

TAPPI Standards: Regulations and Guidelines

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Preface

This manual contains the TAPPI regulations for TAPPI Standards. The regulations are developed and approved by the Quality and Standards Management Committee with the advice and consent of the TAPPI Board of Directors.

NOTE: Throughout this manual, “Standards” used alone as a noun refers to ALL categories of Standards. For specific types, the word “Standard” is used as an adjective, e.g., “Standard Test Method,” “Standard Specification,” “Standard Glossary,” or “Standard Guideline.”

NOTE: This document covers only the regulations for TAPPI Standards, which may include Test Methods or other types of Standards as defined in these regulations . Other TAPPI documents for information, TIPS, and less formal measurement methods (Useful Methods), are not required to adhere to ANSI protocols, are not part of the ‘TAPPI Standards: Regulations and Guidelines’. Each have their own unique Guideline documents.

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1. Introduction

This manual describes the procedures and policies whereby TAPPI Standards are developed and published. These regulations and guidelines are developed and approved with the advice and consent of the Quality and Standards Management Committee of the TAPPI Board of Directors. The requirements apply to activities related to the development of consensus for approval, revision, reaffirmation, and withdrawal of TAPPI Standards. Editorial changes may be made by the approval of Q&SMC Chair.

2. Definitions and Terminology

2.1 The following definitions describe the persons or groups involved in the TAPPI Standards program:

2.1.1 **Quality and Standards Management Committee (Q&SMC):** This Committee is appointed by the TAPPI Chair of the Board, and it reports to the TAPPI Board of Directors. The Quality and Standards Management Committee is responsible for administration and maintenance of the procedures and guidelines relevant to TAPPI Standards, Technical Information Papers, and Useful Methods. The Committee maintains liaison with internal and external groups as appropriate, including ANSI as it relates to TAPPI's accreditation as a standards development organization. The Committee brings major policy proposal changes to the Board of Directors. The Q&SMC has overall responsibility for TAPPI Standards activity, including the withdrawal of Standards that have not been reviewed in a timely fashion; however, it should be understood that any references to the Quality and Standards Management Committee in these guidelines simultaneously refers to any subcommittee of the Q&SMC which has been charged with responsibilities relating to the procedures as stated in these guidelines. The Chair of the Q&SMC is appointed by the TAPPI Chair of the Board. The Q&SMC Secretary is a member of the TAPPI professional staff. Duties include recording and distributing minutes of the Q&SMC meetings, arranging for meetings as requested by the Q&SMC Chair, and maintaining records of TAPPI Standards activities.

2.1.2 **Standards Advisory Review Group (SARG):** A group of TAPPI members appointed by the Quality and Standards Management Committee (Q&SMC) who are familiar with the TAPPI Standards process and are qualified to participate in reviewing appeals filed during the process of developing new Standards or reviewing current standards and who participate in the final review of Standards after they have been approved by the appropriate SSIG. The Standards Advisory Review Group (SARG) is responsible for determining that the Standards review and/or development process has been properly followed, and that all negatives and comments have been resolved as required by these regulations. The SARG members are appointed to terms whose lengths are determined by the Q&SMC. The SARG must consist of a minimum of three members and a maximum of seven members, with the requirement to maintain an odd number in the roster.

2.1.3 **Standard-Specific Interest Group (SSIG):** A group of persons, which may include both members and non-members of TAPPI, who have an interest in being a member of the group that votes on a particular Standard. The SSIG is the Consensus Body as defined by American National Standards ("ANSs").

2.1.4 **Working Group:** A group of persons, which may include both TAPPI members and non-members, assigned a specific Work Item with regard to the TAPPI Standards program. Working Groups (WGs) are created and discharged by the TAPPI Standards Manager with the advice of appropriate Standard-Specific Interest Groups. The method of managing the tasks of the WG is through the Work Item (WI) system (see 5.2.1); thus, an SSIG generally has specific responsibility for a specific WI. A WG may be, and frequently is, a subset of an SSIG.

2.1.5 **Working Group Chair:** A member of a working group recruited by the Standards Department to direct the activities of the WG responsible for a particular WI. For simple Standards revision tasks, the Working Group Chair (WGC) may be the only member of the working group.

2.1.6 **Technical Group:** Any organized technical group within the TAPPI organizational structure. An

example would be one of the Technical Committees or Divisions of TAPPI whose scope focuses on a particular subject area or activity. Technical groups within TAPPI may offer advice on Standards review or propose new Standards that fall under the group's area of expertise, but a technical group does not serve as the official consensus body which approves Standards.

2.1.7 Interest Category: All members of SSIGs must select interest categories, via SSIG online form or email, based primarily on their professional affiliation or work. In the modern paper industry, manufacturing facilities exist where wood is made into pulp, pulp is made into paper, and paper is converted into some end-use item. Modern printing and writing paper manufacturing facilities and modern tissue manufacturing facilities are given only by way of examples. Thus, a manufacturing facility may contain production units devoted to the production of pulp, the production of paper, and the converting of paper into intermediate or finished manufacturing units. Members of SSIGs shall identify themselves based on the functional unit of the larger organization to which they belong; pulp mill operator (producer), paper machine Administrator (producer), finished sheeting operator (converter), and so on. Additionally, consultants are classified in accordance with the business or other interests of their employers, or the sponsors they represent in connection with the Standards development activity.

2.2 The following definitions describe actions which may be taken to improve TAPPI's methods and procedures involved in the administration of Standards:

2.2.1 Work Item (WI): An activity undertaken by an SSIG to develop technical information of significant and timely value to the industries TAPPI serves. WIs are initiated either by a notification from an SSIG to the TAPPI Standards Department or by the Standards Department at the time of automatic review of an existing Standard. WIs that are proposals for new Standards must be accompanied by a draft before the WI is opened and a number is assigned.

2.2.2 Draft: A document which is a proposed new or revised Standard, and which is balloted to the responsible SSIG for consideration as a new Standard or a revision of an existing Standard.

2.2.3 Classification: The type of Standard (Official Method, Provisional Method, Classical Method, Standard Practice, Standard Specification, Standard Glossary, Standard Guideline).

2.2.4 Reaffirmation: An assessment that indicates no changes have been made since the previous edition following regular review of the Standard.

2.2.5 Revision: An assessment that includes changes to an existing Standard .

2.2.6 Reclassification: Changing the classification of an existing Standard to a new classification.

2.2.7 Withdrawal: Removal of an existing Standard from the current set of Standards.

2.2.7.1 Administrative Withdrawal, TAPPI Standards: When an SSIG withdraws a method for only administrative reasons such as lack of continued interest in the method, or inability to find laboratories willing to participate in developing a precision statement, or similar non-technical reasons, the method shall be considered withdrawn administratively (wa). A TAPPI Standard may also be withdrawn because of lack of compliance of an SSIG or Working Group Chair and shall also be described as "withdrawn administratively (wa)." In any case where a Standard comes to the attention of Q&SMC due to the ballot history of the document, or if technical knowledge from a member or members of Q&SMC indicates that technical issues are preventing a successful completion of balloting, Q&SMC may, in its sole judgment, administratively withdraw the Test Method but indicate the withdrawal as having been technically withdrawn.

2.2.7.2 Technical Withdrawal, TAPPI Standards: Any TAPPI Standard that is withdrawn for any technical reason (safety concerns, the method provides erroneous results or similar technical reasons)

shall be balloted for withdrawal by an appropriate SSIG or by the vote of Q&SMC. Upon successful ballot to withdraw, it shall be designated as “Technically withdrawn (wt).” Such technically withdrawn Standards, whether withdrawn by an SSIG or by Q&SMC action, shall no longer be published as a part of the active TAPPI Standards, and shall no longer be available for purchase from TAPPI.

2.2.8 Correction: Correction of errors in printing, format, spelling, punctuation, as well as improvements in clarity of expression or changes to reduce or eliminate ambiguity. Often referred to as “editorial corrections,” corrections may not include any changes in wording that would in any way make substantive changes in the Standard.

2.2.9 Automatic Review: An automatic procedure wherein the responsible SSIG must review an existing Standard and either reaffirm, revise, reclassify, or withdraw the Standard. Five-year reviews of most Standards are initiated four years after publication of the existing edition of the Standard, with the intent being to take action within one year of initiation. Ten-year reviews of Classical Test Methods are initiated nine years after publication of the existing edition of the Standard, with the intent being to take action within one year of initiation.

2.2.10 Overdue Standard: A Standard in review whose current edition is more than five years old (if any type of Standard other than a Classical Method) or ten years old (if a Classical Method).

2.2.11 Ballot: Distribution of a proposed new Standard or reaffirmation, revision, reclassification, or withdrawal of a Standard to the individual members of a responsible SSIG with instructions to vote on agreement or disagreement with the proposed action.

2.2.12 Vote: Action by an individual member of a responsible SSIG, indicating agreement or disagreement with a proposed action on a Standard.

2.2.13 Public Review: Means by which the full membership of TAPPI or any other interested parties have access to Standards being reviewed for revision or adoption by a SSIG and have the ability to make comments on the actions being proposed.

2.2.14 Resolution of negative votes and comments: Action taken by a Working Group Chair to address comments made on ballots by other members of the responsible SSIG or comments made by other TAPPI members or nonmembers during Public Review, and to incorporate such comments into the next draft of the Standard or to find the comments non-persuasive or unrelated

2.2.14.1 Non-persuasive: A comment or a perspective without technical merit or where insufficient technical justification has been provided by the voter.

2.2.15 Public Notice: Means of notifying interested parties, including TAPPI members and nonmembers, regarding Standards that will be up for review over a specified period of time and Standards that are in the final stage of voting. The public notices shall appear in the TAPPI Standards and TAPPI Action Report (STAR), ANSI Standards Action, and/or other public notification systems established by TAPPI for the dissemination of notices and technical information.

2.2.16 Jurisdiction: Responsibility for particular Standards. Such responsibility is vested within the SSIGs and is assigned based on the Subject Category of the SSIG. Disputes regarding the responsibility for particular Standards must be resolved by the Q&SMC.

2.2.17 Joint Work Item: A WI undertaken by more than one SSIG or undertaken by a TAPPI SSIG working with a technical group of another society. If the joint assignment is between two or more TAPPI SSIGs, one SSIG acts as the primary SSIG and officially undertakes the WI, with other SSIGs acting as secondary SSIGs. In the case of joint activities between TAPPI SSIGs and other society technical committees or groups, the regulations governing TAPPI Standards shall apply in a case where the other

society is not an ANSI-accredited standards developing organization (SDO); if the other society is an ANSI-accredited SDO, then either that society's regulations shall apply, or TAPPI's regulations shall apply.

2.3 The following definitions describe ANSI (American National Standards Institute) related terminology.

2.3.1 **Project Initiation Notification System (PINS):** A notification submitted to ANSI at the initiation of a project to develop or revise an American National Standard using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action.

2.3.2 **ANSI Board of Standards Review (BSR):** The party responsible for the approval of American National Standards.

3. Review and Reclassification of Standards

3.1 *Review of Standards*

3.1.1 Each Official Test Method, Provisional Test Method, Standard Practice, Standard Specification, Standard Glossary, or Standard Guideline shall be reviewed by the responsible SSIG at least once every five years; every Classical Test Method will be reviewed by the responsible SSIG every ten years.

3.1.2 A Public Notice must be distributed to the membership of TAPPI and to the public, indicating the Standards that are due for review over an upcoming period of time (i.e., the time prior to the next scheduled public notice). The notice shall indicate how an individual can elect to participate in the review of Standards by requesting voting membership in the appropriate SSIG. Anyone providing comments as a result of the announcement of upcoming reviews of Standards shall be added to the SSIG and their comments shall be considered in the same manner as comments received when the first draft of the Standard is sent to the voting members of the SSIG for vote.

3.1.3 If a large number of Standards (five or more) are due for review on the same date, the Standards Department may, at its discretion, distribute the dates for balloting over a period of time in order to prevent a large number of ballots from being initiated on the same date. No method shall be delayed for review ballot more than six months later than the normal review date as determined by the Effective Date of Issue.

3.2 *Reclassification of Standards*

3.2.1 A Standard may be reclassified, for example from an Official Test Method to a Classical Test Method, by the same procedure as that in use for approval of a Standard of its class. The ballot for reclassification to the appropriate SSIG shall include a full explanation of reason for reclassification.

3.2.2 Upon approval, there shall be a Public Notice of reclassification together with reasons.

3.3 *Corrections and revisions*

3.3.1 Correction of an existing Standard shall be made by the Standards Manager when an error is discovered in a Standard. Such corrections, generally referred to as "editorial corrections," include errors in printing, format, spelling, punctuation, as well as improvements in clarity of expression or to reduce or eliminate ambiguity but may not include any changes in wording that would in any way make substantive changes in the Standard. The general rule for distinguishing between an editorial correction and a more substantive revision that may need to be balloted is that a correction should be restricted to restoring the text in a published Standard with the text that was intended when the final draft was submitted to SARG for final approval.

3.3.2 Correction of an existing Standard shall be made by the Standards Manager when a serious safety hazard is reported in a Standard. The Standards Manager shall verify the validity of the potential hazard with the WGC, an SSIG Member, or an independent technical expert. The Standards Manager shall insert a caution in the method regarding the potential hazard and initiate an immediate review of the standard.

3.3.3 When a correction to a Standard has been proposed, the Standards Manager shall notify the voting members of the SSIG who last approved the Standard and shall identify the nature of the correction and request comments within two weeks, if any. If no objections are received, the Standards Department shall correct the text.

3.3.4 When revisions to an existing Standard are prepared, the working group is responsible for determining whether or not the resulting revision produces test results which are statistically lower or higher than before the revision, or the Standard it is proposed to replace, and for establishing and stating the extent of such changes in test results, especially in average test levels which may result from changes in the Standard. The effect of a revision on average test results or precision should be reported under Additional Information.

4. Review Process

4.1 All methods are subject to review on their associated timelines, through a ballot of the associated SSIG.

4.2.1 If the WGC determines that reaffirmation is not granted and a revision is indicated, then the revision must be completed by the WGC and any Working Groups members he/she chooses to recruit within 90 days from the submission of the voting results to the WGC from the Standards Department.

4.3 Each Provisional Test Method must be either reclassified as an Official Test Method, Standard Practice or for withdrawal. In the review of a Provisional Test Method, careful consideration is to be given to its worthiness to be advanced to an Official Test Method. When the “state of the art” is such that advancement to an Official Test Method does not seem advisable, the responsible SSIG must withdraw the Provisional Method. All of the options for upgrading or withdrawal of Provisional Test Methods will appear on the automatic review ballot. The WGC will determine which direction should be taken (upgrade or withdrawal) for the second ballot to the SSIG. Only after at least the second SSIG ballot in the review of the Provisional Test Method may the method be advanced to SARG Review.

4.4 Reviews of Classical Methods depend on the age of the method. Each Classical Test Method must be reviewed on a 10-year basis, with the initial SSIG ballot started nine years from the last effective date of issue.

4.4.1 *Review of Classical Methods.* Each ten-year review after the Standard has initially been placed in the Classical Method category must be either (1) reconfirmed as a Classical Test Method with only minor editorial changes allowed or changes to correct errors in the method; (2) revised and upgraded to Official or Provisional Test Method status; or (3) withdrawn. All of the options for reconfirming, revising, or withdrawing the Classical Test Method shall appear on the automatic review ballot. When the ballot is tabulated, if there are no comments to be resolved, and if there are no votes for withdrawal, revision, or upgrading to Official Method status, the Standards Administrator may consider the method to have been reaffirmed, and it may be added to the next SARG agenda for approval. If there are comments to be resolved, or if there are votes to upgrade or revise the method, then the Standards Administrator shall assign a WGC. The WGC will determine which direction should be taken (reconfirmation, revision, upgrade, or withdrawal) for a second ballot to the SSIG. In cases where there are comments to be resolved, and where there are votes for withdrawal or revision and upgrading to Official Method status, then at least a second ballot to the SSIG is required before advancing to SARG.

4.5 *Review of a new Standard.* Requests for initiating a Work Item for a new Standard must be accompanied by a draft in an approved TAPPI format before the WI number will be assigned. A ballot for a new Standard Test Method under a WI must be initiated within six months after the opening of the WI,

or the WI will be withdrawn, unless a request for extension has been requested and granted from the Chair of the Q&SMC from the Standards Department.

4.6 *Early review.* An early review may be initiated at any time by any member of an SSIG for an existing Standard by notifying the Standards Department. Early reviews are frequently initiated when new technologies warrant a timely revision of the Standard or when technical errors have been discovered in existing Standards. The procedure to follow after the Standards Department assigns a Work Item number to the early review is the same as for an automatic review.

4.7 Results from failure to complete a timely review.

4.7.1 If any action due by the responsible SSIG and/or WGC for a Standard is more than 12 months past the prescribed deadline, the Quality and Standards Management Committee will consider the problem and decide what action to take (e.g., reclassification, withdrawal, extension of review time, etc.).

4.7.2 If the consensus of the initial ballot on a Provisional Test Method is to upgrade as Official, then the revision and upgrade must be completed before the Standard is seven years old. Provisional Test Methods not revised, upgraded or withdrawn before the seven-year deadline will be automatically withdrawn (i.e., no Q&SMC action necessary). The Standard may only be reinstated by opening a new Work Item and following the procedure outlined for the approval of a new Standard; a reinstated Standard may be assigned the same number that it had at the time it was withdrawn.

4.7.3 If the consensus of the initial ballot on a Classical Test Method is to upgrade to Official or Provisional status, then the revision and upgrade must be completed before the Standard is twelve years old. Classical Test Methods not revised, upgraded or withdrawn before the 12-year deadline will be automatically withdrawn (i.e., no Q&SMC action necessary). The Standard may only be reinstated by opening a new Work Item and following the procedure outlined for the approval of a new Standard; a reinstated Standard may be assigned the same number that it had at the time it was withdrawn.

4.8 *Cancellation of projects.*

4.8.1 The Standards department may cancel the development of a new standard due to lack of action or progress. The project may be reinstated under a new Work Item number.

5. Rules for SSIGS

5.1 Each TAPPI Standard is the responsibility of a Standard-Specific Interest Group (SSIG), which consists of a diverse group both TAPPI members and nonmembers with interests in being a member of a consensus body which votes on a particular Standard.

5.2 *Participation in Standard-Specific Interest Groups.* TAPPI membership is not required for participation in Standard-Specific Interest Groups. Any consensus body member may request to join one or more SSIGs at any time or may request deletion from the roster of any SSIG at any time by contacting the Standards Department. Any SSIG members who neglect to vote on three ballots in a row on a particular Standard may be removed from the SSIG. Any SSIG member who is removed from three SSIGs due to failure to vote may be removed from all remaining SSIGs.

5.3 *Formation of new SSIGs.* When a new Standard is proposed, an SSIG comprised of TAPPI members and/or nonmembers must be formed for balloting purposes. A public notice announcing the proposed new method shall be disseminated and shall be sent to any technical groups within the TAPPI organizational structure which would have an interest in the proposed Standard based on the scope of technical activity within that group.

5.4 *SSIGs for reviews of existing standards.* The existing SSIG shall remain in place when a standard comes up for review. The annual announcement of standards coming up for review and through public notice shall serve as notice to any interested parties to join any existing SSIG.

5.5 *SSIG requirements for balloting.* The minimum number of persons required for any SSIG, except for Classical Methods, is 10. The SSIG requirement for Classical Methods is 7. It shall be the responsibility of the Working Group Chair (WGC) to work with the SSIG members to determine their interest in the subject of the SSIG. The Standards Department will continually monitor membership within the SSIGs to ensure that the minimum number of 10 is also representative of various companies and interests. In no case may an SSIG have more than 50% of its members from any one of the categories. For standards specifically devoted to measuring safety related issues, no more than 33% of the members may come from any one of the interest categories. Any problems in this regard will be forwarded to the Q&SMC by the Standards Department for resolution. SSIGs may be disbanded by the Q&SMC and their Standards either withdrawn or reassigned to another SSIG if they are found to deviate from the minimum membership or percentage composition as stated in these guidelines.

6. Role of WGC

6.1 The Working Group Chair (WGC) is appointed for a particular Work Item by the Standards Department. In most cases, the WGC will already be a member of the SSIG, but if this is not the case, he/she shall be added to the SSIG upon appointment by the Standards Department. The WGC may set up a working group to work on the assignment, but ultimate responsibility for development of the Standard belongs to the WGC. The Working Group members may or may not be voting members of the SSIG, but any who are not and need to join shall confirm this interest with the Standards Department and be added as members of the SSIG.

6.2 A WGC should read and be familiar with the guidelines governing the Standards program as outlined in this manual.

6.3 The WGC submits drafts for balloting to the Standards Department. The draft, as developed by the working group for a new Standard or prepared from the current existing Standard for a review of an existing method, is submitted by the Standards Administrator to the current voting members of the responsible SSIG for ballot via the current online balloting system. No draft being submitted for a vote as a TAPPI Standard may contain any portions that are not part of the Standard to be approved through the full consensus process as outlined in these guidelines. The Standards Department must determine if the draft follows proper format and style as outlined in these guidelines and, for a new method, must consult with the WGC with changes that need to be made to conform to proper style before the draft is balloted. When a revised Standard is drafted, a brief summary of changes other than editorial made in the Standard must be included under Additional Information. When a draft is prepared for ballot, sections that have been changed since the last draft will be highlighted for ease of identification by the voters.

6.4 Preparation of precision statement.

6.4.1 Official and Provisional Test Methods require a statement of precision (repeatability for Provisional Methods; repeatability and reproducibility for Official Methods). The Working Group Chair may use data gathered from round robin tests to develop the statement. TAPPI has an agreement with the Collaborative Testing Service for assistance in gathering data to develop the statement, but it is the responsibility of the Working Group Chair to develop the statement for the method, based on the statistical data provided and commenting on the technical issues regarding unusual data.

7. Balloting Process

7.1 At the same time any draft is balloted to the SSIG, it must be also made available for interested parties to review. When, as a result of this review, a new SSIG member joins during the balloting period, the balloting period deadline shall be extended to 30 days from the date the new member has joined. Comments received from voting SSIG members or any other interested party at any time will be forwarded to the WGC. The Standards Department shall circulate a notice by email to the SSIG members 10 business days prior to the deadline for any SSIG ballot to remind the voting members that their vote is requested.

7.2 A 51% return of all SSIG ballots is required within 30 days of the ballot date for a valid ballot, unless the ballot has been extended. For the vote to be successful, there must be a 75% affirmative vote of the combined negative votes with comments and affirmative votes. Reasons for negative ballots and suggested revisions should be given; negative ballots without reasons or negative ballots with comments unrelated to the item being balloted will be counted as “negatives without comment” and will be counted in the tabulation of the percent return but will not be counted in the tabulation of the percent of affirmative votes. If the ballot does not meet the requirements to be a valid ballot, then the ballot must be recirculated.

7.2.1 For a new method, the ballot results, copies of all ballots with comments, and comments received from nonvoting SSIG members as a result of the initial public notice, will be sent to the Working Group Chair for review to resolve negative votes and comments. An effort to resolve all votes accompanied by comments related to the ballot under consideration shall be made, and each such commenter (voter) shall be advised via e-mail of the disposition of the comment and the reasons. If resolution is not achieved, each such commenter shall be informed in writing that a ballot of the SSIG members process exists to vote whether the unresolved “Comments” are persuasive or non-persuasive (See Section 7.5)

7.2.2 An existing Standard under review that receives the proper percent return and positive vote result, and which also receives no negatives or comments may then proceed to the Standards Advisory Review Group (SARG).

7.2.2.1 An existing Standard under review that receives votes with comments or negatives, the Standards Department will review the comments, contact a member of the SSIG, request that member to serve as Working Group Chair, and then send the ballot results, together with copies of all ballots with comments, copies of all comments received through public review, and a list of related Standards, to this WGC.

7.2.3 All actionable comments, from either affirmative or negative ballots, must be resolved by the WGC. If the ballot has not received the required percentage for validation, a new draft must be prepared and balloted to the SSIG. If a valid ballot is achieved and the ballot is successful, then the next draft may proceed to the Standards Advisory Review Group (SARG) unless the Working Group Chair requests a SSIG rebalot. All negative votes and comments collected during the review of a new or existing standard, submitted by SSIG members or any other interested parties, must be resolved and such resolution documented prior to the SARG review. All objectors will be provided with a written disposition on their comments with reasons for incorporation and solution to their comments. If resolution is not achieved, each such commenter shall be informed in writing that a ballot of the SSIG members process exists to vote whether the unresolved “Comments” are persuasive or non-persuasive (See Section 7.5 for a description of the persuasive/non-persuasive process.)

7.2.3.1 The WGC will receive a tabulation of any SSIG ballot along with copies of all comments. Enclosed in this package will be a tabulation sheet (which shows the voting results and provides space for resolution of comments and negatives), a tally sheet (which lists all SSIG members and records each vote), copies of all comments, a form for resolution of comments and negatives, and a copy of the draft.

7.3 *Resolution of negatives.* There are several ways a negative on a SSIG ballot may be resolved:

7.3.1 The WGC may agree with the negative comment and incorporate the specified changes and corrections into the next draft.

7.3.2 The WGC may contact the SSIG member who cast the negative vote and resolve the negative with the SSIG member. The WGC may agree to accept the comments, the SSIG member may withdraw the negative, or a compromise between the two may be reached.

7.3.3 If a WGC has difficulty resolving one or more negatives or comments, and believes an impasse has been reached, then he/she shall note this appropriately on the “Resolution of Comments and Negatives” form and contact the Standards Manager to request a vote by the responsible SSIG on the specific comment(s) as part of a new ballot focusing specifically on the issue of the negative comment, with the objective of declaring the specific comment(s) non-persuasive or persuasive. (See section 7.5 for a description of the persuasive/non-persuasive process.)

7.4 Reports sent to a Working Group Chair shall be returned to the Standards Department within 90 days with notice in writing of resolution of negatives and comments, using the form for Resolution of Comments and Negatives. A Working Group Chair may submit to the Standards Department in writing a request for an extension of the 90-day period, citing reasons why an extension is needed. The Standards Department may set a new deadline date based on this information. The Standards Department may replace a WGC if a report is not received from the current WGC following expiration of the 90 day period and any additional extensions granted.

7.4.1 If the deadline for the return of the WGC report has passed, the Standards Department shall notify the WGC that the return of the report is delinquent. If no action is taken before the next Q&SMC meeting, the delinquent return will be reported to the Q&SMC for resolution. A time extension will be permitted to the Working Group Chair by vote of the Q&SMC only in extenuating circumstances and will require the approval of the Standards Department. Alternatively, the Q&SMC may request that a new WGC be selected or, by ballot via either email or vote at a meeting, reclassify or withdraw if the Standard in question is a revision of an existing Standard. Note: If Q&SMC votes for reclassification or withdrawal of TAPPI Standards are taken at Q&SMC meetings, regular Q&SMC quorum requirements remain in effect and these votes may only be taken if the meeting is available to all Q&SMC members via ZOOM or equivalent electronic means. Further, each notice of a Q&SMC meeting shall include the message that there is a possibility that vote(s) may be taken to withdraw or reclassify a Standard without identifying any individual Standard. (Due to very poor audio performance, central speaker phone arrangements are not equivalent to a ZOOM connection.) If a Standard has been withdrawn by the Q&SMC because of a lack of action by the responsible WGC and/or SSIG, it may be reinstated only after the responsible SSIG has opened a new WI, and the WGC has returned the report and procedures for approval are followed. A reinstated Standard may be assigned the same number that it had at the time it was withdrawn.

7.5 *Resolution of Comments if a “Persuasive/Non-Persuasive” vote is taken.*

7.5.1 Only members of the SSIG of the Standard in question may vote.

7.5.2 At least 30 days prior to the vote the Standards Manager will notify members of the responsible SSIG that a vote will be taken on a given date to declare unresolved Comment(s) from the most recent ballot on the Standard either Persuasive or Non-Persuasive. The text from the Standard in question and the Negative comment are to be included in this initial notice, as with whether the vote will take place at a meeting (typically the TAPPI Committee to which the SSIG is predominantly associated with) or will be handled electronically (e-mail/online balloting system) with the closing date as initially indicated (at 11:59pm Eastern Time). In addition to the announcement of the voting date and the initial opposing positions, the announcement will indicate that approximately two weeks before the voting date, additional information, if any, expanding on the positions on both sides of the Comment(s) in question will be sent out.

7.5.3 On the same date as the notice in 7.5.2 is sent out, the Standards Manager will notify all parties associated with the Comment or Comments being considered in the vote to offer the opportunity to provide additional information (charts, graphs, data, and/or additional thoughts) to be sent to the Standards Manager no more than 14 days from the date of the initial notice. The Standards Manager will have seven days to send this additional information to the SSIG.

7.5.4 If a vote is taken at a meeting, a quorum shall be considered to be at least 51% of the SSIG members present in person (including those SSIG members participating by ZOOM or equivalent electronic means), or having submitted their votes to the Standards Department either before or within three business days after the meeting, and a majority vote of those present or those submitting before or within three business days after the date of the meeting will determine the acceptance or rejection of the negative or comment. Votes may be taken at a meeting only if the meeting is available to all SSIG members via ZOOM or equivalent electronic means. (Due to very poor audio performance, central speaker phone arrangements are not equivalent to a ZOOM connection.) If a vote is taken by ballot via email or online balloting system, 51% of the voting SSIG members must return a ballot by the ballot closing date in order to be a valid vote, and a majority of those voting, not counting abstentions, will determine the acceptance or rejection of the negative or comment. The WGC shall then make adjustments accordingly on the next draft and return the report to the Standards Department within 30 days after the vote. If this 30-day period passes and no report has been received, then Q&SMC may, by ballot via either email or vote at a meeting, reclassify or withdraw the Standard.

7.5.4 Nothing in this “Persuasive/Non-Persuasive procedure precludes the WGC from working with SSIG members involved with both sides of the Comment(s) in question to reach an agreeable resolution of the Comment(s) up to the closing date of the ballot.

7.5.5 If the results of the vote are Non-Persuasive, the WGC will complete the WGC report and forward it to the Standards Manager for action by SARG Committee. If the results of the vote are Persuasive, the WGC will change the text to reflect the results of the vote, and complete the WGC report. The Standards Manager will circulate the revised final draft to the SSIG with a seven day return time to suggest editorial changes or changes not related to sections covered with the Persuasive/Non-Persuasive vote.

7.6 *Documentation of resolution of comments and negatives.*

7.6.1 After comments have been addressed, the WGC shall complete one of the “Resolution of Comments and Negatives” forms for each separate voter who made a comment or voted negatively. The form should be completed in a fashion that clarifies how each comment was addressed. Comments resolved by a formal “persuasive/non-persuasive” vote will be so noted. Working group Chairs must either send copies of the “Resolution of Comments and Negatives” form to all voters who submit negative votes with comments or must contact the negative voter via e-mail and submit a copy of this correspondence when the report is returned to the Standards Department. All forms, including resolution of comments from affirmative or abstention votes, shall be submitted to the Standards Department as part of the completed WGC Report.

7.6.2 The Standards Department shall notify the SSIG and any other submitters of comments regarding the resolution of comments, both those made by the WGC and those made by a vote of the SSIG. If an SSIG member or any other submitter of comments disagrees with the resolution of his/her comment, he/she should file an appeal with the Standards Department in writing prior to the SARG review.

7.6.3 After all negatives have been resolved, all comments have been addressed, and such resolutions have been noted by the WGC on the “Resolution of Comments and Negatives” form, the WGC should sign and date the tabulation form, attach any pertinent material (including a copy of each completed “Resolution of Comments and Negatives” form, any other comments that need clarification by the WGC, and any additional instructions for TAPPI staff), and return it within 90 days to the Standards Department along with a revised draft. The revised draft shall be simply a marked-up copy of the draft that was sent to the

WGC with the tabulation. A record of the SSIG ballots and reconciliation of the negative ballots and comments will be compiled and retained by TAPPI (see section 10.)

7.7 *Votes on sections or particular items.*

7.7.1 If, after at least one ballot on a full draft (in the case of an Official Test Method, Standard Practice, Standard Specification, Standard Glossary, or Standard Guideline) or two ballots on a full draft (in the case of five-year review of a Provisional Test Method or a ten-year review of a Classical Test Method) have been completed, the WGC has the option of balloting particular sections or items to gather approvals or comments. Such items may include, but are not limited to, polls on resolution of comments or negatives. The WGC may work with the Standards Department to customize a ballot format with an explanatory letter for balloting such sections or items. The requirements for percent return and percent affirmative on such ballots shall be the same as for ballots of complete drafts. Although such a ballot may be on one particular issue, the full draft shall be distributed with the ballot, not just the part that is being balloted; this will allow new comments unrelated to the item balloted to be made, although per these guidelines, the WGC may address, but is not required to address, unrelated comments. Comments that are unrelated to the section or item balloted will be counted as abstentions for quorum purposes only.

7.7.2 It is permissible to have a ballot on any substantive change of a particular section or item as the last SSIG ballot prior to SARG review. Ballots on specific items are required to be posted for public review the same as for any ballots of full drafts. After the votes have been tabulated, negative voters shall be advised in writing of the disposition of their comments as with any other ballot.

7.8 After a draft has received SSIG approval, it will proceed to SARG. The voting members of the SSIG and any other individuals who commented on the draft shall be informed at the time of presentation of the SARG draft of how negative comments have been resolved, including unresolved objections with attempts at resolution from the public and SSIG member. The voting members will be informed that they have an opportunity to respond, reaffirm or change their most recent vote after consideration of this information. The deadline to respond to the SARG draft, including a change in vote, shall be 30 days from the notification. Because there is a requirement that a standard be submitted for the SARG agenda a minimum of 50 days prior to the meeting, 50 days is the minimum time period for appeals to be filed.

7.9 When a final draft is submitted for approval by SARG, an announcement shall be posted in *ANSI Standards Action* to provide an opportunity for public comment. The comment period shall be 45 days. The draft shall be delivered electronically within one business day if requested. Any substantive changes made to the draft as a result of the ANSI public review or to address objections from the SSIG shall require another ballot to the SSIG. Another ANSI public review shall be posted in *ANSI Standards Action* when the draft is once again ready to be submitted to SARG.

8. Standards Advisory Review Group

8.1 The Standards Advisory Review Group (SARG) verifies that the standards process was followed for each standard, before its final approval and adoption. It is the responsibility of the SARG to determine that all negatives and comments have been satisfactorily resolved, and to act on appeals from TAPPI members. A quorum of the SARG for any meeting or decision shall be at least 50% of its members.

8.1.1 Standards are reviewed by SARG following a successful ballot (without unresolved negatives or comments requiring major changes) of each standard. When a final draft is submitted for approval by SARG, an announcement shall be posted in *ANSI Standards Action* to provide an opportunity for public comment.

8.1.2 A majority vote of those present at a SARG meeting shall be required to approve final Standards.

Approval by the SARG indicates that the SARG members feel that there has been acceptable resolution of all negative ballots and comments, including non-persuasive negatives. After approval by SARG, the Standards Department will prepare the approved draft for publication with a copy sent to the WGC.

8.1.3 If SARG does not approve the Standard, the results of the vote, with reasons for negatives, shall be sent to the WGC, who will contact those SARG members who cast the negative votes and work out a resolution of the comments with them. If the WGC and the SARG members who voted negative on approval of the final draft determine that the negative was due to a procedural error that can be resolved by the WGC without making substantive changes in the draft, then the WGC shall rectify the error(s) and resubmit the final draft for placement on the next agenda of SARG for final approval. If the WGC and the SARG members who voted negative determine that the resolution of the negative votes will result in substantive changes in the Standard, the WGC shall prepare a new draft for another ballot to the SSIG.

8.2 *Appeals.* Appeals of all procedural actions or inactions may be filed. Additionally, SSIG members or others who believe that their comments on a TAPPI Standard have not been appropriately resolved in accordance with these guidelines shall have the right to appeal approval of the specific Standard to SARG. Any voting member of the SSIG or any other individual may file an appeal contesting approval of a TAPPI Standard draft if: they feel that changes shown in the final SARG draft have resulted in a new error or problem with the draft; or, they feel comments or negative votes raised in the review process have not been properly resolved.

8.2.1 The appellant shall file a written complaint with the Standards Department in advance of the SARG meeting. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) directly with the SSIG and WGC, and the outcome of each shall be noted.

8.2.2 If the appeal contains one or more comments that are duplicates of comments that had been received at an earlier stage and which have already been resolved in accordance with these procedures, including but not limited to a vote by the SSIG to find a negative comment nonpersuasive, the Standards Department shall submit such comments to the SARG. If upon review the SARG agrees that the comments have been successfully and appropriately resolved previously, they shall instruct the Standards Department to send a notice of such in writing to the appellant. If the SARG agrees the appeal has merit, then SARG shall reject the approval of the final draft and shall return the draft to the WGC, who shall attempt to properly resolve the comments and resubmit a new draft for another SSIG vote. SARG may also, at its discretion, appoint a new WGC to resolve the appellant's concerns through the SSIG.

9. ANSI compliance and American National Standards

9.1 TAPPI shall comply with the ANSI Essential Requirements: Due process requirements for American National Standards, and, when appropriate, shall use the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards whenever a project is initiated to adopt an existing ISO Standard as a national Standard.

9.1.1 TAPPI Shall Comply with the ANSI Patent Policy

9.1.2 TAPPI Shall comply with the ANSI Commercial Terms and Conditions Policy

9.2 *Selection of TAPPI Standards to be submitted as American National Standards.* If approved by Q&SMC TAPPI Standards designated as Standard Official Method (om), Standard Practice (sp), Standard Specification (ss), Standard Glossary (gl), and Standard Guideline (sg) shall be submitted as American National Standards.

9.2.1 Standard Provisional Methods (pm), Standard Classical Methods (cm), as well as Useful Methods (UM) are not candidate American National Standards.

9.2.2 All candidate American National Standards shall be only submitted after final approval of a new, revised, or reaffirmed Standard has been achieved at SARG level.

9.2.3 *Withdrawal of American National Standards.* Any withdrawn TAPPI standard, as defined by Sections 2.2.7.1. and 2.2.7.2, that has previously been approved as an American National Standard must be withdrawn as a national standard whenever the TAPPI standard has been withdrawn or reclassified as a Classical Method. An email should be sent to ANSI to inform them that Standard no longer qualifies as an ANSI Standard. Additionally, if the withdrawal for an ANS is processed through a consensus body, a BSR-8 and BSR-9 would be required. Records concerning withdrawals of all ANS shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

9.3 A standard that has been approved as an American National Standard shall have its cover or title page marked with an approval logo furnished by ANSI or the words “an American National Standard.”. No TAPPI Standard may contain any portions that are not officially part of the Standard or have not been submitted through the consensus process and public review as outlined in these guidelines. The number of the Standard shall meet the requirement that American National Standards shall be identified by a unique alphanumeric designation (e.g., ANSI/TAPPI T 835 om-22).

9.4 Any user of these guidelines may request information on the ANSI compliance procedures or the designation of American National Standards from the TAPPI Standards Department.

10. Retention of Records

10.1 Complete files and records regarding the development of new Standards or the review of existing Standards shall be maintained electronically for two evaluation cycles of the Standard and shall be available to the working group chair upon request. These include records of method revision, comments and all other documents relating to ballots, and resolutions of comments and negative votes.

10.1.1 For Standards with a five-year review cycle, a record retention period of ten years shall be typical; for Standards (Classical Methods) with a ten-year review cycle, a record retention period of twenty years shall be typical.

10.2 Records pertaining to the development of Precision Statements and all supporting documentation shall be retained for each method for as long as the statement is in current use. Precision Statements are not commonly updated with each revision; the retention period for this supporting documentation shall likely be significantly longer than required for reviews and ballots.

10.3 Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or for duration consistent with the audit schedule.

11. Interpretations Policy

11.1 TAPPI shall maintain an interpretations policy, which shall be filed with ANSI upon accreditation or reaccreditation of TAPPI as an ANSI-accredited standards developer. Official interpretations of American National Standards submitted by TAPPI shall be made only by TAPPI. ANSI shall not issue, nor shall any person have the authority to issue, an interpretation of an American National Standard in the name of the American National Standards Institute. Requests for interpretations addressed to ANSI shall be referred to TAPPI.

11.2 Requests for interpretation of TAPPI standards must be received in writing, e-mail, USPO, or Parcel Delivery, addressed to TAPPI's Standards Manager. When TAPPI receives a request for an interpretation of a standard, the Standards Manager shall put together a team consisting of the most recent WGC of the appropriate SSIG, and a senior individual from the TAPPI Division responsible for the Standard. These two individuals shall be asked to provide the interpretation and may include another technical expert to assist in preparing the interpretation. If, for any reason, the most recent WGC is unable to act in this regard, then the entire SSIG shall be contacted to find a member who can provide the appropriate interpretation. If no member of the SSIG will volunteer to participate in preparing the interpretation, then two members of the TAPPI Division responsible to the Standard, selected by the Standards Manager, shall prepare the response.

11.2.1 When the interpretation is complete, it shall be submitted to the Standards Manager for review by TAPPI's Standards Department for consistency with other interpretations and other factors, including technical issues or conflicts with the Guidelines. Following this review, the interpretation will be submitted to the Q&SMC for a vote for final approval. A majority vote of voting Q&SMC members constitute approval, providing at least 51% of Q&SMC members have voted. (Abstentions are counted as having voted.) Responses to requests for interpretations will be delivered in writing to the individual or group requesting the interpretation. The Standards Department will publish the request letter and the TAPPI response letter in the next issue of the STAR newsletter, and will maintain a list of Interpretations and their contents with the listing of all Standards available online to TAPPI members.

12. Appendix A – Statement of Antitrust Policy

TAPPI is a professional and scientific association organized to further the application of the sciences in the paper and related industries. Its aim is to promote research and education in the areas of interest of its members. TAPPI is not intended to, and may not, play any role in the competitive decisions of its members or their employers, or in any way restrict competition in the paper and related industries.

Through its seminars, short courses, technical conferences and other activities, TAPPI brings together representatives of competitors in the paper and allied industries. Although the subject matter of TAPPI activities is normally technical in nature, and although the purpose of these activities is principally educational and there is no intent to restrain competition in any manner, nevertheless the Board of Directors recognizes the possibility that the Association and its activities could be seen by some as an opportunity for anticompetitive conduct. For this reason, the Board has taken the opportunity, through this statement of policy, to make clear its unequivocal support for the policy of competition served by the antitrust laws and its uncompromising intent to comply strictly in all respects with those laws.

In addition to the Association's firm commitment to the principle of competition served by the antitrust laws, the penalties which may be imposed upon both the Association and its individual and corporate members involved in any violation of the antitrust laws are so severe that good business judgment demands that every effort be made to avoid any such violation. Certain violations of the Sherman Act, such as price-fixing, are felony crimes for which individuals may be imprisoned for up to three (3) years or fined up to \$350,000, or both, and corporations can be fined up to \$10 million for each offense. In addition, treble damage claims by private parties (including class actions) for antitrust violations are extremely expensive to litigate and can result in judgments of a magnitude which could destroy the Association and seriously affect the financial interests of its members.

It shall be the responsibility of every member of TAPPI to be guided by TAPPI's policy of strict compliance with the antitrust laws in all TAPPI activities. It shall be the special responsibility of committee chairmen, Association officers, and officers of Local Sections to ensure that this policy is known and adhered to in the course of activities pursued under their leadership.

To assist the TAPPI staff and all its officers, directors, committee chairmen, and Local Section officers in recognizing situations which may raise the appearance of an antitrust problem, the Board will as a matter of policy furnish to each such persons the Association's General Rules of Antitrust Compliance. The Association will also make available general legal advice when questions arise as to the manner in which the antitrust laws may apply to the activities of TAPPI or any committee or Section thereof.

Antitrust compliance is the responsibility of every TAPPI member. Any violation of the TAPPI General Rules of Antitrust Compliance or this general policy will result in immediate suspension from membership in the Association and immediate removal from any Association office held by a member violating this policy.

General Rules of Antitrust Compliance

The following rules are applicable to all TAPPI activities and must be observed in all situations and under all circumstances without exception or qualification other than as noted below.

1. Neither TAPPI nor any committee, Section or activity of TAPPI shall be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, among competitors with regard to prices, terms or conditions of sale, distribution, volume of production, territories or customers.

2. No TAPPI activity or communication shall include discussion for any purpose or in any fashion of prices or pricing methods, production quotas or other limitations on either the timing or volume of production or

sale, or allocation of territories or customers.

3. No TAPPI committee or Section shall undertake any activity which involves exchange or collection and dissemination among competitors of any information regarding prices or pricing methods.

4. No TAPPI committee or group should undertake the collection of individual firm cost data, or the dissemination of any compilation of such data, without prior approval of legal counsel provided by the Association.

5. No TAPPI activity should involve any discussion of costs, or any exchange of cost information, for the purpose or with the probable effect of

- a. increasing, maintaining or stabilizing prices; or,
- b. reducing competition in the marketplace with respect to the range or quality of products or services offered.

6. No discussion of costs should be undertaken in connection with any TAPPI activity for the purpose or with the probable effect of promoting agreement among competing firms with respect to their selection of products for purchase, their choice of suppliers, or the prices they will pay for supplies.

7. Scientific papers published by TAPPI or presented in connection with TAPPI programs may refer to costs, provided such references are not accompanied by any suggestion, express or implied, to the effect that prices should be adjusted or maintained in order to reflect such costs. All papers containing cost information must be reviewed by the TAPPI legal counsel for possible antitrust implications prior to publication or presentation.

8. Authors of conference papers shall be informed of TAPPI's antitrust policy and the need to comply therewith in the preparation and presentation of their papers.

9. No TAPPI activity or communication shall include any discussion which might be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods or services, or to prevent any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.

10. No person shall be unreasonably excluded from participation in any TAPPI activity, committee or Section where such exclusion may impair such person's ability to compete effectively in the pulp and paper industry.

11. Neither TAPPI nor any committee or Section thereof shall make any effort to bring about the standardization of any product for the purpose or with the effect of preventing the manufacture or sale of any product not conforming to a specified standard.

12. No TAPPI activity or communication shall include any discussion which might be construed as an agreement or understanding to refrain from purchasing any raw material, equipment, services or other supplies from any supplier.

13. Committee chairmen shall prepare meeting agendas in advance and forward the agendas to TAPPI headquarters for review prior to their meetings. Minutes of such meetings shall not be distributed until they are reviewed for antitrust implications by TAPPI headquarters staff.

14. All members are expected to comply with these guidelines and TAPPI's antitrust policy in informal discussions at the site of a TAPPI meeting, but beyond the control of its chairman, as well as in formal TAPPI activities.

15. Any company which believes that it may be or has been unfairly placed at a competitive disadvantage as a result of a TAPPI activity should so notify the TAPPI member responsible for the activity, who in turn should immediately notify TAPPI headquarters. If its complaint is not resolved by the responsible TAPPI member, the company should notify TAPPI headquarters directly. TAPPI headquarters and appropriate Section, division or committee officers or chairpersons will then renew and attempt to resolve the complaint. In time-critical situations, the company may contact TAPPI headquarters directly.

TAPPI Guidelines for Submitting Copies of Correspondence to TAPPI Headquarters

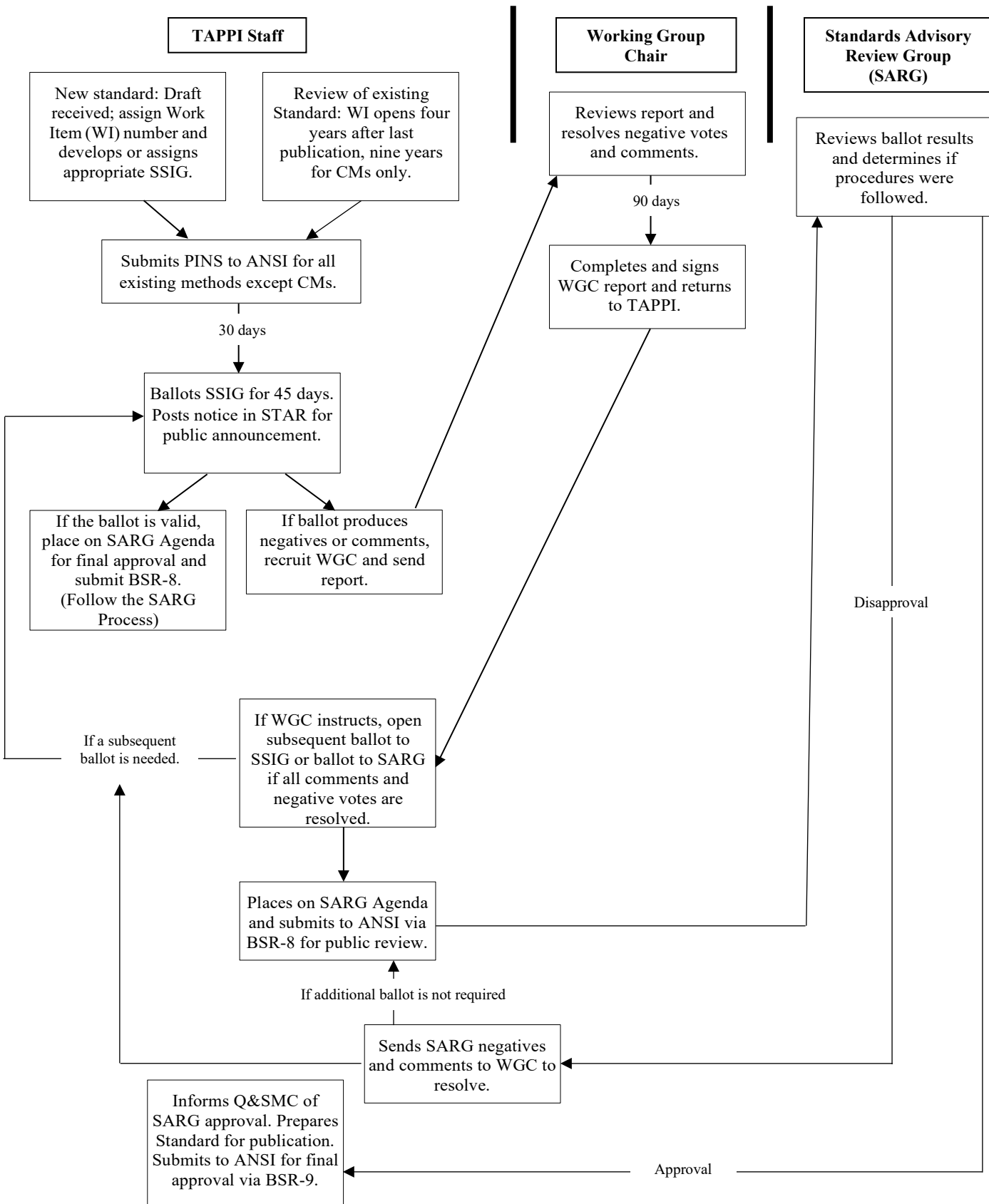
TAPPI headquarters does require that copies of correspondence of an important nature and of non-routine matters be supplied in a timely fashion to TAPPI headquarters personnel connected with the committee or Section involved as shown below:

1. Plans regarding the activities of TAPPI committees or Sections.
2. Communications with other TAPPI committees or Sections.
3. Communications with persons or organizations outside TAPPI.
4. All written or recurring verbal complaints or criticisms of TAPPI activities.

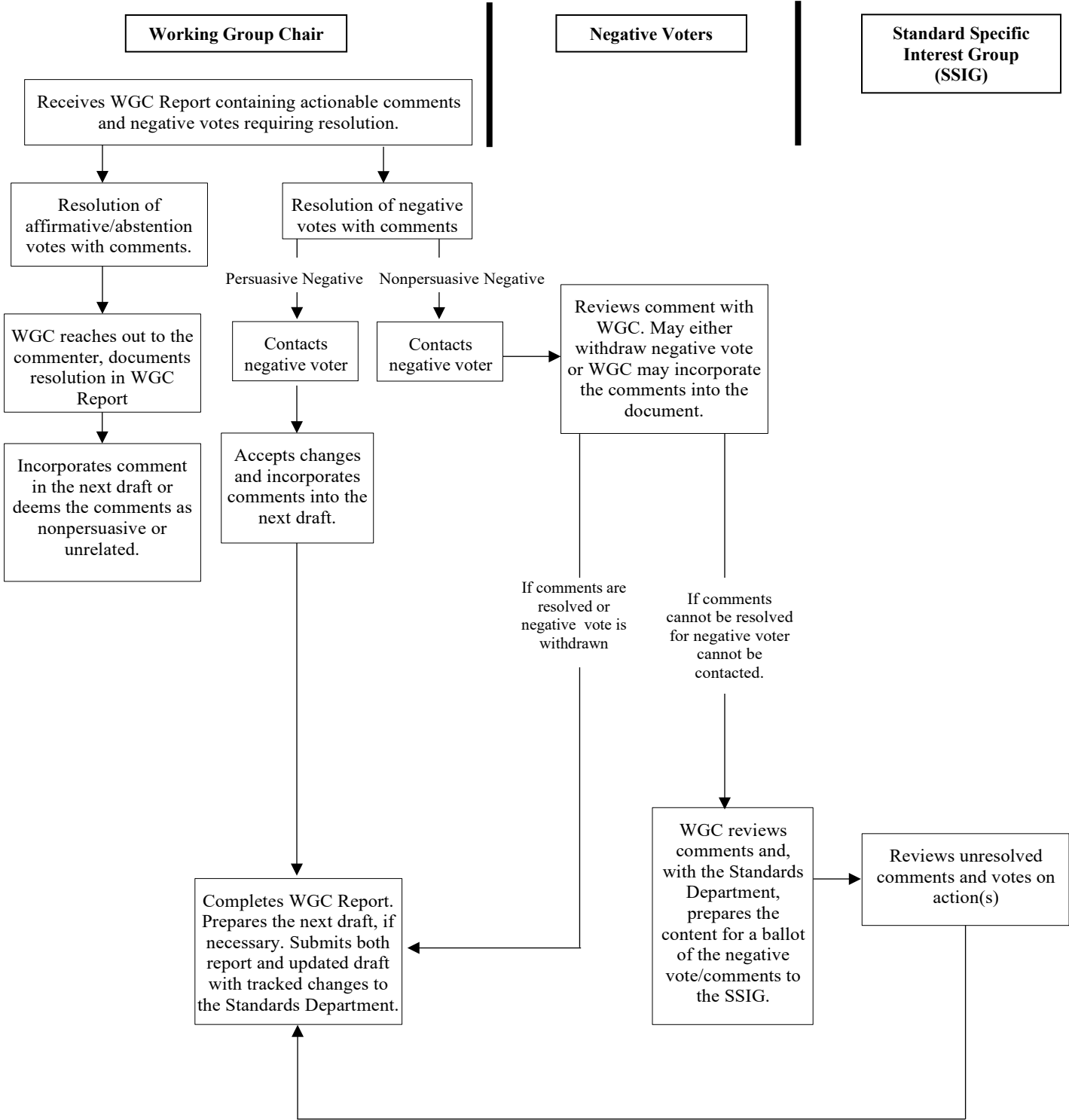
All correspondence falling under the above-stated policy must be forwarded promptly to the appropriate TAPPI headquarters liaison person, preferably at the time of transmittal or receipt.

13. Appendix B – Flow Charts

Balloting a TAPPI Standard



Resolution of Negatives and/or Comments



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