



**Standards Committee**

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# **Reference Manual**

Original: June 28, 2011  
Latest Revision: April 21, 2020

## **FOREWORD**

**The Standards Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council.**

This Reference Manual (RM) is a supplement to the Standards Committee MOP and describes the processes and procedures for officers, members, staff liaison and subcommittees of the Standards Committee to accomplish the committee's responsibilities and purposes. The RM, and revision thereto, is maintained solely by the Standards Committee and its designees.

**STANDARDS COMMITTEE REFERENCE MANUAL**

**TABLE OF CONTENTS**

**FOREWORD.....2**

**1 STANDARDS COMMITTEE - GENERAL .....9**

    1.1 RESPONSIBILITIES/DUTIES ..... 9

    1.1.1 POLICY ON STANDARDS AND GUIDELINE DEVELOPMENT..... 9

    1.1.2 USER’S MANUALS..... 9

    1.1.3 STANDARDS COMMITTEE MEETINGS..... 9

    1.2 OPERATING PROCEDURES ..... 9

    1.2.1 INTERPRETATION OF PROCEDURES ..... 9

    1.3 VOTING ..... 9

    1.3.1 VOTING RULES FOR MEETINGS..... 9

    1.3.2 VOTING RULES FOR LETTER BALLOTS (EMAIL) ..... 10

    1.3.3 VOTING RULES FOR THE CHAIR AT A MEETING OR BY LETTER BALLOT. .... 10

**2 BOD EX-OFFICIO ..... 10**

    2.1 RESPONSIBILITIES/DUTIES ..... 10

    2.1.1 PURPOSE..... 10

    2.1.2 STDC SUPPORT..... 10

    2.1.3 EVALUATION OF STDC..... 11

**3 COORDINATING OFFICER ..... 11**

    3.1 PURPOSE..... 11

    3.2 STDC SUPPORT..... 11

**4 STANDARDS COMMITTEE CHAIR AND VICE CHAIR ..... 11**

    4.1 RESPONSIBILITIES/DUTIES ..... 11

**5 RESPONSIBILITIES/DUTIES OF STAFF LIAISON ..... 11**

**6 SUBCOMMITTEES..... 13**

    6.1 EXECUTIVE COMMITTEE ..... 13

**7 INTERNATIONAL STANDARDS ADVISORY SUBCOMMITTEE (ISAS)..... 13**

    7.1 ADVISORY SUBCOMMITTEE ..... 13

    7.2 DUTIES ..... 13

    7.3 SUBCOMMITTEE SIZE ..... 14

    7.4 TENURE ..... 14

    7.5 QUALIFICATIONS..... 14

    7.6 MEETINGS ..... 14

    7.7 REPORTING..... 14

**8 INTERSOCIETY LIAISON SUBCOMMITTEE (ILS)..... 14**

    8.1 DEFINITIONS ..... 15

    8.2 ILS MEMBERSHIP..... 15

    8.3 ASHRAE REPRESENTATION ON COMMITTEES OF OTHER ORGANIZATIONS ..... 15

    8.3.1 ASHRAE SUPPORT OF ISO WORKING GROUPS ..... 16

    8.4 STAFF RESPONSIBILITIES ..... 16

    8.4.1 STAFF ACTIVITY REPORT..... 16

8.4.2 INTERNATIONAL-STANDARDS-RELATED COSTS .....	16
8.4.3 REPORTING.....	16
8.5 STDC APPROVAL.....	17
8.6 ORGANIZATIONS IDENTIFIED .....	17
8.7 APPOINTMENT AND NOTIFICATION OF REPRESENTATIVES .....	17
8.8 TERM.....	17
8.9 MONITORING.....	17
8.10 QUALIFICATIONS AND TRAVEL COSTS .....	17
8.11 DUTIES AND RESPONSIBILITIES .....	18
8.11.1 CORRESPONDENCE.....	18
8.11.2 ATTENDANCE OR NOTIFICATION .....	19
8.11.3 SCOPE.....	19
8.11.4 RELATED ASHRAE DOCUMENTS.....	19
8.11.5 COMPATIBLE ACTIONS.....	19
8.11.6 REPORTS.....	19
8.12 PARTICIPATION IN CANVASS METHOD STANDARDS .....	19
8.12.1 CANVASS SOLICITATIONS AND VOTING .....	19
8.12.2 SCHEDULE FOR RESPONSE .....	19
8.12.3 REFERRAL .....	20
8.12.4 CANVASS BALLOT SUBCOMMITTEE .....	20
8.12.5 COGNIZANT COMMITTEE RECOMMENDATION FOR STANDARDS ACTION .....	20
8.12.6 NEGATIVE VOTES ON LETTER BALLOT .....	20
8.12.7 EXECUTION .....	20
8.12.8 REPORT .....	21
8.13 PROCEDURE FOR ADOPTING AN INTERNATIONAL STANDARD .....	21
8.13.1 ASHRAE-IMPOSED LIMIT ON ADOPTING AN INTERNATIONAL STANDARD.....	21
8.13.2 ASHRAE ADOPTION OPTIONS: IDENTICAL OR MODIFIED .....	21
8.13.3 ADVISORY ASSISTANCE AND INTERPRETATIONS BY ILS .....	21
8.13.4 REQUEST FOR ADOPTION OF AN INTERNATIONAL STANDARD .....	21
8.13.4.1 ADOPTION REQUESTS MADE BY THE COGNIZANT PC .....	22
8.13.4.2 ADOPTION REQUEST MADE BY PARTIES OTHER THAN THE COGNIZANT PC.....	22
8.13.4.2.1 ADOPTION OF IDENTICAL INTERNATIONAL STANDARDS.....	22
8.13.4.2.2 REQUEST FOR FORMATION OF NEW PC .....	23
8.13.4.2.3 EXISTING PC'S RESPONSE TO THE TC/TG/TRG RECOMMENDATION .....	23
8.14 IDENTICAL ADOPTION OF AN ISO OR IEC STANDARD USING THE NORMAL PROCEDURES .....	23
8.14.1 ILS REPORT TO STDC.....	23
8.14.2 STDC VOTE FOR PUBLICATION PUBLIC REVIEW .....	23
8.14.3 ACTION IF NOT APPROVED.....	23
8.14.4 ACTION IF APPROVED .....	23
8.14.5 ILS CONSIDERATION OF COMMENTS.....	24
8.14.5.1 COMMENTERS SUPPORT AN IDENTICAL ADOPTION AND EITHER NO COMMENTS ARE RECEIVED OR CHANGES CONSISTENT WITH COMMENTS WOULD MAINTAIN THE ADOPTION AS IDENTICAL .....	24
8.14.5.2 COMMENTERS DO NOT SUPPORT IDENTICAL ADOPTION AND/OR CHANGES CONSISTENT WITH THE COMMENTS WOULD PREVENT AN IDENTICAL ADOPTION OF THE INTERNATIONAL STANDARD.....	24
8.15 IDENTICAL ADOPTION OF AN ISO OR IEC STANDARD USING THE EXPEDITED PROCEDURES .....	24
8.15.1 CONSENSUS BODY .....	24
8.15.2 REPORT TO STDC .....	24
8.15.3 STDC VOTE FOR PUBLICATION PUBLIC REVIEW .....	25
8.15.4 ACTION IF APPROVED .....	25

8.15.5 HANDLING OF PUBLICATION PUBLIC REVIEW COMMENTS .....	25
8.15.6 ACTION BY ASHRAE CONSENSUS BODY TO PUBLICATION PUBLIC REVIEW COMMENTS.....	25
8.15.6.1 CONSENSUS BODY RECOMMENDS PUBLICATION AS AN IDENTICAL ADOPTION .....	25
8.15.6.2 CONSENSUS BODY RECOMMENDS CONSIDERATION OF THE PUBLICATION PUBLIC REVIEW COMMENTS .....	25
8.15.6.3 CONSENSUS BODY RECOMMENDS DISCONTINUATION OF THE ADOPTION PROCESS .....	26
8.16 PERIODIC REVIEW OF STANDARDS THAT ARE IDENTICAL ADOPTIONS .....	26
8.17 IDENTICAL ADOPTION OF STANDARDS OR GUIDELINES BY AN INTERNATIONAL ORGANIZATION OR ENTITY.....	26
8.17.1 NOTIFICATION OF INTENT FOR IDENTICAL ADOPTION OF AN ASHRAE STANDARD OR GUIDELINE .....	26
8.18 ADAPTATION OF STANDARDS OR GUIDELINES BY ASHRAE FOR AN INTERNATIONAL ORGANIZATION OR ENTITY .....	26
8.18.1 APPLICABLE REQUESTS .....	26
8.18.2 CONTACT FOR REQUESTS .....	26
8.18.3 WORDING OF REQUESTS FOR ADAPTATION OF AN ASHRAE STANDARD OR GUIDELINE .....	26
8.18.4 ASSESSMENT OF AND RESPONSE TO AN ADAPTATION REQUEST BY ASHRAE .....	27
8.18.5 DEVELOPMENT OF A FORMAL BUSINESS ARRANGEMENT WITH ASHRAE CREATING MODIFICATION.....	27
8.19 ADAPTATION PROJECT COMMITTEE (APC) FORMATION .....	27
8.19.1 ORGANIZATION OF THE ADAPTATION PROJECT COMMITTEE.....	27
8.19.2 CHAIR.....	28
8.19.3 SELECTION OF THE ADAPTATION PROJECT COMMITTEE MEMBERS.....	28
8.20 STANDARD DEVELOPMENT.....	28
8.20.1 FINAL REVIEW AND APPROVAL OF THE STANDARD OR GUIDELINE.....	28
8.21 FULFILLMENT OF THE REQUEST .....	28
<b>9 PLANNING, POLICY AND INTERPRETATIONS SUBCOMMITTEE (PPIS).....</b>	<b>28</b>
9.1 DEVELOPMENT OF NEW STANDARDS OF GUIDELINES .....	28
9.1.1 COMMITTEE RECOMMENDATIONS FOR STANDARDS AND GUIDELINES. ....	29
9.1.1.1 PPIS EVALUATION.....	29
9.1.1.2 TECHNICAL RESOURCE GROUP.....	29
9.1.1.3 WHEN A METHOD OF TEST STANDARD OF ANOTHER STANDARDS DEVELOPING ORGANIZATION EXISTS.....	29
9.1.1.4 RATING STANDARD: .....	30
9.1.1.5 RESEARCH.....	30
9.2 JUSTIFICATION FOR STANDARD OR GUIDELINE.....	30
9.2.1 APPROVAL OF A NEW STANDARD OR GUIDELINE .....	30
9.2.2 RECOMMENDATION FOR POLICY LEVEL STANDARD.....	30
9.3 STANDARDS COMMITTEE APPROVES TITLE, PURPOSE AND SCOPE AND VOTES TO ESTABLISH PC	30
9.3.1 NEED FOR A STANDING PC .....	30
9.3.2 ACTION IF APPROVED.....	30
9.3.3 ACTION IF DISAPPROVED.....	30
9.3.4 PUBLIC NOTICE .....	31
9.4 JOINT STANDARDS .....	31
9.4.1 STDC REQUEST .....	31
9.4.2 MOS NEGOTIATIONS .....	31
9.4.3 LEAD ORGANIZATION .....	31
9.4.4 PC MEMBERSHIP.....	31
9.4.5 STANDARDS COMMITTEE VOTE.....	31
9.5 ASHRAE ADOPTION OF STANDARDS GENERATED BY OTHERS .....	32

9.6 CRITERIA FOR STANDARDS INTENDED FOR USE AS REGULATORY DOCUMENTS .....	32
<b>10 INTERPRETATIONS OF STANDARDS AND GUIDELINES .....</b>	<b>32</b>
10.1 APPLICABLE REQUESTS. ....	32
10.2 REQUESTS NOT COVERED.....	32
10.2.1 CHANGES TO STANDARD OR GUIDELINE. ....	32
10.2.2 OTHER OPTIONS.....	33
10.2.3 DEFINITIONS .....	33
10.2.4 CONTACT FOR REQUESTS .....	33
10.2.5 WORDING OF REQUESTS FOR INTERPRETATION .....	33
10.3 TYPES OF REQUESTS .....	33
10.3.1 RECEIPT OF REQUESTS.....	33
10.3.2 REQUEST FOR UNOFFICIAL INTERPRETATION.....	33
10.3.3 REQUEST FOR OFFICIAL INTERPRETATION. ....	33
10.3.4 ESTABLISHMENT OF INTERPRETATIONS COMMITTEE.....	34
10.3.5 JOINT STANDARDS OR GUIDELINES. ....	34
10.3.6 ORGANIZATION. ....	34
10.3.7 CHAIR.....	34
10.3.8 SELECTION OF IC MEMBERS.....	34
10.3.9 MEMBERSHIP. ....	34
10.3.10 DISCHARGE OF INTERPRETATIONS COMMITTEE.....	34
<b>11 STANDARDS PROJECT LIAISON SUBCOMMITTEE (SPLS).....</b>	<b>34</b>
<b>11.1 RESPONSIBILITIES.....</b>	<b>34</b>
11.2 TECHNICAL CONTENT RESPONSIBILITY .....	35
11.3 MEMBERSHIP .....	35
11.4 SPLS LIAISON RESPONSIBILITIES .....	35
11.5 PROCEDURES.....	35
11.5.1 PROPOSED PROJECT COMMITTEE CHAIR .....	35
11.5.1.1 PC CHAIR REQUIREMENTS.....	36
11.5.1.2 SPLS VOTE .....	36
11.5.1.3 ACTION IF APPROVED. ....	36
11.5.1.4 FAILURE TO FORM COMMITTEE.....	36
11.5.1.5 TERMINATION DUE TO LACK OF PERFORMANCE.....	36
11.6 REVISION OF TPS OF EXISTING PC .....	37
11.7 PROCESSING FOR PUBLICATION PUBLIC REVIEW .....	37
11.8 FAST TRACK STANDARD OR GUIDELINE .....	37
11.8.1 NORMAL TRACK STANDARD OR GUIDELINE .....	37
11.9 STANDARDS COMMITTEE RECOMMENDATION FOR PUBLICATION .....	37
11.9.1 ACTION AFTER PUBLICATION DISAPPROVAL.....	37
11.10 PROCESS FOR APPEAL .....	37
11.11 DETERMINATION OF NEED FOR SSPC OR SGPC .....	37
<b>11.12 STANDARDS ACHIEVEMENT AWARD.....</b>	<b>38</b>
<b>11.13 UNITS POLICY.....</b>	<b>38</b>
<b>11.14 WORK PLAN FOR PROJECTS .....</b>	<b>38</b>
<b>11.15 POLICY LEVEL STANDARD OR GUIDELINE STATUS CHANGE .....</b>	<b>38</b>
<b>12 CODE INTERACTION SUBCOMMITTEE (CIS).....</b>	<b>38</b>
12.1 CODE DEVELOPMENT PROCEDURES .....	38

12.1.1 ASHRAE PREPARED CODE PROPOSALS AND COMMENTS .....	38
12.1.2 CODE PROPOSALS NOT SUBMITTED BY ASHRAE.....	39
12.1.3 CODE DEVELOPMENT INVOLVEMENT REQUEST .....	39
12.2 CODE INTERACTION SUBCOMMITTEE TASK GROUP .....	39
12.2.1 CISTG MEMBERSHIP .....	39
12.2.2 REMOVAL FOR CAUSE.....	40
12.2.3 REPORTING TO CIS .....	40
12.2.4 FORWARDING CODE PROPOSALS AND WORK PRODUCT TO CIS .....	40
12.3 CONDUCT OF CIS AND CISTG MEETINGS .....	40
12.3.1 SCHEDULING MEETINGS .....	40
12.3.2 MEETING ANNOUNCEMENTS, AGENDA AND MATERIALS .....	40
12.3.3 QUORUM REQUIREMENTS.....	40
12.3.4 MEETING GOVERNANCE .....	40
12.3.5 MINUTES OF MEETINGS (INCLUDING CONFERENCE CALL MEETINGS).....	41
12.3.6 OPEN MEETINGS .....	41
12.3.7 MINUTES, CORRESPONDENCE, LETTER BALLOTS AND DRAFTS.....	41
12.4 REPRESENTATION AT CODE GROUP HEARINGS .....	41
12.4.1 ASHRAE REPRESENTATIVES .....	41
12.4.2 ASHRAE REPRESENTATIVE DUTIES.....	41
<b>13 STANDARDS REAFFIRMATION SUBCOMMITTEE (SRS) .....</b>	<b>41</b>
13.1 MAINTENANCE OF EXISTING STANDARDS OR GUIDELINES WHERE NO PC EXISTS.....	42
13.1.2 RECOMMENDATIONS TO SRS.....	42
13.1.3 PERIODIC MAINTENANCE STANDARDS OR GUIDELINES .....	42
13.1.4 SRS EVALUATION.....	42
13.1.5 REAFFIRMATION .....	42
13.1.6 INFORMATION ITEM .....	43
13.1.7 TECHNICAL ADVICE.....	43
13.1.8 COMMITTEE RECOMMENDATIONS FOR STANDARDS ACTIONS.....	43
13.1.9 PROCESSING PUBLIC REVIEW COMMENTS .....	43
13.2 PROCEDURE FOR WITHDRAWING A STANDARD OR GUIDELINE .....	43
13.2.1 REVIEW BY COGNIZANT TC/TG/TRG .....	43
13.2.2 REVIEW BY STANDING PC .....	43
13.2.3 REVIEW BY SRS .....	43
13.2.5 ACTION IF NOT APPROVED.....	43
13.2.6 ACTION IF APPROVED .....	43
13.2.7 NO COMMENT RECEIVED.....	43
13.2.8 COMMENTS ON WITHDRAWAL ARE NON-SUBSTANTIVE.....	44
13.2.9 SUBSTANTIVE COMMENTS ON WITHDRAWAL .....	44
13.2.12 WITHDRAWAL OF A STANDARD.....	44
<b>14 STANDARDS COMMITTEE STRATEGIC PLAN .....</b>	<b>44</b>
<b>APPENDIX A: DEFINITIONS .....</b>	<b>45</b>
<b>APPENDIX B: GUIDELINES FOR AWARDS.....</b>	<b>47</b>
<b>B-1 PROCEDURES FOR STANDARDS ACHIEVEMENT AWARD .....</b>	<b>47</b>
<b>B-1.1 PURPOSE.....</b>	<b>47</b>
<b>B-1.2 AWARD .....</b>	<b>47</b>
<b>B-1.3 NOMINATIONS.....</b>	<b>48</b>
<b>B-1.4 ELIGIBILITY REQUIREMENTS.....</b>	<b>48</b>
<b>B-1.6 AWARD NOTIFICATION .....</b>	<b>49</b>

<b>B-1.7 AWARD</b> .....	49
<b>PRESENTATION</b> .....	49
<b>THE STANDARDS ACHIEVEMENT AWARD IS PRESENTED DURING THE HONORS AND AWARDS PORTION OF THE PLENARY SESSION AT THE ASHRAE ANNUAL MEETING.</b> .....	<b>49</b>
<b>APPENDIX C: PROCEDURES – EMERGENCY INTERIM STANDARDS ACTION</b> .....	<b>50</b>
C1 EMERGENCY ACTION .....	50
C2 DEFINITIONS .....	50
C3 JUSTIFICATION.....	50
<b>PROPOSALS THAT MEET THE CRITERIA OF C2 AND C3 SHALL BE FORWARDED TO THE BODY DESIGNATED IN C5.</b> .....	<b>50</b>
C4 CONCURRENT ACTION .....	50
C5 PC OR PPIS RECOMMENDATION .....	50
C6 MOS RECOMMENDATION .....	50
C7 REVIEW AND COMMENT.....	51
C8 PRESIDENT WILL ACT .....	51
C9 NOTIFICATIONS .....	51
<b>APPENDIX D: PROCEDURES – USER’S MANUAL</b> .....	<b>52</b>
D1 OVERVIEW .....	52
D2 EVALUATION OF NEED.....	52
<b>D3 FUNDING PROCEDURES</b> .....	53
<b>D4 WORK STATEMENT PREPARATION</b> .....	53
<b>D5 PROJECT MONITORING SUBCOMMITTEE</b> .....	53
<b>D6 DELIVERABLES</b> .....	53
<b>D7 EVALUATION OF SOLICITED PROPOSALS</b> .....	54
<b>D9 AWARDING OF CONTRACT</b> .....	54
<b>D10 PROJECT MONITORING SUBCOMMITTEE POST CONTRACTOR SELECTION</b> .....	54
<b>D12 COPYRIGHTS AND MATERIAL DISSEMINATION</b> .....	55
<b>D13 CONTINUOUS MAINTENANCE OF USER’S MANUAL ASSOCIATED WITH A STANDARD UNDER CONTINUOUS MAINTENANCE</b> .....	55
<b>APPENDIX E: POLICY STATEMENT APPROVED BY ASHRAE BOARD OF DIRECTORS REF. LIABILITY OF PROJECT COMMITTEE AND SUBCOMMITTEE PANEL MEMBERS</b> .....	<b>56</b>
<b>APPENDIX F: SUMMARY OF STDC MOP REFERENCE MANUAL CHANGES</b> .....	<b>57</b>



## **1 STANDARDS COMMITTEE - GENERAL**

### **1.1 Responsibilities/Duties**

#### **1.1.1 Policy on Standards and Guideline Development**

- a) ASHRAE writes standards for the purpose of establishing consensus for:
  1. methods of test and classification standards
  2. design standards
  3. protocol standards; and
  4. rating standards
- b) Consensus standards are developed and published to define minimum values or acceptable performance whereas other documents, such as guidelines or design guides, may be developed and published to encourage enhanced performance.
- c) Relevant criteria shall be defined with which to determine acceptable performance in standards relating to design and practice.
- d) Valid and reliable metrics shall be defined with which to determine accuracy and precision of measurements in all standards.
- e) Method of achieving compliance with criteria shall be defined in standards relating to design and practice.
- f) Standards should provide a path that is concise, simple and as easy to use as possible.
- g) Before a draft standard is released for public review, every reasonable attempt to achieve consensus within ASHRAE shall have been made.
- h) When consensus cannot be met on fundamental, controversial issues (including technical issues), policy guidance shall be given by Technology Council or its designee.

#### **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.

#### **1.1.3 Standards Committee Meetings**

The StdC shall have in person meetings in conjunction with the ASHRAE Winter and Annual Meetings and is authorized to hold one additional in person meeting between each of the Society meetings, up to four total per year. Teleconference meetings are not limited for the committee and its subcommittees. Each member of the StdC is expected to attend all meetings of the StdC and the subcommittee(s) on which they serve. Transportation expenses will be reimbursed upon request.

### **1.2 Operating Procedures**

#### **1.2.1 Interpretation of Procedures**

Interpretations of the StdC MOP shall be provided by Technology Council or its designee. Interpretations of the StdC Reference Manual shall be provided by Standards Committee Chair designee.

### **1.3 Voting**

#### **1.3.1 Voting Rules for Meetings**

Unless otherwise specified, actions of Subcommittees require approval by a majority of those voting at a meeting, excluding abstentions.

Votes taken by SRS for standards action require:

- a) Affirmative recorded votes by the majority of the voting membership of the approving body and
- b) Affirmative votes from at least two-thirds of those voting, excluding abstentions.

Official Interpretation votes taken by PPIS require:

- a) affirmative votes by the majority of the voting membership, and
- b) affirmative votes from at least two-thirds of those voting at a meeting, excluding abstentions

### **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:

- a) affirmative votes of the **majority of the voting membership** and;
- b) affirmative votes from at least two-thirds **of those** voting (yes+no), excluding abstentions.
- c) 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:

- a) affirmative votes by the majority of the voting membership, and
- b) affirmative votes from at least two-thirds of those voting, excluding abstentions

### **1.3.3 Voting Rules for the Chair at a Meeting or by Letter Ballot.**

The Chair is a member of the committee and may voice their opinion and vote on any motion before his committee in accordance with Roberts Rules of Order, following the ASHRAE practice as described below: The Chair of a meeting is a facilitator for the meeting, assuring that all the views of a motion are heard, and assuring that any motion is properly carried to a conclusion. An effective Chair does not use his position to intimidate members of the committee.

The procedure for conducting votes in Standards Committee and its subcommittees is to call the question (motion) and count the votes for, against, and abstaining. When the outcome of the vote is certain there is no reason for the Chair to vote and they may choose to abstain by not voting (CNV). If voting will change the result, the Chair may choose to vote or abstain.

## **2 BOD EX-OFFICIO**

### **2.1 Responsibilities/Duties**

#### **2.1.1 Purpose**

The BOD ExO member shall serve in an advisory capacity and shall provide liaison with the Board of Directors, the Technology Council, and other committees, including the President-Elect Advisory Committee. The Board ExO shall assist the StdC in preparing its recommendations to Technology Council and the Board and present motions to Technology Council, which are recommended by the StdC. In turn, the Board ExO shall interpret actions of Technology Council and Board to the StdC. At StdC meetings, the Board ExO does not count toward a quorum and shall not vote.

#### **2.1.2 StdC Support**

The Board ExO shall provide support to the StdC as follows:

- a) communication and interpretation of presidential goals,
- b) guidance in fiscal planning,
- c) assistance in preparation of annual objectives,
- d) monitor progress toward completion of annual objectives,
- e) assistance in developing action plans to achieve Strategic Plan objectives,
- f) monitor progress toward completion of Strategic Plan objectives, and
- g) ongoing review of the StdC's Rules of the Board (ROB) and Manual of Procedures (MOP).

### **2.1.3 Evaluation of StdC**

The Board ExO member shall assess the StdC's scope, operation, and personnel and shall suggest changes as needed.

## **3 COORDINATING OFFICER**

### **3.1 Purpose**

The CO shall serve in an advisory capacity and as a conduit for the StdC to the President and/or BOD and the BOD Executive Committee.

### **3.2 StdC Support**

The CO shall be available to the StdC for advice and assistance and shall report any problems to the President or the Executive Committee. The CO should annually review the budget, the four-year plan and the objectives of the StdC and make recommendations to the President-Elect concerning size limitations, fiscal concerns and activities of the StdC. The purpose of such reviews is to optimize committee size and effectiveness and assure that each committee of the Society is useful and functioning in the manner described by the Rules of the Board. At StdC meetings, the CO does not count toward a quorum and shall not vote.

## **4 STANDARDS COMMITTEE CHAIR AND VICE CHAIR**

### **4.1 Responsibilities/Duties**

The StdC Chair's duties and responsibilities shall include:

- a) preside over all meetings of the Committee,
- b) prepare agendas for all Committee meetings, with the assistance of the MOS and Committee members,
- c) ensure that minutes are prepared and distributed following each Committee meeting,
- d) appoint annually each member of the Committee to one or more standing subcommittees and designate each subcommittee's chair,
- e) appoint ad hoc committees or working groups whenever necessary (appointees will normally be StdC members, but additional members from inside or outside the Society may be appointed to obtain special expertise,
- f) appoint Technical Resource Groups (TRGs) when a cognizant TC/TG does not exist or is unable to provide standards-related recommendations or to provide dual units for a standard undergoing limited revision,
- g) appoint other committees or representatives as requested by other councils of the Society or as directed by the President, the BODs, or the Chair of Technology Council and other actions necessary for the organization and functioning of the Committee
- h) recommend to the Technology Council Chair funding requests for interim meeting space, transportation requests, equipment and refreshment expenses for interim meetings and requests for conference calls received by the PCs to hold interim meetings.

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

- a) in the absence of the StdC Chair, the StdC Vice Chair shall assume the duties of the StdC per the StdC MOP,
- b) ensure the StdC Strategic Plan (SCSP) is current and as required request of the StdC Chair the formation of an ad-hoc committee with the purpose and charge to revise or reaffirm the SCSP.

## **5 RESPONSIBILITIES/DUTIES OF STAFF LIAISON**

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

- a) act as Secretary of StdC, recording and distributing minutes of meetings (The MOS shall assist Chair in preparation of agenda and shall distribute meeting notes and agenda. The MOS shall also prepare correspondence and reports at the direction of the Committee),
- b) act as Secretary of Standards Committee Executive Committee (StdC ExCom), assisting the Chair in preparing the ExCom agenda and circulating documents for StdC ExCom meeting and preparing revised agenda for the StdC meeting,
- c) act as Secretary of Standards Project Liaison Subcommittee (SPLS), recording and distributing minutes of meetings (The MOS shall also prepare and distribute status reports of standards projects following each meeting),
- d) provide clerical support to the StdC and its Subcommittees,
- e) maintain appropriate records and files of StdC and Subcommittee minutes, correspondence and operating procedures,
- f) send letter ballots and notify members of results,
- g) assist Chair in preparing semi-annual reports to BOD and in preparing reports to Technology Council following each meeting of the StdC,
- h) provide administrative support to StdC in processing ASHRAE Standards, Guidelines or portions thereof,
- i) maintain complete files and records on each standard or guideline project. Upon approval of the project, collect files from the PC, Liaison and Interpretations Committee (if any).
- j) maintain records on each standard and guideline pursuant to PASA7.4.8.
- k) notify PC and Interpretation Committee (IC) Chairs and members of appointment and termination, sending appropriate letters and instructional material,
- l) work closely with designated SPLS Liaison to ensure full compliance with procedures (assist in resolving procedural problems),
- m) 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 approval,
- n) arrange for final editing and publication of standards, guidelines or addenda before BOD approval,
- o) assist in coordinating Committee and PC participation on appeals of standards actions,
- p) act as Society's official receipt for requests for official or unofficial interpretations of approved Standards, Guidelines or portions thereof, recording all such requests and arranging for publication of official interpretations,
- q) initiate periodic review of standards and guidelines in compliance with ANSI Essential Requirements,
- r) provide administrative support to the StdC and to Intersociety Liaison Subcommittee (ILS) on intersociety activities,
- s) prepare letters of appointment and maintain records of intersociety representatives appointed by StdC,
- t) arrange for Society votes for canvass method letter ballots on standards prepared by other organization,
- u) act as alternate or as ASHRAE StdC appointed representative when appropriate,
- v) administer of U.S. Technical Advisory Groups (TAG's) for ISO Standards for which ASHRAE has accepted responsibility
- w) administer ISO International Secretariats for which ASHRAE has accepted responsibility,
- x) approve and coordinate financial allocations in the StdC budget,
- y) recommend changes in procedures needed to improve staff support of Committee activities and responsibilities,
- z) keep the Chair, Vice Chair, Subcommittee Chairs, and Liaisons informed of his/her activities by copies of his/her letters and by reports,

- aa) recommend changes to the ROB, Procedures for ASHRAE Standards Actions, StdC Manual of Procedures, PC Manual of Procedures, and other documents used for developing and revising standards and guidelines,
- bb) submit comments, in consultation with the Society President, on behalf of ASHRAE concerning ANSI standards actions that may conflict with ASHRAE standards, and
- cc) provide, for the normal technical articles copy fee listed in the ASHRAE Publications Catalog, a photocopy of the draft (marked or not) of a standard or addendum approved for publication recommendation by the StdC, if requested by an unresolved public review commenter or appellant to that standard or addendum.

## **6 SUBCOMMITTEES**

### **6.1 Executive Committee**

The Executive Committee shall be comprised of the Chair, Vice-Chair and the Subcommittee Chairs. The Executive Committee shall meet before each in person StdC meeting and at the call of the Chair. The Executive Committees duties shall include:

- a) strategic planning,
- b) operational reviews,
- c) assignment of responsibilities,
- d) addressing complaints of actions or inactions of the subcommittees of the Standards Committee, and
- e) informing Tech Council of extraordinary issues which may come before the Board of Directors.

### **6.2 Standing Subcommittees**

There will be six standing subcommittees:

- a) International Standards Advisory Subcommittee (ISAS)
- b) Intersociety Liaison Subcommittee (ILS),
- c) Planning, Policy and Interpretations Subcommittee (PPIS)
- d) Standards Project Liaison Subcommittee (SPLS),
- e) Code Interaction Subcommittee (CIS), and
- f) Standards Reaffirmation Subcommittee (SRS).

The general duties and responsibilities of the six standing subcommittees are listed below, with details provided in appendices to this MOP.

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

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

### **7.1 Advisory Subcommittee**

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

### **7.2 Duties**

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

- a) make recommendations concerning ASHRAE's acceptance of responsibility for administration of U.S. TAGs for ISO Committees and for operation of international secretariats of ISO Technical

Committees (ISO/TCs) or Subcommittees (SCs) on behalf of ANSI. The recommendation shall include an estimate of costs to the Society.

- b) reviewing and recommending changes to U.S. Technical Advisory Group (TAG) procedures for which ASHRAE serves as TAG Administrator.
- c) monitoring and reporting semi-annually to StdC on the status of ASHRAE's regional and international standards activities,
- d) recommending appointment by StdC Chair of ASHRAE representatives to serve on ISO/IEC/TAGs or TAG Panels for which another organization is Administrator.

### **7.3 Subcommittee Size**

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

### **7.4 Tenure**

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

### **7.5 Qualifications**

It is desirable that qualifications for appointment include the following.

- a) ASHRAE membership,
- b) current or past service on a TAG for any country.
- c) experience serving as a nationally appointed delegate or secretariat staff to an ISO Technical Committee or Subcommittee, and
- d) experience serving as a member of an ASHRAE SPC.

### **7.6 Meetings**

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

### **7.7 Reporting**

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

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

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

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

## 8.1 Definitions

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

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

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

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

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

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

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

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

## 8.2 ILS Membership

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

## 8.3 ASHRAE Representation on Committees of Other Organizations

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

- a) Maintaining all Intersociety appointments and monitoring their representation of ASHRAE on committees of other standards-developing organizations, including candidate recommendations and recommending appropriate changes to the procedures governing their activities,
- b) Maintaining and monitoring ASHRAE participation in ISO working groups, including determining and recommending to the StdC the level of support ASHRAE shall give to individual working groups,
- c) Maintaining ASHRAE participation in standards prepared by other organizations using the canvass method.

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

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

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

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

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

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

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

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

## **8.4 Staff Responsibilities**

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

### **8.4.1 Staff Activity Report**

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

### **8.4.2 International-Standards-Related Costs**

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

### **8.4.3 Reporting**

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



## **8.5 StdC Approval**

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

## **8.6 Organizations Identified**

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

## **8.7 Appointment and Notification of Representatives**

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

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

## **8.8 Term**

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

## **8.9 Monitoring**

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

## **8.10 Qualifications and Travel Costs**

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

### **8.10.1. Request for Travel Reimbursement.**

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

- a) A detailed statement explaining why the meeting is of interest to ASHRAE.
- b) An explanation of technical issue within the scope of a US TAG(s) to the ISO Committee holding the meeting, and identifying the relevant US TAG(s) if applicable.
- c) An estimate of travel costs for hotel for each night of the meeting, and six-week advance airfare.

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

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

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

##### **8.10.2.1 Alternate Reimbursement Approval Requirements**

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

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

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

##### **8.10.3.1 Alternate Reimbursement Approval Requirements**

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

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

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

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

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

#### **8.10.6 Reimbursement.**

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

### **8.11 Duties and Responsibilities**

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

#### **8.11.1 Correspondence**

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

### **8.11.2 Attendance or Notification**

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

### **8.11.3 Scope**

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

### **8.11.4 Related ASHRAE Documents**

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

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

### **8.11.5 Compatible Actions**

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

### **8.11.6 Reports**

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

## **8.12 Participation in Canvass Method Standards**

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

### **8.12.1 Canvass Solicitations and Voting**

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

### **8.12.2 Schedule for Response**

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

Informative Schedule for ASHRAE Response to Canvass Ballots:

- a) Select cognizant committee.
- b) Duplicate and mail draft standard and letter ballot to cognizant committee. 7 days
- c) Cognizant committee's review and voting period. 14 days

- |  |                      |
|--|----------------------|
| d) Extend vote closing date while seeking votes not returned if quorum lacking.        | 7 days               |
| e) Recirculate reasons for negative votes and period for ILS concurrence by exception. | 7 days               |
| f) StdC letter ballot if ILS-member exception.   | 7 days               |
| g) MOS execution of ballot vote.   | 3 days               |
|  | <b>Total 45 days</b> |

**8.12.3 Referral**

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

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

**8.12.4 Canvass Ballot Subcommittee**

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

**8.12.5 Cognizant Committee Recommendation for Standards Action**

The cognizant committee(s), including but not limited to an existing PC or CBS of the cognizant TC/TG/TRG shall submit a recommended ASHRAE response to MOS by an affirmative vote of the majority of the committee voting membership 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.

**8.12.6 Negative Votes on Letter Ballot**

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

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

**8.12.7 Execution**

After receipt of the cognizant committee(s) vote and concurrent with the period for re-circulation of reasons for negative votes, the MOS shall circulate the results to ILS for concurrence by exception. If no

negative comment is received from an ILS member, within 7 days, the MOS shall execute the canvass letter ballot. If a timely negative comment is received from ILS, the MOS shall submit the cognizant committee's recommendation to the StdC for vote. If the cognizant committee(s) is unable to reach consensus on a vote, the MOS shall forward the individual comments to the canvasee and abstain from voting for ASHRAE on the canvass ballot.

#### **8.12.8 Report**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **8.13.4.2.1 Adoption of Identical International Standards**

If the cognizant TC/TG/TRG recommends an Identical adoption of an international standard and ILS concurs, ILS shall vote to recommend whether the normal procedures in Section 8.14 or the expedited

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

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

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

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

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

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

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

#### **8.14.1 ILS Report to StdC**

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

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

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

#### **8.14.3 Action If Not Approved**

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

#### **8.14.4 Action If Approved**

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

### **8.14.5 ILS Consideration of Comments**

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

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

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

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

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

- a) identify and then forward the information to an existing PC that will become cognizant for the international standard adoption request,
- b) recommend to StdC the formation of a new PC, or
- c) vote to discontinue the adoption process.

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

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

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

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

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

#### **8.15.1 Consensus Body**

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

#### **8.15.2 Report to StdC**

Depending on the prior routing of the adoption request (Either Section 8.14.5.1 or Section 8.14.5.2), either SPLS or ILS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the expedited procedures in Section 8.15. As informational items, the report shall summarize the original written request that was submitted to the MOS, any changes recommended by the TC/TG/TRG/PC/ILS/SPLS, in comparison to



the original requestor, and any vote counts conducted by these parties, including explanations of any negative votes or abstentions.

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

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

### **8.15.4 Action If Approved**

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

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

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

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

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

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

- a) recommend the Identical Adoption for publication,
- b) recommend that changes to the proposed ASHRAE Standard and a second public review conducted, or
- c) recommend that the adoption process be discontinued.

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

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

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

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

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

The existing cognizant PC shall conduct the revision. If ILS is the present consensus body, this role shall now be delegated to a PC. If a PC does not already exist that can accept his new duty, PPIS shall follow its procedures of StdC MOP Section 7 in processing a recommendation for a new PC. Once the cognizant PC has considered the public review comments and, if applicable, made changes to the ASHRAE

Standard that adopts the ISO or IEC standard the process shall proceed in accordance with Section 8.13.5.1 if so voted by the PC.

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

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

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

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

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

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

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

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

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

- a) the specific Standard or Guideline of interest,
- b) the entity or organization adopting the Standard or Guideline,
- c) identification of the personnel who will be responsible for the adoption and would serve as the official point of contact with ASHRAE,

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

##### **8.18.1 Applicable Requests**

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

##### **8.18.2 Contact for Requests**

Requests for adaptations shall be submitted to the MOS.

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

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

- a) the specific Standard(s) or Guideline(s) of interest,
- b) identification of the personnel who will be closely involved with the document development,
- c) the entity or organization seeking the adaptation,
- d) a clearly defined scope,
- e) the expected schedule for development,
- f) whether or not ASHRAE will make the modifications to the document or if it will be done by the requesting organization,

- g) anticipated renewal cycle of adapted Standard or Guideline, and implications for use of future ASHRAE documents,
- h) potential financial impact to ASHRAE,
- i) anticipated attribution to ASHRAE documents (i.e. based on ASHRAE 90.1-2013)

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

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

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

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

- a) the identification of contractors, potential StdC, PC(s) or TC(s) involvement, ASHRAE staff support, ILS/ISAS liaison
- b) the identification of Adaptation Project Committee, if needed, per Section 12.4,
- c) schedule,
- d) finances, such as travel expenses, contractor fees, and licensing fees (terms for this shall be reviewed by the Director of Publications and Education)
- e) copyright (terms for this shall be reviewed by the Director of Publications and Education),
- f) a review to ensure that the request does not conflict with any US federal, state, or local restrictions,
- g) if there is a need for confidentiality and non-disclosure agreements,
- h) provisions for a public review by parties who may be impacted by the adapted document e.g., national standards organizations with interest in the standard,
- i) final review and approval of the document by all signatory organizations,
- j) provisions to change and maintain documents in accordance with the latest version of the parent ASHRAE document,
- k) if there is a need for training of the requesting entity and end users of the document (terms for this shall be reviewed by the Director of Publications and Education)

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

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

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

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

The Adaptation Project Committee (APC) shall consist of:

- a) chair
- b) vice-chair
- c) member(s)
- d) ASHRAE Liaison
- e) paid contractors as required by the business arrangement.

### **8.19.2 Chair**

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

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

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

### **8.20 Standard Development**

Once the committee is formed, the revision to the standard is undertaken it is advised that a traceability trail to source information be maintained by an ASHRAE technical support employee at a minimum, the public review process, as defined in the business agreement above, shall be performed and acceptable revisions to the new standard / guideline be implemented.

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

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

### **8.21 Fulfillment of the Request**

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

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

PPIS oversees the Standards Committee Policy and Procedures, Title Purpose and Scope, Interpretations and designates one or more cognizant TCs. PPIS is comprised of members from the Standards Committee.

The Planning, Policy and Interpretations Subcommittee (PPIS) shall be responsible for formulating and recommending to the StdC actions pertaining to planning, policies and interpretations:

- a) determining need and feasibility of development of new standards and guidelines;
- b) maintaining the operational and procedural needs of the StdC; recommending StdC approval of the proposed title, purpose and scope for each new standard or guideline,
- c) recommending the category of a Standard or Guideline (i.e., method of test and classification, method of rating, design standard, protocol standard, or guideline,
- d) recommending to the StdC when a new PC should be placed on the policy level list,
- e) organization and implementation of means to provide timely and technically accurate interpretations of ASHRAE standards and guidelines by forming interpretations committees for standards or guidelines when PCs do not exist,
- f) evaluating request for development of Joint Sponsorship Agreements,
- g) maintaining ASHRAE's standards writing and processing procedures\*\* and recommending changes for StdC approval, and
- h) designating one or more cognizant committees (eg: TC, TRG, EHC) for each ASHRAE standard or guideline.

\*\*PASA – Procedures for ASHRAE Standards Actions.

### **9.1 Development of New Standards of Guidelines**

Requests for standards or guidelines may come from individuals, trade associations, the BOD, Members of the StdC, or any other responsible source.

A request to form a PC for the purpose of generating a new standard or guideline shall include the Title, Purpose, and Scope (TPS) of the proposed standard or guideline and shall include a proposed PC Chair and at least 4 other persons willing to serve on a PC. Requests will be forwarded to the MOS and then to

PPIS. The proposed TPS may be modified and approved by PPIS or returned to the proposer with comments or no action.

### **9.1.1 Committee Recommendations for Standards and Guidelines.**

A cognizant ASHRAE committee, including but not limited to a cognizant TC/TG/TRG or Standing PC, may submit a recommendation for new standards and guidelines to PPIS by a majority vote. Voting shall be by ballot or equivalent formal recorded method.

#### **9.1.1.1 PPIS Evaluation**

Before recommending the formation of a PC to write a new standard or guideline, PPIS will satisfy itself as to the need for this action. PPIS may contact the appropriate ASHRAE Committees for their opinion on the need for a new standard or guideline. When evaluating the request for the formation of a PC, PPIS will review the information provided in the TPS proposal addressing the following:

- a) Does the issue require a document?
- b) Does the document need ANSI accreditation?
- c) What type of a document is required?
- d) What is the purpose of the document?
- e) Can another group produce the document more effectively?
- f) What is the likely frequency of revision of the document?
- g) Can the issue be addressed through revision of an existing document?
- h) Is there sufficient need or impact associated with the creation of the document?
- i) Are there any known negatives associated with the document being proposed?

#### **9.1.1.2 Technical Resource Group.**

The Chair of the StdC, upon recommendation from PPIS, may request that TAC appoint a Technical Resource Group to make a recommendation to PPIS on a new or revised standard or guideline.

#### **9.1.1.3 When a Method of Test Standard of Another Standards Developing Organization Exists.**

PPIS and advisory TC/TG/TRGs shall consider the following when recommending StdC action on proposals to form a project committee to develop an ASHRAE method-of-test (MOT) standard, if an MOT standard of another standards developing organization exists.

Evidence of need for a new standard or guideline shall be based on:

- a) interest of ASHRAE members or Committees,
- b) who or what group needs and will use the standard or guideline, and the consequences of not providing one,
- c) the establishment of ASHRAE responsibility to provide the standard or guideline, and
- d) investigation of other standards of similar or related purpose and scope.

Factors to be evaluated:

- a) The MOT concerns a product or material that is unique to the HVAC & R industry.
- b) A substantive requirement that is unique to the HVAC & R industry or application needs to be added to the MOT, or the TC/TG/TRG believes that the existing MOT needs major revision, but the standards developing organization (SDO) is not persuaded or has failed to produce after 5 years of effort.
- c) The existing MOT was not developed under a nationally recognized consensus process.
- d) The maintenance practice used for the existing MOT is incompatible with ANSI Essential Requirements.
- e) The existing MOT is neither recognized nor used by a majority of the affected industry.
- f) The subject of the MOT falls within ASHRAE's traditional scope of activity.
- g) There would be a substantial benefit to the public or the Society if an ASHRAE MOT were developed and used in place of the existing MOT.

- h) There is an existing TC/TG/TRG, or one could readily be formed, to act as cognizant TC/TG/TRG for the MOT standard.
- i) Any research needed in order to write the standard has been completed.

#### **9.1.1.4 Rating Standard:**

- a) This type of standard is used when no other rating standard exists.
- b) PPIS and the Standards Committee shall consider all of the factors in section 9 of the StdC Reference Manual recognizing that there is no existing rating standard.
- c) Additionally, PPIS and StdC shall consider whether the proposed rating standard would be better developed by another SDO.

It should be noted that ASHRAE does not write rating standards unless a suitable rating standard will not otherwise be available. ASHRAE leaves the writing of rating standards to trade association SDO's. In the absence of a qualified trade association SDO, or if a trade association SDO does not wish to write a rating standard, or if an existing rating standard is not considered suitable, the PC may be instructed by PPIS to include rating provisions.

#### **9.1.1.5 Research**

If technical research must be undertaken in advance of the preparation of standards or guidelines, PPIS shall recommend to the cognizant TC/TG/TRG that a research project(s) be undertaken on the subject. Research should be completed before a PC is established.

#### **9.2 Justification for Standard or Guideline**

PPIS shall determine whether the requested document should be a standard or a guideline. This determination is only required when a "standard practice" type standard is under consideration. Preference should be for a standard, if possible. In order to be a "standard practice" type standard, all of the following criteria must be met:

- a) consensus of interested parties can be expected to be achieved,
- b) knowledgeable users, working independently, can be expected to obtain similar results,
- c) a third party could use the document to determine compliance, and
- d) the document will contain predominantly mandatory language (i.e. use of "shall").

#### **9.2.1 Approval of a New Standard or Guideline**

When approved by PPIS, the draft TPS is assigned a cognizant TC/TG/TRG with a recommendation for a PC or a Standing PC. The MOS will forward the draft TPS, cognizant TC/TG/TRG, and proposed PC Chair and proposed PC membership to the Standards Committee for approval.

#### **9.2.2 Recommendation for Policy Level Standard**

PPIS shall recommend to the StdC that a TPS be considered for the Policy-Level list when appropriate.

#### **9.3 Standards Committee Approves Title, Purpose and Scope and Votes to Establish PC**

Voting shall follow the rules in StdC MOP.

#### **9.3.1 Need for a Standing PC**

The StdC may determine at any time that a Standing PC should be formed, rather than a PC.

#### **9.3.2 Action If Approved**

The standard development process passes to SPLS.

#### **9.3.3 Action If Disapproved**

PPIS determines next action.

#### **9.3.4 Public Notice**

The MOS shall provide for a public notice on the establishment of the PC and the public review of its TPS. The notice will include the TPS of the standard or guideline.

- a) The public notice will be released calling for PC members and inviting public comment for a minimum time period of 30 days.
- b) Public review comments shall be forwarded to the PC for review and response to the comments as outlined in PASA 7.4.6. If necessary, the TPS may be revised following procedures outlined in the PC Guide to PASA, *Revising the TPS*.
- c) If no public comments are received, the draft TPS automatically becomes approved on the close of public comments date.

#### **9.4 Joint Standards**

PPIS shall consider requests for joint sponsorship and the need for joint standards and guidelines.

Evaluation of such requests shall consider:

- a) need,
- b) expertise in ASHRAE,
- c) the factors noted in PPIS procedures Section 9, and
- d) the consequence of not proceeding.

##### **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.)

##### **9.4.2 MOS Negotiations**

In the negotiations, the organization with the greatest responsibility and interest in the proposed standard or guideline is selected as the lead organization. The standards-writing and approval procedures adopted shall 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 PC shall be selected and approved in accordance with the negotiated joint sponsorship agreement.

##### **9.4.3 Lead Organization**

PPIS shall recommend which organization has the greatest responsibility and interest in the proposed standard and should be the lead organization. The lead organization's writing and approval procedures should be followed, subject to the requirements of PASA 4.3.2.

##### **9.4.4 PC Membership**

The lead organization shall propose the chair subject to approval of the other co-sponsors. The other members of the PC shall be selected in accordance with the procedures of the lead organization.

##### **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 adoption of modified or unmodified standards of other organizations following the procedures outlined in this Manual.

## **9.6 Criteria For Standards Intended For Use As Regulatory Documents**

ASHRAE Standards or portions of standards intended for adoption in building codes or other regulatory documents that are intended to be recognized as, or referenced by, an American National Standard shall comply with the following criteria:

- a) ASHRAE Standards or portions of standards intended for adoption in building codes or other regulatory documents that are intended to be recognized as, or referenced by, an American National Standard shall be written in mandatory language. Portions not intended to be enforced shall be incorporated in informative Appendixes, appendices or other advisory document.
- b) All terms shall be defined when they deviate from an ordinarily accepted meaning or dictionary definition.
- c) The scope or application of a standard shall be clearly described.
- d) A standard shall not have the effect of requiring proprietary materials to the exclusion of others.
- e) A standard shall not prescribe a proprietary agency for quality control or testing.
- f) A standard, which includes testing procedures, shall describe, in detail, sample selection and preparation of the test sample.
- g) A test standard shall prescribe the reporting format for the test results. The format shall identify the key performance criteria of the element(s) tested.
- h) The measure of performance for which the test is conducted shall be clearly defined.
- i) An ASHRAE Standard shall not state that its provisions shall govern whenever it conflicts with a standard that references the ASHRAE Standard.
- j) Standards referenced in ASHRAE Standards shall be readily available.

## **10 INTERPRETATIONS OF STANDARDS AND GUIDELINES**

These procedures are used if an interpretation is requested on a standard or guideline.

### **10.1 Applicable Requests.**

These procedures apply to responses to requests received for interpretation of requirements included in a currently published ASHRAE Standard or Guideline.

### **10.2 Requests Not Covered.**

These procedures do not apply to:

- a) postulated requirements or proposed changes not included in the standard or guideline,
- b) requests for justification or derivation of requirements where no justification is included in the standard,
- c) settling of disputes over differing interpretations of requirements that are unambiguously presented in the standard or guideline as evidenced by lack of credible examples of possible multiple interpretations,
- d) requests for checking of plans or specifications, or
- e) errata.

#### **10.2.1 Changes to Standard or Guideline.**

An interpretation shall not be used to change the content of a standard or guideline. If a PC has recommended publication public review of an addendum or revision that bears on the request for interpretation, the PC may reference the proposed change and its status in the comment section of the interpretation.



### **10.2.2 Other Options.**

Letters that are not requests for interpretation but rather proposals for changes to published standards or guidelines should be submitted to the MOS to be referred to the cognizant PC if one exists. If no PC exists or has been authorized, the MOS will refer the proposal to PPIS.

### **10.2.3 Definitions**

- a) Interpretation-official: a written explanation of the meaning of a specific provision of a standard or guideline, as determined by an existing cognizant PC or an Interpretation Committee (IC), in response to a written request.
- b) Interpretation-unofficial (personal): a written explanation of the meaning of a specific provision of a standard or guideline, as determined by the Technology Department Staff, in response to a written request.

### **10.2.4 Contact for Requests**

Requests for either official or unofficial interpretations should be submitted to the MOS.

### **10.2.5 Wording of Requests for Interpretation**

As a courtesy, the MOS should give the requester opportunity to review and concur in a formatted request incorporating the essence of the request's background information and questions. Requester concurrence in the edited request is desired but not required. Typical reasons for Standards Staff editing are to:

- a) assist the requester to correct deficiencies in the request,
- b) provide brevity,
- c) assure clarity,
- d) conform to accepted style,
- e) broaden the applicability of the response,
- f) increase usefulness of the response to other users of the standard, or
- g) modify the questions in response to objections received from others after publication of the interpretation.

## **10.3 Types of Requests**

### **10.3.1 Receipt of Requests.**

After a request is received, the MOS shall notify the requester of the interpretation procedures, the typical response times, and that ASHRAE will not normally respond to a follow up request for official interpretation to confirm a previous unofficial interpretation. The requester will then be given opportunity to request either an unofficial or official interpretation.

### **10.3.2 Request for Unofficial Interpretation.**

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 may respond in writing to written requests for unofficial personal interpretations. The following disclaimer shall be included with all responses to unofficial (personal) interpretations:

“An unofficial or personal interpretation is a written explanation of the meaning of a specific provision of a standard or guideline in response to a written request. While every effort has been made to ensure its accuracy and reliability, it is advisory and provided for informational purposes only, and in many cases represents only one person's view. It is not intended and should not be relied on as an official statement of ASHRAE.”

### **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.

#### **10.3.4 Establishment of Interpretations Committee.**

After a new or revised standard or guideline has been issued and the PC discharged, an IC, if not already in existence, shall be formed by PPIS if there is an anticipated need or if a request for official interpretation is received.

#### **10.3.5 Joint Standards or Guidelines.**

For a jointly sponsored standard or guideline, where ASHRAE is the lead organization, establishment of an IC shall follow the procedures in Section 10, except that the membership of the IC shall include representatives of the other sponsoring organization(s). The proportion of members from each sponsor shall be similar to the proportion of the members of the original PC. The MOS shall notify the other sponsors when a request for official interpretation has been received at the same time the IC is notified.

#### **10.3.6 Organization.**

The Interpretations Committee (IC) shall consist of:

- a) chair
- b) vice-chair, if size or activity warrant, and
- c) members

#### **10.3.7 Chair.**

The IC Chair shall be appointed by the Chair of PPIS. The Chair and Vice-Chair 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 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.

### **11 STANDARDS PROJECT LIAISON SUBCOMMITTEE (SPLS)**

The Standards Project Liaison Subcommittee (SPLS) shall be responsible for coordinating, monitoring and guiding the development of ASHRAE standards, guidelines and user manuals. SPLS is comprised of members from the Standards Committee.

#### **11.1 Responsibilities**

SPLS is responsible for but not limited to:

- a) maintaining titles, purposes and scopes for active projects and recommending changes for StdC approval,

- b) tracking the status of PCs,
- c) approving PC membership and recommending StdC approval of policy-level PC chairs
- d) approving drafts for normal track Standard or Guideline publication public review,
- e) training PC chairs,
- f) approving PC work plans,
- g) reporting on the status of PC work plans,
- h) recommending to the StdC User's Manual requests for approval under any of the following circumstances:
  - i. requested User Manual is not included in the budget
  - ii. additional ASHRAE money is required beyond what has been budgeted
  - iii. additional outside funding is required.
- i) approving the User's Manual work statement,
- j) approving the Project Monitoring Subcommittee for User's Manuals
- k) approving the User's Manual contractor, and
- l) recommending to StdC approval of PC requests for waivers to PASA.

## **11.2 Technical Content Responsibility**

Responsibility for the technical content of ASHRAE standards or guidelines rests with the PC, not with SPLS.

## **11.3 Membership**

Members of SPLS are appointed by the StdC Chair. Members of SPLS shall be members of the StdC. Experience as a member of a PC is preferred, but not required.

## **11.4 SPLS Liaison Responsibilities**

SPLS members are assigned as SPLS Liaison to specific PCs by the SPLS Chair.

The responsibilities of the SPLS Liaison include but are not limited to the following:

- a) attend the entire first and second meetings of a new PC (the liaison may request the MOS to attend the first meeting of a PC if the liaison is unable to do so),
- b) stay informed of the activities of the PC and advise it on matters of policy and procedure by attending subsequent meetings of the PC,
- c) become familiar with standards or guidelines of assigned PCs,
- d) encourage each PC Chair to generate regular PC activity by mail, e-mail and teleconference meetings,
- e) maintain a record for each PC meeting and submit a status report on activity one month before each regular SPLS meeting,
- f) provide records of PC activity to the incoming SPLS liaison (and the MOS) or send directly to the MOS when a PC is discharged, and
- g) each member of SPLS shall review draft standards, guidelines or addenda submitted by the PCs to ensure that correct procedures were followed. (SPLS members' review of the technical content is permissible during the publication public review period and then only in the capacity of a commenter.)

## **11.5 Procedures**

### **11.5.1 Proposed Project Committee Chair**

The proposed PC Chair submitted by PPIS or SRS shall be considered for approval by SPLS. If an alternate selection is required, the SPLS Liaison shall work with the cognizant TC/TG/TRG, Technical Activities Committee Section Head, or with any other individuals or committees as necessary to recruit a member to recommend to SPLS for approval as PC Chair.

#### **11.5.1.1 PC Chair Requirements**

The proposed PC Chair shall:

- a) be a member of ASHRAE,
- b) be knowledgeable about the project status and work plan, for existing project committees,
- c) show leadership and communication skills as a consensus builder, have either standard, guideline or PASA experience,
- d) be experienced in the technical area of the standard or guideline,
- e) be able to attend all Annual and Winter Meetings of the Society,
- f) be able to work toward a deadline and direct the committee to a timely completion of work, and
- g) handle other matters that relate to or interface with the PC.

#### **11.5.1.2 SPLS Vote**

Prior to SPLS approval of the PC membership, the MOS will furnish SPLS members with completed Biographical Data Forms and Potential Sources of Bias and Conflict of Interest Forms for each proposed PC voting and non-voting member.

SPLS shall review the qualifications of potential PC members to determine whether the individuals are knowledgeable in the discipline of the standard or guideline and to ensure balance.

An SPC or SSPC must have balance so that no one interest group has a voting majority or in the case of safety standards no more than 1/3 in any interest category. (GPC and SGPC balance is desirable but not required).

SPLS must approve the roster including appointment of subcommittee chairs if the PC is organized by subcommittee.

#### **11.5.1.3 Action If Approved.**

If SPLS votes to approve the membership, the MOS shall advise the PC Chair and notify each PC member that he or she has been accepted. The MOS shall also inform each member of the Society's policy on indemnification. (See Appendix E.)

#### **11.5.1.4 Failure to Form Committee.**

If a balanced committee cannot be formed within 12 months, the PC Chair shall consult with the SPLS Liaison to determine whether further effort would be advisable, whether another PC Chair should be sought, or whether the matter should be sent back to PPIS to re-evaluate the need. SPLS may request a waiver of this requirement if it perceives that progress is being made to form a committee.

If an approved committee membership is not submitted by the TC or SPLS Liaison within twelve months after the project is approved and any waiver period, the MOS shall take the following action:

- a) if this is a new project where the formation of a project committee and TPS have been approved, automatically discontinue, or
- b) if this is an authorized revision committee, automatically refer the disposition to SRS for either reaffirmation publication public review or withdrawal public review.

#### **11.5.1.5 Termination Due to Lack of Performance**

If the PC has not officially met for 12 months or is not advancing the development of the Standard or Guideline in a timely manner then the SPLS Liaison shall determine whether the committee makeup should be changed and/or another Chair should be sought or, whether the matter should be sent back to PPIS to re-evaluate the need. If the committee is discontinued then the actions by the MOS described in Section 11.5.1.4 apply.

### **11.6 Revision of TPS of Existing PC**

If an existing PC recommends changes to its Title, Purpose or Scope (TPS), the recommendation shall be submitted to the MOS prior to submission of a standard, guideline or addendum for public review. Editorial changes to a TPS may be approved by the MOS, otherwise the request shall be submitted to approving bodies in accordance with Section 7 of the StdC MOP.

### **11.7 Processing for Publication Public Review**

The SPLS Liaison and/or the approving bodies must determine whether ASHRAE procedures and due process have been followed in the preparation of the Standard or Guideline and the documents required by PASA 7.2.1 have been submitted prior to publication public review.

### **11.8 Fast Track Standard or Guideline**

Once the PC has achieved consensus on its draft for publication and processing for public review the PC shall submit to MOS the information requested in PASA 7.2.1.3. Staff will then process the draft for public review, which is normally thirty to sixty days, provided that:

- a) there are no negative votes within the PC, and
- b) no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft, and
- c) the SPLS Liaison has not notified the MOS within ten calendar days, with specific justification, that the PC has violated due process.

#### **11.8.1 Normal Track Standard or Guideline**

For all other cases SPLS must approve the document before it can be issued for public review. If the draft is not approved by SPLS for public review, it will be returned to the PC with a statement of action required. If after public review no substantive changes are required, staff will process the draft and forward it to Standards Committee for publication approval. If substantive changes are required, the project committee will incorporate those changes and again approve the document and submit it to staff and their SPLS Liaison.

One or more subsequent public reviews would follow until no further substantive changes are required, where upon staff will process the draft and forward it for publication approval.

### **11.9 Standards Committee Recommendation for Publication**

Standards Committee must determine whether ASHRAE procedures and due process have been followed in the preparation of the Standard or Guideline, the documents required by the [Final Publication Submittal Form](#) are submitted and the Standard or Guideline is ready for publication.

#### **11.9.1 Action after Publication Disapproval**

During the Publication Approval process, if any of the approving bodies disapprove the draft Standard or Guideline, the draft will be submitted by the Standards Committee to the PC with an explanation from the disapproving committee and instructions to the PC for further action. If the disapproving body is Standards Committee, such action is reported to Technology Council.

### **11.10 Process for Appeal**

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

### **11.11 Determination of Need for SSPC or SGPC**

A PC may be converted to a Standing Committee at any time by vote of SPLS and concurring vote by StdC.

### **11.12 Standards Achievement Award**

SPLS will annually review all eligible nominations received and make a recommendation to the Standards Committee for its consideration at the ASHRAE Winter Meeting based on the procedures in Appendix B.

### **11.13 Units Policy**

Units format for proposed and revised draft standards and guidelines must follow the ASHRAE units policy and must be approved as part of the work plan, unless a waiver is approved by SPLS, Standards Committee and the Director of Publication and Education.

### **11.14 Work Plan for Projects**

The PC Chair and SPLS Liaison shall develop a [work plan](#) (WP) with a copy to the MOS.

If a replacement PC Chair is elected to an existing PC, the PC Chair and SPLS Liaison shall review the WP, or develop a WP if one does not exist. The SPLS Liaison shall monitor the PC's performance in relation to the approved WP and report at each SPLS meeting.

### **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. The request will be forwarded to SPLS, StdC and the BOD for approval by a majority vote of those committees.

## **12 CODE INTERACTION SUBCOMMITTEE (CIS)**

CIS membership and scope are determined by Section 6.2.5 of the Standards Committee MOP. All other procedures for CIS operation shall be found in this reference manual.

### **12.1 Code Development Procedures**

This section establishes procedures for processing code change proposals by the Code Interaction Subcommittee (CIS). CIS provides a means for ASHRAE to represent the interests of ASHRAE members and to promote uniform adoption of ASHRAE Standards and Guidelines by Model Code Developers and Standards Developers, herein referred to as "code" or "codes". CIS will focus on codes subjects that affect ASHRAE member interests. All ASHRAE Code Interaction shall be processed by and through the CIS.

#### **12.1.1 ASHRAE Prepared Code Proposals and Comments**

CIS will oversee ASHRAE staff's submission of code proposals and comments on code proposals which provide a single, simple and direct prescriptive method for minimum compliance with the data or practice contained in a Design, Method of Test or Classification Standard. When possible, the information contained in the Code proposal shall be identical to the Standard or Guideline from which it is prepared. If CIS determines the information should not be identical, the information shall be technically equivalent to the information in the Standard or Guideline and shall be in an easy to follow format.

Where practicable, CIS shall primarily rely on the cognizant committee to ensure the proposal is consistent with an ASHRAE Standard or Guideline, but may also decide to disapprove a proposal if it is not consistent with the related Standard or Guideline. Code proposals require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated SPC or SSPC, GPC or SGPC, or TC voting membership (hereafter referred to as the "cognizant committee") responsible for the preparation of the source Standard or Guideline. The cognizant committee will be responsible for providing the CIS with the necessary technical substantiation for the CIS to adequately prepare the proposal and any other supplemental information for use in clearly articulating ASHRAE's position. The cognizant TC for a standard can be requested by CIS to be the cognizant committee when no SPC, SSPC,

GPC, or SGPC is active. When working under a compressed timeline, requiring CIS to submit proposals and comments without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

All official ASHRAE proposals and supporting comments that contain material from copyrighted ASHRAE material shall be submitted by ASHRAE Staff. Individuals who submit copyrighted ASHRAE material without obtaining permission shall be in violation of ASHRAE copyright policy.

CIS is responsible for ensuring appropriate attendance at code hearings to promote adoption of ASHRAE code change proposals through the code development process.

### **12.1.2 Code Proposals Not Submitted By ASHRAE**

CIS shall also respond to code proposals submitted by others, when they affect or conflict with current or pending ASHRAE Standards or Guidelines, the ASHRAE Handbooks or when directed by ASHRAE leadership. Where practicable, CIS will submit these code changes to the designated cognizant committee for their input on how to respond to each code change proposals. The recommended ASHRAE position on proposals will be one of the following:

1. Strongly Support – The content is identical to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff encouraged to so comment)
2. Support – The content is identical to the affected Standard or Guideline and not significantly impactful or the content is technically equivalent to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff may so comment)
3. Oppose – The content is not identical to the affected Standard or Guideline and is not significantly impactful (ASHRAE Staff may so comment)
4. Strongly Oppose – The content is not identical to the affected Standard or Guideline and is significantly impactful (ASHRAE Staff encouraged to so comment)

Responses to code proposals not submitted by ASHRAE require approval by the majority of CIS voting members and, when practicable, more than 50% of the designated cognizant committee. When working under a compressed timeline, requiring CIS to submit responses without formal approval of the cognizant committee, a timely report of this action must be made to the Standards Committee Chair and the Chair of the cognizant committee.

### **12.1.3 Code Development Involvement Request**

If any SPC, SSPC, GPC, SGPC, or TC wishes to become involved with ASHRAE code development, the chair of the committee may submit a request for involvement to the chair of CIS and the staff liaison which contains justification for such. If a standing committee is present, it shall be responsible for the development of all proposals and comments related to the Code Development, unless CIS determines it should assume those responsibilities.

Any cognizant committee whose subject of interest corresponds to provisions of codes that may be the subject of CIS code proposals shall appoint a liaison to the Code Interaction Subcommittee or CISTG, subject to approval by the CIS Chair. The liaison is responsible for providing code proposals and comments to code proposals from the cognizant committee to CIS for consideration.

## **12.2 Code Interaction Subcommittee Task Group**

A CISTG shall be established when the CIS Chair determines a task group is needed to better address high workload or for CIS to be more productive.

### **12.2.1 CISTG Membership**

When the CIS Chair determines a Code Interaction Subcommittee Task Group is needed, he will appoint a CISTG chair and recommend not less than 4 members, including at least two members from the CIS. A

CISTG will be dissolved when the CIS Chair determines the CISTG is no longer needed or when the term of the chair ends. CISTG members shall be approved by a majority of the CIS.

### **12.2.2 Removal for Cause**

The CISTG Chair may recommend removal of an individual from a CISTG for cause by submitting a recommendation and justification in writing to the CIS Chair. Grounds for removal from the CISTG subcommittee include, but are not limited to:

- a) failure to attend two consecutive meetings or conference calls,
- b) attempts to use committee position to forward personal or business interests in conflict with antitrust laws, and
- c) being responsible for the submission of a code proposal or comment that is inconsistent with the requirements found in the relevant CISTG or CIS.
- d) Conduct disruptive to the activities of the CISTG.

When a CISTG member has been removed for cause, the CIS Chair shall report the action to the Standards Committee Chair.

### **12.2.3 Reporting to CIS**

The CISTG Chair, or designee, shall provide a report of CISTG activities and status at the Annual and Winter meetings and at other times requested by the CIS Chair.

### **12.2.4 Forwarding Code Proposals And Work Product To CIS**

The CISTG liaison shall submit code proposals and/or work product, along with the final vote and any position statements by negative voters, to the CIS Chair and staff.

## **12.3 Conduct of CIS and CISTG Meetings**

### **12.3.1 Scheduling Meetings**

CIS and CISTG meetings will be scheduled in conjunction with other Standards Subcommittees during the Annual and Winter meetings, unless the CIS Chair determines a meeting is not necessary. Request for meeting space and conference calls will be made by the CIS Chair or with CIS Chair concurrence through the staff liaison. Meetings outside the ASHRAE Winter and Annual meetings shall be scheduled by the CIS Chair on an as needed basis.

### **12.3.2 Meeting Announcements, Agenda and Materials**

Meeting and conference call announcements and agenda may be sent over the “codes” listserv. CIS supporting materials, including proposals and comments shall only be distributed to the Code Interaction Subcommittee. CISTG materials shall only be distributed to CIS and CISTG members.

#### **12.3.2.1. Copyright**

All development of code proposals and comments shall adhere to the ASHRAE copyright policy.

### **12.3.3 Quorum Requirements**

A quorum shall be present for all CIS meetings and for CISTG meetings to approve code proposal recommendations. A quorum exists if a majority of the voting members are present.

### **12.3.4 Meeting Governance**

The Chair shall preside over meetings. In the Chair’s absence, the Chair’s designee will preside. The conduct of meetings shall be governed by Robert’s Rules of Order Newly Revised (general guidance is provided by the ASHRAE booklet, The a-b-c’s of Parliamentary Procedure).



### **12.3.5 Minutes of Meetings (including Conference Call meetings)**

Minutes shall be kept of all meetings. Minutes shall include date, time and place of meeting, member and guest attendance, motions and resulting votes, and action items assigned. Minutes shall briefly summarize significant discussions and record actions and ballot results. The Chair, or designee, shall distribute meeting minutes, letter ballots and code proposal drafts to members. The CIS Chair shall be included in the CISTG distribution.

### **12.3.6 Open Meetings**

Meetings may be open, on a space-available basis, to observation by directly and materially affected interested persons, however, participation in the meeting is only by permission of the Chair.

### **12.3.7 Minutes, Correspondence, Letter Ballots and Drafts**

The Chair shall distribute, or have a designee distribute, minutes of meetings, letter ballots and code proposal drafts to CISTG members and the CIS Chair.

## **12.4 Representation at Code Group Hearings**

### **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 Assistant Manager of Standards – Codes (AMOS-C), who is the CIS staff liaison, supported by members of CIS.

Transportation reimbursement may be requested by the Chair of CIS, subject to approval by the Chair of Standards Committee, to fund transportation of technical experts to provide additional expertise at code hearings on ASHRAE's behalf.

### **12.4.2 ASHRAE Representative duties**

The ASHRAE Representatives shall:

- a) present ASHRAE code proposals and comments to the code group,
- b) present CIS approved positions to code change proposals by others,
- c) make editorial and minor substantive changes to ASHRAE code proposals and comments if required for the proposal to be approved, and
- d) make timely reports to CIS of the activities and results of code group actions on ASHRAE code proposals, code change proposals by others to which the CIS submitted responses and related activities since the last meeting.

## **13 STANDARDS REAFFIRMATION SUBCOMMITTEE (SRS)**

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

SRS shall:

- a) be the consensus body for reaffirmation or withdrawal of ASHRAE standards and guidelines.
- b) use the procedures required by PCs for approving Standards or Guidelines for withdrawal/reaffirmation. (See PASA 4.2.2.6, PASA 7.2, PASA 7.6 and PASA 7.7)
- c) act as the revision project committee consensus body when the following conditions are met:
  1. the cognizant TC/TG/TRG recommends reaffirmation of an existing standard or guideline with updated references, and
  2. the cognizant TC/TG/TRG has reviewed the updated references and determined that updating them will not make a substantive change to the standard or guideline.

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

### **13.1 Maintenance of Existing Standards or Guidelines where no PC Exists**

#### **13.1.2 Recommendations to SRS**

PPIS designates a cognizant committee to make recommendations to SRS according to Reference manual Section 9.1.1. The cognizant committee shall be responsible for recommending future actions to SRS.

#### **13.1.3 Periodic Maintenance Standards or Guidelines**

Following an interval of not more than three years after publication of each Standard or Guideline, the cognizant committee shall be requested to recommend to SRS reaffirmation, revision or withdrawal of the Standard or Guideline.

After consideration of the cognizant Committee's recommendation, SRS shall recommend reaffirmation, revision, or withdrawal of the existing Standard or Guideline during or prior to the fifth year following its publication, subject to comments from a public review period.

If reaffirmation is recommended by SRS, SRS may delay public review of notice of intent-to-reaffirm until four years after publication of the Standard or Guideline.

Between publications, addenda to PM Standards and Guideline documents are permitted and can be recommended by a SPC/GPC, the cognizant TC, SSPC or SGPC in accordance with the Standards Committee Manual of Procedures. In all cases, the MOS must be notified and a PINS must be filed with ANSI for any addenda to a published PM standard or guideline. Any addenda developed would follow the same procedures as addenda to CM standards.

#### **13.1.4 SRS Evaluation.**

Before recommending the formation of a PC to revise an existing ASHRAE Standard or Guideline, SRS will satisfy itself as to the need for this action. SRS may contact the appropriate ASHRAE Committees for their opinion on the need for revision of an existing standard or guideline. All published ASHRAE Standards or Guidelines shall be reviewed to determine whether they should be reaffirmed, revised or withdrawn at intervals of not more than five years.

#### **13.1.5 Reaffirmation**

When the Cognizant committee recommends reaffirmation of a Standard or Guideline and Staff determines that normative references are out of date or are revisions, SRS asks the Cognizant committee to determine if updating references will cause a substantive change to the Standard or Guideline. If a substantive change would result, SRS shall recommend the formation of a PC to StdC. If no substantive change would result, SRS shall serve as the PC.

- Reaffirmations shall be processed without any substantive change to the main text of the Standard or Guideline.
- All non-substantive changes in the main text of the Standard or Guideline shall be explained, or noted, in a foreword.
- A Standard or Guideline undergoing an update of references necessary to implement the Standard or Guideline (normative references) shall be processed as a revision unless the references being updated are themselves reaffirmations.
- If all the references being updated are themselves reaffirmations, then the references can be updated and the Standard or Guideline processed as a reaffirmation.

**13.1.5.1 Publication Public Review for Reaffirmation, Revisions (SRS acts as PC) and Withdrawals**  
SRS votes to approve a Standard or Guideline for reaffirmation, revision (SRS acts as PC) or withdrawal. Approval by the Standards Committee or Board of Directors is not required.

**13.1.6 Information Item**

SRS shall notify to the StdC at each meeting all Cognizant committee recommendations for changes to the status of Standards or Guidelines.

**13.1.7 Technical Advice**

If a PC needs special technical expertise to complete the development or revision of a Standard or Guideline, SRS may facilitate assistance from relevant committees or individuals.

**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).

**13.1.9 Processing Public Review Comments**

When public review comments are received for any public review in which SRS is the consensus body, SRS shall review the comments and determine if SRS members have sufficient expertise to process the comments. If it is determined that additional expertise is required then SRS shall recommend that a new PC be formed to complete the process.

**13.2 Procedure for Withdrawing a Standard or Guideline**

**13.2.1 Review by Cognizant TC/TG/TRG**

After review, the cognizant TC/TG/TRG may recommend to SRS withdrawal of a Standard or Guideline rather than revision. The TC/TG/TRG affirmative vote recommending withdrawal shall comply with voting requirements for standards actions. (See Standards Committee MOP, Section 7).

**13.2.2 Review by Standing PC**

The Standing PC may recommend to SRS withdrawal of a Standard or Guideline. The Standing PC affirmative vote recommending withdrawal shall comply with voting requirements for standards actions. (See Standards Committee MOP, Section 7). Comments received on a withdrawal public review by a Standing PC shall be processed in the same manner as comments received during publication public review.

**13.2.3 Review by SRS**

If SRS agrees, SRS will approve the withdrawal and report it as an information item to StdC.

**13.2.5 Action If Not Approved**

If withdrawal is not approved the Standard or Guideline will be returned to Standing PC or TC/TG/TRG for determination of the next action.

**13.2.6 Action If Approved**

If withdrawal procedures are approved, the MOS will publish an intent-to-withdraw notice for ASHRAE and ANSI public review. Any comments received shall be forwarded by the MOS to the SRS Chair.

**13.2.7 No Comment Received**

If no comment is received, the original SRS vote for withdrawal stands and will be processed by Staff. It shall be forwarded by MOS with notification to the StdC.

### **13.2.8 Comments on Withdrawal are Non-Substantive**

If the comments on withdrawal are judged non-substantive or not relevant by SRS, the MOS shall so advise the commenters. If the commenters indicate satisfaction with the responses, or if SRS determines that the comments cannot be resolved but due to their nature or extent, for a standard, consensus is achieved, the recommendation for withdrawal will be submitted to SRS.

### **13.2.9 Substantive Comments on Withdrawal**

If the comments are substantive in nature and indicate that the Standard or Guideline should be retained, SRS will determine whether the procedures for revision or for reaffirmation should be initiated.

### **13.2.12 Withdrawal of a Standard**

Following SRS approval of withdrawal the MOS shall arrange for an announcement in the ASHRAE Standards Actions and trade press, notify ANSI if appropriate, notify ASHRAE Customer Services to eliminate stock and modify availability listings, and maintain a copy of the Standard or Guideline in the files for record purposes.

## **14 STANDARDS COMMITTEE STRATEGIC PLAN**

### **14.1 Purpose**

This strategic plan has been formulated to provide consistent and forward looking guidance to the Standards Committee to ensure that the efforts of the Society have the largest possible impact at the lowest cost in time and effort.

### **14.2 Vision**

To support ASHRAE's preeminence as the global technical resource in the HVAC&R industry by developing standards and guidelines that meet the needs of users and are recognized as the leading documents in their area.

### **14.3 Mission**

To provide support, oversight and guidance that enables the timely and efficient development of relevant documents within the Standards Committee purview by leveraging ASHRAE's unparalleled core technical expertise in heating, refrigeration, and air-conditioning systems with its broad expertise in buildings, and the built indoor environment.

### **14.4 Responsibilities**

The Standards Vice Chair is responsible for maintenance and revision. The Vice Chair, with the concurrence of the Chair, may form an ad-hoc committee to assist. The Standards Chair and Excom will formulate MBO's that cause the plan to be implemented. MBO's should show the correspondence with the Standards Strategic plan as well as the Society Strategic plan.

### **14.5 Revision**

The Plan shall be reviewed for relevance and effectiveness at least every two years and updated as required. The Plan should generally support with the ASHRAE Strategic Directions and should show the correspondence with them.

## APPENDIX A: DEFINITIONS

**code change proposals:** Code change proposals provide a single, simple and direct prescriptive method for minimum compliance of the data or practice contained in a standard. The data contained in the code change proposal shall have identical technical content to the standard from which it is prepared and shall be of an easy to follow format. (See ROB 1.201.004.)

**code language document:** a document that presents a set of requirements related to the design, application, or use of HVAC&R and related technologies where all or a portion of the document may be enacted as mandatory enforceable requirements by a political jurisdiction. Portions intended to be enforced (*normative*) are written in mandatory enforceable language. Portions not intended to be enforced are identified as *informative* and are usually located in informative appendices or other advisory documents.

**conflict (between standards):** refers to a situation where, viewed from the perspective of an implementer, the terms of one standard are inconsistent with the terms of another standard such that implementation of one standard necessarily would preclude proper implementation of the other standard in accordance with its terms.

**Fast Track:** a Standard or Guideline, which does not meet the following criteria:

- a) receives one or more negative votes upon approval for publication,
- b) where ASHRAE receives a written legal threat, or
- c) is a policy level standard

(See normal track)

**Guideline Project Committee (GPC):** a committee of technically qualified individuals whose function is to formulate, review, or revise ASHRAE Guidelines. Balanced representation or interests are desirable, but not required.

**Informative Appendix (Appendix):** additional information of a non-mandatory nature, placed after all normative (mandatory) elements of the standard. Informative Appendixes (appendices) provide non-mandatory information. Changes to informative Appendixes (appendices) are considered non-substantive. Informative Appendixes (appendices) can be changed or even deleted in their entirety without being submitted for publication public review. See ASHRAE Project Committee MOP Paragraph 8.1 & Project Committee MOP Appendix A: Appendix and normative Appendix.

**Interpretation-official:** a written explanation of the meaning of a specific provision of a standard or guideline, as determined by an existing cognizant PC or an Interpretation Committee (IC), in response to a written request.

**Interpretation-unofficial (personal):** a written explanation of the meaning of a specific provision of a guideline or standard, as determined by the Technology Department Staff, in response to a written request.

**Non-substantive Changes:** Non-substantive changes are considered to be limited to the following:

- a) changes to the main body of text of the standard or guideline to update informative references; to correct errata, punctuation or grammar, typographical errors or style; or to add equivalent SI or IP values.
- b) changes to the foreword, membership rosters, or like adjuncts not part of the standard or guideline, and
- c) changes to informative appendices or Appendixes not part of the standard or guideline.

Normal Track: a Standard or Guideline, which meets one of the following criteria:

- a) receives one or more negative votes upon approval for publication,
- b) where ASHRAE receives a written legal threat, or
- c) is a policy level standard.

(See fast track)

**Policy Level SCD:** a Standard or Guideline identified by the BOD or the BOD's designee.

**Standards Developing Organizations (SDOs):** an ANSI accredited standards developer.

**Standing Guideline Project Committee (SGPC):** a committee similar in membership and function to a guideline project committee except that the committee has a continuing assignment of duties and responsibilities with respect to a guideline. It is expected to provide addenda as needed, generate revisions on a regular basis and render interpretations.

**Standing Project Committee (Standing PC):** a SGPC or SSPC.

**Standing Standard Project Committee (SSPC):** a committee similar in membership and function to a standard project committee except that the committee has a continuing assignment of duties and responsibilities with respect to a standard. It is expected to provide addenda as needed, generate revisions on a regular basis and render interpretations.

## **APPENDIX B: GUIDELINES FOR AWARDS**

For additional information see ROB 2.411.003.2

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

- a) Personal Honors (plaque and medallion)
- b) Personal Awards for General Society Activities (plaque and lapel pin)
- c) Personal Awards for Specific Society Activities (plaque and lapel pin)
- d) Paper Awards (plaque and honorarium)
- e) Society Awards to Groups or Chapters (plaque)

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Each proposed award shall be submitted to the Honors and Awards Committee with a detailed description including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.

The committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being recommended. (70-07-01-11)

It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame.

### **B-1 Procedures for Standards Achievement Award**

#### **B-1.1 Purpose**

The Standards Achievement Award recognizes excellence in volunteer service for development of ASHRAE standards/guidelines and shall be presented at the ASHRAE Annual Meeting but may be omitted if a suitable candidate is not identified.

#### **B-1.2 Award**

The Standards Achievement Award consists of a plaque and a lapel pin.

The fiscal impact is negligible as transportation reimbursement to the Annual Meeting for the recipient of the Standards Achievement Award is included in the Honors and Awards Committee budget.

**B-1.3 Nominations**

The Standards Achievement Award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE standards/guidelines development.

Nominations are solicited during the first half of the Society year through an announcement in ASHRAE Standards Actions. The Standards Achievement Award Nomination Form can be found on the ASHRAE website at: [www.ashrae.org/standards-forms-procedures](http://www.ashrae.org/standards-forms-procedures). The nomination form should include a cover letter outlining the nominee’s qualifications, giving special note to outstanding efforts in the area of ASHRAE standard and guideline development.

**B-1.4 Eligibility Requirements**

Only individuals nominated may be considered for the Standards Achievement Award.

The recipient will be selected from all nominations that score a minimum of 10 points from at least 3 categories as calculated in Table 1, Criteria for Selecting Standards Achievement Award Recipients.

The recipient shall have adhered to ASHRAE’s Code of Ethics.

Current Standards Committee and Technology Council members are ineligible for receipt of the Standards Achievement Award during the terms they serve on the respective committees.

Past recipients of the Standards Achievement Award are not eligible.

	<b>Nominee</b>	<b>Points/term</b>	<b># of Terms</b>	<b>Total Points</b>
<b>1</b>	Project Committee Member <i>Maximum of 2 points per committee</i>	1		
<b>2</b>	Project Committee Chair <i>Maximum of 2 points per committee</i>	1		
<b>3</b>	Project Committee Chair at year of publication <i>Maximum of 2 points per committee</i>	1		
<b>4</b>	Intersociety Liaison <i>Maximum of 2 points</i>	2		
<b>5</b>	Past Std Committee Member	1		
<b>6</b>	Past Std Committee Subcommittee Chair	1		
<b>7</b>	Past Std Committee Chair	2		
<b>8</b>	Outstanding Effort <i>Maximum of 4 at the discretion of SPLS</i>			
	Total Points			

**B-1.5 Judging**

SPLS shall present all eligible nominees, including total points scored in B-1.4, and shall recommend at least one recipient from those eligible nominees to Standards Committee for consideration at the ASHRAE Winter Meeting. Standards Committee will review and select the recipient of the Standards Achievement Award. In exceptional cases, if Standards Committee determines that two nominees are deserving of the award, Standards Committee allows for up to two award winners. Eligible nominees not selected to receive the award will not be automatically carried over, but may be re-nominated for consideration in future years by their sponsor.



**B-1.6 Award Notification**

Standards Committee will notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.

**B-1.7 Award****Presentation**

The Standards Achievement Award is presented during the Honors and Awards portion of the Plenary Session at the ASHRAE Annual Meeting.

## **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.

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 an action 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. 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:

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

### **C3 Justification**

The burden of demonstrating need for an Emergency Interim Standards Action rests with the proposer. Interested persons may submit proposals for Emergency Interim Standards Actions to the MOS.

Proposals must include the following information:

- a) identify the proposer, affiliation and contact information;
- b) identify the standard or guideline and clause containing the error,
- c) describe the error claimed and provide supporting information or data, if any,
- d) recommend a change in text, equation, etc. that would eliminate the error or reduce it to acceptable limits and provide supporting information or data, if any,
- e) show compliance with the criteria of C2(a) or C2(b), and
- f) identify the type of harm that has been or may be caused by the error.

Proposals that meet the criteria of C2 and C3 shall be forwarded to the body designated in C5.

### **C4 Concurrent Action**

When an Emergency Interim Standards Action is taken, the Standards Committee shall initiate concurrent development of a revision or addendum, or initiate withdrawal procedures, to permanently correct the problem using ASHRAE's consensus procedures. If corrective standards action is not approved by the Board of Directors for publication within two years, the Emergency Interim Standards Action shall be immediately terminated.

### **C5 PC or PPIS Recommendation**

When a PC having jurisdiction exists, the PC shall submit a recommendation to the MOS on disposition of a proposed Emergency Interim Standards Action at a PC meeting or by letter ballot within 14 days. When a PC does not exist, PPIS shall act in lieu of a PC.

### **C6 MOS Recommendation**

If the PC or PPIS fails to submit a recommendation within 14 days, the MOS shall submit his/her recommendation.

**C7 Review and Comment**

Upon receipt of a recommendation resulting from C5 or C6, the MOS shall circulate the proposed Emergency Interim Standards Action and recommendation within seven days to the StdC, the Director of Technology, and the MOS for review and comment.

**C8 President Will Act**

A package composed of the proposed Emergency Interim Standards Action, recommendations resulting from C5 or C6, and recommendations from the Standards Committee Chair, Director of Technology, and MOS, whether positive or negative, shall be submitted within 14 days of receipt by the MOS for the President's consideration and decision.

**C9 Notifications**

The MOS shall issue notification of the President's decision to the proposer, the Editor of the ASHRAE Journal, and ANSI, and shall initiate implementation of the decision as appropriate.

## **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:

1. Rationale for the need of an application manual
2. Scope of the project to be covered in the UM:
  - a. Addenda, if applicable,
  - b. Interpretation, if applicable,
  - c. Errata to prior versions of the standard and UM,
  - d. List of changes the PC wishes to be addressed that are not part of the list above; and
  - e. Any additional information a bidder may need in preparing the bid.
3. Estimates of the development time, including PC review time
4. Completion date
5. Development cost
6. Target audience
7. UM format (print, electronic, web-based, etc.)
8. Proposal Evaluation (with percentages) such as:
  - a. Understanding of work statement
  - b. Experience in the subject matter
  - c. Familiarity with subject standard
  - d. Qualifications and experience for project
  - e. 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.

**APPENDIX E: POLICY STATEMENT APPROVED BY ASHRAE BOARD OF DIRECTORS  
REF. LIABILITY OF PROJECT COMMITTEE AND SUBCOMMITTEE PANEL MEMBERS**

From ROB Book 1:

**1.201.028 Indemnification Resolution**

Resolved, that this Corporation, as a matter of policy to the full extent permitted by the law of the State of New York, shall indemnify any member, director, officer, employee, agent or volunteer of the Corporation made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, including an action by or in the right of any other corporation, employee benefit plan or other enterprise, which any member, director, officer, employee, agent or volunteer of this Corporation serves or served in any capacity at the request of this Corporation, by reason of the fact that he or she is or was a member, director, officer, employee, agent, or volunteer of this Corporation, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees, actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such member, director, officer, employee, agent or volunteer acted in good faith for a purpose which he or she reasonably believed to be in the best interests of this Corporation and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his or her conduct was unlawful, except that no indemnification shall be made in respect of any claim, issue or matter as to which such member, director, officer, employee, agent or volunteer shall have been adjudged to be liable for gross negligence or willful misconduct in the performance of his duty to this Corporation.  
100-126-001 (79-09-17-LB/88-05-21-49/95-02-02-54/97-06-29-23)



This is a normative Appendix is part of the Standards Committee MOP Reference Manual

**APPENDIX F: SUMMARY OF STDC MOP REFERENCE MANUAL CHANGES**

The Table below gives a summary of MOP Changes beginning June 28, 2011.

<i>Revision</i>	<i>Changes</i>	<i>Approval Date</i>
<b>Original Release</b>	The original edition of the Manual of Procedures (MOP) <i>Reference Manual</i> was approved by Technology Council on June 28, 2011.	<b>TechC June 28, 2011</b>
<b>A</b>	Sections 1.3.1 and 1.3.2 were revised and approved by the Operations Subcommittee via letter ballot. The changes (added requirements for votes taken by SRS and deletion of actions taken by letter ballot require a majority of the voting membership excluding abstentions) to the voting rules offers consistency between PASA and the ROB.	<b>Operations April 2, 2012</b>
<b>B</b>	Sections, 4 was updated to include the Vice Chairs duties; section 17.1.4 was added back to the MOP as it was inadvertently deleted and section 19 is new, this incorporates the Standards Committee Strategic Plan process.	<b>Standards January 26, 2013</b>
<b>C</b>	Revisions were made to the StdC RM, StdC approved most of them on the Spring Conference Call, April 2, 2013 but because Operations had to approve changes to the StdC MOP, the Reference Manual could not be updated until after the 2013 Annual Meeting. The deletion of TCLS was one of the main changes that affected several other sections. Section 6.2 Standing Committees, Section 8.12 Participation in Canvass Method Standards, Section 17 Standards Reaffirmation Subcommittee (SRS), Section 17.2.1 Review by Standing PC, 17.2.2.3 Review by SRS, Section 17.2.3. Standards Committee Recommendation for Withdrawal of a Standard (deleted header) and Section 18, Technical Committee Liaison Subcommittee (TCLS) was deleted and operations now fall under SRS.	<b>Standards April 2, 2013</b>
<b>D</b>	Section 9.3.4, Public Notice of the StdC RM was revised to better align with current practice and ANSI procedures, it shortens the minimum time period for comments from 45 to 30. If comments are received it adds the cognizant PC or PPIS will review and respond and if necessary the TPS can be modified.	<b>Standards June 26, 2013</b>
<b>E</b>	Section 8.17-8.21 was added to the ILS section of the StdC RM. These changes add detailed procedures for adoption and adaptation of international standards.	<b>Operations July 1, 2014</b>
<b>F</b>	These changes clean up and bring the RM in line with PASA changes approved in October 2014. Sections 12-15 were moved under section 11 (SPLS). This in effect renumbered the latter sections. Section 17 (now Section 13) and was editorially revised to comply with the October 2014 PASA changes. Section 11.9.2 was deleted since it was redundant to the previous section 11.9.1.	<b>Editorial March 19, 2015</b>
<b>G</b>	These changes were made to develop ways in which User Manuals could get to the market closer to the release of the standard which it applies. The updates move approvals and oversights of all the different parts of the process back several layers and provides additional criteria for reviewing bids and selecting contractors.	<b>Tech Council January 30, 2017 (formally inserted on October 6, 2017)</b>
<b>H</b>	These changes clean up the RM and bring them in line with current procedure. We no longer have a PC MOP so all references to it were eliminated and replaced with guidance to PASA.	<b>Editorial March 21, 2017</b>
<b>I</b>	Changed item 11.1 c and aligned it with PASA 4.3.1 requirement.	<b>Standards January 24, 2018</b>

<b>J</b>	Procedures for international travel reimbursement was added to section 8.10-8.10.6. Appendix B was updated to clarify and streamline the Standards Achievement Award process.	<b>Standards June 27, 2018</b>
<b>K</b>	Section 8.10.1 was editorially changed. Changed “transportation” reimbursement to “travel” reimbursement.	<b>Editorial July 20, 2018</b>
<b>L</b>	Added new Section 8.10.2.1 and 8.10.3.1 – 8.10.2.1 removes the inadvertent action of self-approval and section 8.10.3.1 requires additional reviews by Tech Council Chair or his designee.	<b>Standards June 26, 2019</b>
<b>M</b>	Section 12, updated section number reference.	<b>Editorial August 5, 2019</b>
<b>N</b>	Section 11.6 editorial change – updated text taken from the PC MOP and included in the RM.	<b>Editorial August 9, 2019</b>
<b>0</b>	Entire document – replaced “SCD” with standard, guideline or portion thereof Section 1.3.1 and 1.3.2 – added requirements for Official Interpretation votes Section 11.8 - allows fast track approvals of any publication including policy level documents that have no unresolved objections. Section 13 - Standards Reaffirmation Subcommittee – streamlines approval levels. Section 12- CIS - expands the scope of CIS such that any comment/proposal submitted by ASHRAE applies to any standards developers, not just model codes. Section 12.3.2.1 - Added copyright section	<b>Standards February 5, 2020 &amp; PASA Reaccreditation 4/21/2020</b>