

Regulations Governing Consensus Development of the Water Efficiency and Sanitation Standard

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1.0 Scope.

1.1 Purpose. The purpose of this standard is to provide minimum requirements to optimize water use practices attributed to the built environment while maintaining protection of the public health, safety and welfare.

2.0 General.

2.1 Administration. These Regulations shall govern the activities of International Association of Plumbing and Mechanical Officials (IAPMO) related to the development, approval, revision, reaffirmation, and withdrawal of the Water Efficiency and Sanitation Standard (hereinafter WEstand).

2.2 Actions. Actions needed to reaffirm, revise, or withdraw the WEstand using these Regulations shall be completed within 5 years from the original WEstand approval date.

2.3 American National Standards. When submitting standards for approval as American National Standards, IAPMO will submit all required ANSI forms [or their equivalent] and comply with all required administrative practices in accordance with the current ANSI Essential Requirements.

2.4 Definitions. The following terms, used in these Regulations, shall have the meanings indicated as follows:

Appeal – Any request submitted in writing to the Executive Committee for the adoption, reversal, or modification of any action taken by any Technical Committee or Technical Correlating Committee or the Association, at any time in the Document development process (Section 9.0).

Approved – Acceptable to the authority having jurisdiction.

Association – International Association of Plumbing and Mechanical Officials.

Authority Having Jurisdiction – The organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure.

Code – A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

Comment – Suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with Section 7.0.

Consensus – Consensus has been achieved when, in the judgment of the Executive Committee, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution.

Document (Technical Committee Document) – A Code, Standard, Recommended Practice, or Guide excluding any index thereto.

Extract Guidelines – These Guidelines provide guidance to Technical Committees (TCs) for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. The Extract Guidelines are considered to be part of the ANSI accredited Regulations and they are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development of the WEstand.

Guide – A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

Labeled – Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed – Equipment, materials, or services included in a list published by an organization that is acceptable to the Authority Having Jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

Proposal – A suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with Section 6.0.

Recommendation – Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

Recommended Practice – A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

Report on Comments (ROC) – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP).

Report on Proposals (ROP) – A report to the Association on the actions taken by Technical Committee accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (Section 6.9.4).

Shall – Indicates a mandatory requirement.

Should – Indicates a recommendation or that which is advised but not required.

Standard – A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

Task Group – An ad hoc group appointed to address a specific topic or problem (Section 4.7).

Technical Committee (also referred to as TC) – The consensus body responsible for development and revision of any Document.

Technical Committee Report – Is the Report of the Technical Committee on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

Technical Correlating Committee (also referred to as TCC) – A group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

3.0 Organization.

3.1 WESTand Technical Committee. The WESTand Technical Committee (hereinafter named TC) shall be established by IAPMO and shall be responsible for developing and maintaining the WESTand in accordance with these Regulations. The membership of the TC shall be sufficiently diverse to ensure reasonable balance and shall not have dominance by any single interest group, organization or individual (Section 3.5).

3.2 Secretariat. IAPMO shall be responsible for maintaining the Secretariat for the TC established in accordance with these procedures. The secretariat shall:

- (a) Organize the TC and issue official appointments.
- (b) Oversee compliance with these Regulations, including legal review as necessary.
- (c) Maintain rosters of the TC, Subcommittees, and Task Groups.
- (d) Maintain all records pertaining to the TC.
- (e) Provide administrative support, including secretarial services for the TC.
- (f) Publish approved WESTand and revisions thereto.
- (g) Perform other administrative functions as required.
- (h) Appoint committee officers in accordance with Section 3.5.14.1 Appointment.

3.3 Records. Committee records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (until the standard is re-

vised, withdrawn or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

3.4 Executive Committee. The TC shall be governed by the IAPMO Executive Committee consisting of the Senior Vice President of Advocacy and Research, the Senior Vice President of Business Strategy, and the Chief Executive Officer.

3.5 Membership. Membership on the TC shall be open to any person directly or indirectly affected by the Standard, subject to the selection procedure hereinafter set forth in Section 3.5.3 process, size limitations as contemplated in Section 3.5.4, and balance requirements as noted in Section 3.5.9.

3.5.1 Alternates. Any TC Member except an alternate Member or Member emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3.5.2. If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to be one or more of its representatives (see 3.5.8 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

3.5.2 Application. Individuals seeking membership on the TC shall submit a written request to the Secretariat indicating their interest in the work of the TC and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category (See Section 3.5.7 Interest Categories).

3.5.3 Process. The Secretariat shall promptly process all membership applications. Applications shall be considered by the Executive Committee, which shall accept or reject all applications. Rejected applicants shall have the right to appeal in accordance with Section 9.0 Appeals. In accepting or rejecting applicants, consideration shall be given to the following:

- (a) Need for active participation by members of each interest group.
- (b) Interest categories as defined in Section 3.5.7.
- (c) Potential for dominance by any single interest category, individual or organization.
- (d) Extent of interest expressed by the applicant and willingness to participate.
- (e) Qualifications and ability to materially contribute to the work of the TC.

3.5.4 Technical Committee Size. The Secretariat shall consider and may recommend reasonable limits on the size of the TC.

3.5.5 Participation. Participation on the TC shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of technical qualifications or other such requirements.

3.5.6 Notification. The Secretariat shall promptly notify all applicants and the TC of the actions taken on applications and shall submit an annual membership report to the TC.

3.5.7 Interest Categories. Members appointed to serve on the TC shall be classified as a representative in one of the following definitions:

- (a) **Consumer.** A person who is or represents the ultimate purchaser of a product, system or service affected by the standard but who is not a User as defined in Section 3.5.7(g).
- (b) **Design Professional.** A person who is in the business of designing systems affected by the standard.
- (c) **Enforcing Authority.** A representative of an agency or an organization that promulgates or enforces the standard.
- (d) **Installer/Maintainer.** A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
- (e) **Labor.** A labor representative or employee concerned with safety in the workplace within the scope of the standard.
- (f) **Manufacturer.** A representative of a maker or marketer of a product, assembly or system, or portion thereof that is affected by the standard.
- (g) **User.** A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
- (h) **Special Expert.** A person not representing as defined in Section 3.5.7(a) through Section 3.5.7(g) and who has special expertise in the scope of the standard or portion thereof.

Note: A representative includes an employee. Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

3.5.8 Number of Votes. There shall be a limit of one voting member from each company or organization.

3.5.9 Balance. No more than one-third of the voting members shall represent any one-interest category as defined in Section 3.5.7.

3.5.10 Membership Roster. The Secretariat shall prepare and maintain a membership roster documenting the classification of each TC member and the achievement of balance. The Executive Committee shall review the TC roster annually and recommend changes, if necessary. Rosters shall include a summary of the voting membership, by interest category.

3.5.11 Termination of Membership. The Executive Committee shall be authorized to terminate the membership of an individual on the TC for cause, including inactivity. A TC member shall be considered inactive:

- (a) For failure to return two successive ballots, or

- (b) For failure to attend at least one TC, Subcommittee, or Task Group meeting in a three year period.

3.5.12 Changes in Employment. TC members shall notify the Secretariat of any changes in employment affecting representation and shall submit a new application if continued membership on the TC is desired.

3.5.13 Subcommittees. Subcommittees shall be established by the Executive Committee for the purpose of assisting the TC in drafting standards, considering comments or negative votes on portions of the standards and other advisory functions as follows:

- (a) Membership on Subcommittees may include persons who are not members of the TC.
- (b) Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.
- (c) Subcommittee Chairpersons shall be members of the TC and shall be appointed by the Executive Committee.
- (d) Subcommittee members shall be appointed by the TC Chairperson, with the concurrence of the Secretariat.

3.5.14 Technical Committee Officers. The TC shall have a Chairperson, and Secretariat.

3.5.14.1 Appointment. The Chairperson shall be appointed by the Executive Committee from the individual members of the TC. Each will serve until a successor is selected and ready to serve. The Secretariat shall be appointed by the Executive Committee and need not be a member of the TC.

3.6 Organization and Responsibilities of Technical Correlating Committees. If the Executive Committee determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Executive Committee may appoint members to serve on a TCC. The number of Members and the interests from which they are selected shall be determined by the Executive Committee in consultation with the bodies responsible for the appointment of members to a TCC of other IAPMO documents designated as American National Standards.

3.6.1 Authority. A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations. The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3.6.2 Responsibilities. The responsibilities of a TCC are as follows:

- (a) Resolving conflicts within or between Documents;
- (b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes;
- (c) Correlating the scheduling of the Reports from the TCs operating under its responsibility;
- (d) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes.

4.0 Meetings.

4.1 Frequency and Location. TC meetings shall be held as decided upon by the Executive Committee. An effort shall be made to hold meetings at locations convenient to the members.

4.2 Notification. At least 30 days written notice shall be given for all meetings of the TC. An agenda shall be prepared and distributed with the meeting notice.

4.3 Open Meetings. Except for authorized executive sessions (see Section 4.3(a)), all meetings of the TC shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports if requested in writing. Visitors shall be permitted to address the TC at a meeting, provided that a written request is sent to the Chairperson at least 10 days prior to the meeting. The Chairperson shall designate the time allotted for visitor presentations.

(a) **Executive Sessions.** Executive sessions shall be permitted for the purpose of considering administrative, financial and similarly sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to members and representatives of the Secretariat.

4.4 Quorum. A majority of the members of the TC shall constitute a quorum for conducting business at a meeting. No special quorum requirements exist for Subcommittees. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 5.0 Voting Procedures. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the TC or Subcommittee.

4.5 Parliamentary Procedures. On questions of parliamentary procedure, Robert's Rules of Order (Revised) shall apply.

4.6 Subcommittee Meetings. Subcommittee meetings may be called by either the Chairperson of the Subcommittee after receiving approval of the Secretariat, or by the Secretariat. The time and location of

Subcommittee meetings shall be set so as not to conflict with meetings of the TC and to minimize conflicts with other Subcommittee meetings. Subcommittee meetings shall be open in accordance with Section 4.3 Open Meetings, except for authorized executive sessions in accordance with Section 4.3(a) Executive Sessions.

4.7 Task Groups. The TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, or FIs.

5.0 Voting Procedures.

5.1 Letter Ballots. Approval, revision, reaffirmation, withdrawal substantial changes to and interpretations, and withdrawal of the standard shall be approved by letter ballot of the TC. The Secretariat shall issue and canvass ballots.

5.2 Voting. Each voting member shall return one of the following positions on letter ballots:

- (a) Affirmative.
- (b) Negative, with reasons. If possible, the negative ballot shall include specific actions that will resolve the negative.
- (c) Abstain, with reasons.

5.3 Voting Period. The closure date for letter ballots shall be not less than seven (7) days from the date of the mailing of the ballots. The TC Chair shall be authorized to grant an extension of the voting period.

5.4 Approved Actions. Approvals, revisions, reaffirmations, withdrawals, substantive changes to and interpretations of standards shall be considered approved when all of the following conditions have been met:

- (a) At least 67 percent of the voting members have returned their letter ballot.
- (b) At least 67 percent of the votes cast by voting members, excluding abstentions and negatives without reasons, are affirmative.
- (c) All negative votes with reasons have been addressed in accordance with Section 5.6 Negative Votes.

5.5 Reporting Votes. The results of each vote on the standard shall be reported as follows:

- (a) Number of voting members.
- (b) Number of voting members voting affirmatively.
- (c) Number of voting members voting negatively with reasons.
- (d) Number of voting members voting negatively without reasons.

- (e) Number of voting members abstaining with reasons.
- (f) Number of voting members not returning ballots.

5.6 Negative Votes. Negative votes on a letter ballot shall be addressed as follows:

- (a) Negative votes with reasons shall be referred by the Secretariat to the TC or the Subcommittee responsible for that part of the Standard in question. The TC or Subcommittee shall review the negative vote and efforts shall be made to resolve the negative. The voter shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore. If resolution is not achieved, each voter shall be informed in writing that an appeals process exists within procedures used by the TC. If in the process, the TC or Subcommittee determines that substantive changes are required, the revised provision shall be re-balloted.
- (b) Negative votes, which are not accompanied by reasons, shall be recorded, as “negative without reasons” and no further action shall be required.
- (c) All negative votes that are not resolved shall be addressed as follows:
 - (1) **Previously Considered Negative Votes.** The TC may uphold previous action on negative votes previously considered not persuasive.
 - (2) **Not Related Negative Votes.** If the negative vote is not directly related to the item being balloted, the negative vote shall be recorded as negative without comments and shall be placed on the agenda for consideration at the next regular meeting of the TC.
 - (3) **Not Persuasive Negative Votes.** Not persuasive recommendations must be affirmed by at least 75% of the voting members present at a meeting (excluding abstentions) or 75% of the voting members returning ballots (excluding abstentions), if the recommendation is considered by letter ballot. A negative voter found not persuasive at a meeting has the right to request a confirmatory ballot of the TC action to find not persuasive taken at a meeting.
 - (4) **Appeals.** When a negative vote is determined to be “previously considered,” “not related,” or “not persuasive;” the negative voter shall be notified, in writing (including electronic communications), of the action by the TC and the reason therefore. If a resolution is not achieved, the negative voter shall be informed in writing of the right to appeal to the standards developer in accordance with Section 9.0 Appeals.
 - (5) **Unresolved Objection, and Substantive Change.** Each unresolved objection and at-

tempt at resolution and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

5.7 Public Review. When this process is completed in accordance with these procedures, the TC may consider any public review objections accompanied by comments related to the proposal received subsequent to the closing of the public review and comment period, and shall consider them in the same manner as a new proposal. Timely negative votes that are not related to the proposal under consideration shall be recorded as a negative without comment and shall be considered in the same manner as submittal of a new proposal. The submitter of the negative vote shall be so notified in writing.

6.0 Proposal Stage.

6.1 Publication of Notice. A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in Section 6.2 and Section 6.3.

6.2 New Documents. The Association shall notify the Executive Committee of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Secretariat along with the notification of the intended closing date for receipt of proposals. Notice that the proposed draft Document is available from the Secretariat shall be published in one of the Association publications sent to all Members.

6.3 Existing Documents. The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association’s Publications Department a copy of the existing text to permit review and Comment.

6.4 General. Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of IAPMO.

6.5 Technical Committee. A Proposal that originates within a TC or TCC shall include the information requested and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting. When a TC develops a new Document, the Document may be submitted as a TC Proposal.

6.6 Content of Proposals. Each Proposal shall be submitted to the Secretariat and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed;
- (c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for Proposal;
- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the Secretariat, in writing, to the submitter.

6.7 Time for Submission or Withdrawal of Proposal. A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

6.8 Technical Committee Consideration of Proposals. Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.0.

6.8.1 Technical Committee Action on Proposals. The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held. The TC shall act on each Proposal by taking one of the following actions:

- (a) Accepting the Proposal as submitted;
- (b) Accepting the Proposal as amended by the TC; or
- (c) Rejecting the proposal.

The TC action on proposals “accepted as amended” and “rejected” shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC’s rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in Section 6.6(a) through Section 6.6(f) may be rejected by the Committee for that reason.

Note: When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the Secretariat may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by the Secretariat, of the submitted material.

6.8.2 Technical Committee Balloting on Proposals. TC action on Proposals shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROP to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the ROP shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Secretariat shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROP.

6.9 Technical Correlating Committee Action Balloting on Proposals. The TCC shall review the ROP of the Technical Committee under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and rationale in accordance with its authority as defined in Section 3.6.1. The ROP shall be published with a specific notice of the TCC actions and rationale.

6.9.1 Balloting. TCC shall be balloted on its proposed actions relative to the ROP. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not confirm its proposed actions, the ROP shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the ROP.

6.9.2 Form and Content of Technical Committee Report on Proposals. Each ROP shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (Section 5.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a ROP involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately.

6.9.3 Submission of Report on Proposals. A ROP prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Secretariat for printing in a ROP for public review and Comment.

6.9.4 Publication and Distribution of Report on Proposals. The Association shall publish the ROP for distribution to anyone interested. Notice of the availability of a ROP shall be published in one of its publications sent to all members and other appropriate media.

7.0 Comment Stage.

7.1 Comment Period. ROPs shall contain a notice of a Comment closing date, which shall provide for a Comment period of approximately 60 days following the date of publication unless the Executive Committee approves a longer Comment period. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Secretariat, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

7.2 Subjects Appropriate for Comment. Comments shall be confined to those items under consideration for action and directly affected items. When a ROP involves a Reconfirmation of an existing Document, the entire Document is open for Comment (Section 7.5.2).

7.3 Who May Submit a Comment. Any individual or an individual representing an organization or the TC or TCC responsible for the Document may submit a comment on the actions recommended in the ROP within the Comment period established.

7.3.1 Technical Committee. The TC responsible for a Document may Comment on the actions recommended in the ROP after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by Section 7.7. TC-generated Comments shall not introduce a concept that has not had public review.

7.3.2 Content and Ballot. A Comment that originates within a TC or TCC shall include the information requested in Section 7.4.1(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

7.4 Method of Comment Submittal. Public Comments shall be submitted to the Secretariat during the established Comment period (Section 7.1). TC Comments may be submitted in accordance with Section 7.3.1 and Section 7.3.2.

7.4.1 Content of Comments. Each comment shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate;
- (b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed;
- (c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted;
- (d) Statement of the problem and substantiation for the Comment;
- (e) Signature of the submitter or other means of authentication approved by the Secretariat; and
- (f) Two copies of any document(s) (other than an IAPMO document) being proposed as a reference standard or publication (Section 15.0).

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

7.5 Technical Committee Consideration of Comments. Actions on all Comments shall be developed by the affected TC at a duly-called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 5.1. Each TC shall process all of the Comments received in compliance with the Association timetable. A TC shall consider and act on all Comments that are directly related to the substantive content of the ROP.

7.5.1 Multiple Comments on Same Proposal. When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the secretariat may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the secretariat.

7.5.2 Guidelines for Technical Committee Action on Comments. A TC shall consider the following guidelines when determining its action on each Comment.

7.5.2.1 Act. The TC shall act on each Comment that is as follows:

- (a) Relevant to the text proposed by the TC.
- (b) Raises a question on material that is either new or proposed to be amended by the TC or is affected by a specific proposal.

7.5.2.2 Hold. The TC shall hold for processing as a Proposal for the next revision cycle a Comment that is as follows:

- (a) Would introduce a concept that has not had public review by being included in a related proposal as published in the ROP;

- (b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the ROP or other affected parts of the Document;
- (c) Would propose something that could not be properly handled within the time frame for processing the report.

7.5.2.3 Basis for Hold. In determining whether to hold a Comment pursuant to Section 7.5.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

7.5.2.4 Related Proposal. A TC that holds a Comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the ROP is to be retained or altered.

7.5.2.5 Subsequent Processing. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

7.6 Technical Committee Action on Comments. A TC shall act on each Comment by taking one of the following actions:

- (a) Accepting the Comment as submitted;
- (b) Accepting the Comment as amended;
- (c) Rejecting the Comment; or
- (d) Holding the Comment (Section 7.5.2.2).

The TC action on Comments “accepted as amended,” “rejected,” or “held” shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC’s rationale for its action so that rebuttal may, if desired, be offered when the Committee presents its Technical Committee Report to the Association for consideration. The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the ROC.

7.7 Technical Committee Balloting on Comments. TC action on Comments shall be submitted to a ballot of the TC (Section 5.1). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with Section 5.4 must agree with the TC action for the ROC to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the ROC as rejected. Negative votes based on procedural grounds shall be reported to the Secretariat. The results of the

ballot, including the technical reasons for negative votes, shall be included in the ROC. The Secretariat may paraphrase the reasons for negative votes for the purpose of the ROC.

7.8 Technical Correlating Committee Balloting on Comments. The TCC shall review the ROC of the Technical Committee under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in Section 3.6. The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions. The ROC shall be published with a specific notice of the TCC actions and rationale.

7.8.1 Balloting. The TCC shall be balloted on its proposed actions relative to the ROC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that the portion of the Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the ROP are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with Section 6.8.

7.9 Publication of Reports on Comments. ROCs shall be published as indicated in Section 7.9.1 through Section 7.9.4.

7.9.1 Form and Content of Report on Comments. Each ROC (Section 6.9.2) shall be in a form suitable for publication as prescribed by the Association. The ROC shall contain a list of TC Members, results of the ballot, Assembly Action, Comments, and TC and TCC action thereon. If a ROC involves more than one Document, each Document shall be considered as a separate report and shall be balloted and reported on separately. (See Section 2.4 for definition of Technical Committee Report.)

7.9.2 Submission of Report on Comments. A ROC prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Secretariat for printing and Association consideration. The ROC with the TC and TCC ballot shall be received by the Secretariat as established by the published calendar of the Association.

7.9.3 Publication and Distribution of Report on Comments. The Association shall publish the ROC for distribution to anyone interested before the Association meeting at which consideration is to be given. Notice of the availability of a ROC shall be published

in one of its publications sent to all members and other appropriate media.

7.9.4 No Comment Received. If no Comment is received, a notice of that fact shall be published in the ROC.

8.0 Public Review and Comment.

8.1 American National Standards. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the PINS form. A PINS form shall not be required for revisions of an American National Standard under continuous maintenance. Prompt consideration shall be given to all written comments made within thirty days from the publication date of a PINS announcement in ANSI's Standards Action and if said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, a mandatory deliberation of representatives from the stakeholder groups shall be held and all other applicable provisions contained in Section 2.5 of the ANSI Essential Requirements shall be followed. Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI using the BSR-108 for listing in Standards Action for comment. If substantive changes are made subsequent to public review, then those substantive changes shall be subject to an additional public review. The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final TC letter ballot and whether announcement in other suitable media is appropriate.

A BSR-109 form (for approval/withdrawal of American National Standards) shall be sent to ANSI after a standard has undergone complete due process and is ready for publication. This data will be published in ANSI Standards Action.

8.1.1 Discontinuance of a Project. The TC may abandon the processing of a proposed new or revised American National Standard or portion thereof in accordance with Section 4.2.1.3.3 of "ANSI Essential Requirements."

8.2 Processing Comments. All comments received from the public review shall be considered by the TC, and the commenter shall be notified, in writing (including electronic communications), of the TC's decision/response to the comment and the reasons therefore. If a resolution is not achieved, each such commenter shall be informed in writing that an appeals process exists with the procedures used by the TC. Negative comments from the public review shall be addressed according to Section 5.6 Negative Votes.

8.3 Comment Period. When this process is completed in accordance with these procedures, the TC may

consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified in writing.

8.4 Objection and Resolution. Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote.

8.5 Publication of Technical Committee Reports. Each Technical Committee Report consisting of a ROP and, if comments were received, a ROC shall be published before the meeting at which the Report is presented for consideration. Notice of the availability of the ROP and the ROC shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the meeting at which consideration is being requested.

9.0 Appeals.

9.1 General. Anyone may appeal to the appeals panel of the WESStand. The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the standard that is at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. When the appellant requests a hearing and the hearing is granted, the appellant shall be assessed a filing fee of \$500.00 to be posted following the granting of the request. This fee may be reduced or waived by the Executive Committee upon application of the appellant if good cause for reducing or waiving the fee is presented.

9.2 Response. Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.

9.3 Appeals Panel and Hearing. If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days working notice. The appeals panel shall consist of three members on the IAPMO Board of Directors who have not been directly involved in the dispute

and who will not be materially affected by any decision made in the dispute.

9.4 Conduct of the Hearing. The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the TC took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

9.5 Decision. The appeals panel shall render its decision in writing within 20 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant and the TC of the decision of the appeals panel.

10.0 Interpretations.

10.1 Processing Interpretations. Requests for interpretations of the standard shall be submitted in writing to the Secretariat. Proposed interpretations may be prepared by the Chairperson, Secretariat or any other TC member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the TC by the Secretariat for a letter ballot. Interpretations shall be approved in accordance with Section 5.4.

10.2 Notification of Interpretations. Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the standard through technical journals and appropriate publications.

11.0 Metric Policy.

11.1 Reference. The TC will be developing the standard using inch-pound units followed by metric units in parentheses.

12.0 Patented Items.

12.1 Reference. IAPMO shall comply with the current ANSI Patent Policy as defined in the ANSI Essential Requirements.

13.0 Revisions to Procedures.

13.1 Proposed Revisions to Procedures. Proposed revisions to these Regulations shall be submitted to the Secretariat in writing with an explanation or the reason for the proposed revision. The Secretariat shall submit the proposed revision to the Executive Committee for action.

14.0 Commercial Terms and Conditions.

14.1 Reference. IAPMO shall comply with the current ANSI Commercial Terms and Conditions Policy as defined in the current ANSI Essential Requirements.

15.0 Mandatory Reference Standards in IAPMO Codes and Standards.

15.1 General. Mandatory standards referenced in IAPMO Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO offices if not readily available from other sources.

15.2 Development. Mandatory Standards referenced in IAPMO Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

15.3 References. Mandatory standards referenced in IAPMO Codes and Standards not complying with Section 15.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with Section 15.2 in a ROP or ROC.

15.4 Nonmandatory Reference Standards in IAPMO Codes and Standards. Reference standards that do not comply with Section 15.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO Code or Standard.

15.5 Nonmandatory Referenced Publications in IAPMO Guide Documents and Recommended Practices. Publications referenced in IAPMO Guide Documents and Documents establishing recommended practices shall be subject to Section 15.6.

15.6 Reference to Other IAPMO Documents or Documents Published by Other Organizations. When a reference is made in a Technical Committee Report to another IAPMO Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at IAPMO offices, if not readily available from other sources.

16.0 Extract Guidelines.

16.1 Scope. This guideline provides guidance to Technical Committees (TCs) for extracting text from

other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI-accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents. The Extract Guidelines are meant to supplement but not conflict with IAPMO's Regulations Governing Consensus Development.

16.2 General Guidance. A document may contain text extracted from another standards developing organization's document provided:

- (a) there is good and sufficient reason for the extracts;
- (b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the committee responsible for the source document;
- (c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the committee responsible for the source document; and
- (d) the extracted text is kept current with that of the source document.

16.3 Procedures for Updating Extracts. The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner. In most cases an update to extracted text can be accomplished via a proposal or a comment during the regular revision process of the document. If no proposal to update extracted text is received, the document in which the extracted text appears must be updated by the committee responsible for the document during its next regular revision process.

It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents. If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be submitted to the IAPMO Secretariat who, after consultation with the appropriate committee chair, shall determine whether it is eligible for processing.

If the extract is determined to be eligible for processing, the secretariat shall letter ballot the technical committee in accordance with the Regulations Governing Consensus Development on the updating of the extracted text, including any editorial revisions necessary to conform to the style of the document.

Note: If the extract needs to be editorially revised to fit the language of the document in which it is to ap-

pear, the secretariat for the committee responsible for the document of origin shall contact the source committee to verify that the intent of the extract has not been changed.

A proposed extract shall be published in the appropriate media with a notice that the proposed extract has been forwarded to the responsible TC for processing and that anyone interested may comment on the proposed extract within the time period established and published. The ballot results, including any negative ballots and the reasons for the negatives, as well as public comments shall be forwarded to the IAPMO Executive Committee to determine whether or not to issue the extract update.

Extracts which are processed pursuant to these Guidelines, but outside of the regular revision process of the document shall be designated in the document as follows:

A reference bracket [] following a section or paragraph indicates material that has been extracted from another document. This reprinted material is not the complete and official position of the source document on the reference subject which is represented by the standard in its entirety. Text which has been extracted pursuant to IAPMO's Extract Guidelines is denoted with the use of the source document in the margin. This text has not been fully processed by IAPMO in accordance with ANSI's public announcement consensus requirements for an American National Standard (ANS) nor approved by ANSI's Board of Standards Review, but will be fully processed in accordance with those requirements as part of the next revision cycle for this document.

If the technical committee does not wish to include the updated extract, the committee shall delete the existing extract from its document by the normal processing of a document amendment.

16.4 Guidance for the Extraction of Text from One Document to Another. The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted. A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.

16.4.1 Exception and Caution Statements. Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.

16.4.2 Paragraph Numbering. Committees need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text.

For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship. For example:

Parent Document	Document Extracting
7-5.1 Paragraph	8-2.3.1 Paragraph
7-5.1.1 Subparagraph	8-2.3.2 Paragraph
7-5.1.2 Subparagraph	8-2.3.3 Paragraph
7-5.2 Paragraph	8-2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7-5.1, 7-5.1.1, and 7-5.1.3, but not take 7-5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

16.4.3 References. Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.

16.4.4 Notes and Related Appendices. Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains “Notes” in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.