



Standards Committee

Reference Manual

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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

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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 Standards Committee Meetings

The StdC shall have in person meetings in conjunction with the ASHRAE Winter and Annual Meetings and is authorized to hold up to four additional in person meeting between each of the Society meetings, 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.

Votes taken by SRS for standards action require:

Affirmative recorded votes by the majority of the voting membership.

Official Interpretation votes taken by PPIS require:

- a) affirmative votes by the majority of the voting membership.

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.

Votes taken by SRS for standards action require:

- b) affirmative votes of the **majority of the voting membership**. 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.

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 ASHRAE Simplified Rules of Order-Quick Reference, 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 StdC 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.
- c) serve as a voting member of the Global Technical Interaction Committee and act as a liaison for Standards Committee.

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 Standards Committee approval,
- n) arrange for final editing and publication of standards, guidelines or addenda before Standards Committee 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) prepare letters of appointment and maintain records of intersociety representatives appointed by StdC,
- s) arrange for Society votes for canvass method letter ballots on standards prepared by other organization,
- t) act as alternate or as ASHRAE StdC appointed representative when appropriate,
- u) administer of U.S. Technical Advisory Groups (TAG's) for ISO Standards for which ASHRAE has accepted responsibility
- v) administer ISO International Secretariats for which ASHRAE has accepted responsibility,
- w) approve and coordinate financial allocations in the StdC budget,
- x) recommend changes in procedures needed to improve staff support of Committee activities and responsibilities,
- y) keep the Chair, Vice Chair, Subcommittee Chairs, and Liaisons informed of his/her activities by copies of his/her letters and by reports,
- z) 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,
- aa) submit comments, in consultation with the Society President, on behalf of ASHRAE concerning ANSI standards actions that may conflict with ASHRAE standards, and
- bb) 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 four standing subcommittees:

- a) Planning, Policy and Interpretations Subcommittee (PPIS)
- b) Standards Project Liaison Subcommittee (SPLS),
- c) Code Interaction Subcommittee (CIS), and
- d) Standards Reaffirmation Subcommittee (SRS).

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

7 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) 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,
- e) evaluating request for development of Joint Sponsorship Agreements,
- f) maintaining ASHRAE's standards writing and processing procedures** and recommending changes for StdC approval, and
- g) designating one or more cognizant committees (eg: TC, TRG, EHC) for each ASHRAE standard or guideline.

**PASA – Procedures for ASHRAE Standards Actions.

7.1 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.

7.1.1 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.

7.1.1.1 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?

7.1.1.2 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.

7.1.1.3 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.

7.1.1.4 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.

7.1.1.5 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.

7.2 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”).

7.2.1 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.

7.3 Standards Committee Approves Title, Purpose and Scope and Votes to Establish PC

Voting shall follow the rules in StdC MOP.

7.3.1 Need for a Standing PC

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

7.3.2 Action If Approved

The standard development process passes to SPLS.

7.3.3 Action If Disapproved

PPIS determines next action.

7.3.4 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.

7.4 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 7, and
- d) the consequence of not proceeding.

7.4.1 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. If approved, standards writing and approval procedures are negotiated with the other organizations by the MOS.

7.4.2 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.

7.4.3 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.

7.4.4 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.

7.4.5 Standards Committee Vote

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

7.5 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 Technology Council adoption of modified or unmodified standards of other organizations following the procedures outlined in this Manual.

7.6 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.

8 INTERPRETATIONS OF STANDARDS AND GUIDELINES

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

8.1 Applicable Requests.

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

8.2 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.

8.2.1 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.

8.2.2 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.

8.2.3 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.

8.2.4 Contact for Requests

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

8.2.5 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.

8.3 Types of Requests

8.3.1 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.

8.3.2 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.”

8.3.3 Request for Official Interpretation.

Requests for official interpretation that meet the requirements of Section 8.2.5 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.

8.3.4 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.

8.3.5 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 8, 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.

8.3.6 Organization.

The Interpretations Committee (IC) shall consist of:

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

8.3.7 Chair

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

8.3.8 Selection of IC Members

The IC Chair shall select other committee members. A member of PPIS will be appointed IC liaison.

8.3.9 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.

8.3.10 Discharge of Interpretations Committee

Discharge of the IC shall be automatic upon completion of the process. PPIS may also discharge the IC at any time for due cause subject to the approval of the Chair of the StdC.

9 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.

9.1 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,
- 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, and
- h) recommending to StdC approval of PC requests for waivers to PASA.

9.2 Technical Content Responsibility

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

9.3 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.

9.4 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.)

9.5 Procedures

9.5.1 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.

9.5.1.1 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.

9.5.1.2 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.

9.5.1.3 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 D.](#))

9.5.1.4 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.

9.5.1.5 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 9.5.1.4 apply.

9.5.1.6 Removal for Cause Initiated by SPLS

SPLS may, without a recommendation of the PC Chair, remove one or more PC members, including the Chair, from the roster and document their reasons in writing for the removal. Efforts to resolve the issues should be done prior to considering a removal for cause, including but not limited to, allowing the member to resign. Below are some examples, but not all inclusive, of reasons for removal for cause:

- i. Member hasn't attended 50% of scheduled PC meetings in 12 months
- ii. Member hasn't responded to 60% of the letter ballots in 12 months.
- iii. Failure to disclose conflicts of interest; or
- iv. Failure to act with honesty, fairness, courtesy, competence, inclusiveness and respect for others as stipulated in the ASHRAE Code of Ethics Commitment.

9.6 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.

9.7 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.

9.8 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.

9.8.1 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.

9.9 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.

9.9.1 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.

9.10 Process for Appeal

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

9.11 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.

9.12 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](#).

9.13 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.

9.14 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.

10 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.

10.1 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.

10.1.1 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.

10.1.2 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.

10.1.3 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.

10.2 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.

10.2.1 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.

10.2.2 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.

10.2.3 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.

10.2.4 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.

10.3 Conduct of CIS and CISTG Meetings

10.3.1 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.

10.3.2 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.

10.3.2.1. Copyright

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

10.3.3 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.

10.3.4 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).

10.3.5 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.

10.3.6 Open Meetings

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

10.3.7 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.

10.4 Representation at Code Group Hearings

10.4.1 ASHRAE Representatives

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

10.4.2 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.

11 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.

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

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

11.1 Maintenance of Existing Standards or Guidelines where no PC Exists

11.1.2 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.

11.1.3 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.

11.1.4 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.

11.1.5 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.

11.1.5.1 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.

11.1.6 Information Item

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

11.1.7 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.

11.1.8 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. Voting shall be by ballot or equivalent formal recorded method. (See Standards Committee MOP, Section 7).

11.1.9 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.

11.2 Procedure for Withdrawing a Standard or Guideline

11.2.1 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).

11.2.2 Review by Standing PC

The Standing PC may recommend to SPLS 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.

11.2.3 Review by SRS

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

11.2.5 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.

11.2.6 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.

11.2.7 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.

11.2.8 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.

11.2.9 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.

11.2.10 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.

12 STANDARDS COMMITTEE STRATEGIC PLAN

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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

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.

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

(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.

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

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

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

(See fast track)

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.

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. 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 members are ineligible for receipt of the Standards Achievement Award during the terms they serve on the committees.

Past recipients of the Standards Achievement Award are not eligible.

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

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

C2 Definitions

Emergency Interim Standards Action is 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 Standards Committee. An Emergency Interim Standards Action has effect for limited duration and is for the exclusive purpose of correcting errors, other than errata, when failure to take timely corrective action would:

- 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: 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)

APPENDIX E: ADOPTION OF INTERNATIONAL STANDARDS

E1 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.

E2 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.

E3 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.

E4 Advisory Assistance and Interpretations by SRS

SRS shall provide assistance and/or its interpretation if the requester, the ASHRAE MOS, the ASHRAE StdC or one of its other subcommittees questions whether a proposed adoption meets the definition of Identical, Modified or Not Equivalent. SRS shall also provide assistance to a cognizant PC, SPLS, or StdC on the question of whether to use the normal procedures in Section E11 or the expedited procedures in Section E19 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.)

E5 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.

E6 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 E3 and those items listed in Section 9.8.1. If the cognizant PC recommends an Identical adoption, they may also recommend whether the expedited procedures in Section E19 should be invoked. Otherwise, the publication public review recommendation shall be processed as specified in Section 9.8.1. The MOS shall also notify SRS of the proposed adoption, describe whether it is an Identical or Modified adoption, and note the combination of ISO/IEC and ASHRAE standards affected.

If the StdC eventually approves the publication public review for an Identical adoption using ASHRAE's procedures in Section 9.8.1, 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.

E7 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 E5.

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

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

E8 Adoption of Identical International Standards

If the cognizant TC/TG/TRG recommends an Identical adoption of an international standard and SRS concurs, SRS shall vote to recommend whether the normal procedures in Section E11 or the expedited procedures in Section E19 should be invoked. If SRS does not agree with a cognizant TC/TG/TRG recommendation (whether for Identical adoption or for denying the requestor's recommendation to adopt), the two parties shall attempt to resolve their differences. If mutual agreement cannot be achieved, the adoption process shall be abandoned; however, the cognizant TC/TG/TRG may appeal its position to the StdC if they support identical adoption by SRS does not.

E9 Request for Formation of New PC

SRS shall process the request for the formation of a new PC by having the item added to the agenda of PPIS. PPIS shall follow its normal procedures, specified in Section 7.1, 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.

E10 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 E6 shall apply. The existing PC has the authority to pursue an adoption option (Identical versus Modified) that differs from the one recommended by the cognizant TC/TG/TRG. If the PC elects not to recommend adoption of the international standard, the PC shall submit a brief written summary to the MOS explaining its rationale. The MOS shall share this reply with the cognizant TC/TG/TRG, SPLS and SRS.

E11 Identical Adoption of an ISO or IEC Standard Using the Normal Procedures

If, in accordance with Section E8, an Identical adoption of an ISO or IEC standard is recommended using the normal procedures in Section E11, SRS shall be designated the consensus body and remains so unless the action described in Section E18 is implemented. The steps specified in Section E11 shall be used for processing the Identical adoption recommendation from SRS.

E12 SRS Report to StdC

The SRS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the normal procedures in Section E11. As informational items, the report shall summarize the original written request submitted to the MOS (See Section E5 for minimum requirements), any changes recommended by the TC/TG/TRG, in comparison to the original requestor, and any vote counts conducted by the TC/TG/TRG and SRS, including explanations of any negative votes or abstentions.

E13 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.

E14 Action If Not Approved

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

E15 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.

E16 SRS Consideration of Comments

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

E17 Commenters Support an Identical Adoption and Either No Comments Are Received or Changes Consistent with Comments Would Maintain the Adoption as Identical

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

E18 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 SPLS. SPLS 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 E9. For option b, SPLS shall follow its normal procedures, specified in Section 9.1, in processing the recommendation for the new PC. For option c, SPLS shall briefly explain its rationale in its report to StdC. The MOS shall share this rationale with the cognizant TC/TG/TRG.

E19 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.

E20 Consensus Body

The consensus body shall be the cognizant PC. If none exists, SRS shall be designated the consensus body and remain so unless the action described in Section E25 is implanted.

E21 Report to StdC

Depending on the prior routing of the adoption request (Either Section E17 or Section E18 either SPLS or SRS report to the StdC shall include a motion to conduct a publication public review of a planned Identical adoption of the ISO or IEC standard in question using the expedited procedures in Section E19. As informational items, the report shall summarize the original written request that was submitted to the MOS, any changes recommended by the TC/TG/TRG/PC/SRS/SPLS, in comparison to the original requestor, and any vote counts conducted by these parties, including explanations of any negative votes or abstentions.

E22 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.

E23 Action If Approved

If publication public review using the expedited procedures in Section E19 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.

E24 Handling of Publication Public Review Comments

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

E25 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.

E26 Consensus Body Recommends Publication as an Identical Adoption

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

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

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

E27 Consensus Body Recommends Consideration of the Publication Public Review Comments

The existing cognizant PC shall conduct the revision. If SRS is the present consensus body, this role shall now be delegated to a PC. If a PC does not already exist that can accept his new duty, PPIS shall follow its procedures of StdC MOP Section 7 in processing a recommendation for a new PC. Once the cognizant PC has considered the public review comments and, if applicable, made changes to the ASHRAE Standard that adopts the ISO or IEC standard the process shall proceed in accordance with Section E6 if so, voted by the PC.

E28 Consensus Body Recommends Discontinuation of the Adoption Process

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

E29 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.

E30 Identical Adoption of Standards Or Guidelines by an International Organization or Entity

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

E31 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,

E32 Adaptation of Standards Or Guidelines by ASHRAE for an International Organization or Entity

E32.1 Applicable Requests

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

E32.2 Contact for Requests

Requests for adaptations shall be submitted to the MOS.

APPENDIX F: INTERNATIONAL CANVASS METHOD

F1 Participation in Canvass Method Standards

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

F2 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.

F3 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 SRS concurrence by exception. | 7 days |
| f) StdC letter ballot if SRS-member exception. | 7 days |
| g) MOS execution of ballot vote. | 3 days |
| | <hr/> |
| | <i>Total 45 days</i> |

F4 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 SRS Chair will oversee staff's choice of cognizant committee. The chair of the cognizant committee (PC or TC) shall promptly notify the MOS regarding the availability of the committee (PC) or CBS (TC) to review and vote on the standard.

F5 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.

F6 Cognizant Committee Recommendation for Standards Action

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

method. As an aid to establishing quorum, persons who are voting members of the cognizant PC but do not wish to vote on a specific ballot should complete and return the ballot with a formal abstention and give a reason, rather than not returning the ballot.

F7 Negative Votes on Letter Ballot

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

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

F8 Execution

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

F9 Report

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

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

APPENDIX G: 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>
Original Release	The original edition of the Manual of Procedures (MOP) <i>Reference Manual</i> was approved by Technology Council on June 28, 2011.	TechC June 28, 2011
A	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.	Operations April 2, 2012
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.	Standards January 26, 2013
C	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.	Standards April 2, 2013
D	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.	Standards June 26, 2013
E	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.	Operations July 1, 2014
F	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.	Editorial March 19, 2015
G	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.	Tech Council January 30, 2017 (formally inserted on October 6, 2017)
H	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.	Editorial March 21, 2017
I	Changed item 11.1 c and aligned it with PASA 4.3.1 requirement.	Standards January 24, 2018
J	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.	Standards June 27, 2018

K	Section 8.10.1 was editorially changed. Changed “transportation” reimbursement to “travel” reimbursement.	Editorial July 20, 2018
L	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.	Standards June 26, 2019
M	Section 12, updated section number reference.	Editorial August 5, 2019
N	Section 11.6 editorial change – updated text taken from the PC MOP and included in the RM.	Editorial August 9, 2019
O	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	Standards February 5, 2020 & PASA Reccreditation 4/21/2020
P	Section 12.3.6 was updated editorially to include “interested”, removing the term “affected”. This change was made in the ANSI ER and was recommended to editorially update our procedures.	Editorial February 9, 2021
Q	New section added: 11.5.1.6, Removal for Cause initiated by SPLS -- if warranted, establishes rights for SPLS to take action for removing a member.	Standards June 21, 2021
R	The StdC MOP RM was revised according to the changes made to PASA. Major changes include removing the two thirds voting requirement, removal of policy level SCDs and streamlining approvals to either Standards Committee or Technology Council. For a complete list of PASA changes, please refer to the PASA Appendix Summary.	Standards June 24, 2022 PASA Reccreditation 1/27/2023
S	The StdC MOP RM was updated to offer clarification and align with ASHRAE practices. Sections 1.3.3, <i>Voting Rules for the Chair at a Meeting or by Letter Ballot</i> ; Section 1.1.3 <i>Standards Committee Meetings</i> ; Section 3.2 <i>StdC Support</i> ; Section 8.12.6 <i>Negative Votes on Letter Ballot</i>	Standards February 2, 2023
T	PASA 7.2.4.2 Numerical Requirement for Standards Action Votes – removed “excluding abstentions”. This was mathematically incorrect in process. We’ve updated all of our procedures so that they align with PASA.	Editorial April 13, 2023
U	Removed ILS/ISAS, GTIC will handle its responsibilities. Created new appendices that delegate responsibilities to SRS for international adoption of standards. Sections were renumbered. PASA was reaccredited 5.24.2024 and therefore the StdC RM is aligned with those changes.	Approved May 24, 2024