



**ASSOCIATION FOR MATERIALS PROTECTION AND
PERFORMANCE (AMPP)**

**STANDARDS COMMITTEES
OPERATING MANUAL**

APPROVED BY AMPP STANDARDS PROGRAM COMMITTEE, APRIL 8, 2021

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INTRODUCTION

The AMPP Standards Program Committee (SPC), as the governing body over the AMPP Standards Program, is responsible for the contents of this manual and for any changes or revisions to it. Exceptions to the policies and procedures contained herein may be made on a case-by-case basis in writing by the Standards Program Committee.

AMPP STANDARDS COMMITTEES (SCs)

AMPP's Standards Committees (SCs) are responsible for the development, maintenance and publishing of all products requiring a consensus-driven process including technical standards, standards-related information, and technical reports covering all aspects of corrosion prevention and control. These Committees provide the organizational structure and appropriate forums through which members of the Association can collectively evaluate specific corrosion problems and phenomena, combine their knowledge and experience for the development of standards that meet industry needs, and provide information and service to industry.

This manual addresses the structure (diagrams provided in Appendix F) and operations of AMPP SCs and the development, approval, and revision of the Association's consensus-driven standards and technical reports (hereinafter collectively referred to as standards) by the SCs. All procedures relating to standards development, including committee member, voter, and officer responsibilities, meeting requirements, the review and approval process, and addressing negative votes are detailed herein.

1. CHARTER

AMPP SCs are responsible for the development and maintenance of AMPP standards, which includes:

- Development of standards that respond to the standardization needs of the corrosion prevention industry, including ensuring a focus on standards that address the impacts of emerging technologies, new materials and capabilities, and changing regulatory requirements;
- Responding to direction from the AMPP Standards Program Committee and working in concert with other AMPP activities and areas to help leverage and coordinate standards activities;
- Ensuring the health and relevance of the SC's activities, including growth of its standards portfolio, timely maintenance of its existing standards, recommending improvements of standards development processes and tools.

2. TERMS AND ABBREVIATIONS USED IN THIS MANUAL

For the purposes of this manual, the following terms and abbreviations shall apply.

- 2.1 **Balance** refers to an SC in which the number of members in any one interest classification does not significantly outnumber the members in the other interest classifications or in any manner exert undue influence over the standards development process. Committees should strive to have no one interest classification with more than 50% of the total committee voting membership
- Additionally, to ensure that no one company or organization has undue voting influence over the activities of a committee through sponsorship of members, any one company or organization must not exceed 10% of the total committee voting membership. A consultant must disclose if they are retained by a company in an area of technology being covered by a committee and shall be considered employed by the company for the purposes of interest classification. Additional members from the same organization may participate on a committee as Observers, may participate in all activities, and may comment on draft documents.
- 2.2 **Classified Committees** refers to SCs that develop products related to parts and materials (documents that can govern procurement such as Material Requirements). Classified Committees control the balance of voting membership such that the number of voting members classified as Producers cannot outnumber members classified as Users. A consultant who is retained by a company in an area of technology being covered by a Classified Committee shall be considered employed by the company for the purposes of classification.
- 2.3 **Corrosion** is used in this manual as a generic term to describe the various phenomena of deterioration of a material or its properties due to a reaction with its environment.
- 2.4 **Document Project Manager (DPM)** refers to the individual appointed by an SC to lead the effort to take a standard through the development, balloting and approval processes until publication.
- 2.5 **Editorial Revision** refers to a revision intended to make the document suitable for publication without altering the technical intent of any portion of the document. The revision is usually grammatical, typographical, or explanatory in nature or is a revision to the document's format.
- 2.6 **General Interest** is a classification in which a member's technical views are drawn from an organization that cannot be classified as either a Producer or a User. Examples include members whose technical views are drawn from consumer interest, academic, regulatory, or laboratory communities, or who are individuals whose participation is not being sponsored in any way by any other interest.
- 2.7 **Interest Classification** refers to the category that committee members are assigned based upon their organizational affiliation. Committee members shall be assigned one of three interest classifications of User, Producer, General Interest based on 1) the organization from which they come, or 2) the industry interest from which they will most draw their technical basis.
- 2.8 **International Standards Working Group (ISWG)** refers to a subordinate committee of an SC established to facilitate engagement in Standards Committee activities from individuals in countries or regions typically outside of North America. ISWGs are a part of and report to the main committee.
- 2.9 **Observer** participates on a Committee as a non-voting member. Observers receive notifications of standards ballots and may provide comments; however, they do not have an

affirmative/negative/abstain vote. Observers are also eligible to participate in document development.

2.10 **Producer** is a classification in which a member's technical views are drawn from an organization that produces or sells materials, products, systems, or services.

2.11 **Quorum** is typically a simple majority (greater than 50%) of members but may vary based upon the SC activity. For purposes of this document, a quorum for each specific SC procedure is defined as:

- Administrative business (e.g., approval of agenda, approval of minutes, adjournment): simple majority of members in attendance, participating either in person or virtually (Paragraph 4.7.1).
- Disposition of comments during SC meetings: simple majority of SC voting members (Paragraph 6.3.4.2).
- Approval of SC Officers: simple majority of SC voting members (Paragraph 3.4.2.1).

2.12 **Standards Program Committee (SPC)** refers to the governing body overseeing the AMPP Standards Program. The SPC is responsible for the policies, strategies, structure and procedures involved in the AMPP Standards Program.

2.13 **Standards Committee (SC)** refers to a formal standing body with a given scope of technical expertise and the responsibility for the development and maintenance of a portfolio of consensus-driven standards and technical reports in that area including the writing and consensus voting on the documents. The voting members of the SC shall serve as the consensus body for all documents balloted by the SC. The SCs report up to the SPC.

2.14 **Substantive Change** is one that directly and materially affects the use of the standard. Examples of substantive changes are as follows:

- a. "shall" to "should" or "should" to "shall";
- b. addition, deletion, or revision of requirements, regardless of the number of changes;
- c. addition of mandatory compliance with referenced standards.

2.15 **Technical Revision** refers to a revision that impacts (a) the systematic procedure by which a complex or scientific task is accomplished using the document or (b) the conclusions reached after using the document.

2.16 **User** is a classification in which a member's technical views are drawn from an organization that purchases or uses materials, products systems, or services, other than for household use and would not also be classified as a Producer.

2.17 **Vote** refers to one of two types of actions by eligible members of a committee: 1) a voice, roll call, or show-of-hands vote that is taken in a meeting or by a completed electronic ballot for the purposes of furthering the administrative business of a Committee (e.g., votes on meeting dates, election of officers, etc.); or 2) the completion of an electronic ballot for the purpose of attempting to come to some level of consensus on the readiness of a proposed draft standard for release and publication.

- 2.18 **Voting Member** is designated by an interest classification and contributes to the work of an SC, votes on all standards ballots in a timely manner, and maintains active participation on the respective SC.

3. STANDARDS COMMITTEES (SCs)

Standards Committees (SCs) are responsible for the development, maintenance, and publishing of all standards and standards-related products within their scope and support the mission of AMPP. SCs are established and approved by the AMPP SPC. SCs function in accordance with AMPP, SPC, and SC policies and procedures.

3.1 Charter

Each SC shall have a charter that includes the SC's scope that clearly defines the technology area covered by the committee's activities, its purpose and program of work. All new and revised SC charters must be approved by the SPC.

3.2 Participation Qualifications of Members of Standards Committees

In discharging their responsibilities, members of SCs function as individuals and not as agents or representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations. However, for all members, the Association shall consider the organization employing the individual or from where the individual shall draw his or her technical basis for the purpose of determining the individual's interest classification (user, producer, general interest). Individuals are approved as voting or observing members of SCs based on their individual qualifications that enable them to contribute to the work of the Committees. Committee members and Committee officers do not represent AMPP or speak on behalf of AMPP. AMPP Staff shall handle all inquiries from the media. SC members must agree to adhere to the Committee Code of Conduct outlined in Appendix B of this document.

Personal Identifiable Information (PII): contact information including but not limited to name, address, phone number(s), and email address may be collected and distributed to other members for the purpose of communication among committee members while conducting official committee business.

3.3 Formation of New Standards Committees

3.3.1 A new SC may be established to initiate the development of new Standards when 1) there is clear evidence of the industry need for the standardization work; 2) the technology topic falls outside the scope of any existing SC; 3) the lack of any existing standards published by other organizations that already meet this need; or 4) there is demonstrated interest from industry in wanting to join the new SC and help draft the new documents.

3.3.2 Once the above has been verified, the requestors and/or interested industry representatives shall work with Staff for creating a new SC proposal.

3.3.2.1 AMPP Staff shall take the lead in planning and organizing activities to help identify standardization opportunities that may eventually result in the establishment of new SCs.

Informational meetings may be held in advance of any formal approval by the SPC with the consent of the SPC Chair and the support of AMPP Staff. All proposed new SCs must be approved by the SPC. The SPC recommends that proposals for new SCs contain the following:

- a. A committee title;
- b. A committee charter including the scope that outlines the technology area in which the SC shall be setting standards;
- c. An initial program of work (i.e., the topic or scope of the first standard(s) to be drafted by the new SC;
- d. An initial roster of individuals willing to participate on the new SC, ideally with participation from a minimum of three different companies or organizations to demonstrate enough industry pull that see the need for the new SC and are willing to be part of it;
- e. If possible, the name of an acting Chair for the new SC to help with the successful launch of the new activity and the date/location of the first official meeting. Note: Staff can help organize meetings of interested parties prior to the formal establishment of a new SC to help develop the above.

3.3.3 Not all requests for new activities will ultimately reach fruition or advance to the SPC. As the interested parties, the SPC, and Staff proceed through the organizational process, they may determine that the interest (from industry) is insufficient, another Standards Developing Organization may already have a standard that satisfies the particular need, or the industry may not be ready for a consensus standards program in the topic area. AMPP will only organize an activity when the conditions (internal and external) are favorable. The SC, in consultation with AMPP Staff, should apply the same good judgment to new activity organization on a macro scale (new SCs) as they do to new activity on a micro scale (new document projects assigned to existing SCs).

3.3.4 The overall goal in organizing new activities is to ensure that the activity meets the needs of industry. It is important to note that the need may also extend beyond the development of just standards. Additional standards-related products and services such as manuals, training courses, videos, computer applications, etc., may also be considered. Effectively matching the capabilities and expertise of AMPP to the identified need(s) is important, and a thorough exploration of all potential areas of AMPP relevance is critical.

3.3.5 The SPC shall review the proposal and respond within 14 days after submission. If the SPC does not approve the new SC, they must inform Staff and the requestors of the additional information required to obtain approval or provide a rationale for declining the request.

3.3.6 Once a new SC is established, AMPP Staff shall make information regarding the new SC available to the public and shall solicit member participation on the new committee.

3.4 Standards Committee Composition

SCs may consist of technical experts from government, industry, regulatory agencies and academia. While membership in AMPP is not required for Voting Members or Observers on an SC, membership is encouraged.

3.4.1 Standards Committee Officers

Each SC shall have a Chair and a Vice-Chair and may have a Committee Secretary.

3.4.2 Standards Committee Chair

SC Chairs serve a two-year term of office, that is renewable one time (not to exceed a total service of four years as SC Chair). In addition to being a voting member on the committee, Chair responsibilities include:

- Plan and conduct meetings in conjunction with AMPP Staff
- Manage and assign standards projects and appoint DPMs in order to balance and expedite the SC's work
- Sunset standards projects that are no longer valid or justifiable after consultation with the assigned DPM
- Manage the five-year review process of documents for which the SC is responsible
- Recommend revisions of SC charter as needed and submit all changes/additions to the SPC for review and approval
- Establish ad hoc subcommittees if needed, appoint their leaders, supervise their operation, and sunset them as appropriate
- Ensure the SC operates within its defined scope and according to AMPP policies and procedures
- Coordinate with other SC committees on related projects
- Appoint a committee member to record the minutes at each meeting
- Ensure that a quorum is present
- Elevate issues, concerns, problems or opportunities to the SPC in a timely manner as needed
- Provide timely minutes of each meeting and ensure approval of minutes from the previous meeting
- Monitor SC ballots and the balloting process for adherence to proper procedures
- Monitor and strive to maintain the balance of voting members of the SC
- Serve as a neutral convener of the first level of any appeals procedure per Appendix A
- Actively collect, monitor and utilize SPC approved metrics to continuously improve the health and operation of the SC

3.4.2.1 Standards Committee Chair Selection Process

The Vice Chair shall assume the role of Chair at the conclusion of the term of the Chair, subject to approval by a simple majority vote by the voting members of the SC. In the event that the Vice Chair cannot serve as Chair, replacement SC Chair candidates are nominated by the Committee and the candidates are balloted to the SC by the current SC Chair. A simple majority of the voting members is required to elect a candidate. The elected candidate is then presented to the SPC for approval.

3.4.2.2 To be eligible for the office of Chair, a candidate must be an active member in good standing of the SC and have served on the SC for a minimum of two years.

3.4.2.3 The candidate should have the support of their employer to hold office, to attend all relevant meetings, and to perform all necessary functions of the office.

The desired qualities of an SC Chair are:

- Technical expertise in the SC's subject matter
- Commitment to the overall success of the AMPP Standards Program
- Demonstrated leadership skills
- Responsible and accountable
- Strong communication skills
- Willingness to make decisions yet lead through consensus-building
- The ability to keep projects on track and on schedule
- Global perspective of the corrosion sciences community
- Two or more years of active SC participation, such as serving as a DPM for the development of standards or fulfilling the role of Vice Chair or Committee Secretary
- Knowledge of AMPP processes

3.4.3 Standards Committee Vice Chair

The Vice-Chair is appointed by the SC Chair to assist in the management duties of the committee. The Vice Chair is responsible for fulfilling the obligations in the absence of the Chair.

3.4.3.1 To be eligible for the office of Vice Chair, a candidate must be an SC member in good standing and have served on the SC for at least one year. Additionally, the Vice Chair may not come from or be sponsored by the same organization as the Chair.

3.4.3.2 The candidate should have the support of their employer to hold office, to attend all relevant meetings, and to perform all necessary functions of the office.

3.4.3.3 A candidate for Vice-Chair should exhibit as many of the desired qualities for Chair as possible.

3.4.4 Standards Committee Secretary

Appointed by the SC Chair, the Committee Secretary is responsible for recording all meeting minutes and such other functions as may be directed by the SC Chair.

3.4.5 Document Project Manager (DPM)

Appointed by the SC Chair, the DPM is the individual responsible for ensuring that a document progresses through all the steps to publication in a timely manner and in accordance with all AMPP processes and policies. The DPM holds that position until the project is completed or until the DPM can no longer fulfill the duties of the position, at which time the SC Chair shall appoint another DPM to oversee the completion of the standards project. When a standards project is begun, the DPM may solicit individuals from the SC to volunteer to actively help with the development of a draft standard. While an initial draft may be prepared by a single individual,

usually a small writing group is needed. These individuals report to the DPM and serves until the draft standard is approved for release. These may include subject matter experts or individuals representing stakeholder groups outside of the current membership of the SC to participate on the committee to ensure the best technical standard with the broadest industry acceptance.

3.5 Training for Committee Officers and Members

AMPP shall provide training materials for both SC officers and members that will assist them in fulfilling their roles on the SC. These materials may be provided electronically, in hard copy or as formal training sessions. It is the responsibility of each individual to complete and then implement the applicable training.

3.6 Standards Committee Participant Categories

The categories of SC participants include: Voting Member, Observer, and AMPP Staff. These categories shall be used to maintain the rosters, assist with the balloting process, and help manage committee work.

3.6.1 Voting Members

Voting members are designated by an interest classification and contribute to the work of the SC, vote on all standards ballots in a timely manner, and maintain active participation on the respective SC. The SC Chair should strive to maintain balance among the different interest classifications of voting members (User, Producer, General Interest).

3.6.2 Observer

An Observer participates on a Committee as a non-voting member. Observers receive notifications of standards ballots and may provide comments; however, they do not have an affirmative/negative/abstain vote. Observers are also eligible to participate in document development.

3.6.3 AMPP Staff

AMPP Staff are non-voting members of committees in order to provide administrative support. Additionally, SCs may include the participation of consultants under contract to AMPP who serve in an advisory capacity on specific projects and may only comment on ballots.

3.7 Qualification and Condition of Voting Membership

SC voting members must be competent and authoritative in the field(s) outlined by the SC scope/charter. In discharging their responsibilities, members of the SC function as individuals and not as agents or representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations. In order to carry out their work, SC members are expected to have a computer, an e-mail address and internet access. AMPP Staff shall maintain the official membership roster records for all SCs.

3.7.1 Becoming a Standards Committee Voting Member

Individuals who have interests and expertise in the activities of an SC can request voting membership subject to the stipulations of Paragraph 3.7.3. Representatives from any one company or organization must not exceed 10% of the total committee voting membership. Requests for voting membership should be submitted to the SC Chair, who verifies the voter's interest classification and any organization affiliation and notifies the individual and AMPP Staff

of the decision to ensure the roster is updated appropriately. Individuals may participate on as many SCs as they have expertise in, so long as they can fulfill all the duties of membership.

3.7.2 Maintaining Voting Membership

Each Chair shall periodically review their committee roster, with the assistance of Staff, for the purpose of retaining only those who actively contribute to the effectiveness of the committee work.

A voting member may be removed from the SC roster if the member fails to actively engage in and contribute to the work of the SC. Voting members who are absent from three consecutive SC committee meetings shall be dropped from voting membership unless the Chair determines that other circumstances warrant retention. Failure to respond to three consecutive ballots may also be considered cause for revoking voting member status. The Chair should notify any voting member of a change in their participant category and direct AMPP Staff to make the appropriate roster changes.

A member who is removed from voting member status on a SC shall be changed to the Observer member category and may request to be reinstated to the voting member category if he/she makes an appeal to the Chair and recommits to active participation.

Any member may be removed at any time for violations of AMPP's Ethics Policy or the AMPP Standards Committee Code of Conduct (Appendix B of this document).

3.7.3 Standards Committee Voting Membership Balance

The SC Chair should continuously aim to achieve an equitable balance of representation by interest classification. While everyone participates as an individual and not as a representative of any organization, AMPP recognizes that individuals are valuable for the technical views they can bring forward based on their experiences with the organizations from which they come. Voting members on SCs shall be classified into one of three classifications based on the organization from which they come, or the industry interest from which they will most draw their technical basis. The goal is that the members from no one interest classification dominate the others.

Additional individuals from an organization may participate as non-voting Observers.

The three interest classifications are:

- **Producer:** A member whose technical views are drawn from an organization that produces or sells materials, products, systems, or services covered in the SC scope.
- **User:** A member whose technical views are drawn from an organization that purchases or uses materials, products systems, or services, other than for household use, covered in the SC scope, provided that the member would not also be classified as a producer as it relates to the work of the SC.
- **General Interest:** A member whose technical views are drawn from an organization that cannot be classified as either a Producer or a User. Examples include members whose technical views are

drawn from consumer interest, academic, regulatory, or laboratory communities, or who are individuals whose participation is not being sponsored in any way by any other interest.

3.8 Subordinate Committee Structure

3.8.1 Ad Hoc Working Group

SCs may organize ad hoc groups for the conduct of administrative business. The SC Chair shall appoint the leader of the subordinate group. The subordinate group leader shall recommend individuals for appointment to the group. The work of all such subordinate groups shall be subject to review and approval by the parent SC and shall be sunset upon completion of their task.

3.8.2 International Standards Working Group (ISWG)

In order to facilitate greater global participation in the work of a SC without unduly burdening individuals from regions and countries outside of North America with the costs of travel to meetings, a SC may choose to establish one or more ISWGs. ISWGs function as a subordinate committee of the main committee and report to the SC.

3.8.2.1 ISWGs are considered a part of the main committee with the one difference that the members of ISWGs are not required to attend the main SC's in-person meetings, but rather shall be required to attend the local face to face and online ISWG meetings.

3.8.2.2 ISWGs shall each have a Chair appointed by the SC Chair who is responsible for running local meetings of the ISWG and ensuring coordination of all activities with the main SC.

3.8.2.3 ISWG members are subject to the same membership categories and classifications, and all policies and procedures as any SC member. ISWG members receive all committee ballots, may serve as DPMs, and may serve on any committee ad hoc groups.

4. MEETINGS

Meetings of SCs shall be conducted in accordance with all applicable AMPP policies. All meetings shall be open, but the Chair shall have discretion as to the number of non-members who may be permitted to address the committee. Additionally, meeting logistics are planned around accommodating SC members. Non-committee members may be accommodated when space or online access is available.

SCs are required to meet face-to-face at least twice a year and to hold as many on-line meetings or teleconferences as necessary to keep projects moving forward in a timely manner. Virtual participation is acceptable for meeting the attendance requirement of a face-to-face meeting.

4.1 Meeting Logistics

4.1.1 SCs work with AMPP Staff to plan future meeting locations and dates in compliance with AMPP policies. All logistics related to the meeting planning and implementation shall be arranged and conducted by AMPP Staff. SC members are not permitted to enter into any type of negotiations with hotels/meeting facilities, enter into any legally binding agreements, order any goods or services on behalf of the SC, or act as agents of AMPP.

- 4.1.2 SCs meet during the Association’s Annual Conference and Corrosion Technology Week. Face-to-face meetings may also be held at other times or locations if doing so supports the SCs growth strategy, helps progress work, enables the engagement with new industry members, and there is a member willing to host the meeting.
- 4.1.3 Even if all costs for a meeting are borne by the participants, AMPP Staff has the final approval of all meeting logistics.

4.2 Meeting Notice/Announcement

Notices of face-to-face meetings (including date, time and location) should be issued to SC members a minimum of 8 weeks prior to the date of the meeting. When requested by the SC Chair, AMPP Staff shall send invitations to non-committee personnel who have been added to the meeting agenda for a specific purpose.

4.3 Meeting Agenda

An AMPP meeting agenda template shall be made available online. Detailed agendas should be provided to the SC a minimum of 4 weeks prior to the meeting. Agendas should be structured so that the bulk of the meeting (greater than 80%) is spent on the development and maintenance of standards and the progressing of standards work. The remaining time should be spent on the health and growth of the SC. No agenda time should be devoted to any tasks that are better done by Staff (e.g., deciding menus for lunches, planning social events, etc.).

4.4 Meeting Protocol

Meetings should be conducted in accordance with relevant portions of Robert’s Rules of Order, as necessary, or as otherwise directed by this manual.

4.5 Preparation of Minutes of Meetings

An AMPP meeting minutes template shall be made available online. The SC Chair shall ensure minutes are taken. The minutes of the meeting shall be prepared by the Vice Chair, Committee Secretary or an individual designated by the committee Chair and submitted to the Chair for review. The Chair shall provide AMPP Staff the approved minutes for Staff to review and make available on the AMPP online system. The members can provide comments and the minutes shall be subject to confirmation, with corrections if necessary, at the next meeting.

4.5.1 Minutes as Business Records

The minutes of an SC meeting are considered business records of AMPP and copies are not made available for public release. Copies of minutes shall be provided only to; 1) Committee Members; 2) the SPC when requested, and 3) AMPP Staff. AMPP SC minutes are open for public inspection and may be examined during business hours at AMPP’s Headquarters at 15835 Park Ten Place, Houston, Texas 77084, USA. Persons examining SC minutes may not make photocopies, electronic device photos, or document scans. Minutes and other business records of AMPP SCs shall not be distributed beyond the committee membership without prior approval of AMPP Staff.

4.5.2 Content of Minutes

Minutes should follow the agenda and should include supplementary attachments. Votes taken during a meeting shall be recorded listing number of votes as affirmative, negative, or abstentions.

4.5.3 Meeting Minutes Considerations

The following items must be considered when preparing minutes:

- SC members participate as individuals and should not be associated with any company in the minutes. Examples of where it is permissible to use company names include presentations, providing test data, and recognizing company hosts.
- Copyrighted material or trademarks should not be included without written permission from the respective company or trademark/copyright holder.
- Any attachments need to be provided in an electronic format and all company-proprietary markings removed.

4.6 SC Meeting Participation

SC members are encouraged to attend all face-to-face meetings in order to stay engaged in SC work. While in-person attendance is preferred, all meetings should have virtual attendance capabilities.

4.6.1 Virtual Attendance

In order to promote the greatest participation, SC should consider the option for those participants unable to attend a meeting in person to participate via electronic means (insofar as that option is feasible from a logistics and cost perspective). A participant who is attending a meeting virtually may be counted towards a quorum for any votes or actions taken during the meeting. SCs are also encouraged to conduct business between face-to-face meetings via online meetings, email, electronic bulletin boards or other ways of collaboration that will keep projects moving towards completion in a timely manner.

4.7 Voting at Meetings (Committee Business other than Standards Ballots)

4.7.1 A quorum to conduct business during an SC meeting varies based upon the type of business:

- Administrative business (e.g., approval of agenda, approval of minutes, adjournment): simple majority of members in attendance, in person and virtually.
- Voting on all SC ballots or disposition of comments during SC meetings: simple majority of SC voting members (Paragraph 6.3.4.2). Note: Committee level ballots on standards will be conducted by electronic ballot only, not during meetings.
- Election of SC officers: simple majority of SC voting members (Paragraph 3.4.2.1).

4.8 Proxy Voting

No granting of proxies or participation in any SC meeting decisions, actions, or votes by proxy is allowed.

4.9 Termination of a Meeting

AMPP Staff or the Chair may immediately terminate an SC meeting at any time if the discussion or actions violate AMPP policy.

4.10 Electronic Communication

All communication between AMPP and SCs shall be conducted via AMPP's communications tools that must include the ability to share files and send e-mail. This includes meeting notices, agendas and minutes.

4.10.1 AMPP Staff must be included in the distribution of all communications relating to SC business.

5. AMPP STANDARDS AND TECHNICAL REPORTS

The AMPP SPC and its SCs coordinate and use the knowledge, experience, and skill of engineers, corrosion prevention professionals, interested stakeholders and other qualified individuals on technical problems within the scope of its activities to develop Standards documents. An SC shall have responsibility for a technical area, topic or suite of related topics, as defined by its scope. It is the responsibility of the SCs to review their existing portfolio of Standards, Technical Reports and other documents periodically and revise them as necessary in order to maintain their content in alignment with the latest technology. Additionally, SCs should seek to identify new projects within their scope that respond to market needs.

5.1 AMPP standards are industry consensus standards prepared by the Association's SCs to provide requirements and recommendations in the field of prevention and control of corrosion. These standards are prepared using consensus procedures that are accredited by ANSI.

5.2 Any party (individual, company, organization, agency, etc.) impacted by or engaged in the technology area covered by an SC is encouraged to participate in standards development. SCs shall strive to have their voting membership consist of a balanced representation from the different interest classifications. AMPP standards are based on the experience of the industrial, scientific, and academic communities and on the collective best thinking that can be achieved by a group of knowledgeable persons. AMPP issues its standards as minimum requirements and recommendations that are not intended to restrict or discourage the use of additional requirements. Therefore, AMPP standards must not be considered as a restriction on the advancement and development of new materials, new techniques, or new methods.

5.3 Objectives of AMPP Standards

The objectives of AMPP standards are to:

- provide an authoritative statement on a specific, corrosion-related subject.
- promote the use of technical practices standardized through consensus review.
- reduce the economic losses resulting from corrosion.
- minimize the costs of corrosion prevention and control.
- promote the optimal use of natural resources and materials and to prevent their wastage as a result of corrosion.
- protect the environment from the effects of corrosion.
- provide a specific reference that can be used for discussion, purchase, or other interchange between parties.

- provide a source of consensus information and guidance in the fields of corrosion prevention and corrosion control technologies.
- Provide an efficient method for communication among interested parties.

5.4 Classes of Standards

AMPP issues three classes of standards: Standard Practices (SP), Standard Test Methods (TM), and Standard Material Requirements (MR).

5.4.1 AMPP SPs

AMPP SPs define the requirements and recommendations for the selection, design, installation, or operation of a material or system and provide detailed descriptions of requirements for quality of a product or process that can be incorporated into a procurement document.

5.4.2 AMPP TMs

AMPP TMs contain procedures for conducting tests to ascertain the characteristics of a material, design, or operation. TMs do not include pass/fail criteria for the material, design, or operation being evaluated by the TM; these criteria may be provided in SPs or MRs.

5.4.3 AMPP MRs

AMPP MRs define the required or recommended characteristics of a material. MRs may include requirements for chemical composition, mechanical properties, physical properties, performance properties, and other aspects of the material's manufacture and use.

In addition, AMPP issues Guides and Technical Reports (TR).

5.5 AMPP Guides

AMPP Guides present the user with information about alternative procedures, materials, or technologies that enable the user to select the best option for a specific use. They may contain recommendations to assist the user to make an informed decision based on the desired outcome.

5.6 AMPP TRs

AMPP TRs document practices, procedures, and technologies. They may include compilations of reference data, historical information, surveys of common practices, bibliographies on special subjects, educational material, and information on health, safety, and environmental protection.

5.6.1 AMPP TRs follow the same development and consensus approval process as AMPP standards.

5.6.2 Once a TR is published, no additional reviews or revisions are required. If, after ten years, a TR is still viable and of value to industry, it may be revised.

5.7 International Harmonization

Each committee, when developing a new standard or document, shall review other nationally or internationally recognized standards on the subject topic to ensure that the proposed standard will meet a need that's not already being met by another standard and to avoid duplication of specific requirements.

Whenever possible, committees shall reference or harmonize with existing standards to facilitate providing a cohesive solution to the using community.

5.8 Standards Style/Format

The guidelines presented in the AMPP Publications Style Manual shall be followed in writing, editing, and publishing all SC documents.

5.8.1 Joint Standards

In cases in which a joint standard is developed with another organization, special style guidelines mutually agreed to by AMPP Staff and the other organization may be used.

6. AMPP STANDARDS DEVELOPMENT PROCESS

AMPP standards are consensus technical documents developed in accordance with procedures in the standards program manuals.

6.1 Definitions

The SPC provides the following definitions for voting on standards:

- **Consensus** refers to the existence of a substantial agreement but does not imply unanimity. Greater than 50% of the voting membership of an SC must respond with an affirmative, negative, or abstaining vote, and at least 75% of votes counted towards the response requirements (not including abstentions) must be affirmative.
- **Full agreement** means that dissenting or objecting viewpoints have been considered and resolved to the mutual satisfaction of the members and participants.
- **Majority** means an affirmative or negative vote of greater than 50% of those voting on an issue.
- **Ballot** – votes related to the approval of AMPP standards are cast by electronic ballot to ensure a record of the ballot. Use of the AMPP-provided on-line balloting system shall be the method of polling SCs or the SPC for a vote on a standard or other consensus document.
- **Resolution/Addressing of Comments** means that comments received during balloting shall be adjudicated so that it's clear that the comments were either accepted or rejected, and if rejected, that a reason was provided in writing. Every attempt should be made to resolve all comments to the satisfaction of both the SC and the commenter, but it is recognized that for any number of reasons, not all comments may be incorporated.

6.2 Standards Initiation

AMPP standards are prepared by an SC when needed to accomplish a project within its scope. Proposed projects may come from SC members, industry, regulatory agencies, etc. The SC Chair shall work with the requester and the SC to determine the scope of the proposed new document, and to ensure that there is industry need for the document and interest in helping to draft the new standard. The SC Chair shall then appoint a DPM for the new project. The DPM shall work with the SC to solicit help in the preparation of a draft standard which may lead to the establishment of a small ad hoc committee or just an individual project drafter who reports to the DPM.

6.2.1 Document Project Actions

Standards project actions shall be one of the following:

- Development of a new standard
- Revision of an existing standard; this involves substantive technical changes such as adding, deleting, or altering technical information or requirements in any portion of the standard.
- Reaffirmation of an existing standard; this action affirms that the standard is technically up-to-date and needs no technical change. When a standard is balloted for reaffirmation, the entire document is open to comment or criticism.
- Stabilization of an existing standard; this action recognizes that information contained within a standard is mature and stable, freezes the document at the most recent publication and removes the standard from the 5-year review cycle while keeping it active and subject to revision if needed. Standards must have been reaffirmed at least once to be eligible for Stabilization. A stabilized standard may be returned to active status through the revision or reaffirmation process.
- Cancellation of an existing standard; this action should be very rare and should only occur when the SC has determined that there are real and significant technical reasons why the standard should no longer be available for use. The rationale for cancellation must be provided to the SPC Chair for consideration prior to SC ballot.

6.2.2 Selection of Projects

In determining the need for a new standard or other technical document type, or even the revision to an existing document, the following should be considered: a) new technologies being developed; b) compatibility with new and existing technologies; and c) foreseeable difficulties concerning adaptability to current technologies. Standards should attempt to accomplish the following:

- Enhance safety
- Create common language
- Facilitate trade
- Harmonize global markets
- Improve or protect the environment
- Increase productivity or reliability of processes
- Permit common interfaces
- Promote uniform testing or performance
- Reduce costs

6.2.3 Document Project Manager (DPM)

Prior to the development of a new standard or other consensus-driven product, or prior to the revision of an existing document, the SC Chair shall appoint an individual to serve as the DPM. The DPM is then the focal point (i.e., the project manager) for all activities associated with the document's development and serves in this role until the document has been approved and published. The DPM is expected to enlist the help of SC members or other experts in the carrying out of his/her responsibilities. These include, but are not limited to:

- Complete New Project Request Form to obtain document number from Staff
- Solicit volunteers to help with the work of preparing the draft
- Prepare all drafts of the standard using approved AMPP tools and templates
- Submit all drafts electronically to AMPP Staff for ballot of the SC
- Address all comments received from ballots
- Make all changes to the draft necessary to achieve consensus
- Submit the draft to AMPP Staff for the next level of balloting by the SPC

6.2.3.1 Document Development

The DPM, with the help of the SC Chair, shall solicit participation from committee members, or any other materially interested party, to help with the drafting of the standard. While an initial draft may be prepared by a single individual, a small writing group is usually needed. All logistics including, but not limited to, number of volunteers involved in drafting a document, frequency of any meetings, task assignments for individuals, and the schedule for milestones and deliverables, are up to the discretion of the DPM with support from AMPP Staff. Those SC members not participating in the preparation of an initial draft of a document shall have ample opportunity to comment and contribute during the balloting process.

6.2.3.2 Individuals may fulfill the duties of DPM or as a volunteer helping to draft a document for more than one standard at a time, as long as they are able to competently advance all projects at a reasonable rate. Once a standard has been published, the responsible DPM and any volunteers who helped with the project are disbanded.

6.2.3.3 Preparation of standards is the complete responsibility of the assigned SC. AMPP Staff shall not edit technical content during the process. However, Staff may make comments or ask questions of a technical nature for the consideration of the SC. Staff may also perform editorial revisions.

6.2.4 Intellectual Property Policy

All committee participants shall familiarize themselves with AMPP Standards Intellectual Property (IP) policies related to copyrights, patents and trademarks. DPMs and SC participants must acknowledge AMPP Standards IP Policy and the fact that all material, minutes, drafts, and published standards become the copyrighted property of AMPP through one or more means:

- Completion of a signed Copyright Agreement acknowledging that the standard or other technical document is a work made for hire pursuant to the U.S. Copyright Law
- Signing the committee attendance roster at meetings that contains a copy of the Copyright Acknowledgement statement
- Acknowledging AMPP's Copyright policy through selection of the Copyright Acknowledgement statement option when accessing the AMPP SC web pages
- Following the AMPP policies and procedures for disclosure of patented technology as soon as any member believes that a standard under development might infringe on any patented or licensed technology
- Following the AMPP policies and procedures for avoiding the use or listing of any trademarked product or material in any standard.

6.2.5 Patent Policy for Standards Development

The AMPP patent policy in the AMPP Policies and Procedures Manual shall be followed in standards development. In cases dealing with American National Standards (ANS), ANSI's patent policy (see *ANSI Essential Requirements*) shall be followed.

6.2.6 Preparation of Draft Standards

6.2.6.1 Identification of Drafts

Draft documents prepared by SCs shall not be distributed outside of the committee without watermarking and the authorization of the DPM, the SC Chair, and AMPP Staff. This applies to all documents, whether new, first-time standards, revisions to existing documents, reaffirmations of existing documents, documents being proposed for either stabilization or cancellation, or other industry standards being considered for reference or adoption (e.g., ISO standards). All drafts shall carry the following statement on each page:

DRAFT – THIS DRAFT OF A PROPOSED AMPP STANDARD HAS NOT BEEN APPROVED FOR RELEASE AND IS FOR USE BY THE RESPONSIBLE AMPP STANDARDS COMMITTEE ONLY. THIS DRAFT STANDARD IS THE PROPERTY OF AMPP AND IS COPYRIGHTED BY AMPP FROM ITS INCEPTION IN DRAFT FORM.

6.2.6.2 Notification of the Initiation of New Drafts

AMPP Staff shall work with SCs and DPMs to ensure that information regarding the initiation of standards projects is made available as broadly as possible to provide the opportunity for individuals with a material interest in the subject of the document to join the SC, to help avoid duplication, and to support coordination with other standards projects.

6.3 Document Balloting

No draft should be moved to the balloting stage until the DPM feels the document is ready for publication.

6.3.1 Voting Method

The voting members of an SC shall serve as the consensus body for all standards balloted by that SC. The AMPP-provided online balloting tool shall be used for balloting SCs or the SPC for their vote on a standard.

6.3.1.1 Notice of ballots shall be automatically distributed to committee members only. All SC members are expected to review and provide comments, as necessary, for improving the document. Voting members are required to complete a ballot.

6.3.2 Types of Responses

The ballot shall provide for three types of votes in response: Affirmative, Negative, and Abstain, as defined below.

6.3.2.1 Affirmative

An Affirmative vote means that the voting member has reviewed and agreed with the contents of the draft standard and approves its publication. Minor editorial comments can be made with

an affirmative ballot; however, the DPM is not required to incorporate or resolve any comments submitted with an Affirmative response. Affirmative ballot responses should not contain any technical comments.

6.3.2.2 Negative

A Negative vote means that the respondent has reviewed and disagreed with the draft standard. Negative responses to a ballot must include the rationale for the negative vote. They shall also include alternative language that would serve to resolve the negative. (However, if the standard is intended to become an ANS, this is a recommendation that the voter provide alternative language, not a requirement). The voter should show a technical inaccuracy or omission in the draft standard or address points dealing with perceived ambiguity or a lack of clarity that result in perception of a technical inaccuracy. All comments accompanying a negative vote must comply with Paragraph 6.3.2.4 below.

6.3.2.3 Abstain

An Abstaining vote means that the respondent has reviewed the draft standard and determined that the subject matter is outside of his/her area of expertise. This type of response is not applicable to SPC ballots.

6.3.2.4 Comments Submitted Along with Ballots

Comments may be submitted in the text fields in the online ballot or on the attached Ballot Comment Form.

All comments submitted with votes during the balloting process must contain the following information:

- (1) The section/paragraph/figure/table of the document that is the subject of the comment
- (2) The specific text that is the subject of the comment
- (3) The rationale or reason for the comment. For any comment that is technical in nature, the reasons should clearly articulate what changes need to be made and why, with as much supporting data as possible
- (4) In addition, the voter shall submit alternative language that would serve to resolve the negative. (However, if the standard is intended to become an ANS, this is a recommendation that the voter provide alternative language, not a requirement).

Any comment from a voting member that does not contain the information in items 1-4 shall not be considered. Comments from individuals other than voting members of the SC must also contain the above information in order to be considered. A comment that does not contain the information required in items 1-4 shall be ruled Non-responsive.

6.3.3 Levels of Balloting

The two levels of required balloting are:

- Committee Level Ballot – Approval by the SC with ownership of the document. The SC members shall review AMPP standards for technical and editorial content.
- SPC Level Ballot – SPC members shall confirm adherence to AMPP policies and ensure that due process was followed during the development of the document. SPC members are not permitted to comment on the technical content in the document.

6.3.4 Committee Level Ballot

When the DPM determines that a draft document is ready to ballot, the document shall be submitted to the online balloting process. SC members, Voting Members and Observers shall receive notification that a draft document is up for ballot and all voting members are responsible for responding to ballots in a timely manner.

In the case of a new standards document, a clean copy of the draft shall be balloted. For a revised document, a marked-up copy with all the proposed revisions and a clean copy of the draft shall be provided with the ballot.

SC members shall review AMPP standards documents for technical and editorial content, adherence to AMPP policies, and the overall impact to the corrosion community and the public. A draft document shall be considered approved when all the following conditions are met:

- 28-day circulation of the draft for balloting by the Committee
- Greater than 50% of the voting membership of an SC must respond with an affirmative, negative, or abstaining vote, and at least 75% of votes counted towards the response requirements (not including abstentions) must be affirmative.
- All comments from Voting Members and Observers have been adjudicated.
- All negative ballots have been adjudicated.

6.3.4.1 Counting Abstentions in Ballot Tally

Greater than 50% of the voting membership of an SC must respond with an affirmative, negative, or abstaining vote, and at least 75% of votes counted towards the response requirements (not including abstentions) must be affirmative.

Example (greater than 50% response required, at least 75% must be affirmative):

- Voting Members on a Committee = 100
- Greater than 50% of 100 = 51 votes required (affirmative, negative, or abstaining) for a valid ballot
- At least 75% of the votes counted towards the response requirements (not including abstentions) must be affirmative for the ballot to pass
- Members who do not vote are not counted toward the response requirement

6.3.4.2 Voice Vote at Committee Meetings

Voice votes at SC meetings may be utilized to adjudicate ballot comments and negatives when a quorum of the voting members of the SC is present. Voice votes can only be taken if an agenda has been circulated to all members in advance of the meeting. Voice votes must meet the same response criteria as electronic ballots. The results of the voice votes must be recorded in the meeting minutes. Additionally, all voting members shall have the opportunity to review any

decisions taken as part of the review of the minutes and to vote on any disposition of comments or negatives made or agreed to at the meeting if those changes result in a reballoting of the document. Voice votes at meetings can be a useful way to allow real-time discussion of proposed changes or for an individual to hold a discussion regarding a potential negative vote and possible resolutions.

6.3.4.3 On-Line Ballots

The AMPP online balloting system shall be used for the approval of all standards, and only ballots submitted through the system shall be considered as official AMPP ballots.

6.3.4.4 Committee Ballot Summary

At the close of the 28-day ballot period, the ballot summary is reviewed by the DPM. All votes must be returned by the deadline and all voting members of the SC must respond to all ballots or risk losing voting membership status due to lack of active engagement in the work of the SC.

6.3.5 Disposition of Committee Level Ballot Comments

All ballot comments must be adjudicated before the draft can move on to the next ballot. Adjudication of comments means that the DPM has reviewed all comments and has attempted to resolve the comments. It does not mean that all comments must be accepted; however, the reasons for not accepting unresolved negatives must accompany the next round of balloting.

Effort shall be made to obtain the approval of all voting members of the SC. All technical changes resulting from the adjudication of comments must be reballoted. The DPM shall make every effort to address all the comments received during the balloting process in a timely manner; striving to have all finalized and adjudicated within 60 days from the close of the ballot.

6.3.5.1 Affirmative Votes with Comments at Committee Level

Minor editorial changes based on comments received with affirmative ballots may be made by the DPM without the requirement to reballot the document. Examples include:

- Instances where there are duplicate words 'the the'
- Instances where words are run together 'runtogether'
- A simple spelling error 'errar'

Any extensive or substantive editorial changes after the committee level ballot shall require committee reballot. Drafts that were revised through the incorporation of editorial changes only require a 14-day affirmation ballot, just to ensure that all SC members are aware of the editorial changes. (See Paragraph 6.3.6). Only those changes are open for any additional comments during the 14-day ballot.

If an SC member votes affirmative to approve the draft, then any comments are to be taken as simple editorial suggestions and are up to the discretion of the DPM to accept or reject. If a voting member feels strongly that a specific comment must be accepted, then the vote should be a negative vote and the comment should specifically outline the requested change.

6.3.5.2 Adjudication of Negative Votes from SC Voting Members

It is the DPM's responsibility to address and attempt to resolve all comments accompanying negative votes and those resulting from public review of a proposed ANS." All negative votes must be accompanied by:

- Identification of the Section/Paragraph subject to disapproval, and
- Comments identifying a technical inaccuracy or omission in the draft standard, or
- Comments dealing with perceived ambiguity or a lack of clarity that result in perception of a technical inaccuracy, or
- Comments concerning potential conflict or duplication of the proposed standard with an existing American National Standard and comments of a procedural or philosophical nature.

The voter shall provide alternative wording that would serve to resolve the negative vote, unless the standard is intended to become an ANS (see Paragraphs 6.3.2.2 and 6.3.2.4). Resolutions of negative votes must be documented and reported to the SC by the DPM. If a voting member changes their response from a negative to affirmative or abstain, they must so notify the DPM and AMPP Staff in writing (including electronic communications). If a negative vote cannot be resolved/accepted, it shall be circulated to the consensus body for rebalot along with the Committee's position. The Committee's position is established by the SC Chair, Vice Chair, and DPM taking into consideration the responses to the most recent SC ballot.

There are six different ways that each comment within a negative vote may be adjudicated:

- Persuasive
- Withdrawn
- Withdrawn with editorial changes
- Not Persuasive
- Not related/Non-Responsive
- Previously considered

6.3.5.2.1 Persuasive

If the DPM and the drafting members determine the content of the negative vote is technically valid and within scope for the draft standard, then the comment shall be considered persuasive and the suggested change (as agreed between the DPM and the voter) incorporated into the draft.

6.3.5.2.2 Withdrawn

A voting member may withdraw their negative ballot at any time. If after discussing their negative ballot with the DPM, the voting member determines their negative vote is no longer valid, they may withdraw their negative vote and change their vote to either affirmative or abstain contingent upon their notifying both the DPM and AMPP Staff.

6.3.5.2.3 Withdrawn with Editorial Changes

If after discussion of their negative vote with the DPM, the voting member agrees that the negative comment may be resolved by making an editorial change, they may withdraw their negative vote and change their vote to either affirmative or abstain

contingent upon their notifying both the DPM and AMPP Staff. An editorial change must introduce no change in technical content but may only correct typographical errors or restate a requirement to reduce ambiguity.

6.3.5.2.4 Not Persuasive

If the DPM and the drafting members determine the content of the negative vote is not persuasive (i.e., the suggested change and the rationale for requesting the change do not render the document more technically accurate or valid than the original text), the recommendation shall be presented to the SC for final adjudication. The adjudication must be handled by one of the following means:

- inclusion of proposed Not Persuasive recommendations in the subsequent reballot
- distribution of a 14-Day Affirmation Ballot to the SC
- review during an SC meeting by voice vote recorded in the minutes (Paragraph 6.3.4.2).

If the SC affirms the Not Persuasive recommendation, the negative vote is ruled Not Persuasive and the requested change is not incorporated into the draft.

6.3.5.2.5 Not Related/ Non-Responsive

If the DPM and the drafting members determine that the negative vote addresses technical requirements that fall outside of the scope of the draft document or relate to material that was not part of the ballot, then the ballot is ruled Not Related and the requested change is not incorporated into the draft. Negative comments unrelated to the proposal under consideration shall be noted for the SC and may be considered as proposals for new work. A negative that does not meet the requirements of Paragraph 6.3.2.4 shall be ruled Non-Responsive.

6.3.5.2.6 Previously Considered

If the DPM and the drafting members determine that the subject of the negative vote was previously considered during previous rounds of balloting and ruled either Not Persuasive or Not Related, then the DPM so notes and the requested change is not incorporated into the draft.

6.3.5.3 Communication of the Resolution of Negative Ballot Comments

The resolution of negative ballot comments must be communicated by the DPM to the voter and to the SC via subsequent reballot. The DPM shall notify the voting member of the resolution of his/her ballot comments in writing with a clear rationale statement of the comment's resolution.

6.3.5.4 Comments from SC Observer members

SC Observer members may comment on ballots; however, they do not have a formal affirmative/negative/abstain vote. Comments from non-voting participants must be

reviewed and adjudicated. The DPM shall notify the Observer of the resolution of his/her ballot comments in writing with a clear rationale statement of the comment's resolution.

6.3.5.5 Comments from Other Interested Parties

If an individual who is not a member of the SC wishes to review a draft standard or technical report, they must submit their request in writing to the SC Chair. Materially interested parties who request the opportunity to review a draft standard that is out for ballot may make comments; however, they do not have a formal affirmative/negative/abstain vote. Their comments must be reviewed and adjudicated.

6.3.6 Subsequent Reballots

6.3.6.1 28-Day Reballot

After the initial SC ballot, if more than five technical changes are necessary, the draft shall be reballoted (recirculated) to the same consensus body that received the first ballot for 28 days. Comments on reballots are limited to just those changes made since the prior ballot and parts of the draft that pertain to unresolved negatives. This "locks down" those sections that have been balloted with no comments or requests for changes and ensures that documents keep moving through the process in a timely manner. The following are the conditions and limitations of the use of the reballoting process:

- The draft document must have gone through an initial 28-day SC ballot and adjudication of comments.
- The only parts of the draft that are open to review and comment during the reballot process are those that have been changed since the last round of balloting and those that pertain to unresolved negatives.
- Comments received on sections outside of the changes being balloted in the reballot (i.e., comments on sections considered "locked down" as a result of previous rounds of balloting during the revision cycle), may be considered out of scope for the reballot and held for the next revision.
- All Voting Members may vote on reballots but are not required to do so. In the event a voting member does not vote on a reballot, their previous vote shall carry over.

6.3.6.2 14-Day Affirmation Ballot

The 14-Day Affirmation ballot provides a streamlined means to reballot a draft. The draft will be reballoted (recirculated) to the same consensus body that received the first ballot. A response is only required if the voter disagrees with the ballot. The following are the conditions and limitations of the use of the 14-Day Affirmation Ballot process:

- The document must have gone through an initial 28-day SC ballot and adjudication of comments.
- There are five or fewer technical changes.
- The technical changes are of sufficient clarity to communicate directly in a "Change From/Change To" fashion.

- If a 14-Day Affirmation ballot is utilized by the SC to determine that a negative vote is Not Persuasive, the rationale shall be attached. The rationale does not have to be presented in a “Change From/Change To” fashion.
- Only the changes need to be posted for ballot; not the entire document.
- Voting members should respond with a negative vote if they object to the proposed changes.
- At the end of the 14 days, the ballot summary is reviewed by the DPM. If no comments are received, the document shall proceed to the SPC level of ballot. If negative votes are submitted, these must be resolved as outlined in Paragraph 6.3.5.

6.3.7 Conclusion of SC Level Ballot

Once a draft standard has been successfully approved by the SC ballot, it shall be sent to the SPC for their review and approval.

Negative voters whose comments were not accepted shall be notified that the standard is being forwarded for final approval by the SPC. The unresolved negative voters shall be advised of their right to appeal as detailed in Appendix A on Appeals Process for Alleged Procedural Infraction.

6.3.8 Standards Program Committee Level Ballot

The purpose of the SPC ballot is to review and confirm the adherence to AMPP policies and procedures. The SPC may not alter the technical content of a standard. The SPC ballot shall be accompanied by a summary of any unresolved negative comments along with the SC’s position (see Paragraph 6.3.5.2). Standards being reaffirmed or stabilized do not require a second level of balloting of the Standards Program Committee.

6.3.8.1 Standards Program Committee Ballot Time

SPC ballots on documents approved by SCs are 14-day ballots. All ballots shall be conducted using the AMPP on-line voting system.

6.3.8.2 Standards Program Committee Level Ballot Comment Resolution

If a member of the SPC votes negative on the grounds that there was a perceived process violation at the SC level, the document shall be returned to the SC. The SC chair must work to correct any procedural infractions and then resubmit the document with a written description of how the infraction was corrected. SPC ballot comments must be resolved before the document can move on to publication. Unresolved negative votes shall be handled according to the process outlined in Paragraph 6.3.8.4.

6.3.8.3 Negative Votes at the Standards Program Committee Level

It is the DPM’s responsibility to resolve all negative votes from the SPC. If an SPC member changes their response from a negative to an affirmative, they must notify the DPM and AMPP Staff. Minor editorial changes, in accordance with these rules, are permitted without rebalot to the SC level and the document can proceed to publication. If in order to resolve the SPC negative vote,

editorial changes (other than those previously defined) are required, the DPM must contact AMPP Staff and the SC for resolution within 30 days and attempt to rebalot within 60 days.

6.3.8.4 Unresolved Standards Program Committee Negative Votes

If the DPM is unable to resolve an SPC negative vote, the SC may decide to resubmit the draft standard to the SPC for a second ballot. The second ballot is accompanied by the original SPC negative vote along with the SC's position. A vote of 75% of the SC voting membership is required to forward the draft document to the SPC. If 75% approval is not reached, the SC shall discuss the future of the project. Negative votes by 25% of SPC members shall be sufficient to preclude publication. In this case, the project shall be returned to the SC accompanied by the SPC's comments.

6.3.8.5 Appeals

Any person having a procedural complaint or whose dissenting view on a draft standard remains unaddressed shall have the right to initially appeal to the SC and may subsequently appeal to the SPC concerning an SC decision. An appeal shall be in accordance with the AMPP standards policy. For further information on appeals, refer to Paragraph 6.11 and Appendix A.

6.4 Standards Document Status

There are two basic status categories for AMPP standards – Active and Cancelled. There are additional sub-categories under the Active category documenting the administrative status of the document that do not impact its usability.

The last reported action an SC takes on a document determines its status.

6.4.1 Active

The Active status refers to the latest version of a standard available to the public for use. Revisions and reaffirmations are the results of a five-year review.

6.4.1.1 Revised

A Revised status indicates that an Active standard has been updated or modified and re-published. It is understood that the later revision supersedes the previous revision. Revising a standard requires SC and SPC level ballots. The new revision is identifiable by a publication date later than the previous version of the document.

6.4.1.2 Reaffirmed

A Reaffirmed status is given to existing, published documents that have been reviewed by the SC and deemed to be current with no need for immediate revision. If a standard is reviewed by its DPM and it is determined that all information is still current, and there are no changes needed, then the document is balloted as a reaffirmation. A reaffirmation action requires SC level ballot only (no SPC level action or ballot is required). Reaffirmation is indicated by a reaffirmation date.

A reaffirmed document can be revised at any time if users or producers express a need for revision. After revision, the document no longer carries the reaffirmed date, but rather a new revision date.

6.4.1.3 Stabilized

Stabilized status is given to a document that has been frozen at the last active revision. Stabilized status may be given to a standard for several different reasons:

1. The standard covers technology, products, or processes that are mature and not likely to change in the foreseeable future. The SC makes a conscious decision not to maintain the document any longer.
2. The standard covers technology, products, or processes for which an SC no longer exists or for which technical expertise no longer resides in the owning SC. Before “stabilizing” the standard, the owning SC should attempt to find a new home for the document where technical expertise does exist. Failing that, the SC makes a conscious decision not to maintain the document any further.
3. The SC can find no users for the standard. Since it is not possible to determine with great assurance whether a standard is being used, how often it may be used, or by whom it may be used, stabilization is a way to alert potential users that the owning SC shall no longer be maintaining the standard and that users should employ the standard at their own risk and discretion.
4. The SC determines that the using community is moving towards newer technology and would like to alert users that this newer technology exists and to direct potential users to consider alternative technologies and/or standards for new designs. However, because the SC has incomplete visibility of where and how a standard is being used, and because a standard may be necessary to support legacy platforms or design reuse, the standard should not be cancelled but rather stabilized with a rationale statement that alerts users to new technology.

When documents are moved to the Stabilized status, any standards that have been submitted to the ANSI American National Standards process will then be subject to a 10-year review cycle in accordance with ANSI’s rules for stabilized standards. Stabilized documents not designated American National Standards require no further review.

A stabilized standard may be revised if users or producers express a need for it. Once revised, the standard no longer carries the stabilized date, but rather the new revision date. Stabilization is accomplished by issuing a new revision that contains a Stabilization Notice (see Appendix C) along with a rationale statement that may contain any recommendations for use that the SC feels are necessary, accompanied by the full text of the standard as it appeared at the last active revision level, and the date of stabilization. A stabilization action requires an SC level ballot only (no SPC level action or ballot required).

All files concerning stabilized standards shall be uploaded to the system of record for appropriate record retention. Records shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an ANS.

6.4.2 Cancelled

When a committee determines there is a need to cancel a standard, the SC Chair shall alert the SPC Chair of the intent to cancel the standard and the rationale for the decision. This allows a

determination to be made by the SPC Chair of the appropriateness of the cancellation intent prior to the start of the SC ballot.

An AMPP standard shall be cancelled when it is deemed to be “not fit for use” due to technical reasons or when its technical requirements are totally superseded by another document. A standard shall not be cancelled based only on administrative reasons such as no identified users, no committee expertise, newer technology exists, etc. Determination that a document is not fit for use may be made when there is a clear safety issue with continued use, or when there is a government requirement that can only be accommodated by elimination of the document. Cancellation should be rare, and the notice of cancellation should carry a clear rationale statement and, if possible, should direct users to alternative standards. A cancellation action requires SC and SPC level ballots. Cancellation is accomplished by issuing a new revision that contains a Cancellation Notice along with a rationale statement and any supersession information on the first page of the document. The remaining pages contain the last active revision of the document.

6.5 Mandatory Standards Review (Five-Year Review)

Every active standard and Guide that has not been stabilized requires an action to be taken within every five years. The SC can decide to reaffirm, revise, stabilize, or in very rare cases, to cancel the document. The SC should commence review of the document early enough to complete action within the five-year period.

6.5.1 The Chair of each SC, working with Staff, should initiate the committee’s review of every document that reaches the three-year mark after its last review date, allowing adequate time to complete it before the five-year review deadline.

6.6 Revision of an Existing Standard

6.6.1 Anyone may propose a revision of an AMPP standard by contacting the Chair of the applicable SC or an AMPP Staff person and completing the necessary forms for submission.

6.6.2 If technical changes to a standard are proposed, they shall be substantiated with technical information by the submitter. Proposed revisions shall be in accordance with the functional scope of the standard.

6.6.3 The SC shall evaluate the suitability of the proposed revision based on the technical information provided, and its relevancy to the functional scope of the standard.

6.6.4 If the SC agrees that a revision is necessary, the SC Chair shall appoint a DPM to be responsible for ensuring that the proposed revision successfully proceeds through the process in a timely manner.

6.6.5 The SC may reject a request for revision if the request is lacking in technical content and is not supported by meaningful technical data, or if the request is not relevant to the functional scope of the standard. The SC may also determine that the proposed revision is editorial in nature and may decide to hold the request until additional reasons for revising the standard have accumulated.

6.6.6 In all cases, the SC Chair must inform the requestor in writing of the disposition of the request.

6.7 Formatting of Standards Status Information

All status information shall be recorded with the number and date of the standard so that it forms a chronological history of the publication dates for standards document, so the current status is apparent.

6.8 Document Scope and Rationale Statements

All documents shall include a scope statement and a rationale statement in the Foreword section of the document. The scope statement describes the topic of the document.

For new standards, the rationale statement outlines why the document was needed. For documents that are revised, reaffirmed, stabilized or cancelled, the rationale statement should clearly identify why the change was made. The rationale statement can also carry additional recommendations regarding the use of the standard.

6.9 Notice Pages

All stabilized or cancelled documents shall carry a cover Notice Page as the first page of the document. This page is used to clearly indicate the status of the document (stabilized or cancelled), the rationale for the change in status (e.g., why the standard is being stabilized or cancelled), and provides a place for any additional guidance for users. Additional instructions and examples for Notice Pages are contained in Appendix C.

6.10 Publication of Standards

AMPP Staff has the administrative responsibility for the publication of standards that have been approved by the SPC. Publication should happen as expeditiously as possible after SPC approval.

6.10.1 All documents produced by AMPP SCs shall be considered copyrighted materials by AMPP. AMPP shall have exclusive publication rights to all standards and standards-related products produced by AMPP SCs. Requests for reprinting or duplications of published or copyrighted material, in part or in full, shall be made to the AMPP Director of Standards.

6.10.2 AMPP Staff shall assign publication numbers and dates that shall be retained through all revisions. See Appendix G for a flowchart of the document process.

6.11 Appeals Process for Alleged Procedural Infraction

Any person having a procedural complaint arising from the developing and balloting processes for a standard shall have the right to appeal to the SPC (after an appeal has been made to the SC). An appeal of the SC's decision or refusal to act shall follow the process outlined in Appendix A.

7. Relationship with Other Standards Developing Organizations (SDOs)

The SPC has the responsibility to develop a framework and policies related to the submission of AMPP standards to other SDOs for adoption and publication, the adoption by AMPP of standards developed by other SDOs for republication by AMPP, and the development of joint standards. AMPP Staff will implement such policies. SCs are not authorized to make commitments with other SDOs.

Requests for any of the above actions must be submitted via the Other Standards Developing Organization (SDO) Collaboration Form. The request must be accompanied by a minimum of five justifications from

user organizations describing why the action is necessary and benefits the industry. Based upon the policies established by the SPC, a determination shall be made within the context of the SPC strategies as well as the extent to which the action would benefit the AMPP Standards Program and the Association as a whole.

7.1 Submission of AMPP Standards to Other Organizations

7.1.1 Submission of AMPP Standards as American National Standards per ANSI Rules

If the request is approved, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in ANSI's *Standards Action*. AMPP will address any comments received in response to a PINS announcement on a proposed ANS in accordance with ANSI procedures. In addition, proposals for new ANSs and proposals to revise, reaffirm, or withdraw existing ANSs shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* to provide an opportunity for public comment. The comment period shall be one of the following:

- a minimum of 30 days if the full text of the revision(s) can be published in *Standards Action*;
- a minimum of 45 days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an e-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*;
or
- a minimum of 60 days, if neither of the aforementioned options is applicable.⁽¹⁾

Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer, and may be concurrent with final balloting. Any substantive change subsequently made in a proposed ANS requires listing of the change in *Standards Action* and another public review period.

7.1.1.1 Good faith efforts shall be made to resolve potential conflicts between and among existing ANSs and candidate ANSs.

7.1.1.2 Prompt consideration shall be given to the written views and objections of those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed in writing that an appeals process exists within AMPP's procedures. The appeals process as outlined in Appendix A shall be followed.

7.1.1.3 When this process is completed in accordance with AMPP's written procedures, AMPP 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

⁽¹⁾ Before publishing a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the World Trade Organization (WTO). Exceptions are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L).

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.

7.1.1.4 Each unresolved objection and attempt at resolution, and any substantive change made in a proposed ANS 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.

7.1.1.5 AMPP shall have the right to withdraw a document from the ANSI process if AMPP decides that to proceed would compromise the technical content of the document or the integrity of the Association. AMPP staff shall notify ANSI if a decision is made to withdraw a document from the ANSI Process.

7.1.2 Procedures for Submission of AMPP Standards to ISO

7.1.2.1 A formal request to consider submission of an AMPP standard as a New Work Item to ISO must be submitted on the Other Standards Developing Organization (SDO) Collaboration Form. The request must be accompanied by a minimum of five justifications from user organizations describing why the action is necessary and benefits the industry.

7.1.2.2 Standards to be considered should support AMPP's international objectives.

7.1.2.3 Based upon the policies established by the SPC, a determination shall be made within the context of the SPC strategies as well as the extent to which the action would benefit the AMPP Standards Program and the Association as a whole.

7.1.2.4 If the request is approved, ISO procedures for completing and submitting a New Work Item shall be followed by AMPP Staff in accordance with ISO/IEC Directives, Part 1, Procedures for the Technical Work, and ISO/IEC Directives, Part 1, Consolidated ISO Supplement — Procedures specific to ISO.

7.2 Adoptions of Standards from Other Organizations

7.2.1 Procedures for AMPP Adoption of ISO Standards

7.2.1.1 A formal written request must be submitted to the SPC for AMPP adoption of an ISO standard as an American National Standard (ANS). Standards to be considered should support AMPP's international objectives. Only ISO standards for which AMPP holds the U.S. Technical Advisory Group (TAG) may be adopted, unless another U.S. TAG administrator agrees (in writing) with an AMPP proposal to adopt a standard.

7.2.1.2 The SPC will consider the request based on AMPP's Standards Strategy as well as the extent to which the action would benefit the AMPP Standards Program and the Association as a whole. The SPC may approve or reject the proposal or request more information or modification of the proposal.

7.2.1.3 If the request is approved, the proposed national adoption will be communicated to the appropriate SC for processing through AMPP standards development procedures and balloting by

the SC. However, AMPP may utilize ANSI's expedited procedures for the identical national adoption of an international standard if circumstances warrant.

7.2.1.4 If technical changes are made as a result of negative votes and comments, the adoption may be a Modified Adoption as described in the *ANSI Essential Requirements* and *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards*.

7.3 Joint Standards Development with Other Organizations

7.3.1. A formal request to propose the joint development of a standard with another SDO (e.g., ASTM, IEEE, ASME, API) must be submitted on the Collaboration with Other Standards Developing Organizations Form. The request must be accompanied by a minimum of five justifications from user organizations describing why the action is necessary and benefits the industry.

7.3.2 Based upon the policies established by the SPC, a determination shall be made within the context of the SPC strategies and the extent to which the action would benefit the AMPP Standards Program and the Association as a whole.

7.3.3 If the request is approved, AMPP Staff will prepare an agreement with the collaborating SDO to outline operating procedures, publication, and intellectual property rights. No work should begin until an agreement is in place.

7.4 Conversion of Government Agency Standards

The process for converting government agency specifications and standards to AMPP standards is outlined in Appendix E.

7.5 ISO Related Technical Committees

7.5.1 All relationships, working arrangements, or transfer of standards data to the International Organization for Standardization (ISO) must be reviewed and approved prior to any work beginning. The SPC will develop policies related to AMPP involvement with ISO and other standards development organizations. Only the SPC has the ability to approve arrangements with ISO, its technical committees, and subcommittees. Only AMPP Staff can negotiate any contracts or arrangements involving AMPP intellectual property with ISO.

7.5.2 Based upon the policies established by the SPC which support the AMPP Standards Strategy, a determination shall be made as to whether AMPP should participate in the proposed ISO activity. This participation can sometimes take the form of administering ANSI-accredited U.S. Technical Advisory Groups (TAGs). TAGs operate in accordance with the latest revision of *ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO*. Information about ISO and TAGs can be found in Appendix D, AMPP Administration of ANSI-Accredited U.S. Technical Advisory Groups to ISO.

7.5.2.1 A U.S. TAG may be established once ANSI has assigned the responsibility to AMPP and the responsibility has been accepted by the SPC.

7.5.2.2 When AMPP is responsible for a U.S. TAG, the SPC shall designate to which SC the TAG shall report. The designated SC shall be the only link of the TAG into the AMPP SC structure.

8. STAFF RESPONSIBILITIES

AMPP Staff is responsible for the administration of the AMPP Standards program. AMPP Staff also ensures compliance with this manual and its appendices.

8.1 Recordkeeping

AMPP Staff shall maintain (i.e., act as the custodians for) SC records including meeting minutes, committee rosters and charters, and all documentation relating to the development of standards utilizing the Staff-managed on-line systems. Staff shall also advise committees on procedures, organization and operation.

8.2 Coordination between Standards Committees

AMPP Staff shall work with each SC to maintain an awareness of the scope and activities of other SCs and encourage cooperation between activities to minimize duplication of effort.

8.3 Adherence to AMPP Policy

AMPP Staff has authority to suspend any SC or subgroup activity that operates in violation of AMPP Standards Policy, the Bylaws of AMPP, or any laws or order. The suspended activity may only recommence upon affirmation vote of the SPC.

8.4 Communication

AMPP Staff shall advise SC officers and members on AMPP policies, procedures, and practices. AMPP Staff shall be provided copies of all SC meeting notices, agendas and minutes for uploading into the applicable place in the AMPP online system. Additionally, any correspondence made by an SC member in the course of carrying out the work of the SC must be done through the AMPP online system. AMPP Staff shall also serve as the primary contact point for information regarding AMPP standards and standardization activities, and act as a clearinghouse for all inquiries from outside the Association.

8.5 Meeting Coordination

AMPP Staff shall handle all logistics related to SC meetings. Exceptions may include hosted functions or SC sponsored activities.

8.6 Working with Organizations outside of AMPP

AMPP Staff shall be responsible for establishing all terms of any relationship, business agreement, or partnership with any other organization for the purpose of developing standards, promoting standardization, or setting standardization policy.

8.7 Funds and Contracts

No SC can solicit or collect funds, including voluntary contributions, from their members.

8.7.1 Contracts

No person has the authority to negotiate or execute any contract on behalf of AMPP, or obligate AMPP to any expense, except the Chief Executive Officer of AMPP or an AMPP Staff person designated by the CEO.

9. AWARDS AND RECOGNITION

The SPC shall manage those awards that recognize significant efforts in the area of AMPP standards development and SC operations and contributions.

SCs are encouraged to recognize outstanding contributions of individual members and those who take on the role of serving as DPMs with Letters of Commendation that should be sent to the individual's manager if appropriate.

10. LIMITATIONS

10.1 Responsibilities and Qualifications of Members of the Standards Program Committee and Standards Committees

In discharging their responsibilities, members of the SPC and its SCs function as individuals and not as agents or representatives of any organization with which they may be associated. Governmental employees participate in accordance with government regulations. Members are appointed to SCs on the basis of their individual qualifications that enable them to contribute to the work of the SC. SC members or officers do not represent AMPP or speak on behalf of AMPP. AMPP Staff shall handle all inquiries from the media.

10.2 Clarifications and Interpretations of Standards and Technical Reports

10.2.1 Definitions

Clarifications imply making plain or intelligible what is not immediately obvious or entirely known.

Interpretations imply explaining based on individual belief, judgment, or circumstance.

10.2.2 Clarifications of AMPP Standards

10.2.2.1 Formal requests for clarifications of AMPP standards should be placed on the SC agenda for consideration at the next meeting. If by general SC consensus, it is determined that the standard requires clarification, the SC should initiate a revision of the standard. The requestor should be notified of the decision to revise the standard. If by general SC consensus, the SC determines that no clarification or further review is required, the requestor shall be notified of such determination.

10.2.2.2 Informal requests for clarifications of AMPP standards may be handled directly by the SC Chair or assigned by him/her to a committee member. AMPP Staff should be made aware of such a request. It must be clear that the response by SC member, Chair or any other individual is a personal opinion and not obtained by committee consent and AMPP Staff shall be included in response communications. AMPP stationery must not be used for such response.

10.2.2.3 In cases concerning standards for which a Maintenance Panel has been established, the assigned Maintenance Panel shall address requests for clarification.

10.2.3 Interpretations

No member or participant of an AMPP SC, the SPC, or AMPP Staff shall make any interpretation of a standard in the name of AMPP. In no event shall any such interpretation be binding upon AMPP or the SC responsible for such AMPP standard. Requests for interpretations of AMPP standards may be handled directly by the SC Chair or assigned by him/her to a committee member. AMPP Staff shall be included in response communications. AMPP stationery must not be used for such response.

10.2.3.1 In cases concerning standards for which a Maintenance Panel has been established, the assigned Maintenance Panel shall address requests for interpretation.

10.3 Amendments to the Standards Committees Operating Manual

Amendments to this document shall be approved by formal vote by not less than 75% of the SPC members. This document shall be reviewed a minimum of every five years to ensure updates are made to reflect continuous improvements to the AMPP Standards Program.

10.4 Relationships with Entities Outside of AMPP

No individual not authorized by the AMPP Director of Standards or the AMPP CEO may discuss the terms of any relationship, business agreement or partnership with any other organization for the purpose of developing standards. Any opportunities for collaboration, cooperation or other types of working agreements must be brought to the attention of the SPC Chair and the Director of Standards. Any subsequent actions shall be based on the AMPP Standards Strategy and what's best for the Association.

10.5 Records

The records of the SPC and its SCs shall be maintained in accordance with AMPP policy.

Upon publication of a standard, appropriate files shall be uploaded to the system of record for appropriate record retention through one complete standards cycle, or until the standard is revised, in accordance with ANSI procedures for standards. In the case of withdrawn standards, records shall be retained for at least five years after withdrawal of the standard.

Headquarters shall maintain records of actions taken by a DPM and consensus body in the standards development process through one complete standards cycle, or until the standard is revised. In the case of withdrawn standards, records shall be retained for at least five years after withdrawal of a standard.

10.6 Committee Minutes

The minutes of the SPC and its SCs are considered business records of AMPP and shall be handled in accordance with AMPP policy.

10.7 Committee Rosters

SC membership rosters constitute AMPP business records unless they have been published for public release. The release of rosters is governed by AMPP policy and determined by AMPP Staff. SC rosters are internally classified as mailing lists and their release is governed in part by AMPP policy.

10.8 Communications with Standards Committees or Individual Committee Members

Individuals who wish to communicate with an SC may do so only through AMPP Staff. Such correspondence should be sent to the AMPP Staff, who shall forward the material to the appropriate SC

member. Contact information for an individual SC member may not be released without the permission of that member.

10.9 Committee Voting Records including Ballots with Comments

SC ballots, ballot comments and voting results are business records of AMPP and not made available for public release.

10.10 Permitted Distribution

During the period in which a document is in the balloting process, ballots, ballot comments and voting tallies may be provided only to members of the SC, DPMs, and Staff.

10.11 Correspondence

Copies of SC correspondence should be sent to the SC Chair and AMPP Staff. Members shall not use stationery with company letterhead or AMPP letterhead.

10.12 Limitation of Committee Statements and Presentations

SC Chairs are to make no statements or presentations to any government agency or other organizations or individuals purporting to indicate the opinion or position of their SC except where such statements are:

- (1) in fact, based upon a coordinated review by the SC members and at least a majority of the SC support the statement,
- (2) within the SC's authorized area of technical interest, and
- (3) clearly within any other limitations prescribed in AMPP policies. In any instance where an SC statement appears advisable and it appears impractical to comply with these requirements, the matter shall be referred to the SPC Chair and the AMPP Director of Standards.

10.13 Test Materials

A particular product or material may be identified by name when it is essential to uniformity and testing. In such cases, an "or equivalent" statement should be added to the company product or material referenced.

APPENDIX A - Appeals Process

A1.0 Persons who have direct and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of AMPP with regard to the development of a proposed standard, or the revision, reaffirmation, stabilization or cancellation of an existing standard, shall have the right to appeal on the basis of an alleged procedural infraction.

A1.1 Individuals should first attempt to resolve the issue by appealing to the SC Chair with a written request outlining the specifics of the procedural infraction. The notification of appeal must be received within 30 days of the action that forms the foundation for the appeal (e.g., an individual alleging a procedural infraction during the disposition of comments on a draft standard must notify the SC Chair within 30 days after the action is supposed to have occurred). Appeals of inactions shall be submitted within a reasonable time after becoming aware of the inaction and within the current standard development cycle.

A1.2 The SC Chair shall work with the DPM or other SC members, as applicable, to try and address the issue. After conducting whatever series of interviews, meetings, or other investigative measures the SC Chair feels is necessary to render a ruling, the SC Chair shall respond, in writing, with a decision. That decision could involve an action plan to correct the infraction or could be a ruling that no infraction was found to have occurred. If the involved parties are unable to resolve the alleged procedural infraction, then a formal appeal may be made as follows below.

A2.0 Filing the Formal Appeal

An individual wishing to appeal the decision made by a SC Chair shall file a formal appeal in writing with the Secretary of the SPC within 10 working days from the date of the SC Chair's decision or refusal to act.

A2.1 The written notification shall contain all substantiation of the perceived procedural infraction and clearly state the portion(s) of the Standards Committees Operating Manual and/or AMPP policies that was (were) allegedly violated.

A2.2 The notification must contain only perceived procedural infractions.

A2.3 Alleged procedural infractions may include whether a technical objection was afforded due process.

A3.0 The SPC Chair shall review the perceived infraction with the AMPP Director of Standards and the Chair of the SC where the perceived infraction occurred to determine whether the allegations can be substantiated. If the written notification of an appeal does not allege a specific procedural infraction of this manual and/or AMPP policies, the SPC Chair shall respond in writing to the appellant copying the Director of Standards and the SC Chair. The response shall explain that no procedural infractions were alleged and therefore there is no basis for an appeal, and that technical issues are resolved by the DPM.

A3.1 If possible, the matter should be resolved by mutual agreement of the individual, the SC Chair and the SPC Chair. If agreed to by the SC Chair and the appellant(s), a mediator suitable to both parties may be used to assist in the resolution process.

A3.2 If the issue is resolved in this manner, the individual alleging the infraction and the SC Chair shall agree, in writing, on how it was resolved. A copy of this written report shall be sent by the SC Chair to the AMPP Director of Standards and the SPC Chair.

A4.0 Appeals Panel

If the perceived infraction cannot be settled by mutual agreement, the Chair of the SPC shall appoint an Appeals Panel and with the SPC Vice-Chair shall act as the Chair and Vice Chair, respectively, of such Appeals Panel. The Appeals Panel shall include three additional members selected by the Chair from the membership of the SPC. The AMPP Director of Standards shall serve as Secretary to the Appeals Panel. All members of the Appeals Panel shall be requested to attend in person. No member of an Appeals Panel should have been involved in any way with the matter in dispute. The appellant shall be afforded the opportunity to claim a conflict of interest on the part of an Appeals Panel member and to challenge their appointment. Such a challenge shall be decided by a simple majority vote of the remaining Appeals Panel members.

A4.1 Support Material

Within 30 days of filing the appeal, the appellant shall file with the Secretary of the Appeals Panel all material supporting the appeal case. Failure to file such items shall result in a dismissal of such appeal with prejudice.

A4.2 Additional Evidence

The Chair of the Appeals Panel may invite such other persons to present testimony or evidence, as the Chair deems necessary for a fair presentation of the facts. A list of all such persons invited or requested to present evidence in such matter shall be provided to the appellant at least 15 days prior to the hearing.

A4.3 Time and Location of the Appeal Hearing

- a. The Chair of the Appeals Panel shall set the time and location during the week and the place of the next regularly scheduled SPC meeting, to hear such appeal, provided the notice of appeal was filed more than 90 days prior to such meeting, or
- b. In case such notice of appeal was filed within 90 days of the next regularly scheduled SPC meeting or the parties of the appeal request a later date, the hearing shall be held at the following regularly scheduled meeting of the SPC, or
- c. The Chair may, at the request of any party to the appeal, schedule such hearing any time or place convenient to the parties and the Appeals Panel.

A5.0 Appeal Hearing

An agenda for the appeal hearing shall be developed and circulated in advance among the parties attending the hearing.

Example: Appeal hearing agenda guideline

- i. Opening and introductions
- ii. Review of the process, rules, and expectations for conduct

- iii. Statement and summary of the issue with some background information
- iv. Presentation of support material by the appellant
- v. Presentation of additional evidence
- vi. Presentation by additional persons
- vii. Deliberation and vote by the Appeals Panel. (Vote is by simple majority)

NOTE: Failure of appellant to appear at such hearing shall constitute a withdrawal of the appeal.

A6.0 Decision

Within 45 days of the close of the hearing, the Appeals Panel shall render a decision in writing. The decision, including support information, shall be sent to the appellant, the Chair of the SC whose action or refusal to act was the subject of the appeal, and any other interested persons appearing at the hearing.

A6.1 The SPC Appeals Panel decision may be appealed to the AMPP Board of Directors within 30 days of the ruling notification. Intent to do so must be filed by the appellant in writing with the SPC Chair, the AMPP Director of Standards, and the Secretary of the AMPP Board of Directors.

A6.2 For those AMPP standards that are a part of the ANS process, a copy of the appeal and ruling shall be included in the ANSI documentation (BSR-9) submission.

APPENDIX B - Standards Committee Code of Conduct

B1.0 Committee Code of Conduct During Meetings

Following are general items for committee conduct:

- No Commercialism – Adhere to the technical issues and never endorse or belittle specific products
- Only one person speaking at any given time (presenter has the floor) and the Chair shall recognize speakers in turn
- Attack the issue, not the person
- Be on time for the start of meetings and in returning from breaks/lunch
- Set all electronic devices on silent mode
- Respect all ideas and comments
- No silent skepticism, be candid
- Do not dominate discussions
- Stay focused on the meeting
- Avoid unauthorized or “private” meetings. Discussions should be open and follow the agenda or other legitimate direction agreed upon by consensus of the committee
- Never participate in discussions of cost, pricing plans, pricing policies, product usage surveys, marketing plans or any related topics. Be aware of and follow all rules and regulations governing export control
- Participate as individuals and not as agents or representatives of any organization
- Secure Staff advice as well as legal counsel when necessary
- Strive for an open atmosphere that promotes a free-flowing interchange of technical information.
- Follow the processes, rules, and guidelines of the Standards Program Committee Organization and Operating Guide, the Standards Committees Operating Manual, the Committee-specific charter, and any committee guidelines if applicable.
- Strive for high-quality standards that benefit all stakeholders
- No recording of meetings. No transmission of meetings to any entity not authorized by the Chair and acknowledged by all meeting attendees

B2.0 Presentation Guidelines

Following are general items to consider when developing or permitting a presentation to a committee:

- No commercialism
- No discussion of cost, pricing plans, pricing policies, product usage surveys, marketing plans or any related topics.
- Presentations must focus on technical issues (not on marketing aspects of products)
- Presentations should be related to or support the development or maintenance of AMPP standards or standards-related products
- All presentations should be submitted in electronic format to the Chair prior to the meeting. All presentations should be cleared for public release by the presenter’s home organization and physically marked as such. Presentations may include the company affiliation on the cover

including any copyright notices. The remainder of the presentation shall be free from any company or organization proprietary markings.

APPENDIX C - Guidance for Use of Notice Pages for Stabilized or Cancelled Documents

C.1 Stabilized – When a standard is stabilized, a notice page is created as the first page of the document. This notice should clearly indicate that the document is considered “frozen” at the last active revision level and that no periodic maintenance shall be carried out. The notice page shall also include a rationale statement for why the document is being moved into the stabilized category. Documents may be stabilized when the technology is mature and unlikely to change, the committee makes a conscious decision not to revise any further, or when technical expertise to maintain the document no longer exists within the SC, or it has been determined by the SC that there is no longer any customer pull for further maintenance, review or revision to the standard.

C1.1 Example of a Stabilization Notice:

Stabilization Notice

This document has been stabilized by the responsible AMPP SC and shall no longer be subjected to periodic reviews for currency. Users are responsible for verifying references and continued suitability of technical requirements. Newer technology may exist.

C1.2 Examples of Stabilization Rationale Statements:

Rationale

This document has been determined to contain basic and stable technology that is mature and unlikely to change.

Rationale

The SC that originally created this document no longer exists.

Rationale

The AMPP SC responsible for this document recommends that AMPP SC XX be considered as an alternate, as it better reflects current industry practice.

Rationale

This document has limited utilization. Users with design authority may determine that this document is no longer to be used when selecting standards for new designs. This determination should be made by each design authority.

C.2 Cancelled – When a standard is cancelled, a notice page is created as the first page of the document. This notice should clearly indicate that the standard is being cancelled and whether or not the standard is being superseded by another document or documents. Every effort should be taken to provide users with alternatives to the cancelled document. If the replacement document is technically equivalent or superior to the cancelled document, the cancellation notice may directly refer readers to the replacement document. If a document is a suggested replacement, the cancellation notice shall include a statement that cautions users before applying the replacement document. The notice page shall also

include a rationale statement for why the document is being cancelled and shall indicate why the technical data contained in the document is no longer safe or legal to use.

C2.1 Example of a Cancellation Notice with Supersession:

Cancellation Notice

This document is cancelled and superseded by AMPP 1234.

Rationale

The document contains a material that has been banned for use in the EU.

C2.2 Example of a Cancellation Notice with No Supersession:

Cancellation Notice

This document is cancelled without replacement.

Rationale

The document contains a material that has been banned for use in the EU. Because this material had numerous applications for which there is no single substitution material, users must determine their own substitution for this document.

APPENDIX D - AMPP Administration of ANSI-Accredited U.S. Technical Advisory Groups to ISO

D.1 SCOPE

This Appendix defines the responsibility of the AMPP SPC and SCs regarding the administration of ANSI-accredited U.S. Technical Advisory Groups. When the work of an ISO Technical Committee or Subcommittee aligns with AMPP's standards activities and standards strategies, AMPP may work with ANSI to assume responsibility for administering the U.S. Technical Advisory Group, herein referred to as a TAG, that develops the U.S. position for input to the ISO Committee. ANSI authorizes the formation of U.S. TAGs for coordination with ISO.

D.2 AUTHORITY

Only the SPC has the authority to commit AMPP to take on the responsibility of administering a U.S. TAG, and it retains the right to relinquish the role if it no longer aligns with AMPP's standards strategy or no longer benefits the Association.

D.3 U.S. TAG RESPONSIBILITIES

Any U.S. TAGs administered by AMPP shall be responsible for the following:

- a. Operating the TAG according to the policies and procedures of AMPP. Such operation shall be consistent with the procedures specified in *ANSI Procedures for U.S. Participation in the International Standards Activities of ISO* and *Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC*.
- b. Representing U.S. industry in matters pertaining to U.S. technical input to the relevant ISO activities.

D.4 AMPP STANDARDS PROGRAM COMMITTEE RESPONSIBILITIES

The SPC shall oversee the operation of any ANSI-accredited U.S. TAG administered by AMPP to ensure that:

- a. The TAG has adequate industry support in forming U.S. technical input, in commenting on applicable ISO activities and documents, and in fielding delegates to meetings of the applicable ISO Technical Committees and Subcommittees.
- b. The TAG fulfills its responsibilities as stated above.
- c. Any TAGs administered by AMPP are directed to coordinate all activities with the AMPP SC whose charter and portfolio of standards most closely aligns with those of the TAG.
- d. Any change of this policy statement must be approved by the AMPP Standards Program Committee.

APPENDIX E – AMPP Procedures for Conversion of Government Agency Standards

The purpose of these procedures is to establish a process for converting government agency specifications and standards to AMPP standards. In certain situations, government agencies determine that it is more appropriate for a Non-Government Standards Bodies (NGSB) to manage and maintain a former government specification or standard and the agency releases the document to an NGSB such as AMPP.

These procedures establish continuity for AMPP committees, and address two major concerns, technical equivalency and approval of the resultant AMPP document.

Document Numbering

The primary purpose of controlling document numbering for the conversion is to provide traceability to the original government standard or specification. Therefore, government agency standards converted to AMPP standards will have an AMPP number that consists of the appropriate AMPP prefix (SP, TM, MR) and the government agency document number.

Example:

Defense Standard 03-21 becomes SP03-21

If a situation arises where AMPP has a published document with the same number as the government specification, a new AMPP document number will be assigned.

Initial Approval of Converted Document

The government specification will be converted to the AMPP format and the resultant AMPP document will be a word-for-word equivalent of the original to ensure technical equivalency of the converted standard. Editorial or administrative corrections for names, addresses, etc. will not be permitted in these documents.

Except for minor formatting, the only change in the first published version is a statement at the beginning of the converted standard which states that it is a word-for-word conversion of the government agency document. Standards with Qualified Products List (QPL) requirements will have additional wording as indicated below. AMPP staff will provide boilerplate wording appropriate to the standard.

Due to the word-for-word conversion, the resultant AMPP standard can be approved at the SC level by ballot. This adoption ballot is a yes or no vote without comments, with a 2/3 majority required for adoption. SCs will inform the SPC when a conversion project is initiated and when the final document is complete, the converted standard will go to the SPC for approval. This information will be part of the SC minutes.

Revisions to the issued AMPP standard are made by following the established AMPP consensus process and can be initiated at any time. Committees should keep the importance of establishing traceability from the government standard or specification to the AMPP standard in mind when revisions are undertaken.

QPL Information

For legal reasons, AMPP standards may not include or relate to the creation of a qualified products list. However, the converted standard may include requirements and procedures, but actual implementation of the QPL can only be included as a section or an attachment for historic reference. Standards approved using the accelerated process carry an introductory notice stating this information.

QPL information in the converted document will not be changed until a revision of the published AMPP standard is made. The suggested time frame for this action is within five years after publication.

Supersession Information

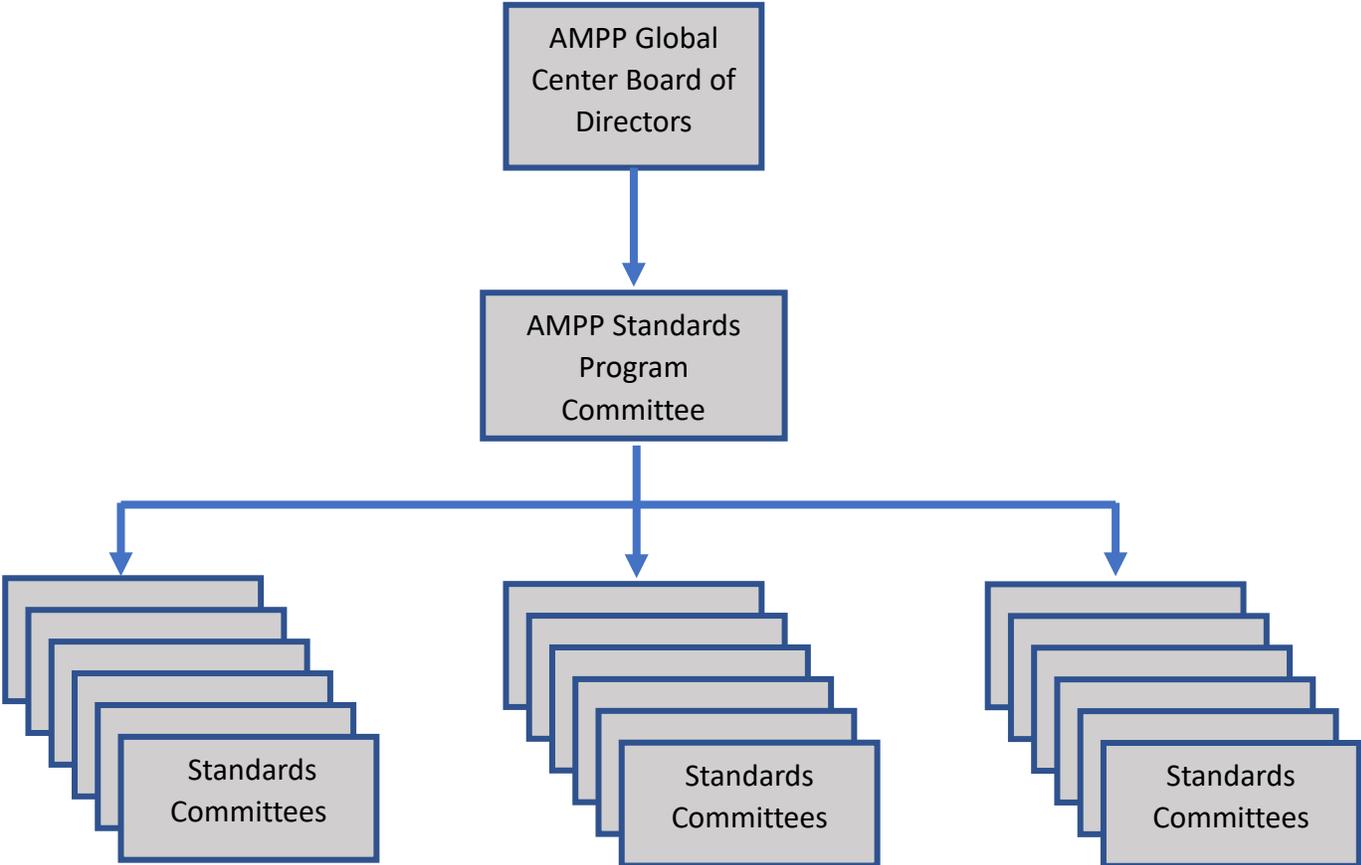
A cancellation notice from the government agency of origin should identify the AMPP replacement document that supersedes the government specification. This paper trail facilitates the procurement of material or other products to the appropriate follow-on standard. Procedures are in place to acquire the cancellation notices for the standards converted into AMPP documents.

AMPP CHECKLIST FOR GOVERNMENT AGENCY STANDARDS CONVERSION

1. Assign document numbers for AMPP converted standards.
 - Use the appropriate AMPP prefix and the government agency document number.
 - Examples:
 - Defense Standard 03-21 becomes SP03-21.
 - If a situation arises where AMPP has a published document with the same number as the government specification, a new AMPP document number will be assigned.
2. Convert the government agency specification to the AMPP standards template with the following guidance:
 - Retain the word-for-word content to ensure technical equivalency.
 - Include boiler plate language identifying the conversion.
 - Do not make any editorial or administrative corrections.
 - Insert additional wording and requirements in standards that contain QPLs.
3. Submit converted document in AMPP format to the assigned Standards Committee for ballot. If approved, the document proceeds to publication. A ballot of the Standards Program Committee is not required.
4. Coordinate with the government agency to be sure the cancellation notice lists the AMPP document as the replacement.
5. After publication as an AMPP document, revisions to the standard may be initiated at any time, but no later than the required five-year review period. Revisions follow the established AMPP consensus process.
6. AMPP standards may not include or relate to the creation of a qualified products list (QPL).

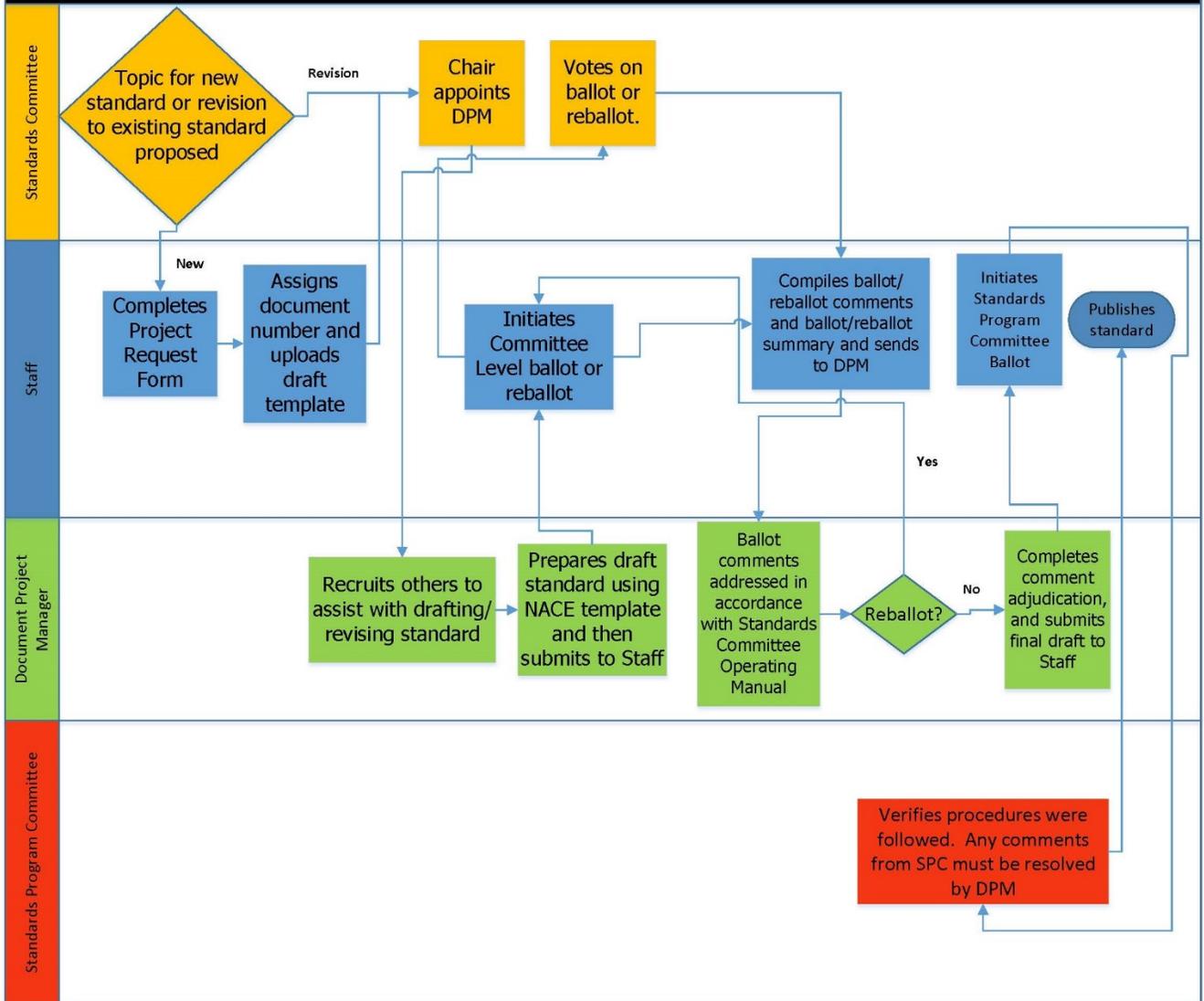
- May include the QPL as a section or attachment for historic reference.
- Introductory notice references the use of the AMPP conversion procedure.
- QPL information will not be changed until a revision is made.
- Revise the document within three years after conversion.

APPENDIX F - AMPP Standards Program Organizational Structure



APPENDIX G – Document Development Process Flowchart

Document Development Process



REVISIONS AND APPROVALS

Version Number	Date Changed	Change Description	Approved By (Name and Title)	Date Approved
1	10/19/2021	SPC Approval of inclusion of ANSI suggested changes	SPC Ballot	10/19/2021
2				
3				
4				
5				