**New Standard or Guideline Project Proposal Form**

**Name:**

**Address:**

**Phone:**

**Email:**

**Representing:**

**[ ]  Self**

**[ ]  TC/TG**

**[ ]  ASHRAE Committee/Group**

**[ ]  Other Standards Writing Organization**

**The following to be completed by the recommending committee:**

**Meeting Date:­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Location: \_\_\_\_\_\_\_\_\_\_ Via Letter Ballot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vote for TPS:\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­(Yes No Abstain Absent)**

**Recommendation for Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Yes No Abstain Absent)**

**Please complete the following:**

1. **This is to propose a new:**

[ ] **ANSI/ASHRAE Standard** [ ] **ASHRAE Standard** [ ] **ASHRAE Guideline**

1. **If a standard is being proposed, indicate the type of standard that is being proposed** (See Item 2 of Procedures for Requesting a New Standard or Guideline – check one):

[ ] **Design** [ ] **Protocol** [ ] **Method of Test and Classification** [ ] **Rating**

1. **Is research required on this project before the standard or guideline can be written?**

[ ] **Yes** [ ] **No If yes, please explain:**

1. **Proposed Cognizant TC/TG (if known):**
2. **Please give a brief explanation of the need for the project and its expected impact.** (See Item 7 of Procedures for Requesting a New Standard or Guideline) **For ASHRAE Standard requests (not ANSI/ASHRAE), please also provide a** [**work plan**](https://www.ashrae.org/file%20library/technical%20resources/standards%20and%20guidelines/pcs%20toolkit/sample-pc-work-plan-rev-february-2017.doc)**.**
3. **For ASHRAE Standard requests: please indicate any financial resources needed for the development of this standard and identify the source of funding.**
4. **For ASHRAE Standard requests: please state what staff resources (project management, scheduling, etc.) will be required.**
5. **For ASHRAE Standard requests: please indicate if the intent is to keep the document as an ASHRAE Standard document or submit it to ANSI in the future?** [ ] **ASHRAE Standard** [ ]  **Submit to ANSI.**  If submitting to ANSI please indicate when that will occur.
6. **Provide an estimated amount of time needed to develop the document:**
7. **Select the units of measure used in the standard or guideline (i.e. US, SI units, both). If no**

 **measurements are included in the standard or guideline, select "Not applicable".**

[ ] **US** [ ] **Metric** [ ] **Both** [ ] **Not applicable**

1. **Identify Stakeholders (i.e., code developers, consumers, government, design engineers, facility owners/operators, producers, regulatory agencies, utilities, etc.) likely to be directly and materially impacted by the standard or guideline** (see Item 6 of Procedures for Requesting a New Standard or Guideline)**:**
2. **Identify** **the interest categories that will or are expected to comprise the project committee (eg.,User, Producer, General, additional interest categories to ensure consensus of directly affected and interested parties related to the proposed TPS, for example: Compliance; Designer; Owner/Operator; Industrial/commercial; Labor; Code Bodies/Regulatory agency; Testing laboratory; Trade association).**
3. **Identify specific industry groups/organizations that would be interested in the proposed new project/document; and provide contact information for these groups, if known (e.g., IES, NFPA, NEMA, AHRI, National Labs etc.):**
4. **Will this document require a co-sponsor or necessitate an agreement between ASHRAE and an outside organization, please explain here:**
5. **Please list documents considering ASHRAE and other national or international standards development organizations, that have been reviewed for possible overlap with the proposed standard or guideline.**
6. **Would adoption or revision of any of the above documents be a viable alternative to the standard or guideline being proposed?** [ ] **Yes** [ ] **No (please provide a brief explanation)**
7. **Would revision of any of the above documents be a viable alter to the standard or guideline being proposed?** [ ] **Yes** [ ] **No (please provide a brief explanation)**
8. **Please review and answer the questions below as it relates to open source schema. A schema is a labeling, tagging or coding system used for recording cataloging information or structuring descriptive records. A metadata schema establishes and defines elements and the rules governing the use of data elements to describe a resource.**

**a. Will this new standard or guideline result in the development of open source schema?** [ ] **Yes** [ ] **No**

**b. Will this impact the sales of the standard or guideline?** [ ] **Yes** [ ] **No**

**c. Can the schema be coding that would require buying the standard to receive it?** [ ] **Yes** [ ] **No**

1. **List at least five people (the recommended chair plus four others) who have expressed an interest in being part of the committee (*with contact information*):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Interest Category** | **Email address**  |
| **1. Chair:** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

**Proposed Title, Purpose, Scope** (See Item 5 of Procedures for Requesting a New Standard or Guideline)

|  |
| --- |
| **Title:** **Purpose:** **Scope:**  |

**Return Form to:**

**Attn: Asst. Manager of Standards-Admin.**

**ASHRAE**

**180 Technology Parkway**

**Peachtree Corners, GA 30092**

**Telephone: 404.636.8400 x1111**

**Email:**  **procadmin@ashrae.net**