**Procedures For Requesting a New Standard or Guideline**

1. **Who May Request a Standards or Guideline?**

Requests for standards or guidelines may come from individuals, trade associations, the Board of Directors, Chairman or Members of the Standards Committee, or any responsible source that perceives a need.

1. **Classification of Standards Committee Documents**

The ASHRAE Standards Committee (StdC) is responsible for supervising the development of the following documents:

1. **ASHRAE Method of Test and Classification Standard:** Method of Test and Classification Standards shall typically provide a uniform set of procedures and processes for determining the performance of a system, equipment or thermal fluids/refrigerant. The standards typically identify a uniform method of testing, identification of test equipment for performing such tests, identification of data required and calculations to be used, as well as establishing definitions and terminology. Method of Test and Classification Standards shall define minimum requirements for code application. (Examples: ASHRAE Standards 41 series and 93.)
2. **ASHRAE Design Standard:** Design Standards shall provide at least one prescriptive method for minimum compliance, indicated in tabular or similar easy to follow format, while providing practical, minimum, cost effective measures. Alternative performance compliance paths may be outlined in the standard but shall be detailed separately in normative appendices. Standards shall provide cost effective solutions while defining minimum compliance requirements for code applications. The basic compliance standard shall only address the primary scope issue. It may identify related issues of concern, but these should be addressed separately. Recommendations for systems and equipment, construction and startup, operation and maintenance, etc. and all other design related data shall be included in separate Protocol Standards or Guidelines. (Examples: ASHRAE Standards 55, 62, and 90 series.)
3. **ASHRAE Protocol Standard**: Protocol Standards shall typically provide uniform practice, procedure or performance requirements as well as establish reference information. The requirements may include, but are not limited to: calculations, construction, inspection, installation, maintenance, services and operation. The reference information may include, but is not limited to: conditions, data, definitions, descriptions, designations, factors, identifications, terminology and symbols. (Examples: ASHRAE Standards 100 and 135.)
4. **ASHRAE Rating Standard**: Rating Standards set forth a method of interpreting the results of tests of individual units, at specified conditions, for a product manufactured in quantity. A rating standard provides for the certification of performance ratings, at stated rated conditions. (Examples: ASHRAE Standards 127 and 128.)
5. **ASHRAE Guideline**: A document written in informative language that provides state-of-the-art design or best practice guidance. Guidelines provide information on system selection, design approaches, practices and goals as well as setting optimum achievable performance levels. Guidelines may address issues of concern such as startup and commissioning, operation and maintenance, and assurance that the goals of the associated standard (if any) are achieved (see ROB 1.201.004).
6. **Standard or Guideline?**

Review the following questions before determining whether to propose a Standard or a Guideline. If the answer is “no” to any of the questions below, propose a guideline:

1. Can consensus of directly and materially affected parties be achieved?
2. Can knowledgeable users, working independently, obtain similar results when demonstrating compliance with the requirements?
3. Can a third party use the document to determine compliance?
4. Can the document be written in mandatory language (i.e., using the word “shall” rather than “should”)?
5. **Research**

An important issue is whether or not additional research is needed before the standard or guideline can be written. If research must be undertaken, the Planning, Policy and Interpretations Subcommittee (PPIS) of the Standards Committee will normally recommend to the cognizant TC/TG that a research project be completed on the subject prior to forming a standard or guideline project committee.

1. **Title, Purpose and Scope Guidelines**

It is very important that the title, purpose and scope be written concisely. The word “standard” or “guideline” should generally not be used in the title. Definitions, references to published documents and “foreword” type material should not be included in the purpose or scope. Present tense, active voice should be used, as if the document were already written.

The project’s purpose statement (section 1) describes in general terms what the proposed standard or guideline accomplishes. The scope (section 2) describes what is included in the standard or guideline. Scope subsections are numbered only when more than one is needed (e.g., 2.1, 2.2). Section headings should be uppercase and bolded. Section and subsection numbers should also be bolded. See example below:

**TITLE: Laboratory Method of Test of Fault Detection and Diagnostics Applied Commercial Air-Cooled Packaged Systems**

**PURPOSE**: This standard provides a method to define an FDD tool's function. This standard also provides a method of laboratory test for the performance of Fault Detection and Diagnostic (FDD) tools on commercial air-cooled packaged equipment.

**SCOPE**:

**2.1** This standard applies to commercial air-cooled packaged air conditioning systems.

**2.2** The test is a physical laboratory test on a particular combination of diagnostic tool for each model of a unitary system.

**2.3** This standard applies to any on-board, after-market or hand-held hardware and/or software functionality that detects and/or diagnoses problems that lead to degraded performance such as, energy efficiency, capacity, increased maintenance costs or shortened equipment life.

1. **Stakeholders**

Stakeholders are considered to be any person, organization or corporation that would be directly and materially impacted or affected in any way by the scope of the standard or guideline in question. All directly and materially affected interests shall be identified to ensure their interests are represented on the project committee (PC) and their viewpoints are considered in the PC’s deliberations. It is the belief of ASHRAE (embraced in our procedures) that when there is a balance of interests on a committee and when representatives of “all directly and materially affected interests” constructively participate in the project committee, subcommittee, or advisory activities and consensus is reached, a fair standard will result. Please refer to PASA 7.4.3 Balance and Interest Categories and PASA Annex A Definitions, Abbreviations and Acronyms, and Classifications for more information.

1. **INTEREST CATEGORIES**

The interest categories appropriate to the development of consensus for a standard are a function of the nature of the standard being developed. In defining the interest categories appropriate to the standards activity, consideration shall be given at least to the following:

Producer

User

General

Where appropriate, more detailed categories or subcategories may be considered. Please refer to PASA 7.4.3 Balance and Interest Categories and PASA Annex A Definitions, Abbreviations and Acronyms, and Classifications for more information.

1. **Coordination of Draft Proposals**

Requests for proposed standards or guidelines should be sent to the Senior Manager of Standards (MOS), or Procedures Administrator ASHRAE, 180 Technology Parkway, Peachtree Corners, GA 30092, e-mail: [procadmin@ashrae.net](mailto:procadmin@ashrae.net), fax: 678.539.2111. The Senior Manager of Standards will review the proposed title, purpose and scope (TPS) and justification. When the Sr-MOS and proposer agree that the required information has been included in the proposal form, the Sr-MOS will forward the proposed TPS to PPIS for consideration.

1. **PPIS Consideration for Approval of a New Standard or Guideline**

PPIS evaluation of proposals will consider the need, anticipated use, ASHRAE expertise, ASHRAE responsibility, and availability of information for development of the standard or guideline. PPIS will contact the appropriate ASHRAE Technical Committee (TC) for its support and recommendation of potential project committee members. Evidence of the need for a new standard or guideline is based on:

1. the purpose of the document,
2. whether there is sufficient need,
3. the potential impact associated with the creation of the document,
4. an investigation of other related standards/guidelines in the area,
5. whether the issue requires a new document or if the issue can be addressed through revision of an existing document,
6. who or what group needs and will use the standard/guideline, and the consequences of not providing one,
7. whether there are any known negatives associated with the document being proposed,
8. if another group can produce the document more effectively, and
9. the interest of ASHRAE members and committees.
10. **Procedures for an ASHRAE Technical Committee**

Prior to PPIS approval of a proposed TPS, the cognizant TC shall indicate the following on the New Standard or Guideline Proposal Form:

* 1. a) the TC vote approving the proposed standard/guideline TPS and recommended project committee Chair,
  2. b) the location of the meeting where the votes were taken or the dates of any letter ballots,
  3. c) stakeholders likely to be directly and materially impacted by the standard or guideline and interested parties appropriate to the development of the document, and
  4. d) a recommended roster including a proposed chair and at least four potential members with related interest categories.

1. **Summary Of Initial Approval Steps**

Following its review of the proposed TPS and justification, PPIS may approve the new TPS as written or with its amendments, or return it to the cognizant TC for further action. If approved, the proposed TPS will be forwarded to Standards Committee and the Board of Directors for their approvals.

Please refer any questions to the Procedures Administrator at procadmin@ashrae.net   
or 404-636-8400 x.1111.

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