriately filed. The President of the Society may, however, maintain the ~~BOD~~ Standards Committee action until and if the Appeals Panel decides to dismiss the appeal, without a hearing, up to a maximum of 90 days. If the Panel decides to dismiss the appeal without a hearing, the President may maintain the action until the next meeting of the ~~Board of Directors~~Standards Committee. The appealed ~~BOD~~ Standards Committee action shall be immediately suspended if the Appeals Panel does not dismiss the appeal.

**B8.2** **Ineligible Panel Members**

Any Member of the Appeals Board that served as a PCVM or PSVM on the project committee that is the subject of the appeal during the three years prior to the standards action under appeal shall be ineligible to serve on the Panel. Any Member of the Appeals Board that voted on the draft that is the subject of the appeal as a member of the Standards Committee ~~or Board of Directors~~ shall be ineligible to serve on the Panel.

**B8.4** **Non-Dismissal of Appeal**

If the appeal is not dismissed, the ~~BOD~~ StdC action which has been appealed shall be immediately suspended, if not already suspended according to the first sentence of B6.2, and each claim in the appeal shall be considered separately and basic grounds given for each decision.

**B9.3 Guests**

~~A Standards Committee Liaison and the BOD Ex-Officio member of the Standards Committee shall be invited by MOS to attend the hearing.~~ The hearing shall be open to observation by representatives of directly and materially interested persons, although the number of observers may be limited at the discretion of the Appeals Panel Chair. Anyone planning to attend the hearing shall notify the MOS no less than 15 days prior to the hearing date. Guests that are not designated to speak on behalf of the Appellant or Respondent are not allowed to speak during the hearing or during the question period.

**B10 APPEALS PANEL DECISION**

The Appeals Panel shall decide within 15 business days of the hearing or after the receipt of the rebuttal, by majority vote, that the appeal, or any parts of the appeal, be upheld or denied. The Appeals Panel Chair shall, within 14 days following the Appeals Panel’s decision, notify the Appellant(s), Chief Staff Officer, Director of Technology, Manager of Standards, President, Chair of Technology Council, Chair of the Standards Committee, and Chair of the PC of the decision. The decision of the Appeals Panel to uphold, deny, or dismiss an appeal shall be final. If the appeal is dismissed or denied by the Appeals Panel, the action of the ~~BOD~~Standards Committee, which was appealed shall become effective immediately.

**ANNEX C: Complaints of Actions or Inactions by the StdC, its Subcommittees or PCs**

In addition to formal appeal of ~~BOD~~ Standards Committee Standards actions or inactions (PASA Annex B), failure of the StdC, its subcommittee(s), or a PC to consider a written complaint may be addressed by writing to the MOS at any time. The complaint must identify the section of procedures that was violated and provide sufficient detail to support the complaint. Any committee tasked with reviewing a complaint may dismiss the claim if insufficient detail is provided.

Rules of the Board Section 2.425.001 *Scope And Purpose*, and Section 2.425.003 *Operation*, be approved as shown below:

**2.425.001 SCOPE AND PURPOSE**

The Standards Committee shall be responsible for the selection, development, preparation, and ~~submittal to the BOD~~ of all code language documents, standards and guidelines in the fields of heating, refrigerating, air conditioning, and ventilating engineering, including all revisions, re-affirmations or withdrawals thereof, to be considered for approval. It shall cooperate with and supervise the Society’s participation in other organizations in the development, preparation, and adoption of codes, standards and guidelines. (SBL 7.9)

**2.425.003 OPERATION**

2.425.003.1 General Requirements (11-06-29-13)

A. This committee shall plan and implement activities in support of ASHRAE Policy on Use of ASHRAE Standards in Building Codes. (ROB 1.201.003) (98-01-16-41)

B. This committee shall, as the standards coordinating committee of an ANSI-accredited organization, submit its Procedures for ASHRAE Standards Actions (PASA), and all changes, to ANSI for approval. (95-02-02-54)

C. ASHRAE Standards Committee documents shall be developed in accordance with the Procedures for ASHRAE Standards Actions (PASA) except that balance on guideline project committees is not required but desired.

D. Adoption, or revision, ~~reaffirmation or withdrawal~~ of a standard or guideline shall require approval of the ~~Board of Directors~~Standards Committee, and the ~~Board of Directors~~Standards Committee will determine that ASHRAE's procedures have been followed. The effective date of a new, revised or reaffirmed standard, guideline or addendum shall be in accordance with the following unless otherwise approved by the ~~Board of Directors~~Standards Committee.

1. For a new standard the date of ~~Board~~Standards Committee approval of the standard.

2. For a revised standard, which is intended to replace an ANSI-approved American National Standard, the date of ANSI approval of the revised standard. If such standard fails to achieve ANSI approval, the effective date will be determined by ~~the Board~~Standards Committee, subsequent to the failure to achieve ANSI approval.

3. For a revised standard which will replace an ASHRAE standard which is not an approved American National Standard, the date of ~~Board~~Standards Committee approval of the revised standard.

4. For an addendum to an ANSI-approved American National Standard that is not code intended, the date of ANSI approval of the addendum. For an addendum to an ANSI-approved American National Standard that is code intended, the date of publication announced on the ASHRAE website. If such addendum fails to achieve ANSI approval, the effective date will be determined by ~~the Board~~Standards Committee, subsequent to the failure to achieve ANSI approval. (10-10-23-02)

5. For an addendum to an ASHRAE standard, which is not an ANSI-approved American National Standard the date of ~~Board~~ Standards Committee approval.

6. For a new, revised or reaffirmed guideline or addendum to a guideline the date of ~~Board~~ Standards Committee approval of the document.

**2.425.003.3** (98-01-18-02/05-06-30-27/11-06-29-13)

A. All ASHRAE standards shall be submitted for ANSI approval as American National Standards.

B. ASHRAE may obtain ANSI approval either by utilizing its ANSI Audited Designator status or by submitting to the ANSI Board of Standards Review for approval. Unless otherwise specified by the Board of Directors, the Audited Designator path will be used. (04-07-01-45)

C. Following approval by ~~the Board of Directors~~Standards Committee, an announcement of approval and availability of each standard, guideline, revision or reaffirmation thereof, or withdrawal of a standard or guideline shall be made. (67-06-25-08/86-001-23-56/88-05-21-49/00-06-25-7B)

**2.425.003.5** (84-12-19-LB/86-01-23-56/86-06-26-35/88-05-21-49/98-06-25-26/

05-06-30-28/06-03-20-09/06-06-29-23/08-01-23-09/10-06-30-21)

A. The Standards Committee evaluates the need for joint sponsorship of standards or guidelines, considering overlap of expertise and ASHRAE responsibility. A request for joint sponsorship, including a recommendation for the lead organization, is submitted to Technology Council for approval and reported to the Board of Directors. If approved, standards writing and approval procedures are negotiated with the other organizations by the Manager of Standards on behalf of the Standards Committee.

B. The standards-writing and approval procedures should be those of the lead organization. If ASHRAE procedures are not adopted, the adopted procedures should be compatible with ASHRAE procedures; e.g., openness of proceedings, public review of drafts, and delegation of technical content to the project committee. The chair and members of the project committee shall be selected and approved in accordance with the negotiated joint sponsorship agreement.

C. The Standards Committee, ~~operating at the direction of the Board of Directors,~~ is responsible for recommending the approval of a standard, guideline, or revision thereof or an addendum. ~~thereto, to the Board of Directors upon recommendation of the Project Committee after reviewing all negative votes cast by the Project Committee, and all unresolved comments. Technology Council is responsible for approving Standards Committee recommendations for publication of users’ manuals for selected standards.~~

Standards Committee Manual of Procedures section 1.1.1, *Scope*, Section 1.7, *Complaints of Actions* *or Inactions by the StdC, its Subcommittees or PCs*, Section 7, *Approval Sequence of Standards Related Actions*, and *Normative Appendix A: Definitions*, be approved as shown below:

**1.1.1 Scope**

The Standards Committee (**StdC**) shall be responsible ~~for submittal to the ASHRAE Board of Directors (~~**~~BOD~~**~~)~~ for ~~of~~ all code language documents, the standards written in mandatory, enforceable language, and other standards, guidelines, or portions thereof, in the fields of heating, refrigerating, air conditioning, and ventilating engineering, including all revisions, reaffirmations or withdrawals thereof, to be considered for approval. It shall cooperate with and supervise the Society’s participation in other organizations in the development, preparation, and adoption of codes, standards, and guidelines. (ROB 2.425.001).

**1.7 Complaints of Actions or Inactions by the StdC, its Subcommittees or PCs**

In addition to formal appeal of ~~BOD~~Standards Committee Standards actions or inactions (PASA Appendix B), failure of the StdC, its subcommittee(s), or a PC to consider a written complaint may be addressed in accordance with Appendix C of PASA. The filing fee is $400.

**7 Approval SEQUENCE of Standards related actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Initiator** | **Recommending Entity** | **Affirmative Vote Required** | **Approving Entity** | **Affirmative Vote Required** | **Other Approval** |
| **Initiate Development of a New Standard, guideline or portion thereof** |
| Submit to PPIS proposed title, purpose and scope (TPS) and recommendation for a chair (ASHRAE member) & roster (min 4 + chair) | TC/TG/TRG (or a responsible entity or person) | PPIS | \*Majority | StdC | \*Majority | Technology Council~~BOD~~ |
| **Select Project Committee Chair and Members** |
| Recommend PC Membership -  | SPLS Liaison & PC Chair | SPLS | \*Majority |  |  |  |
| ~~Recommend~~ **~~Policy Level PC Chair~~** | ~~PC Chair~~ | ~~PC Chair~~ | ~~SPLS~~ | ~~StdC~~ | ~~\*Majority~~ |  |
| **Advisory Public Review (APR)** |
| Recommend advisory public review | PC | PC | \*Majority | SPLS Liaison ~~& SPLS Chair~~  | None |  |
| **Publication Public Review (PPR)** |
| Recommend Fast Track Processing | PC or SRS # | PC or SRS | +Standards Action | SPLS Liaison | Approval |  |
| Recommend Normal Track Processing | PC or SRS # | PC | +Standards Action | SPLS | \*Majority |  |
| **Respond to Comments** |
| Respond to comments submitted via online database | PC or SRS # | PC or SRS # | \*Majority | PC or SRS # | \*Majority |  |
| **Publication/Withdrawal**  |
| Recommend publication or withdrawal following PPR (unresolved objector/commenter/negative PC vote with reason) | PC or SRS # | PC or SRS # | +Standards Action | StdC | \*Majority | ~~BOD~~ |
| Recommend publication or withdrawal following PPR (no unresolved objectors and no threat of legal action) | PC or SRS # | PC or SRS # | +Standards Action | PC or SRS# | +Standards Action |  |
| **Appeal** |
| Uphold or deny an Objector's appeal | Appeals Panel |  |  | Appeals Panel | \*Majority |  |
| **Initiate Revision of an Existing Standard, Guideline or portion thereof****(when no PC exists for R/RA/W)** |
| Recommend revision within 5 year cycle | TC/TG/TRG or SRS | SRS | \*Majority | ~~StdC~~SRS | \*Majority |  |
| Recommend revision within 5 year cycle | SSPC/SGPC or subcommittee | SSPC/SGPC | \*Majority | SSPC/SGPC | \*Majority |  |
| **Initiate Revision or Reaffirmation of an Existing Standard, Guideline or portion thereof****(when a PC exists)** |
| Recommend revision within 5 year cycle | SSPC/SGPC or subcommittee | SSPC/SGPC | \*Majority | SSPC/SGPC | \*Majority |  |
| Recommend reaffirmation and review updated references | PC | PC | \*Majority | StdC | \*Majority |  |
| **Initiate Reaffirmation of an Existing Standard, Guideline or portion thereof****(when no PC exists)** |
| Recommend reaffirmation and review updated references | TC/TG/TRG | TC/TG/TRG | \*Majority | SRS | Majority |  |
| **Withdraw an Existing Standard or Guideline** |
| Recommend withdrawal | TC/TG/TRG or PC | SRS | +Standards Action | SRS | \*Majority |  |
| **Revise a Title, Purpose and Scope (TPS)** |
| ~~Recommend revised TPS~~ | ~~Policy Level PC~~ | ~~SPLS~~ | ~~\*Majority~~ | ~~StdC~~ | ~~\*Majority~~ | ~~TechC~~ |
| Recommend revised TPS | ~~Other~~ PC | SPLS | \*Majority | StdC | \*Majority |  |
| **Notes** |
| StdC |  Standards Committee |
| PC |  Project Committee |
| PPIS | Standards Committee - Policy, Planning and Interpretations Subcommittee |
| SPLS | Standards Committee - Standards Project Liaison Subcommittee |
| SRS | Standards Committee - Standards Reaffirmation Subcommittee |
| TechC | ASHRAE Technology Council |
| BOD | ASHRAE Board of Directors |
| Quorum at a meeting | More than 50% of voting membership present |
| **#** | SRS can act as the revision committee under certain circumstances |
| **\*** | For a normal committee vote: majority of those voting at a meeting; Letter ballot – majority of the voting membership |
| **+**  | For a standards action: affirmative votes by the majority of the voting membership ~~and affirmative votes from at least two-thirds of those voting at a meeting,~~ excluding abstentions. When recorded votes are taken at meetings, project committee members who are absent shall be given the opportunity to vote before or after the meeting. See example below. |
| Letter Ballot -- Affirmative votes by the majority of the voting membership ~~and affirmative votes from at least two-thirds of the voting membership~~, excluding abstentions.Negative votes with reason shall be ‘recirculated’ to all voting members with time limit in case anyone wants to change vote. Results are final upon expiration of time limit. |

**~~Example Project Committee Standards Action voting requirements~~**

~~For Standards Actions, ALL voting members of a~~ **~~Standard/Guideline Project Committee~~** ~~MUST be given a chance to vote whether they are at a meeting or not (This rule does not apply to Standards Committee and higher bodies). If there are negative votes with reason given, the reasons MUST be provided to ALL voting members who have not seen or heard the reasons (not at a meeting or negative vote resulting from a letter ballot). This is called a ‘recirculation ballot’ and is only done one time to give everyone a chance to change their vote if they want to. After this, no more votes are required and the action is final.~~

~~For the motion to pass, both must be met~~

* ~~Affirmative vote of majority of the voting membership (1/2 voting members + 1, Chairperson included) AND~~
* ~~Affirmative vote of at least 2/3 of those voting, (Yes + No)~~

**~~Note: Abstentions DO NOT count in the total number of members voting.~~**

~~In the example below, the committee has 22 PCVMs.~~

~~First, there must~~ **~~ALWAYS~~** ~~be at least 12 yes votes for the motion to pass.~~

~~In the table below, the first example shows:~~

* ~~There are only 12 members present at a meeting. All 12 must vote “yes” for the motion to be approved. Members not present did not respond to a letter ballot and are recorded as ‘not voting’.~~
* ~~The recorded vote would then be 12-0-0-10 (yes-no-abstain-not voting).~~
* ~~This vote also meets the second part (affirmative votes from 2/3 of those voting): yes + no = 12 + 0 = 12 and 2/3 x 12 = 8.~~

~~Thus the motion passes.~~

~~Other examples show various ways a motion could pass or fail depending on the number of members voting. Remember all 22 members have been given a chance to vote and this is the final result after any required recirculation ballot.~~

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Recorded Vote~~****~~(yes-no-abstain-not voting)~~** | **~~Total number voting (yes + no)~~** | **~~affirmative votes required for 2/3~~** | **~~Motion Passed or Failed (because)~~** |
| ~~12-0-0-10~~ | ~~12 + 0 = 12~~ | ~~2/3 x 12 = 8~~ | ~~Passed~~ |
| ~~22-0-0-0~~ | ~~22 + 0 = 22~~ | ~~2/3 x 22 = 15~~ | ~~Passed~~  |
| ~~21-1-0-0~~ | ~~21 + 1 = 22~~ | ~~2/3 x 22 = 15~~ | ~~Passed~~  |
| ~~20-2-0-0~~ | ~~20 + 2 = 22~~ | ~~2/3 x 22 = 15~~ | ~~Passed~~  |
| ~~14-8-0-0~~ | ~~14 + 8 = 22~~ | ~~2/3 x 22 = 15~~ | ~~Failed (Not 2/3 YES)~~ |
| ~~12-1-0-9~~ | ~~12 + 1 = 13~~ | ~~2/3 x 13 = 9~~ | ~~Passed~~ |
| ~~12-2-0-8~~ | ~~12 + 2 = 14~~ | ~~2/3 x 14 = 10~~ | ~~Passed~~ |
| ~~12-3-0-7~~ | ~~12 + 3 = 15~~ | ~~2/3 x 15 = 10~~ | ~~Passed~~ |
| ~~12-4-0-6~~ | ~~12 + 4 = 16~~ | ~~2/3 x 16 = 11~~ | ~~Passed~~ |
| ~~12-5-0-5~~ | ~~12 + 5 = 17~~ | ~~2/3 x 17 = 12~~ | ~~Passed~~ |
| ~~12-6-0-4~~ | ~~12 + 6 = 18~~ | ~~2/3 X 18 = 12~~ | ~~Passed~~ |
| ~~12-7-0-3~~ | ~~12 + 7 = 19~~ | ~~2/3 x 19 = 13~~ | ~~Failed (Not 2/3 YES)~~ |
| ~~12-8-0-2~~ | ~~12 + 8 = 20~~ | ~~2/3 x 20 = 14~~ | ~~Failed (Not 2/3 YES)~~ |
| ~~12-9-0-1~~ | ~~12 + 9 = 21~~ | ~~2/3 x 21 = 14~~ | ~~Failed (Not 2/3 YES)~~ |
| ~~11-1-0-10~~ | ~~11 + 1 + 12~~ | ~~2/3 x 12 = 8~~ | ~~Failed (Majority not YES)~~ |

**NORMATIVE APPENDIX A: Definitions**

**consensus:** substantial agreement, in the judgment of a duly appointed authority, reached by directly and materially interested categories. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their solution. It is not required that each separate interest subcategory reach consensus on the standard. For ASHRAE standards projects and any jointly sponsored standards projects that use ASHRAE Procedures, the PC is the consensus forming body. “Duly appointed authority” means the ~~Board of Directors of ASHRAE~~ASHRAE Standards Committee and, in the case of jointly sponsored standards, the ~~BOD of~~ ASHRAE Standards Committee and the joint sponsor(s). For American National Standards, “duly appointed authority” means the ANSI Board of Standards Review.

**~~1.1.2 User’s Manuals~~**

~~Standards Committee shall review requests for User’s Manuals. User’s Manuals may be beneficial for end users of certain standards or guidelines and may be requested by the PC.~~

**1.3.2 Voting Rules for Letter Ballots (email)**

Unless otherwise specified, actions of the Subcommittees conducted by letter ballot require approval by a majority of the voting membership of the committee, excluding abstentions and unreturned letter ballots.

Votes taken by SRS for standards action require:

1. affirmative votes of the **majority of the voting membership** ~~and;~~
2. ~~affirmative votes from at least two-thirds~~ **~~of those~~** ~~voting (yes+no), excluding abstentions.~~
3. Negative votes with reason shall be ‘recirculated’ to all voting members with time limit in case anyone wants to change vote. Results are final upon expiration of time limit.

Official Interpretation votes taken by PPIS require:

1. affirmative votes by the majority of the voting membership~~, and~~
2. ~~affirmative votes from at least two-thirds of those voting, excluding abstentions~~

**RESPONSIBILITIES/DUTIES OF STAFF LIAISON**

The Staff liaison’s duties and responsibilities shall include, but not be limited to:

1. arrange for publication public review notices on StdC documents. For those

standards or addenda intended for approval by the American National Standards Institute (ANSI), arrange for concurrent publication public review of drafts and ANSI approval after ~~BOD~~ Standards Committee approval,

1. arrange for final editing and publication of standards, guidelines or addenda

before ~~BOD~~ Standards Committee approval,

**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 ~~and at least two-thirds of those voting~~, excluding abstentions. 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.

**9.4.1 StdC Request**

The StdC evaluates the need for joint sponsorship of standards or guidelines, considering overlap of expertise and ASHRAE responsibility. A request for joint sponsorship is submitted to Technology Council ~~and the BOD~~. If approved, standards writing and approval procedures are negotiated with the other organizations by the MOS. ~~(See also ROB 520 170 055.)~~

**9.4.5 Standards Committee Vote**

The StdC will recommend approval of a joint sponsorship with another organization to Technology Council ~~and the BOD~~. Negotiations regarding the terms of the joint sponsorship agreement shall be made by MOS in accordance with the procedures contained herein.

**9.5 ASHRAE Adoption of Standards Generated by Others**

Within the limits of copyright laws and as approved by ASHRAE legal counsel, the ASHRAE StdC may recommend to the ~~BOD~~ Technology Council adoption of modified or unmodified standards of other organizations following the procedures outlined in this Manual.

**10.3.3 Request for Official Interpretation.**

Requests for official interpretation that meet the requirements of Section 10.2.5 will be referred by the MOS to a cognizant PC or Interpretations Committee (IC) if one exists. Cognizant SSPCs, if they exist, and SPCs that have not yet been disbanded will be asked to respond to requests for official interpretations in writing. If no PC exists, PPIS will form an Interpretations Committee (IC) to respond. An issuance or revision of an official interpretation requires affirmative votes for the majority of the memberships. ~~of each approving and of at least two-thirds of those voting, excluding abstentions.~~

**10.3.7 Chair**

The IC Chair shall be appointed by the Chair of PPIS. The Chair and Vice-Chair (if applicable) shall be ASHRAE members.

**10.3.8 Selection of IC Members**

The IC Chair shall select other committee members. ~~The IC Chair shall submit his proposed roster of IC members to the MOS who will send the roster to PPIS for approval.~~ A member of PPIS will be appointed IC liaison.

**10.3.9 Membership**

The minimum number of IC members shall be three. Members shall meet the qualifications for PC members (See PASA 4.3). The MOS shall notify IC members of their appointments and supply each with a copy of this Appendix and the standard or guideline under the jurisdiction of the IC.

**10.3.10 Discharge of Interpretations Committee**

Discharge of the IC shall be automatic upon completion of the process. ~~accomplished by a letter of notice issued by the MOS.~~ PPIS may also discharge the IC at any time for due cause subject to the approval of the Chair of the StdC.

**SPLS**

**11. 1 Responsibilities**

SPLS is responsible for but not limited to:

* + 1. maintaining titles, purposes and scopes for active projects and recommending changes for StdC approval,
		2. tracking the status of PCs,
		3. approving PC membership ~~and recommending StdC approval of policy-level PC chairs~~
		4. approving drafts for normal track Standard or Guideline publication public review,
		5. training PC chairs,
		6. approving PC work plans,
		7. reporting on the status of PC work plans, and
		8. ~~recommending to the StdC User’s Manual requests for approval under any of the following circumstances:~~
			1. ~~requested User Manual is not included in the budget~~
			2. ~~additional ASHRAE money is required beyond what has been budgeted~~
			3. ~~additional outside funding is required.~~
		9. ~~approving the User’s Manual work statement,~~
		10. ~~approving the Project Monitoring Subcommittee for User’s Manuals~~
		11. ~~approving the User’s Manual contractor, and~~
		12. recommending to StdC approval of PC requests for waivers to PASA.

**11.10 Process for Appeal**

Unresolved commenters and negative PC voters to a standard or guideline will be notified of the ~~BOD~~ Standards Committee decision to publish by the MOS and that they have an opportunity to appeal. Appeals are considered under the rules contained in PASA.

**11.15 Policy Level Standard or Guideline Status Change**

A request to change the status (policy level or non-policy level) of a Standard or Guideline may be made by the SSPC, SPLS, StdC or ~~the BOD~~Technology Council. The request will be forwarded to SPLS, StdC and the ~~BOD~~ Technology Council for approval by a majority vote of those committees.

**CIS**

**12.4.1 ASHRAE Representatives**

CIS code change proposals and CIS responses to code change proposals by others shall be represented at code group hearings by the Manager of Standards-Codes (MOS-Codes) or the Assistant Manager of Standards – Codes (AMOS-C), who ~~is~~ are the CIS staff liaisons, supported by members of CIS.

**Appendix A: Definitions**

**~~Policy Level SCD:~~** ~~a Standard or Guideline identified by the Technology Council (BOD)or the Technology Council(BOD) designee.~~

**13.1.8 Committee Recommendations for Standards Actions**

A cognizant ASHRAE committee, including but not limited to a cognizant TC/TG/TRG or Standing PC, may submit a recommendation for standards action to SRS by an affirmative vote of the majority of the voting membership of the committee ~~and of at least two-thirds of those voting,~~ excluding abstentions. Voting shall be by ballot or equivalent formal recorded method. (See Standards Committee MOP, Section 7).

**APPENDIX C: Procedures – Emergency Interim Standards Action**

**C1 Emergency Action**

Under emergency conditions defined in C2, standards action may be taken by the ASHRAE President, without completing all elements of due process, to correct significant errors in an ASHRAE standard or guideline that has been published or has received publication approval by the ~~BOD~~Standards Committee.

The procedures of this section shall not be used to continue consideration or reconsideration of unresolved comments resulting from PC votes or public review during development of the standard or guideline.

**C2 Definitions**

**Emergency Interim Standards Action** is anaction taken by the Society President, without completing all elements of due process, on an ASHRAE standard or guideline that has been published or has received publication approval by the ~~BOD~~Standards Committee. An Emergency Interim Standards Action has effect for limited duration and is for the exclusive purpose of correcting errors, other than errata, when failure to take timely corrective action would:

1. substantively undermine the purpose or technical credibility of the standard or guideline, taken as a whole, or
2. constitute undue risk to health or safety of the public or users of the standard or guideline.

**– Deletion of entire section**

~~apPENDIX D: Procedures – User’s Manual~~

~~D1 Overview~~

~~Due to the characteristics of certain standards, User’s Manuals may be beneficial for end users of the standard. Such a manual should contain detailed explanations of all critical elements contained in the standard as well as a number of application examples on proper use of the standard. Application software may be included as part of the deliverables, subject to current ASHRAE guidelines on development and dissemination of software and apps. ASHRAE will retain copyrights to all deliverables and make them available as ASHRAE publications. Standards Committee will retain oversight of project funding, work statement development, awarding of contract, and project monitoring.~~

~~D2 Evaluation of Need~~

~~The need for a User’s Manual will usually be identified by the PC that is developing the standard, although anyone can make such a recommendation.~~

~~The PC must include the following in the form of a work statement see Appendix XXX, with a request for the recommendation for the development of a User’s Manual:~~

~~Rationale for the need of an application manual~~

~~Scope of the project to be covered in the UM:~~

~~Addenda, if applicable,~~

~~Interpretation, if applicable,~~

~~Errata to prior versions of the standard and UM,~~

~~List of changes the PC wishes to be addressed that are not part of the list above; and~~

~~Any additional information a bidder may need in preparing the bid.~~

~~Estimates of the development time, including PC review time~~

~~Completion date~~

~~Development cost~~

~~Target audience~~

~~UM format (print, electronic, web-based, etc.)~~

~~Proposal Evaluation (with percentages) such as:~~

~~Understanding of work statement~~

~~Experience in the subject matter~~

~~Familiarity with subject standard~~

~~Qualifications and experience for project~~

~~Ability to fulfill the terms of the contract.~~

~~The tasks required, the deliverables, as well as evaluation criteria and weighting should be clear and unambiguous.~~

~~If the User’s Manual requires any type of funding (budgeted or not) the PC shall, submit a Request for Proposal (RFP) to the MOS with at least two potential bidders. Projects requesting outside funding or funding beyond what was budgeted will also require approval and be monitored for progress by the Special Projects Subcommittee of Technology Council.~~

~~If the User’s Manual is being developed by the PC and requires no ASHRAE funding or the ASHRAE funding has already been budgeted, then the request for the development of the UM requires approval by SPLS, and StdC.~~

~~Scope of the project to be covered in the UM:~~

~~Addenda, if applicable,~~

~~Interpretation, if applicable,~~

~~Errata to prior versions of the standard and UM,~~

~~List of changes the PC wishes to be addressed that are not part of the list above; and~~

~~Any additional information a bidder may need in preparing the bid.~~

~~Estimates of the development time, including PC review time~~

~~Completion date~~

~~Development cost~~

~~Target audience~~

~~UM format (print, electronic, web-based, etc.)~~

~~Proposal Evaluation (with percentages) such as:~~

~~Understanding of work statement~~

~~Experience in the subject matter~~

~~Familiarity with subject standard~~

~~Qualifications and experience for project~~

~~Ability to fulfill the terms of the contract.~~

~~The tasks required, the deliverables, as well as evaluation criteria and weighting should be clear and unambiguous.~~

~~If the User’s Manual requires any type of funding (budgeted or not) the PC shall, submit a Request for Proposal (RFP) to the MOS with at least two potential bidders. Projects requesting outside funding or funding beyond what was budgeted will also require approval and be monitored for progress by the Special Projects Subcommittee of Technology Council.~~

~~If the User’s Manual is being developed by the PC and requires no ASHRAE funding or the ASHRAE funding has already been budgeted, then the request for the development of the UM requires approval by SPLS, and StdC.~~

~~D3 Funding Procedures~~

~~In the event that ASHRAE funding will be needed for the development of Users Manuals, the StdC Vice-Chair will notify Director of Technology and request approval of funding in the appropriate fiscal year. This request is made to the Operations Subcommittee of Technology Council for all User’s Manual that may be approved by StdC. Funding requests must be in place by October for the fiscal year beginning the following July. The Director of Technology will be notified of any potential requests for the development of User’s Manuals as soon as possible, prior to approval by the StdC so the budgeting process can be initiated. Any requested amounts above those in the approved budget shall be approved by StdC and Tech Council. Projects soliciting outside funding shall require approval by Special Projects Subcommittee of Technology Council who will monitor progress to determine that deadlines are being met.~~

~~D4 Work Statement Preparation~~

~~The PC chair or designee will coordinate the efforts to develop a work statement for development of the User’s Manual. PC members or other interested parties may assist in the process as long as they do not intend to bid on the project. The work statement will be written in a manner consistent with Section D2. Ownership of copyrights to any material developed under the project shall be explicitly defined; this includes but is not limited to hard copy and software. Once completed the work statement and all background material, including the PC vote for approval, is sent to SPLS and Standards Committee. Once the project and work statement are approved the Manager of Standards (or their designee) shall post the notice of the request for proposal (RFP) on the website and distribute it to potential bidders submitted by the PC.~~

~~D5 Project Monitoring Subcommittee~~

~~The PMS shall include at least the PC Chair or designee, at least three PC members and a representative from the lead cognizant TC. The Chair shall submit the list of names for approval by SPLS prior to the evaluation of any bids. The SPLS Liaison and one additional member from SPLS, with subject matter expertise, shall be assigned to the committee as non-voting members. After the selection of the contractor the PC Chair may add additional voting members to the PMS subject to approval by the SPLS Liaison and reported as an information item to SPLS. The PMS shall not have any members who bid on the project including subcontractors. A preferred maximum of PMS voting members is nine. The original PMS selections and any subsequent changes shall be reported to StdC and if outside funding is approved it also shall be reported to Special Projects Subcommittee to Technology Council as an information item.~~

~~D6 Deliverables~~

~~The deliverables for a User’s Manual project shall consist of the following and shall also be listed in the work statement for the bidders:~~

~~1. All of the text in MS Word. The files must be free of conditional text, line numbers, track changes, and cross-references. The document must be in dual units.~~

~~2. Tables in MS Word or MS Excel format.~~

~~3. Files for all graphics shall use tiff format.~~

~~4. Completed permission forms for all copyrighted content used in the document~~

~~All materials will be delivered in a form designated by Technology Department Staff and consistent with the ASHRAE Publication Author’s Manual.~~

~~D7 Evaluation of Solicited Proposals~~

~~The ASHRAE Manager of Standards (or designee) will forward to the Project Monitoring Subcommittee (PMS) all proposals that are received in response to the User’s Manual RFP. These proposals are confidential and not to be shared outside the PMS and the above-mentioned individuals.~~

~~D8 Proposal Evaluation Criteria for the PMS~~

~~The PMS shall use evaluation criteria and weighting factors as specified in the Work Statement (WS). The MOS (or designee) provides the PMS with information on bidder performance, including unsatisfactory performance, on previous ASHRAE user’s manuals. A bidder who does not have a prior ASHRAE user’s manual project should not be penalized in the evaluation process, i.e. his/her proposal should receive the maximum score for this evaluations criteria. If after receipt of the materials the PMS has questions those will be directed through staff to the bidder.~~

~~The PMS, which also includes 2 non-voting members assigned by SPLS, will complete the proposal evaluation forms on each proposal that is received prior to the meeting of the PMS. The evaluation forms of the two non-voting members will not be shared with the PMS. The evaluation forms of the voting members will be compiled by MOS (or designee) and discussed during a meeting of the PMS. The role of the SPLS liaison at this meeting is to ensure the proper process is followed by the PMS voting members in the selection process.~~

~~In determining which contractor to choose the PMS should consider the following:~~

~~A. Does the proposal have the lowest cost to ASHRAE per point (using average score) among all responsive proposals?~~

~~B. Is the average proposal score 5 points higher than the lowest-cost responsive proposal by at least 2/3 of the PMS voting members?~~

~~C. Was the preferred proposal scored higher than the lowest-cost responsive proposal by at least 2/3 of PMS voting members?~~

~~In selecting the contractor, if the PMS members feel selection of the higher cost proposal is justified then the PMS shall provide a written explanation of their reasons.~~

~~The MOS (or designee) will compile the final evaluation forms and prepare summary materials for presentation to SPLS by the SPLS Liaison. SPLS shall review the materials and determine whether or not process was followed and will also consider the input from the two SPLS members who also reviewed the bids and participated in the PMS discussion. The choice of contractor selected by SPLS will be reported and an information item to Standards Committee, and if outside funding has been requested to Special Projects Subcommittee of Technology Council.~~

~~All discussions regarding the bids and selection of the contractor shall be in executive session.~~

~~D9 Awarding of Contract~~

~~Upon approval by SPLS, the Manager of Standards (or designee) will notify the contractor of their selection and provide the contractor with the necessary materials to complete the binding contract. Project funding will come from the budgeted amount previously allocated for the project and where applicable any outside funding. Should the PC Chair be the winning bid or a subcontractor on the winning the bid the PC Chair shall step down as the Chair of the PC until completion of the project to avoid any conflict of interests.~~

~~D10 Project Monitoring Subcommittee Post Contractor Selection~~

~~After selection of the contractor the PC Chair may expand the membership of the project monitoring subcommittee (PMS) subject to approval by the SPLS Liaison. If the PC utilizes subcommittees the PC Chair should consider assigning at least one member from each subcommittee to the PMS. Members of other cognizant TCs or other PC members may also be appointed to the PMS by the PC Chair. The PMS membership changes will be provided as an information item to SPLS and the Special Projects Subcommittee of Technology Council. The PMS Chair in collaboration with the MOS (or designee) will be responsible for arranging progress review meetings between the contractor and the PMS, and also coordinate the application manual development with the final publication schedule of the standard or within a 3-6 month window at most. It is desirable to have the User’s Manual and the standard published at nearly the same time or within a 3-6 month window as most. However, the User’s Manual development is not to delay submission of the standard to ANSI. If the contract has been awarded, the time during the public review, response to comments and development of final consensus is the contractor may use the time to develop drafts of the User’s Manual. The contractor should consider including the explanatory information that was included in the public review drafts of the standard.~~

~~D11 PMS Responsibilities and PC Responsibilities~~

~~After approval of the contractor, the PMS and the PC, in coordination with the MOS (or designee) is responsible for meeting the deadlines of the contract. That responsibility includes:~~

~~1. Having the PMS and other appropriate experts from the PC review and evaluate the draft User’s Manual and make suggestions for revisions to the contractor in accordance with the dates set out in the contract~~

~~2.Ensuring the deadlines are met in order for the PC to have approval of the final copy of the User’s Manual. The PC, in consultation with the PMS and the MOS (or designee) will determine if the terms of the contract have been completed. Upon approval by the PC, the PC Chair will inform the MOS (or designee) that the User’s Manual is ready for publication.~~

~~D12 Copyrights and Material Dissemination~~

~~All copyrights will belong to ASHRAE. Since the User’s Manual is a product of a PC, authorship of the document is designated as the ASHRAE PC with individual, members, organizational members and their representatives and alternates, and the contractor acknowledged. ASHRAE will make the materials available through its normal publications channels.~~

~~D13 Continuous Maintenance of User’s Manual Associated with a Standard Under Continuous Maintenance~~

~~User’s Manual for CM standards shall be reviewed at least eighteen months prior to the next major reprint of the standard to determine if the User’s Manual needs to be updated. User’s Manuals for periodic maintenance standards must be reviewed and if required updated when the standard is revised.~~

**BACKGROUND:** These proposed changes were submitted by Staff. In an effort to streamline our procedures, staff has suggested several recommendations, most importantly the removal of standards actions approvals to a lower approval body and a simpler voting calculation to promote efficiency in the standards development process.

**MOTION 2 PASSED:** 7-0-0, CNV

It was moved by consent agenda by Mike Gallagher and Dennis Knight that the PC Guide to PASA be updated and approved as shown below:

3 Tenure on Committees

Tenure on committees depends on the committee type. Below is the listing of committee types with relevant terms.

1. SPC/GPC Chairs and Members
	1. Terms end when the standard or guideline is published.
	2. Can be extended for one year if the committee requests that its term be extended to deal with potential interpretations and/or addenda.
2. SSPC/SGPC Chairs
	1. ~~Policy-level SSPC/SGPC Chair terms are normally two years (ending on June 30~~~~th~~ ~~of the second year).~~
	2. ~~Non-policy level~~ SSPC/SGPC Chair terms are normally ~~four~~ three years (ending on June 30th of the ~~fourth~~third year).
	3. They can be reappointed.

**VOTING (See PASA 7.2.4, 7.5, 7.2.5, and 7.2.6)**

In order to take any type of vote the PC Chair needs to determine if quorum has been met. Quorum is met when more than 50% of the PCVMs are at the meeting. PASA voting requirements depend on the motion types. Standards has prepared the [PC Chairs Training *Getting Started- An Overview of Standards Writing*](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/PCs%20Toolkit/Getting-Started-Version-2.pptx) to assist PC Chairs in determining the types of motions. The motion types include the following;

1. Standards Actions – this includes votes for publication public review and publication with knowledge of unresolved objectors (commenters/negative PC voters). Standards Action votes can only occur in meetings that have been properly announced. Standards Actions require that all voting members, present or absent, be given the opportunity to vote, and the opportunity to change their vote in the event of a recirculation letter ballot. A written response to negative voters on a letter ballot needs to be provided, advising them of the disposition of the objection and the reason(s) why. (See [Appendix 5](#Appendix_5) for guidance on this topic) Chairs need to return a ballot indicating whether or not their vote is a yes, no or abstention vote or the ballot will be recorded as not returned. Chair not voting is not an option for standards actions motions. Approval of these motions requires:
	1. A majority of the voting membership, voting in the affirmative, excluding abstentions. ~~and~~
	2. ~~Two-thirds of those voting, excluding abstentions, voting in the affirmative.~~

See the [Voting Calculation Tool for Standards Actions](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/Forms%20and%20Procedures/ASHRAE-Voting-Calculation-Tool-for-Standards-Actions.xls) for guidance on tallying votes.

**The TPS and Request for A PC is Approved. What’s Next?**

Congratulations! Now the fun begins. The Project Committee will be assigned a member of the Standards Project Liaison Subcommittee (SPLS) to help guide the process from membership to final publication. While that is being done a Call for Members will be issued and the ~~Board of Director~~ Standards Committee approved TPS will go out for a 30-day public review and comment. While that is going on the proposed Chair will want to start considering the project committee make up.

**Public Review Drafts (PASA 7.2.1.1, 7.2.1.2, 7.2.1.3)**

The PC can approve a draft for an advisory public review or publication public review.

1. An advisory public review (APR) is not considered a standards action and only requires a majority vote. The SPLS Liaison and SPLS Chair can approve the draft to go out for review. An APR can be for the whole standard, to ask questions about potentially controversial items, or even just portions of the standard. This method is helpful if the standards, guidelines or portion thereof, has portions that are controversial or if the PC needs guidance and feedback from the public on portions of the standards, guidelines or portion thereof, in order to get to a completed draft. The approval for issuing an APR is generally quick. The comments submitted on an APR draft are deemed to be supportive and do not need to be replied to or resolved. The PC will later need to vote to recommend approval of the draft for publication public review. (See PASA 7.2.1.1)
2. The PC recommendation to approve a draft for Publication Public Review is a standards action. After the PC has voted to recommend approval of a draft for PPR, the PC Chair submits the draft to the MOS along with the [Publication Draft Submittal Form](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/Forms%20and%20Procedures/Publication-PR-Draft-Submittal-Form-rev-February-2017.doc) for Staff review. There are two possible tracks for PPR approval:
	1. Fast Track (SPLS Liaison-only approval) can be used when no negative votes with reason have been cast within the PC, no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft, and the MOS has not been notified by the SPLS Liaison within ten calendar days of receipt that the PC has violated rules related to the development of the draft. (See PASA 7.2.1.3). If no comments are received during the public review the standards, guidelines or portion thereof, can be processed by Staff for publication and no further approvals are required.
	2. Normal Track (SPLS approval) – occurs when there are unresolved objectors (negative PC votes with reason or unresolved ~~objectors~~commenters) from a previous public review or any of the fast track requirements are not met. This means that the draft, along with all the supporting documentation that has been submitted, will be provided to SPLS for review of the draft development process. ~~Process review includes, but is not limited to a review of the vote count, determining if all members were given an opportunity to vote, review of the PC balance, and a review of responses to comments, if applicable.~~ If SPLS determines that proper process has been followed the draft will be approved for publication public review. (See PASA 7.2.1.3). If SPLS determines process has been violated, the standard, guideline or portion thereof, will be returned to the PC with instructions for further actions. ~~If no comments are received during public review or if all comments are resolved, the draft moves on to Standards Committee and Tech Council, both of which must approve the standard, guideline or portion thereof, for publication. If comments are received and responded to, but there are any unresolved commenters, then the draft moves on to Standards Committee and the Board of Directors, both of which must approve the SCD for publication. (See PASA 7.2.1.2)~~

C. Once standards, guidelines or portion thereof, are approved for PPR, availability of each draft is announced in the ASHRAE Standards Action for periods of 30 to 45 days. To receive notices please sign up for the ASHRAE *Standards Action* listserve at: [Standards Action List Serve](http://www.ashrae.org/listserves).

**Duplication and Harmonization (PASA 7.6.1)**

SPLS or Standards Committee may not approve a standard, guideline or portion thereof document for public review or publication if the requirements of Section 5.4, *Requirements* of the ANSI Essential Requirements or Section 7.6, *Criteria for Approval* of PASA, specifically, items 7.6.1d, (conflict) and 7.6.1e (duplication), are not met.  As part of the development process, PCs should avoid conflict with other ASHRAE or American National Standards.

Refer to PASA Annex A1, *Definitions* for the formal definition of a conflict between standards, but in general a conflict exists when a practitioner cannot comply with both standards.

* For example, if the maximum flow specified in one standard is less than the minimum flow specified in the related standard, there is a conflict.
* In another example, the maximum flow specified in one standard is higher than the maximum flow specified in the related standard; while this is inconsistent, both standards can be met by specifying a flow at the lesser of the two maximum flows.

To address policy requirements pertaining to harmonization and duplication during the standards development process, PC’s are expected to:

* examine other known standards for conflicts and keep records of evaluations (PASA 7.6.1e, ANSI ER 5.4e)
* pursue findings and/or allegations of duplication or lack of harmonization
* notify the SPLS liaison and Staff if allegations related to duplication and harmonization are made,
* exercise and document good faith efforts to resolve allegations and findings (e.g. ad hoc committees, working groups, meetings with objectors, etc.) (ANSI ER 2.4)
* where duplication is deemed necessary, formally document the compelling need for the standard (PASA 7.6.1)
* provide above documentation to SPLS and Standards Committee along with requests for standards or guideline approvals

Again, PC’s should strive to avoid conflicts in the development of standards and guidelines.  However, if the PC chooses to make a case for duplication or lack of harmonization, SPLS and Standards Committee will base recommendations for approval on the PC’s good faith attempts to resolve conflicts and the PCs case for compelling need.  If Standards Committee recommends the standard, guideline, or portion thereof for publication, Standards Committee will also report objections as an information item to ~~and the provided compelling need to~~ Technology Council and the ASHRAE Board of Directors. ~~for their consideration as well.~~

**APPENDIX 4 - SAMPLE LETTER BALLOTS FOR CONTINUATION LETTER BALLOTS**

**AND RECIRCULATION LETTER BALLOT****S**

**SAMPLE CLB 1**

**SSPC Voting Members Please Read Carefully and Respond Promptly!**

**Closing Date for Continuation Letter Ballot:** May 12, 2015 at 12:00 Noon Eastern Time

 SSPC 90.1 Continuation Letter Ballot

Addendum “AR” was presented for a vote by the SSPC 90.1 committee for an Independent Substantive Change Publication/Public Review (PPR) at the Atlanta Interim Meeting. The vote was 27-0-1 CNV. At the end of the meeting, the chair authorized a letter ballot to ALL committee members to consider publication/public review approval of this proposal. If negative votes are received during this letter ballot, the negative votes will be recirculated to the SSPC to allow voting members to change their vote. For your reference all voting procedures from the PC MOP can be found at the end of this document1.

Any Reasons for negative and abstention votes from the meeting are attached.

*Note: To pass, this motion requires majority (22 or more) of the project committee, excluding abstentions of the project committee. ~~and 2/3 of those voting to vote Yes.~~ If you choose to vote no or to abstain on this motion, you may supply the reason(s) for your vote.*

**MOTION:** To approve Motion 26 for Addendum “AR” to 90.1-2013 for Publication/Public Review (PPR).

 For \_\_\_\_\_\_\_\_\_ Against \_\_\_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_\_

 Reason for negative vote or abstention:

 Signature:

 Printed Name:

 Date:

 **Only SSPC Voting members please sign the letter ballot and return only this page by Email (preferred) or fax (no cover sheet is required) or mail so it is received by the time noted above**.

 **Please return the ballot to: INSERT INFO HERE**

**Excerpts from PASA:**

**7.2.4.2 ~~Voting~~Numerical Requirements for Standards Actions**

Standards actions recommendations must be approved by the project committee with (1) affirmative recorded votes by the majority of the membership of the project committee ~~and (2) affirmative votes from at least two-thirds of those voting,~~ excluding abstentions. ~~of the project committee.~~ When recorded votes are taken at meetings, project committee members who are absent shall be given the opportunity to vote before or after the meeting. Persons who cast negative votes on a standards action shall be requested to comment on reasons for their negative votes. If the vote passes with one or more negative votes with reasons for those negative votes, the results shall be held in abeyance until the comments and attempts at resolution of comments (including those unresolved comments received in response to the formal ASHRAE public review (See Section7.4.6) are transmitted to all eligible voters and they are given an opportunity to change their vote, reaffirm their vote, or to vote. A written response to negative voters with reason voting at a meeting or via letter ballot shall be issued advising each of the disposition of the objection and the reasons why.

When recommendations for standards action votes are considered by SPLS or Standards Committee, the recommendation must be approved by a majority of those voting at a meeting, or by letter ballot.

~~Standards Committee, Technology Council and the Board of Directors recommendations for standards actions must be approved by a majority of those voting at a meeting of the Standards Committee, and Board of Directors, or by letter ballot.~~

**7.2.5 Voting Rules for Letter Ballots By Project Committees**

The Chair of the PC (or its subcommittees) may authorize a letter ballot to be issued on any matter. Actions of the PC and subcommittees conducted by letter ballot require approval by a majority of the voting membership of the committee. Standards actions, and issuance or revision of an official interpretation require affirmative votes of the majority of the membership ~~and of at least two-thirds of those voting,~~ excluding abstentions. When a letter ballot is conducted via e-mail it is intended that members will not use “Reply to All,” but reply only to the sender of the e-mail. A written response to objectors on a letter ballot vote shall be issued, advising each of the disposition of the objection and the reasons why.

**SAMPLE CLB 2**

**SAMPLE RECIRCULATION LETTER BALLOT 1**

**Please Read Carefully and Respond Promptly!**

**Closing Date for Recirculation Letter Ballot:**

February 9, 2016 at 12:00 MIDNIGHT Eastern Time

 SSPC 90.1 January 2016 Winter Meeting Recirculation Letter Ballot

**Important: Response is only necessary if you wish to *change* your ballot.**

Addendum “BG” was presented for a vote by the SSPC 90.1 committee for Publication/Public Review (PPR) at the January 2016 Winter Meeting in Orlando. The current vote is 26-5-7 CNV after continuation letter ballot. For your reference all voting procedures from PASA can be found at the end of this document1.

There was a negative vote during the continuation letter ballot phase of the voting for this motion. Reasons provided for negative votes or abstentions are included in the attached voting spreadsheet.

The proposal text is attached.

*Note: To pass, this motion requires affirmative votes from a majority (22) of the voting members, ~~and 2/3 of those voting~~, not including abstentions and invalid or unreturned ballots.~~, must be affirmative. of voting members.~~ If you choose to vote no or abstain on this motion, please supply the reason(s) for your no vote.*

**MOTION:** To approve Motion 46 for Addendum “BG” to 90.1-2013 for Publication/Public Review.

 For \_\_\_\_\_\_\_\_\_ Against \_\_\_\_\_\_\_\_\_ Abstain \_\_\_\_\_\_\_\_

 Reason for negative vote or abstention:

 Signature:

 Printed Name:

 Date:

**Only SSPC Voting members please sign the letter ballot and return only this page by Email (preferred) or fax (no cover sheet is required) or mail so it is received by the time noted above**.

 **Please return the ballot to : insert contact info.**

 **BACKGROUND:** These proposed changes were submitted by Staff. In an effort to streamline our procedures, staff has suggested several recommendations, most importantly the removal of standards actions approvals to a lower approval body and a simpler voting calculation to promote efficiency in the standards development process.

**MOTION 3 PASSED:** 7-0-0, CNV

# 8. Interpretations

 None.

# 9. New Business

It was moved by William Walter and seconded by Steve Sill, that:

**4** ASHRAE jointly sponsor ASHRAE Standard 240P: Evaluating Greenhouse Gas (GHG) and Carbon Emissions in Building, Design, Construction and Operation with ICC (International Code Council) and ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

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**BACKGROUND:** ICC and ASHRAE both filed PINS related to decarbonization that were similar in proposed scope and purpose. Staff from both ASHRAE and ICC met to discuss possible ways to move forward that would reduce confusion and competition in the market-place. It was proposed to submit to the respective organizations a request to develop the standard jointly with ASHRAE as the lead organization. It was agreed that the standard should be applicably globally and not be North American Centric and that global representation will be sought. The proposal was shared with the Board of Directors ExCom for feedback and subsequently shared with the Task Force on Building Decarbonization ExCom. The TFBD ExCom agreed that this was a good idea to move forward. The Chair will be a representative from ASHRAE that will be a non-voting member that will run the committee meetings and be an expert on process. There will be co Vice-Chairs. The intent is to expedite the standard and immediately issue a new call for members soliciting participation from both organizations. A standards development agreement has been reached between the staff at both organizations if approved.

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

It was moved by William Walter and seconded by Steve Sill, that:

**5** ASHRAE jointly sponsor ASHRAE Standard 232P: *Schema-Based Building Data Model Protocols* with IBPSA (International Building Performance Simulation Association) and ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

**Background:** SPC232P formally voted to recommend this as a project committee at their first meeting. IBPSA is a key player in the modeling community and ASHRAE have recently entered a co-sponsorship agreement with IBPSA on ASHRAE/IBPSA Standard 209. Having IBPSA be involved in the development and publication of the Standard will help to strengthen our relationship with IBPSA and reach a broader community with our standard.

**MOTION 5 PASSED: 7-0-0, CNV**

# 10. Recess

PPIS adjourned at 5:30 pm.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Tuesday, June 28, 2022, at 11:00 am, via in person and teleconference. Chairman Bob Burkhead greeted members and guests were introduced.

|  |  |  |
| --- | --- | --- |
| PPIS MembersBob Burkhead, *Chair*Michael GallagherSrinivas Katipamula (v)Julie MajurinBill Walter | PPIS Members AbsentDennis KnightCesar Lim GuestsPaul GlowackiCaitlin NaskeKathleen OwenKarl PetermanCraig Wray | Staff Connor Barbaree, *Sr. MOS*Tanisha Meyers-Lisle, *Procedures Administrator*Stephanie Reiniche, *Dir.* |

 |  |  |

**12. Chairman’s Report**

None.

**13. Staff Report**

None.

**14. Unfinished Business**

None.

**15. Planning – New Projects**

**6** It was moved by Bill Walter and seconded by Mike Gallagher that that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

 **TITLE**: Method of Testing HVAC-duct mounted Devices and Systems and In-Room devices for Particle and Microorganism Removal or Inactivation in a Chamber with a Recirculating Duct System

**1.PURPOSE:**

The standard provides a method of test for evaluating HVAC-duct mounted devices and in-room devices and systems for particle and microorganism removal or inactivation in a chamber with a recirculating duct system.

 **2. SCOPE:**

**2.1** The method of test specifies specific particle or selected indicator microorganisms in the test chamber and defines procedures for generating the particles or bioaerosols required for the method of test.

**2.2** This standard provides a method for counting the number of specific particles or viable microorganisms in the chamber to calculate the elimination efficiency for each specific particle or microorganism.

**2.3** This standard establishes minimum performance specifications for the equipment required to conduct the tests, defines test methods as well as the calculation and reporting of results obtained from the test data, and establishes a reporting system to be applied to HVAC-duct mounted devices and in-room devices and systems covered herein.

**2.4** This method of test requires a chamber with a recirculating duct system.

**2.5** This standard does not address the health and safety effects of operating devices and systems in an occupied room.

**BACKGROUND:** This TPS will also have to be approved by the Board. This TPS was originally submitted by Kathleen Owen for consideration at the Annual meeting. PPIS assigned TG2.RAST, Reactive Air and Surface Disinfection, as the cognizant committee. Kathleen Owen was recommended as the Chair of the proposed project committee. There are at least five members willing to serve.

**MOTION 6 PASSED:** 5-0-0, CV

**7** It was moved by Bill Walter and seconded by Mike Gallagher that that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

 **TITLE**: Method of Test for Assessing the Gas-Phase Performance of Air Cleaning Devices and Systems in a Duct-Chamber Apparatus

**1.PURPOSE:**

To provide a laboratory test method for evaluating air cleaning devices for challenge gas removal in a combined duct-chamber system with continuous recirculation.

 **2. SCOPE:**

**2.1** This standard specifies a duct-chamber test method for measuring the performance of in-duct and in-room air cleaning devices with continuous recirculation through the duct and chamber.

**2.2** The test method measures the performance of air cleaning devices for removing challenge gases.

**2.3** This test method is conducted at elevated challenge gas concentrations (relative to ventilation applications) and therefore should be used to compare devices rather than directly predict performance in real world applications. The challenge gas and likely byproducts will be measured over time.

**2.4** Air cleaner performance is defined as the total impact of the air cleaner on the challenge gas in the chamber air and including any gaseous or particulate byproducts.

**2.5** This standard provides performance specifications for the equipment and measurements required to conduct the test method, defines procedures for calculating and reporting results and provides a result reporting system.

**2.6** This standard does not address the health and safety effects of operating devices and systems in an occupied room.

**BACKGROUND:** This TPS will also have to be approved by the Board. This TPS was originally submitted by Caitlin Naske for consideration at the Annual meeting. PPIS assigned TC 2.3, *Gaseous Air Contaminants and Gas Contaminant Removal Equipment*, as the cognizant committee. Caitlin Naske was recommended as the Chair of the proposed project committee. There are at least five members willing to serve.

**MOTION 7 PASSED:** 5-0-0, CV

**16. Policy – Procedural Changes**

None.

**17. Interpretations**

None.

**18. New Business**

None.

**19. Next Meeting**

Technology Weekend

TBD

**20. Adjournment**

PPIS adjourned at 1:00pm.