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|  | **Proposed Changes to an Approved Title, Purpose and Scope** |

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| **INSTRUCTIONS:**If, during the course of developing or revising a standard or guideline, a project committee (PC) determines that changes to an approved TPS are warranted, the PC shall submit the request to the MOS for further approval prior to submission of a standard, guideline or addendum for public review. The request shall indicate the proposed changes to the approved TPS with existing text to be deleted denoted by strikethrough and new text to be added denoted by double underline. The request shall also include the rationale supporting the proposed changes to the TPS, the PC vote and the date of the meeting or letter ballot associated with the PC vote. Editorial changes to a TPS may be approved by the MOS; otherwise, the request shall be submitted to the appropriate approving bodies. Notice of a revised TPS and a call for comments with a minimum time period of 30 days will be announced in Standards Actions. If it is determined that the revised TPS results in the identification of new stakeholder groups likely to be directly impacted by the standard, a call for members will be placed in the ASHRAE Standards Actions and ANSI Standard Actions. If any substantive public review comments are received, the PC will review and respond to the commenters. If necessary, the PC may revise the TPS and submit a new request for approval. If no public review comments are received, the revised TPS automatically becomes approved on the close of the public comment date. |

1. **Project committee (PC number and title):**
2. **Today’s date:**
3. **PC Chair:**
4. **Proposed TPS – Provide proposed changes below to the current approved TPS (confirm TPS by checking version on the ASHRAE website at:** [**https://www.ashrae.org/srttps**](https://www.ashrae.org/srttps)**) with deleted text shown in hard strikethrough and additions shown in double underline (do not use Track Changes).**

**Title:**

**Purpose:**

**Scope:**

**4a. Revised TPS as proposed (“clean” version with no strikethrough or underlined changes):**

**Title:**

**Purpose:**

**Scope:**

1. **Background/Rationale for proposed TPS changes:**
2. **Are the proposed TPS changes considered substantive?**

**[ ]  No [ ]  Yes**

1. **Are there new stakeholder groups that are likely to be directly impacted by the revised TPS?**

**[ ]  No** **[ ]  Yes If yes, please identify stakeholders:**

1. **PC vote (yes, no, abstain, ballot not returned) to approve proposed changes and meeting/letter ballot date:**

*Please submit request to the MOS at* *standards.section@ashrae.org* *with a copy to the PC SPLS Liaison* *by the published deadline for consideration at the upcoming ASHRAE SPLS meeting.*