

American Society of Sanitary Engineering

Procedures for the Development of Standards for the Plumbing Industry

Foreword

In founding the American Society of Sanitary Engineering, Henry B. Davis, Chief Plumbing Inspector of the District of Columbia, stated that it was his hope that the organization would “bring about a more uniform plumbing practice than exists at present.” This was really ASSE’s statement of direction.

ASSE has certainly historically followed that direction in the advancement of sanitary science through its dedication to education and, in an even more influential sense, through its standards development activities.

ASSE’s product standards activity was born out of its disease research. It was found that while there were many standards for conventional plumbing and sanitation products, such as materials, pipe, valves, fittings, appliances, etc., only one or two standards existed for mechanical hardware -- the preventive and controlling products.

The ASSE Standards Program, therefore, was initiated, developed and accelerated with attention given to specific products and the development of much needed performance standards. To ensure continuity of growth and progress, a standing committee was established with the specific duties and responsibilities as shown in the By-Laws of the Society. In every case, both the interests of the public and the producer were the most vital parts of the procedure. Emphasis in all cases was on performance and application needs.

Most people relate ASSE standards to products; however, in the late 1980’s, ASSE expanded its standards program to include professional qualifications standards. The first ASSE professional qualifications standard issued was the Series 5000 for Backflow Testers, Repairers and Surveyors.

ASSE standards are developed and changed out of requests and proposals from inspectors, contractors, engineers, educators and other industry professionals. Therefore, the ASSE Product Standards Committee and the Professional Qualifications Standards Committee are constantly on the alert for proposals new standards for the plumbing and pipefitting industries. In this way they create meaningful progress for all professional elements in the industry. But above all, the meaning to the public is improved health and living standards in today’s world of complex products and systems.

Each ASSE standard is a mini-handbook on a specific subject -- an education tool to be used by those who practice plumbing.

Published by

**American Society of Sanitary Engineering
901 Canterbury Road
Suite A
Westlake, OH 44145-1480USA**

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Printed in the United States of America

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Part I

Standards Committee Procedures and Standards Development

1.0 Scope

1.0.1 Product Standards

The scope of the Product Standards Committee (hereinafter the “PSC”) of the American Society of Sanitary Engineering (hereinafter the “ASSE”) shall be the development of product standards which incorporate test procedures for devices, fixtures, appliances and materials pertaining to plumbing and piping systems which are in the interest of protecting the public health. These product standards shall include requirements for safety, health, construction, maintenance, performance, and/or operation of equipment and materials for plumbing and piping systems.

1.0.2 Professional Qualifications Standards

The scope of the Professional Qualifications Standards Committee (hereinafter the “PQSC”) of ASSE shall be the development of professional qualifications standards which incorporate educational, training and industry experience requirements pertaining to the installation, inspection or design of plumbing or piping systems which are in the interest of protecting the public health. These professional qualifications standards shall include provisions for evaluation of compliance to requirements for safety, health, construction, maintenance, performance, and/or operation of equipment and materials for plumbing and piping systems.

1.0.3 Submittal to the ASSE Board of Directors and the American National Standards Institute

The standards developed by the PSC or PQSC shall be submitted to the ASSE Board of Directors for approval as an ASSE standard; and after approval and when appropriate, for recommendation to the American National Standards Institute to be affirmed as ASSE/ANSI standards.

1.1 Public Review

Members of the Working Group, the PSC, PQSC or the Industry in general are permitted to address, in writing through the ASSE Standards Coordinator, the PSC or PQSC and/or Board of Directors regarding a proposed draft standard. All correspondence must be received within thirty (30) days of the announcement of approval by the Working Group (to address the appropriate PSC or PQSC), or the appropriate PSC or PQSC (to address the Board of Directors). Comments received by the Standards Coordinator after this time period will be held on file for review and resolution during the next revision cycle of the standard.

Announcements are published on the ASSE website and in ASSE publications.

1.2 Organization

1.2.1 The PSC and PQSC are standing committees of the American Society of Sanitary Engineering, and shall be responsible to the ASSE Board of Directors. The PSC and the PQSC are the balanced, consensus committees in the ASSE Standards Program. All Working Groups and task groups are subcommittees of PSC and PQSC.

1.2.2 The PSC and PQSC shall request the Standards Coordinator to form a Working Group for the development of a new standard or the revision of a current standard.

1.2.3 The PSC and PQSC shall assure that all Working Groups under their jurisdiction are operating within its approved scope as outlined within the ASSE Bylaws and these procedures.

1.2.3.1 Working groups shall be assigned the responsibility of drafting a new standard or revising existing standards for submittal to the PSC or PQSC for their review and ballot.

1.2.3.2 Working group actions shall be advisory to the appropriate PSC and / or PQSC and the ASSE Board of Directors.

- 1.2.3.3 Where the Board of Directors determines that a committee must be formed which is not of a product nature or professional qualifications nature, the committee shall be formed using a classification system which is devised by the Standards Coordinator within the scope of the American National Standards Institute's (ANSI) guidelines and approved by the Board of Directors.

1.3 Membership

- 1.3.1 Membership on the PSC and PQSC is not conditional membership in ASSE.
- 1.3.2 Product Standards Committee (PSC)
- The membership of the PSC shall not exceed fifteen (15) voting members. Members shall be appointed by the International President in accordance with the current By-Laws of ASSE.
- 1.3.3 Professional Qualifications Standards Committee (PQSC)
- The membership of the PQSC shall not exceed fifteen (15) voting members. Members shall be appointed by the International President in accordance with the current By-Laws of ASSE.
- 1.3.4 Committee Qualifications
- PSC and PQSC members shall be technically qualified individuals with a concern and willingness to participate and work within the scope of the PSC and PQSC .
- 1.3.4.1 A committee person's term shall be for one (1) year. The number of terms shall not be limited.
- 1.3.4.2 The Standards Coordinator and Staff Engineer shall be nonvoting members of the PSC and PQSC .
- 1.3.4.3 As members of the PSC or PQSC , participation shall be as individuals rather than representatives of any employer, including the execution of all voting rights.
- 1.3.4.4 PSC and PQSC members shall complete and submit an Application (See Appendix A) to the Standards Coordinator.
- 1.3.4.5 One of the voting representatives shall serve as liaison with the ASSE Seal Control Board.
- 1.3.4.6 One of the voting representatives shall serve as liaison between the PSC and the PQSC .
- 1.3.5 In order to establish balanced representation for developing evidence of national consensus on standards, members shall be classified in accordance with their business expertise within the generic categories as outlined within Tables 1 and 2.

1.3.6 Membership Classification

1.3.6.1 Product Standards Committee(s)

The number of representatives from any one classification shall not exceed 33% or one-third the total number of PSC members. (See Table 1.)

TABLE 1
Categories of PSC Members

CLASSIFICATION
Engineer: One who is trained or professionally engaged in a branch of engineering.
Regulatory Agency: The individual official, board, department, or agency established and authorized by a federal, state, county, city, or other political subdivision created by law to administer and enforce the provisions of regulations or ordinances such as the plumbing code or public health code.
Licensed Contractor: An individual who is engaged in the business of design and/ or construction in the building industry and is licensed by a state, county, city, or other government agency to perform such work.
Code Development Agency: An organization that is engaged in the development and publication of one or more model codes (building, plumbing, mechanical, etc.) that is/ are adopted as law by federal, state, county, city or other government agencies.
Testing Laboratory: An organization or business established primarily for the purpose of testing products and materials to recognized standards or testing procedures.
General Interest: A person or organization interested in the products or standards addressed by the committee, who is qualified to serve on the committee, and who does not fall under any of the other categories.
Manufacturer/ Manufacturer's Association: A business or organization that is engaged in the manufacture of plumbing or mechanical products or an organization or association that represents such businesses or organizations.
Certification Agency: A person employed by an organization or business established primarily for the purpose of certifying products or individuals to recognized industry standards.
Academic / Skill-Trade Trainer / Educator: A person employed by an accredited industry training program, high school, college, or university where plumbing and pipefitting courses are taught.
Standards Coordinator: An employee of ASSE designated to act as Standards Coordinator.
Staff Engineer: An employee of ASSE designated to act as Staff Engineer.

1.3.6.2 Professional Qualifications Standards Committee

The number of representatives from any one classification shall not exceed 33% or one-third the total number of PQSC members. (See Table 2.)

TABLE 2
Categories of PQSC Members

CLASSIFICATION
Engineer: One who is trained or professionally engaged in a branch of engineering.
Regulatory Agency: The individual official, board, department, or agency established and authorized by a federal, state, county, city, or other political subdivision created by law to administer and enforce the provisions of regulations or ordinances such as the plumbing code or public health code.
Licensed Contractor: An individual who is engaged in the business of design and/ or construction in the building industry and is licensed by a state, county, city, or other government agency to perform such work.
Code Development Agency: An organization that is engaged in the development and publication of one or more model codes (building, plumbing, mechanical, etc.) that is/are adopted as law by federal, state, county, city or other government agencies.
Testing Laboratory: An organization or business established primarily for the purpose of testing products and materials to recognized standards or testing procedures.
General Interest: A person or organization interested in the products or standards addressed by the committee, who is qualified to serve on the committee, and who does not fall under any of the other categories.
Manufacturer/ Manufacturer's Association: A business or organization that is engaged in the manufacture of plumbing or mechanical products or an organization or association that represents such businesses or organizations.
Certification Agency: A person employed by an organization or business established primarily for the purpose of certifying products or individuals to recognized industry standards.
Academic / Skill-Trade Trainer / Educator: A person employed by an accredited industry training program, high school, college, or university where plumbing and pipefitting courses are taught.
Standards Coordinator: An employee of ASSE designated to act as Standards Coordinator.
Staff Engineer: An employee of ASSE designated to act as Staff Engineer.

1.3.7 The duty of each PSC or PQSC member shall be to give thorough consideration to each subject brought before the PSC or PQSC for action to:

- 1) Ballot all proposals brought before the PSC or PQSC for consideration,
- 2) Contribute expertise in the preparation of standards,
- 3) Advise on personnel for membership on the working groups, and
- 4) Assist generally in carrying out the functions of the PSC or PQSC.

Such duties may be carried out by attendance at meetings, by correspondence, and by telecommunications, as described in these procedures.

1.4 Committee Officers and their Duties

- 1.4.1 The officers of the PSC and PQSC shall consist of the Chairperson, the Vice-Chairperson and the Standards Coordinator, who shall serve as the recording and corresponding secretary for each committee.
- 1.4.2 The Chairperson and Vice-Chairperson
 - 1.4.2.1 The chair shall be appointed by the International President.
 - 1.4.2.2 The vice-chairperson shall be appointed by the Chairperson, if deemed necessary.
 - 1.4.2.3 The term of office shall be one (1) year. The number of terms shall not be limited.
 - 1.4.2.4 Committee officers shall be members of ASSE.
- 1.4.3 Duties of the Officers
 - 1.4.3.1 The Chairperson shall be the Executive Officer of the PSC or PQSC , preside at meetings and perform such duties as may be customarily associated with such office.
 - 1.4.3.2 The Chairperson, or an appointee, shall review the performance of each Working Group at least annually to ensure compliance with these Procedures.
 - 1.4.3.3 The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson's office and shall perform other such duties as may be assigned by the Chairperson.
 - 1.4.3.4 The Chairperson may appoint task groups to study defined issues, and report findings and recommendations of action to the committee.
 - 1.4.3.5 The Chairperson shall appoint Working Group Coordinators to assist in monitoring the activity of Working Groups. Coordinators shall be assigned a series of standards to oversee.
 - 1.4.3.6 The Standards Coordinator shall record and distribute agendas and minutes of all meetings to the PSC or PQSC . Meeting agendas shall be distributed to the PSC or PQSC a minimum of thirty (30) days prior to the scheduled meeting. The meeting minutes shall be distributed for review within forty-five (45) days after the meeting. The Standards Coordinator shall receive and maintain all documents relative to the PSC and PQSC and shall receive and maintain records of all Working Groups and task groups per Appendix B, ASSE Records Retention Policy). The Standards Coordinator shall distribute, receive and record letter ballots of the PSC and PQSC ; correspond with all interfacing organizations or individuals as directed by the PSC or PQSC ; forward documents to the Board of Directors; and perform other duties as directed by the PSC or PQSC .

1.5 Duties of the Committee

- 1.5.1 Committee Responsibilities (PSC and PQSC)
 - 1.5.1.1 The committee members shall operate and adhere to the Federal Trade Commission (FTC) ruling as defined in Part V of these Procedures.
 - 1.5.1.2 The committee shall review all new and revised draft standards developed by Working Groups. All standards and revisions approved by the committee shall be submitted to the Board of Directors with a recommendation for final adoption.
 - 1.5.1.3 The committee shall review each standard at least every five (5) years to determine the appropriate action to recommend to the Board of Directors for:
 - 1.5.1.3.1 Reaffirmation

When the committee finds that it is not necessary to revise a standard, the committee shall recommend to the Board of Directors to reaffirm that standard.
 - 1.5.1.3.2 Revision

When the committee determines that revisions to a standard are required, the revised draft of the standard shall be forwarded to the Board of Directors with a recommendation to adopt.

1.5.1.3.3 Inactive Status

When the committee determines a standard no longer has any product listings and has not had an application for a listing for a period exceeding five (5) years, the standard shall be considered to be inactive. The committee shall recommend to the Board of Directors to place the standard in inactive status. Inactive status indicates that the standard is beneficial to the industry and remains as a reference document but will not be subject to the normal revision process.

1.5.1.3.4 Withdrawal

The committee shall recommend to the Board of Directors to withdraw a standard when it determines the standard is no longer useful to the industry and no is longer used as a reference document. The effective date of the withdrawal shall be determined by the Board of Directors.

1.5.1.4 The committee shall attempt to achieve consensus (general accord but not necessarily unanimity as specified in Section 1.7.3 and 1.7.4) for the action proposed on a standard. The resolution of all comments shall be attempted. All attempts to resolve comments shall be recorded and maintained as part of the draft standard's file.

1.5.1.5 The committee shall not approve development of standards which duplicate other national voluntary, consensus standards in the United States.

1.5.1.6 The committee shall not develop standards which conflict with other national voluntary, consensus standards in the United States.

1.5.1.7 The committee shall recommend interpretations of standards for approval by the Board of Directors per the ASSE Interpretation Policy (see Appendix C).

1.5.1.8 The committee shall report the status of standards at least semiannually to the International President and the Board of Directors.

1.5.1.9 The committee shall coordinate all efforts through the Standards Coordinator.

1.5.1.10 The committee shall confirm that public notice regarding actions taken on a standard has been made. Notice shall be provided through ASSE publications and the ASSE website (www.asse-plumbing.org).

1.5.2 Meetings

1.5.2.1 Meetings shall be held semiannually. One meeting shall be held in conjunction with the Annual Meeting and the second meeting shall be held in conjunction with the Mid-Year Meeting.

1.5.2.2 Meetings are open to the public. Non-committee members attending the meetings may request, in writing, agenda packets.

1.5.2.3 Members of the public shall be permitted to express their views through the committee Chairperson on items being discussed, but shall not have voting privileges.

1.5.2.4 Meetings shall be permitted to be held in executive session, as necessary and when directed by the committee Chairperson.

1.5.2.5 Unless indicated, all committee members travel, meals and lodging shall be the responsibility of each committee member.

1.5.2.6 Only members of the committee are permitted to be at the table during a meeting. The Chairperson may request an observer to be at the table to participate in the discussion of a specific agenda item.

1.5.3 Participation

Committee members shall attend meetings and shall respond to ballots. Failure of a committee member to attend two consecutive meetings or respond to letter ballots on three (3) consecutive occasions shall be justification for the Chairperson to recommend the removal of the member to the International President and Board of Directors.

1.6 Committee Actions

Committee actions shall include the following:

1.6.1 Recommendations regarding standards and applications for the development of standards submitted to the committee.

- 1.6.2 Recommendations regarding personnel and approval of administrative items submitted to the committee.
- 1.6.3 Issue interpretations of ASSE standards upon request from a member of the plumbing industry (see Appendix C, ASSE Interpretation Policy).
- 1.6.4 Issue errata sheets on any ASSE standard per these procedures.
- 1.6.5 Revise a standard outside of its normal five-year revision cycle to include new and/or changed technologies.

1.7 Voting Procedures

1.7.1 Authorization of Letter Ballots

A letter ballot may be issued to the committee as authorized by any of the following:

- 1) The International President;
- 2) The Board of Directors;
- 3) The PSC or PQSC Chairperson;
- 4) The Standards Coordinator;
- 5) A simple majority vote of those members present at a committee meeting; or
- 6) At the discretion of the Working Group Chairperson when the Working Group approves a draft with a simple majority attained either during a scheduled meeting or from a letter ballot issued to the members of the Working Group.

1.7.2 Voting Obligations

Each member shall exercise his or her voting privilege within the prescribed time limits of the Standards Coordinator. When a committee member fails to vote as described in Section 1.5.3, membership of that individual shall be subject to termination. The individual shall have the right to appeal such action to the Board of Directors.

1.7.3 Recommendations regarding standards require a two-thirds (2/3) affirmative majority letter ballot vote of the committee prior to submittal to the Board of Directors.

1.7.4 Recommendations regarding administrative items may be approved by a simple majority (at least 51%) letter ballot or at a meeting of the committee without letter ballot provided that a quorum is present.

1.7.5 Confidentiality

The interim results of all letter ballots shall not be made known to anyone but the members of the committee.

1.7.6 On questions of parliamentary procedure not addressed in these procedures, "Roberts Rules of Order" shall be followed.

1.7.7 Voting at Meetings

1.7.7.1 Quorum

A quorum shall consist of at least fifty-one percent (51%) of the committee membership qualified to vote.

1.7.7.2 Actions taken at a meeting with quorum present:

- 1) Recommend development of new standards.
- 2) Resolve negative comments.
- 3) Draft resolution of negatives for letter ballot to committee.
- 4) Refer requests for revisions to existing standards to Working Groups.
- 5) Make interpretations of existing standards.

1.7.7.3 Actions requiring letter ballots

- 1) Technical changes to existing or new standards. All proposed technical changes to an existing ASSE draft standard shall be accompanied by supporting data and rationale.
- 2) Recommendation for adoption of new standards.
- 3) Recommendation for reaffirmation.

- 4) Recommendations for inactive status.
- 5) Recommendations for withdrawal of existing standards.

1.8 Letter Ballot Procedures

1.8.1 Voting

- 1.8.1.1 The Standards Coordinator shall provide to the committee the approved letter ballot.
- 1.8.1.2 In seeking action relative to a standard, the Standards Coordinator shall submit a ballot to the committee containing four (4) forms of response. The responses shall be as follows: approved, approved with comment, disapproved and abstain. Responses of disapproval shall be substantiated with comments and proposed replacement wording or corrections.
- 1.8.1.3 Letter ballots shall be closed upon receipt of all ballots but no later than six (6) weeks of the date of issue. Reminder notices shall be sent to all committee members who have not submitted their ballot.
- 1.8.1.4 Ballots received by the Standards Coordinator after the close of the voting period shall not be considered in the evaluation of the first ballot, unless an extension of the balloting period has been established by the Chairperson or Standards Coordinator.
- 1.8.1.5 At the close of the voting period, the Standards Coordinator shall submit a complete voting tally and copies of all comments to the Chairperson. All negative votes and comments shall be carefully considered and their resolution attempted. The results of this effort shall be made known to the committee and maintained as part of the draft standard's file.
- 1.8.1.6 Confirmation ballots shall be sent to all committee members when a technical change to a draft is made to address a negative ballot comment. Confirmation ballots shall be closed upon receipt of all ballots but no later than thirty (30) days of the date of issue.

1.9 Resolution of Ballot Comments

The Standards Coordinator shall distribute ballot comments to the committee together with a tally of the vote.

1.9.1 The Chairperson shall determine which comments are editorial and which are technical.

- 1) Editorial comments shall be resolved by the Chairperson directly with the objector.
- 2) Resolution of technical comments shall be:
 - a) Letter balloted to the committee; or
 - b) Resolved by action taken at a scheduled meeting of the committee; or
 - c) Technical comments shall be resolved by the Chairperson, together with a task group if deemed necessary by the Chairperson; or
 - d) Resolved individually by the Chairperson with the objector.
- 3) Any proposed changes to the draft resulting from resolution of technical comments shall be processed as outlined in Section 1.8.1.6.

1.9.2 Notification of resolution of negative ballots.

- 1) When technical comments are resolved during a scheduled meeting of the Standards Committee, publishing of the meeting minutes shall serve as notice of resolution of technical comments. The committee shall receive a copy of the revised draft and be given the opportunity to respond, reaffirm or change their vote.
- 2) When technical comments are resolved per Section 1.9.1.2.c or Section 1.9.1.2.d, objectors shall be advised in writing of the disposition of the objections and reasons therefore. A written confirmation of the notice shall be requested of the objector. The committee shall receive a copy of the revised draft and be given the opportunity to respond, reaffirm or change their vote per Section 1.8.1.6.

1.9.3 Unresolved negative ballots.

Unresolved negative ballot comments along with evidence of an attempt to resolve the negative ballot comment(s) shall be forwarded to the Board of Directors for their review and consideration. If the Board of Directors deter-

mines that sufficient effort has been made to resolve the negative ballot comment(s), the negative ballot comment(s) shall be maintained on file to be considered during the next revision cycle of the standard. If the Board of Directors determines that insufficient effort has been made to resolve the negative ballot comment(s), the draft shall be returned to the Committee for further review and consideration. All unresolved objectors from the vote of the consensus body and from public review shall be notified in writing of their right to appeal to ASSE in accordance with Section 1.13.

1.10 Submittal to the Society Board of Directors for Approval

- 1.10.1 The Standards Coordinator shall affirm to the Board of Directors that the following criteria have been followed:
- 1) The provisions of Article XVI of the Bylaws regarding the United States Federal Trade Commission Consent Order have been followed.
 - 2) Due notice of pending action on a standard has been issued publicly, and all concerned parties have had an opportunity to express their views, and an objective effort has been made and recorded to resolve all dissenting viewpoints and concerns.
 - 3) There shall be evidence of national use or potential use of a proposed new or revised standard.
 - 4) Any recognized significant conflict with other standards shall be resolved before a proposed standard is approved by the committee.
 - 5) Due consideration shall have been given to the existence of other standards having national or international acceptance in the given field.
 - 6) There is no evidence that the proposed standard is contrary to the public interest.
 - 7) There is no evidence that the proposed standard contains unfair provisions.
 - 8) There is no evidence of technical inadequacy of the proposed standard.
 - 9) The draft of the standard as forwarded to the Board of Directors has been sent to the Working Group.
- 1.10.2 The Standards Coordinator shall provide the following information to the Board of Directors regarding actions taken by the committee:
- 1) The title and designation of the proposed standard.
 - 2) Classification of the submittal: new, revision, reaffirmation, or withdrawal. In the case of standard withdrawal, detailed reasons shall be provided.
 - 3) A copy of the proposed standard as approved by the committee.
 - 4) Final results of balloting of the committee including identification of those voting “negative”, with reasons therefore, and those not responding despite follow-up.
 - 5) A list of the committee and Working Group members at the time of committee balloting.
 - 6) Identification of negative votes outstanding and a history of attempts to resolve dissenting votes.
 - 7) A brief history of the development/revision of the standard.
 - 8) A statement that these procedures were followed in the development of the standard.

1.11 Standards Designation

- 1.11.1 Product Standards
- 1) New and revised product standards shall be designated as ASSE 1xxx - Year.
 - 2) Reaffirmed product standards shall be designated as ASSE 1xxx - Year (RYear). The first year shall indicate the year when the standard was first approved, and the year in parentheses shall indicate the year the standard was reaffirmed.
 - 3) New and revised professional qualifications standards shall be designated as ASSE Series x000 - Year. No professional qualification standard shall have the designation “ASSE Series 1000.”
 - 4) Reaffirmed professional qualifications standards shall be designated as ASSE x000 - Year (RYear). The first

- year shall indicate the year when the standard was first approved, and the year in parenthesis shall indicate the year the standard was reaffirmed.
- 5) All standards submitted to the American National Standards Institute and approved as an American National Standard shall have the phrase “An American National Standard” on the cover of these standards.
 - 6) When an ASSE standard is withdrawn, the standard designation number shall not be used in the future.

1.12 Confidentiality of Information

Drafts, ballots and other correspondence that are issued to members of the PSC, PQSC or a Working Group are confidential. Drafts, ballots and other correspondence shall not be released to individuals that are not voting members, alternate voting members, or nonvoting members of the applicable standards committee or Working Group without prior permission of the Standards Coordinator or applicable Standards Committee Chairperson. Requests to distribute committee or Working Group information shall be submitted in writing to the Standards Coordinator or Standards Committee Chairperson, and shall provide rationale for releasing the information. Unauthorized release of information may result in a member’s (voting, alternate or nonvoting) dismissal from the Working Group or committee.

1.13 Appeals

- 1.13.1 The appellant shall file a written complaint with the Standards Coordinator within thirty (30) days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that were 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) and the outcome of each shall be noted.
- 1.13.2 Within sixty (60) days after the receipt of the complaint, the committee shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the Committee’s knowledge.
- 1.13.3 If the appellant and the committee are unable to resolve the written complaint informally in a matter consistent with these procedures, the Standards Coordinator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least (10) days notice.
- 1.13.4 Appeals shall be resolved within six (6) months of the receipt of the original complaint.
- 1.13.5 The appeals panel shall consist of three (3) individuals who have not been directly involved in the dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute.
 - 1.13.5.1 One member of the panel shall be appointed by the International President.
 - 1.13.5.2 One member of the panel shall be appointed by the appellant.
 - 1.13.5.3 One member of the panel shall be jointly appointed by the appellant and the International President.
- 1.13.6 Appeal Hearing

The appeal hearing shall be conducted in Executive Session. The following individuals are permitted to be in attendance for the entire proceedings:

 - Members of the appeals panel
 - Chairman of the applicable standards committee
 - ASSE Standards Coordinator
 - ASSE International President
 - ASSE Legal Counsel
 - Representative(s) of the appellant, including employees, technical consultants, and legal counsel

Technical witnesses may be called by both the appellant and ASSE to provide testimony.

The appeals panel members shall select one of its members to serve as secretariat of the appeals panel.
- 1.13.7 The appellant shall have the responsibility of demonstrating adverse effects, improper actions or inactions, and the efficiency of the requested remedial action. The Society shall have the responsibility of demonstrating that the committee and Standards Coordinator took all actions in compliance with these procedures and that the requested

remedial action would be ineffective or detrimental. Each party may introduce other pertinent arguments, and members of the appeals panel may address questions to individuals. “Roberts Rules of Order” (latest edition) shall apply to questions of parliamentary procedure for the hearing not addressed herein.

1.13.8 The appeals panel shall render its decision in writing within thirty (30) days stating findings of fact and conclusions, with reasons therefore based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- 1) Finding for the appellant, remanding the action to the committee or the Standards Coordinator with a specific statement of the issue(s) and fact(s) in regard to which fair and equitable action was not taken.
- 2) Finding for the Society, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant’s objections.
- 3) Finding that new, substantive evidence has been introduced, and remanding the entire action to the committee for appropriate reconsideration.

An announcement of the Appeals Panel decision and actions shall be published on the ASSE website and in the ASSE publications.

1.13.9 If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the Standards Coordinator to ANSI.

1.14 Requests to Make Changes to a Published Standard – Errata Sheets

1.14.1 All proposed changes to an ASSE published standard shall be submitted in writing to the ASSE Standards Coordinator.

1.14.2 All proposed changes to a product standard shall be forwarded to the Product Standards Committee Chair for review. All proposed changes to a professional qualifications standard shall be forwarded to the Professional Qualifications Standards Committee Chair for review.

The Chair will make a determination if the proposed change is editorial or substantive (technical) in nature. An editorial change is defined as a change that does not alter the meaning of the standard, the test procedures or the test results. Editorial changes include, but are not limited to, typographical errors, spelling errors, grammatical errors, and section numbering errors. Substantive, or technical, changes are changes that alter the intent of the standard or section, the test setups, the test or product parameters, or the test or product dimensions.

Proposed changes classified as editorial by the Chair shall be forwarded to the members of the respective standards committee for their review. Committee members shall be given fourteen (14) days to respond to a proposed editorial change. Two-thirds majority of the ballots returned less abstentions is required to approve an errata sheet ballot on editorial changes. If no responses are received from the Committee, the Chair shall authorize the Standards Coordinator to make the editorial change for the next printing of the standard. Copies of all correspondence shall be kept in the standard’s file as part of that revision cycle’s history.

Proposed changes classified as substantive, or technical, shall be forwarded to the members of the respective standard committee for their review. Committee members shall be asked if an errata sheet should be developed and issued, or if the proposed change shall be held on file until the next revision of the standard. The Committee shall be given fourteen (14) days to respond. If the Committee determines that a task group needs to be formed to develop an errata sheet, the Chair shall appoint a minimum of five (5) members to the task group, including at least one (1) member of Working Group for the standard.

The task group shall have a minimum of thirty (30) days and a maximum of forty-five (45) days to draft a proposed errata sheet. A two-thirds (2/3) majority of the task group is required to approve an errata sheet for release to the respective standards committee.

The proposed errata sheet shall then be submitted to the respective standards committee for review and ballot. The ballot period for an errata sheet shall be thirty (30) days. A two-thirds (2/3) majority is required to approve an errata sheet.

If the standard is an American National Standard, all ANSI procedures and applications shall be completed in a timely manner, including the PINS (ANSI Project Initiation Notification Systems) form at the beginning of the process, the BSR-8 form when the task group approves an errata sheet, and the BSR-9 (ANSI Board of Standards Review 8 Form) form after the ANSI open review period.

- 1.14.3 All proposed errata sheets shall be forwarded to the Board of Directors for approval prior to their release.
- 1.14.4 Copies of the approved errata sheet shall be forwarded to the following groups:
- a. Board of Directors
 - b. Applicable Standards Committee (PSC or PQSC)
 - c. Working Group
 - d. Seal Control Board (if product standard)
 - e. Cross Connection Control Certification Committees (if related to backflow)
 - f. ASSE Approved Testing Laboratories (if product standard)
 - g. Information Handling Services (IHS)
 - h. Standards Subscribers (if product standard)
 - i. Any person that purchased a copy of the applicable standard edition
 - j. American National Standard Institute (ANSI) (if technical change)
- 1.14.5 Announcements regarding the new errata sheet shall be published in the ASSE News-Letter and Plumbing Standards Magazine. The errata sheet shall be made accessible from the website as a downloadable file.

1.15 Requests to Revise a Standard Outside of its Five-Year Revision Cycle

- 1.15.1 All requests to revise an ASSE published standard shall be submitted in writing to the ASSE Standards Coordinator.
- 1.15.2 All requests to revise a product standard shall be forwarded to the Product Standards Committee Chair for review. All requests to revise a professional qualifications standard shall be forwarded to the Professional Qualifications Standards Committee Chair for review.
- 1.15.3 The applicable committee shall approve opening a published standard outside of its five-year revision cycle either during a scheduled committee meeting or by letter ballot. A simple majority of the committee (50% +1) shall approve the request to open a standard for revision outside of its five-year revision cycle.

1.16 Continuance of Action

- 1.16.1 The standard shall have a log maintained by the Standards Coordinator through the standards approval process, including its progress with the Board of Directors. The committee and Working Group shall be informed of the standards progress with each successive ASSE level change, and when applicable, through the ANSI approval process.
- 1.16.2 “Roberts Rules of Order” shall be utilized on questions of parliamentary procedure not addressed in these operating rules.
- 1.16.3 All members of the committee shall agree to adhere to these procedures, and those set forth in the ASSE By-Laws.

1.17 Copyright and Intellectual Property Rights

ASSE has all and full rights in copyright in any material authored, either individually or with others, by the members of a Committee and/or Working Group, or which is submitted for the proposed use of the Committee and/or Working Group in an ASSE Standard (product performance of professional qualification) or other ASSE publication. No individual, company, or organization may acquire rights in any publication of ASSE, and the copyright and all rights in all materials produced by an ASSE Committee and/or Working Group are owned exclusively by ASSE. ASSE reserves the right to register copyright of any material, standard or publication produced through the ASSE Standards Program in its own name.

1.18 Patent Policy

ASSE operates in compliance with the current ANSI Patent Policy as published on the ANSI website, www.ansi.org.

1.19 Commercial terms and conditions

ASSE operates in compliance with the current ANSI Commercial Terms and Conditions Policy as published on the ANSI website, www.ansi.org.

Part II

Working Group Responsibilities

2.0 Scope

Working groups shall be assigned the responsibility of drafting proposed language for either a new ASSE standard or the revision of an existing ASSE standard. Product standards shall be developed or the existing standard revised in accordance with the Standardized Format located in Appendix D of these Procedures prior to submission to the PSC.

2.1 Organization

2.1.1 The Chairperson of the Standards Committee shall appoint Working Group Coordinators for specified groups of standards. The group coordinators may organize meetings as required.

2.1.2 All Working Groups are subcommittees of the Standards Committee and shall be responsible to the committee. The committee, in conjunction with the Standards Coordinator and Working Group coordinator, shall assure that all Working Groups and task groups under its jurisdiction are operating within their approved scope and these procedures.

2.2 Membership

2.2.1 Membership to a Working Group is voluntary.

2.2.2 Working group members shall identify their employer, or entity which supports the member's participation, as well as the type of experience or expertise the individual brings to the group so as to maintain a proper balance of expertise. (See Application in Appendix A.)

Only one employee or representative of a company is allowed voting membership on a Working Group. Each voting member is permitted to designate an alternate voting member.

At all times, Working Group members shall participate, including voting, as individuals rather than as representatives of any employer.

2.2.3 The term extends until the task has been completed. Once a standard is issued, the Working Group is dissolved. For each subsequent revision, a new Working Group is formed. Members removed from a Working Group for non-participation per Section 2.5.2 or for violating ASSE's confidentiality policy per Section 1.12 may apply to participate on subsequent Working Groups.

2.3 Working Group Officers

2.3.1 The officers of the Working Group shall include a Chairperson and Secretariat.

2.3.2 Chairperson

2.3.2.1 The Working Group shall be chaired by an appointee of the PSC or PQSC Chairperson, Standards Coordinator, or elected by the Working Group.

2.3.2.2 The election of a Chairperson by the Working Group shall be by letter or by a vote recorded during a meeting.

2.3.2.3 The chairperson shall preside at meetings, submit the meeting agenda to the Secretariat for distribution to the Working Group members, review changes to draft standards, and review all comments received from the Working Group members for resolution.

2.3.3 Secretariat

2.3.3.1 The Working Group Secretariat shall be elected from the membership of the Working Group. The Working Group chair, PSC Chair, PQSC Chair, or Standards Coordinator may, in coordination with the Working Group chair, appoint an ASSE staff member or a member of the Working Group to serve as Secretariat of the Working Group.

2.3.3.2 The Working Group Secretariat shall record and distribute meeting minutes; and shall distribute meeting agendas, drafts, and ballots to the Working Group members. The Secretariat shall be responsible for incorporating proposed changes to the draft per the Working Group. The Secretariat shall maintain complete files, including copies of drafts, ballots, meeting agendas and minutes, and correspondence. This file shall be forwarded to the Standards Coordinator upon completion of the standard.

2.4 Duties of the Working Group Officers

In the absence of the Chairperson at a meeting of the group, the Secretariat shall take the chair for the purpose of nomination and selection of a Chairperson pro-tem who shall then preside at the meeting.

2.5 Duties of the Working Group

2.5.1 The locations of the meeting shall be determined by the Working Group, the Working Group Chairperson, or the Working Group Coordinator on behalf of the Working Group. The Working Group may meet in person or hold a meeting via teleconference, video-conference, and web-conference technology.

2.5.2 Members

Working group members shall attend meetings and respond to ballots. Failure to attend two (2) consecutive meetings or respond to letter ballots on three (3) consecutive occasions shall be grounds for the Chairperson to recommend removal of the person from the Working Group.

Members removed from the Working Group for noncompliance with these procedures are permitted to reapply for membership on the Working Group for the subsequent revision of the standard.

2.5.3 All proposed drafts of product standards shall be prepared in accordance with the “Standardized Format”. (See Appendix D.)

2.6 Working Group Actions

2.6.1 Voting

2.6.1.1 Action to develop drafts of a new standard or a draft of a five (5) year revision of a standard.

2.6.1.2 Draft standards shall be balloted by mail to the Working Group.

2.6.1.3 A draft standard shall be considered approved by the Working Group when 50% + 1 of the eligible Working Group members, less abstentions and non-returned ballots, approve the draft.

2.6.1.4 Motions during a Working Group meeting shall be considered approved when 50% +1 of the voting members present, less abstentions, approve the motion.

2.6.1.5 All negative ballots shall be accompanied by proposed changes to the draft standard and rationale for the proposed changes.

2.6.1.6 The draft standard shall be sent to the PSC or PQSC with a recommendation to adopt. Any negative ballot or comment not able to be resolved by the Working Group shall be forwarded to the Committee.

2.6.2 Technical Changes to an ASSE Draft Standard

All proposed technical changes to an existing ASSE standard or draft shall be accompanied by supporting data and rationale.

2.7 Working Group Letter Ballot Procedures

2.7.1 Voting

- 2.7.1.1 The Working Group Secretariat shall provide to the committee the approved letter ballot.
- 2.7.1.2 In seeking action relative to a standard, the Working Group Secretariat shall submit a ballot to the committee containing four (4) forms of response. The responses shall be as follows: approved, approved with comment, disapproved and abstain. Responses of disapproval shall be substantiated with comments and proposed replacement wording or corrections.
- 2.7.1.3 Letter ballots shall be closed upon receipt of all ballots but no later than thirty (30) days of the date of issue.
- 2.7.1.4 Ballots received by the Working Group Secretariat after the close of the voting period shall not be considered in the evaluation of the first ballot, unless an extension of the balloting period has been established by the Chairperson or Working Group Secretariat .
- 2.7.1.5 At the close of the voting period, the Working Group Secretariat shall submit a complete voting tally and copies of all comments to the Working Group Chairperson. All negative votes and comments shall be carefully considered and their resolution attempted. The results of this effort shall be made known to the committee and maintained as part of the draft standard's file.
- 2.7.1.6 The Working Group Secretariat shall provide copies of ballots and comments to the Standards Coordinator for the standard's revision file.

2.8 Resolution of Working Group Ballot Comments

The Working Group Secretariat shall distribute ballot comments to the Working Group together with a tally of the vote.

- 2.8.1 The Working Group Chairperson shall determine which comments are editorial and which are technical.
 - 1) Editorial comments shall be resolved by the Working Group Chairperson or Working Group Secretariat directly with the objector.
 - 2) Resolution of technical comments shall be:
 - a) Letter balloted to the Working Group; or
 - b) Resolved by action taken at a scheduled Working Group meeting; or
 - c) Technical comments shall be resolved by the Working Group Chairperson, together with a task group if deemed necessary by the Working Group Chairperson.
 - d) Resolved individually by the Working Group Chairperson with the objector.
 - 3) Any proposed changes to the draft resulting from resolution of technical comments shall be forwarded to the Working Group for their review.
- 2.8.2 Notification of resolution of negative ballots.
 - 1) When technical comments are resolved during a Working Group meeting , publishing of the meeting minutes shall serve as notice of resolution of technical comments. The Working Group shall receive a copy of the revised draft and be given the opportunity to respond, reaffirm or change their vote.
 - 2) When technical comments are resolved per Section 2.8.1.2.c or Section 2.89.1.2.d, objectors shall be advised in writing of the disposition of the objections and reasons therefore. A written confirmation of the notice shall be requested of the objector.

Part III

Society Board of Directors Responsibilities

3.0 Scope

3.1 Board of Directors Responsibilities

- 3.1.1 Provide guidelines describing the scope of standards to be developed by the committees.
- 3.1.2 Review all applications for proposed new standards to be considered by ASSE for promulgation.
- 3.1.3 Direct the committees to develop new standards after approval by the ASSE Board through Working Groups and task groups as necessary.
- 3.1.4 Direct the committees to periodically review existing standards and make recommendations to the Board regarding the standard's continuance with or without revisions, inactive status or withdrawal.
- 3.1.5 Review and ballot the recommendation of the committees on all proposed draft standards to become ASSE and/or ANSI/ASSE Standards.
The Board shall vote:
 - 3.1.5.1 Approve the recommendation of the committee to adopt a new or revised standard as an ASSE Standard.
 - 3.1.5.2 Approve with comment the recommendation of the committee to adopt a new or revised standard as an ASSE Standard.
 - 3.1.5.3 Disapprove (negative) the adoption of a revised or new standard. If voting negative, the Board shall provide documentation and rationale for this disapproval based on committee actions and compliance to these procedures.
 - 3.1.5.4 Abstain from voting on the ballot issue.
- 3.1.6 A draft standard shall be approved with a minimum of eight (8) affirmative votes from the Board of Directors.
- 3.1.7 Comments and negative ballots from a member of the Board of Directors shall be reviewed by the Standards Coordinator, and the PSC or PQSC Chairman for resolution. Editorial comments submitted by a Board member shall be incorporated into the draft standard with approval of the PSC or PQSC chairman. All technical comments submitted by a Board member shall be held on file for the next revision of the standard.
- 3.1.8 The standard shall be issued as an ASSE standard upon receipt of all Board of Directors ballot, or upon the close of the ballot period.
- 3.1.9 Implement an appeal procedure for challenges to ASSE standards.

Part IV

Submittal to Become an American National Standard

4.0 Scope

4.0.1 ASSE Standards, for products and professionals shall be developed and maintained in an open, consensus, process in accordance with the rules and regulations established by the American National Standards Institute (ANSI). ASSE standards shall be submitted to ANSI to receive the designation of an “American National Standard”. This section outlines the steps ASSE must follow in order for an ASSE standard to become an American National Standard.

4.1 Process and Forms

4.1.1 At the beginning of an ASSE standards project to develop a new standard or to revise an existing standard, ASSE shall submit the Project Initiation Notification Systems Form (PINS Form) to ANSI.

4.1.2 Upon approval of a draft by the PSC or PQSC, ASSE shall submit the BSR-8 Form to ANSI to begin the ANSI public review period.

4.1.3 Once the standard has been approved by the ASSE Board of Directors as an ASSE Standard, and the ANSI public review period has ended, ASSE shall submit the BSR-9 form requesting formal approval of the ASSE standard as an American National Standard.

4.2 Resolution of Public Review Comments

4.2.1 The Standards Coordinator shall forward the comments to the applicable Chairperson. The Chairperson shall determine which comments are editorial and which are technical.

- 1) Editorial comments shall be resolved by the Chairperson directly with the commentor.
- 2) Resolution of technical comments shall be:
 - a) Letter balloted to the committee; or
 - b) Resolved by action taken at a scheduled meeting of the committee; or
 - c) Technical comments shall be resolved by the Chairperson, together with a task group if deemed necessary by the Chairperson; or
 - d) Resolved individually by the Chairperson with the commentor.
- 3) Any proposed changes to the draft resulting from resolution of technical comments shall be processed as outlined in Section 1.8.1.6.

4.2.2 Notification of resolution of negative ballots.

- 1) When technical comments are resolved during a scheduled meeting of the Standards Committee, publishing of the meeting minutes shall serve as notice of resolution of technical comments. The committee shall receive a copy of the revised draft and be given the opportunity to respond, reaffirm or change their vote. A copy of the meeting minutes shall be sent to the commentor.
- 2) When technical comments are resolved per Section 1.9.1.2.c or Section 1.9.1.2.d, commentors shall be advised in writing of the disposition of the objections and reasons therefore. A written confirmation of the notice shall be requested of the commentor. The committee shall receive a copy of the revised draft and be given the opportunity to respond, reaffirm or change their vote per Section 1.8.1.6.

4.2.3 Unresolved negative ballots.

Unresolved negative comments along with evidence of an attempt to resolve the negative comment(s) shall be forwarded to the Board of Directors for their review and consideration. If the Board of Directors determines that sufficient effort has been made to resolve the negative comment(s), the negative comment(s) shall be maintained on file to be considered during the next revision cycle of the standard. If the Board of Directors determines that insufficient effort has been made to resolve the negative ballot comment(s), the draft shall be returned to the Committee for further review and consideration. A written notification of the right to appeal for unresolved negative comments resulting from public review shall be sent to the person submitting the negative comment.

4.3 ANSI General Requirements

- 4.1.1 Openness – Openness means that participation in the development of a standard is open to all persons interested or affected by the standard; and that timely notice of intent to act on a standard, or proposed standard, has been given.
- 4.1.2 Balance – Balance means that all segments of the industry are represented and that the process is not dominated by any single interest.
- 4.1.3 Consensus – Consensus means that the concerned parties reached an agreement that the standard is the best technical document based on available information.
- 4.1.4 Due Process – Due process means that anyone interested or affected by the standard has the right to participate by:
 - a) Expressing a position & basis.
 - b) Having their position considered.
 - c) Appealing if adversely affected.

Part V

Federal Trade Commission (F.T.C.) Consent Order

Part I.

It is ordered that respondent American Society of Sanitary Engineering, its successors and assigns, and respondent's officers, agents, representatives, employees, and committees, directly or through any corporate or other device, in connection with any standard or seal of approval in or affecting commerce, as "commerce" is defined in the Federal Trade Commission Act (hereinafter standard or seal of approval), do forthwith cease and desist, from directly or indirectly:

- A. failing to issue a new standard or a modification of an existing standard, after receipt of a written application requesting such actions, for the reason that the product to be covered by the requested standard or modification is: (1) patented or (2) produced by only one manufacturer or a limited number of manufacturers;
- B. failing to issue for any product a new standard, a modification of an existing standard, or a seal of approval whenever (1) ASSE has received a written application requesting such action, (2) ASSE has already issued a standard, a modification of a standard, or a seal of approval covering any competing product(s), (3) the applicant has reasonable established in its application that its product adequately meets the implicit or explicit performance goals required by the existing standard covering any competing product(s) (e.g., the applicant has proposed competent and reliable testing criteria for the product and, under the proposed criteria, has demonstrated that the product meets the existing standard's performance goals), and (4) ASSE does not at that time possess and rely upon a justification for failing to issue the requested standard, modification, or seal of approval that would satisfy reasonable standard setting criteria.

Part II.

It is further ordered that whenever (1) ASSE receives for any product a written application requesting that ASSE issue a new standard, a modification of an existing standard, or a seal of approval (2) ASSE has already issued a standard, a modification of a standard, or a seal of approval covering any competing product(s), (3) the applicant has reasonably established in its application that its product adequately meets the implicit or explicit performance goals required by the existing standard covering any competing products, and (4) ASSE fails to issue the requested standard, modification, or seal of approval, ASSE shall:

- A. provide to the applicant a written statement of the justification and basis for the failure, including the identification of the standard setting criteria and tests or other evidence or information upon which ASSE relied; and
- B. maintain copies of applicant's submissions, of all responses made to applicant, of the applicant's responses thereto, if any, and of the justifications and bases for the final decisions.

Part VI

Product Performance Document

6.0 Scope

6.0.1 The Product Standards Committee of ASSE shall develop product performance documents. These are interim documents with a three (3) year life that allows ASSE seals to be granted to new products during the normal development time of a product standard as defined in Part 1 of these procedures. The product performance document shall incorporate test procedures for devices, fixtures, appliances and materials pertaining to plumbing which are in the interest of protecting the public health. These product performance documents shall include requirements for safety, health, construction, maintenance, performance and/or operation of equipment and materials for plumbing.

6.1 Development

6.1.1 A proponent of a product performance document must comply with the requirements in “Appendix E” and present a complete draft document in accordance with “Appendix D” to the PSC Chairperson. Each product performance document shall be developed using the Standardized Format located in Appendix D of these procedures.

6.1.2 The PSC Chairperson shall appoint a product performance document review panel, comprised of six (6) members including four (4) members from the PSC, one (1) member from the Seal Control Board, and the proponent of the document. This panel is to review the proposed document in detail. The panel shall recommend to the PSC to adopt or reject the document. The recommendation to adopt from the panel must be a unanimous decision.

6.2 Conversion to an ASSE Product Standard

Based on the PSC’s acceptance of the product performance document, the PSC shall proceed with developing the product performance document into an ASSE Product Standard as outlined in these procedures under Part I.

Appendix A

Application for Committee/ Working Group Membership

COMMITTEE OR WORKING GROUP: _____

NAME: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FACSIMILE: _____

E-MAIL: _____

1. QUALIFICATIONS OF APPLICANT

- (a) Evidence of general knowledge and competence in the scope (work) of the Committee/Working Group (please attach resume).

- (b) Specific relationship of applicant to one or more elements of the scope of the Committee/Working Group:

- (c) Will the applicant be able to actively participate in the work of the Committee/Working Group including responding to correspondence and attending Committee/Working Group meetings.

2. REPRESENTATION

Would the nominee represent an organization in addition to their own employer (*please indicate organization and include authorization*):

3. FUNDING

- (a) What person, organization or company would fund participation:

(OVER)

(b) Background and description of employer/organization funding participation:

4. ADDITIONAL COMMENTS

If appointed, I agree to abide by the procedures outlined in the ASSE Procedures for the development of Standards for the Plumbing Industry, and the procedures of the American National Standards Institute. I hereby agree to notify the Standards Coordinator and the Committee/Working Group Chair of any change in status - including employment, representation, or funding. I also agree that ASSE shall have, and I hereby grant, all and full rights in copyright in any material which I author, either individually or with others, as a member of a Committee/Working Group, or which I submit for the proposed use of the Committee/Working Group in an ASSE Standard (product performance or professional qualification) or other ASSE publication. I further acknowledge that I acquire no rights in any publication of ASSE and the copyright and all rights in all materials produced by an ASSE Committee/ Working Group are owned by ASSE and that ASSE may register copyright in its own name.

SIGNATURE: _____

DATE: _____

Appendix B

ASSE Records Retention Policy

Documentation as referenced in Appendix H relating to each ASSE standard shall be maintained by the ASSE Standards Coordinator until the standard has completed the next revision cycle. Once the standard has been revised, documentation relating to the previous revision may be discarded.

For standards that have been withdrawn by ASSE, the records of the latest revision shall be maintained for a five (5) year period from the date of withdrawal. After the five (5) year period, the records may be discarded.

Appendix C

ASSE Interpretation Policy

C1.0 General

The following is the Interpretations Procedures to be used by the ASSE PSC and PQSC for the purpose of providing interpretations of any specific provision(s) of the standards under the jurisdiction of the committee. Only the committee shall have the authority to render an interpretation of a standard.

Note: This Interpretations Procedure does not prevent the Committee Chairperson, Vice- Chairperson, Standards Coordinator or any member of the committee or the supervising subcommittee from commenting on the meaning or intent of any provision of a standard provided:

- C1.1 The person rendering the opinion orally or in writing clearly states that “the opinion is personal and does not represent the position of the committee and may not be considered to be or relied on as such; and
- C1.2 Written opinions are rendered only in response to written requests and a copy of the request and the responses are sent the Standards Coordinator.

C2.0 Nature of Interpretations

The general forms of interpretations are recognized:

- C2.1 Interpretations of the literal text, and
- C2.2 Interpretations of the intent when the particular text was adopted.

C3.0 Editions to be Interpreted

Interpretations shall be rendered only on the text of the latest edition of the standard and addenda thereto, except at the discretion of the committee for standards referenced in current regulatory documents.

C4.0 Method of Requesting Interpretations

A request for an interpretation shall be directed to the Chairperson or Standards Coordinator, c/o the ASSE International Office. The request shall include a statement in which shall appear specific references to the need for an interpretation and shall identify the portion (section, paragraph, etc.) of the standard and the edition of the standard on which an interpretation is requested. Such a request shall be in writing, shall indicate the interest of the requester and shall be duly signed. Brochures, photographs or other such material necessary to consider the request shall be provided by the requester.

C5.0 Qualifications for Processing

A request for an interpretation may be processed if it:

- C5.1 Complies with 2 and 4, above,
- C5.2 Does not involve a determination of compliance with a standard of a design, installation, or product or equivalency of protection,
- C5.3 Does not involve a review of plans or specifications, or require judgment or knowledge that can only be acquired as a result of on-site inspection, and
- C5.4 Does not involve text that clearly and decisively provides the requested information.

The committee officers shall determine whether a request for an interpretation meets the above qualifications.

C6.0 Editing of Interpretation Request

A request for an interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester for agreement before being processed further.

C7.0 Establishment of Interpretation Panel

If accepted for consideration, each request shall be submitted to an Interpretation Panel comprised of five or more individuals, preferably members of the committee, appointed by the committee Chairperson. The ASSE Staff Engineer shall be a member of all Interpretations Panels. No person shall be eligible for appointment to an Interpretations Panel if he is directly involved in the particular case prompting the request for the interpretation. The Interpretations Panel should include members representing the same interest categories as the requester and other parties involved.

C8.0 Voting on Interpretations

The Interpretations Panel shall reach agreement by a simple majority. The Chairperson of the Interpretations Panel shall present written recommendations of the Interpretations Panel, including the vote, to the Chairperson of the committee for consideration by the committee. An interpretation shall require a two-third (2/3) majority agreement of the entire voting membership of the committee when a letter ballot is issued; or by a two-third (2/3) majority of those present at a scheduled meeting provided a quorum as defined in Section 1.7.7.1 of the procedures is present at the meeting. When the necessary agreement is not received, the item shall be placed on the agenda for regular processing by the committee for subsequent possible action.

C9.0 Record of Interpretation

When an interpretation is rendered by the committee, the Standards Coordinator shall provide the requester with a copy of the interpretation. The Standards Coordinator shall maintain a record of interpretations rendered by the committee.

C10.0 Public Notice and Publication

Announcements regarding interpretations of an ASSE Standard shall be published in the ASSE News-Letter and Plumbing Standards Magazine. Interpretations shall be made accessible from the website as a downloadable file.

C11.0 Action Following Issuance of Interpretations

When the committee renders an interpretation it shall review the text of the standard on which the interpretation has been issued to determine if any change in the standard is warranted. If such a change is indicated, it shall be processed in conformance with the Committee's established procedures for revising standards.

C12.0 Applicability of Interpretations

An interpretation shall apply to the edition of the particular standard for which the interpretation is made, and to any subsequent edition of that standard in which the involved text is identical unless superseded by a later interpretation.

C13.0 Appeals

An interpretation rendered by the committee may be appealed. The appeals procedure given in the committee Procedures shall apply.

Appendix D

Standardized Format & Requirements for ASSE Product Standards

D1.0 General Notes & Requirements

- D1.1 The working group preparing a given standard must prepare and submit their work as follows:
- D1.1.1 Use only this agreed to standardized format, with the understanding that not all sections apply to all standards. Any deviation from the Standardized Format requires a detailed explanation to be submitted to the committee.
 - D1.1.2 Prepare the document in concise, good, grammatically correct, non-permissive, mandatory style English.
 - D1.1.3 All ASSE standards shall use both English and Metric conversions per the ASSE Metric Policy in Appendix F of these procedures.
 - D1.1.4 Submit, to the committee, (and subsequently to the Board of Directors), only a completed draft in its finished format. The final draft must include a foreword, the complete finished specification, all charts, figures, drawings and tables, and all required Appendices.
- D1.2 All ASSE front covers should be standardized.
- D1.2.1 Do not use the term “Sponsored by ASSE”.
 - D1.2.2 The standard’s designation shall be in the upper right corner. The designation for new or revised standards shall be “ASSE 10xx - YEAR”. For reaffirmed standards, the designation shall be “ASSE 10xx - YEAR (RYEAR)”. The first YEAR shall be the year when the standard was first approved. The YEAR in parenthesis shall indicate the year when the standard was reaffirmed.
 - D1.2.3 The date of ASSE Board of Directors approval shall be listed under the standard’s designation.
 - D1.2.4 For standards that are approved as an American National Standard, the phrase “An American National Standard” shall be published on the lower right corner of the cover.
- D1.3 The Foreword should include:
- D1.3.1 A brief history of the need for and development of the Standard.
 - D1.3.2 A statement that the Standard does not imply ASSE’s endorsement of a product which conforms to its requirements.
 - D1.3.3 A statement that compliance with the Standard does not imply acceptance by any code body and that these must be reviewed before application of a product to a particular use.
 - D1.3.4 Other required ANSI, or other related association, boiler plate language.
 - D1.3.5 A statement indicating the foreword is not a part of the standard.
 - D1.3.6 The original issuance date and all subsequent revision dates shall be included in the Foreword.
- D1.4 In the Application section (1.1), the working group must prepare and include a positive statement of where the device is to be used. If necessary, also note areas where application is limited, or prohibited; however, the tone and emphasis should be on positive statements and means of application.
- D1.5 The description of the device should be concise, covering the generic unit and, if necessary, its major critical component parts. This should be a non-limiting description and the statement should note that “other configurations achieving the performance requirements of this standard will be acceptable.

- D1.6 In the Performance Requirements and Compliance Testing Section, the Subcommittee should select those topic areas where performance is to be specified/defined. No subjective statements will be permitted (e.g., the unit will not cause “excessive noise”, etc.). Each performance statement must be specific and supported by a performance test.
- D1.7 All charts, tables, diagrams and drawings are to be integrated with the text referring to them. A separate section containing all of the material in one location is not acceptable.
- D1.8 All numbered values are to be given in both S.I. Metric units (stated first and using nomenclature and units per ISO standard R-1000) and U.S. units (noted second and in parenthesis).
- D1.9 The Compliance Testing portion of Section 3, Performance Requirements and Compliance Testing, is most important. A detailed test for each specified performance requirement is needed. The test procedure may reference other acceptable tests, or may be a custom test for this standard. The test procedure must include such items as:
- D1.9.1 Values of test pressure (especially for flow and not pressure test applications).
 - D1.9.2 Temperatures during the test procedure.
 - D1.9.3 Proper sequence of test (if more than one is performed).
 - D1.9.4 Number of test cycles.
 - D1.9.5 Repeatability of tests.
 - D1.9.6 All in-line devices shall have a flow rate set at 3.048 m (10 feet) per second for testing.
- The specific parameters and readings of the test which are to be reported. (The Group should also suggest a test report format.)
- D1.10 In the Test Specimen section (2.0), it must be clear that the failure of any one of the tested devices to meet any of the requirements shall constitute a rejection of the device under test.
- D1.11 All technical words/terms/phrases used in the document must be defined. If a word is already defined in the ASSE Dictionary, no further definition is required. If not, a concise, clear definition of the word should be given in the Definitions section of the standard. When defining words not covered in the ASSE Dictionary, the first source of a supplementary definition should be other ASSE Standards. Every effort should be made to have consistent supplementary definitions between the various ASSE Standards.
- When a new term is defined, a copy of the definition should be forwarded to the Chairperson of the ASSE Plumbing Nomenclature committee for inclusion in later editions of the dictionary.
- D1.12 Installation recommendations shall be placed in an Appendix.
- D1.13 All ASSE standards shall use both English and metric conversions per the ASSE Metric Policy in Appendix F of these Procedures.

STANDARDIZED FORMAT

ASSE Standard # _____

Title: _____

FOREWORD

This foreword shall not be considered a part of the standard, however, it is offered to provide background information.

ASSE Standards are developed in the interest of consumer safety.

(A brief statement of the need for and development of the standard.)

Recognition is made of the time volunteered by members of the working group and of the support of the manufacturers who also participated in the meetings for this standard.

This standard does not imply ASSE's endorsement of a product which conforms to these requirements.

Compliance with this standard does not imply acceptance by any code body.

It is recommended that these devices be installed consistent with local codes by qualified and trained professionals. (for non-field testable devices only) **It is recommended that these devices be replaced every xx years.**

This standard was promulgated in accordance with procedures developed by the American National Standards Institute (ANSI).

SECTION I

1.0 General

1.1 Application

(In the application section (1.1) the working group must prepare and include a positive statement of where the device is to be used. If necessary, also note areas where application is limited, or prohibited; however, the tone and emphasis should be on positive statements and means of application.)

1.2 Scope

1.2.1 Description

(The description of the device should be concise, covering the generic unit and, if necessary, its major critical component parts. This should be a non-limiting description and the statement should note that "other configurations achieving the performance requirements of this standard will be acceptable.)

1.2.2 Size Range

1.2.3 Flow Range

1.2.4 Pressure Range

1.2.5 Temperature Range

1.3 Reference Standards

SECTION II

2.0 Test Specimens

2.1 Samples Submitted

Three (3) devices of each type, model and size shall be submitted by the manufacturer.

2.2 Samples Tested

The testing agency shall select one (1) of each type, model and size for the full test. Tests shall be performed in the order listed in Section III of this standard. All tests shall be conducted on one sample unless the otherwise specified in the standard.

2.3 Documentation

Assembly drawings, installation instructions and other data which are needed to enable a testing agency to determine compliance with this standard shall accompany devices when submitted for examination and performance tests under this standard.

2.4 Rejection

Failure of one (1) device shall result in a rejection of that type, model and size.

SECTION III

3.0 Performance Requirements and Compliance Testing

3.x Title of the test

3.x.1 Purpose

The purpose shall state why the test is to be conducted.

3.x.2 Procedures

The procedure shall detail how the test shall be performed. Include schematic drawings which indicate how the laboratory shall proceed. All valves and components shall be numbered and referred to in the test.

3.x.3 Criteria

The criteria shall state the parameters for which the test is conducted - i.e.: what constitutes passing or failing the test.

Typical Sections Follow

3.1 Flow

3.2 Pressure Drop

3.3 Velocity

3.4 Temperature

3.5 Surge Conditions

3.6 Life Cycling

3.7 Back Pressure

3.8 Backsiphonage

3.9 Atmospheric Vent

3.10 Drainability

3.11 Repairability

3.12 Adjustments

3.13 Test cocks

3.14 Air Gaps

3.15 Mis-assembly

3.16 Interchangeability

3.17 Water Hammer

3.18 Shock

3.19 Noise

SECTION IV

4.0 Detailed Requirements

4.1 Materials

4.1.1 Materials

(Each working group shall determine what material specifications and standards references need to be included in the standard, including requirements for toxicity if applicable.)

4.2 Documentation

4.2.1 Drawings

Assembly drawings, schematics and other data which is helpful to the installer and needed by the testing agency to determine compliance with shall accompany the product when submitted for examination and testing under this standard.

4.2.2 Installation Instructions

Instructions for installation, maintenance and testing shall be packaged with the device. These instructions shall provide information necessary to allow a correct installation, show the correct installation position, field maintenance, field repair and field testing.

The device shall be installed in an accessible location and sized per the plumbing code having jurisdiction.

4.3 Markings

4.2.1 Marking of Devices

Each device shall have the following information marked on it where it shall be visible after the device has been installed:

- A. Name of manufacturer or trade mark
- B. Type and model number of the device

4.2.2 The markings shall be either etched, cast, stamped or engraved on the body of the device or on a plate made of a corrosion resistant material securely attached to the device with a corrosion resistant means.

SECTION V

5.0 Definitions

(Mandatory Statement) Definitions in the standard shall take precedence over any other publication. Definitions not shown are found in the Plumbing Dictionary (applicable edition) published by ASSE.

APPENDIX A

(Mandatory Statement) This appendix shall not be considered a part of the standard.

Appendix E

Request for the Development of an ASSE Standard Form

Company Official _____ Title _____

Company Name _____

Mailing Address _____

Phone Number (_____) _____ Fax Number (_____) _____

Generic Product Name _____

Product Description _____

Application/ Use _____

Patent (Pending) Number _____

Why do you require the development of a standard for this product? (Cite special attention to the public's safety, health and welfare.)

To your knowledge are there any standards for the product which presently exist? Is so, please advise of their number, designation and the name of the sponsoring organization. _____

Has a draft for the proposed standard been prepared? _____

List documents enclosed (please provide five (5) of each for distribution): _____

By submitting this request to ASSE, the entity making this request agrees to recognize all changes to the standard once adopted, in order to maintain the ASSE Product Seal.

Assuming favorable response to this request from ASSE, we ask you to recommend the names, addresses, telephone and fax numbers for participants to serve on the working group to help develop this standard on the reverse side of this form. Be certain to include the names of all manufacturers of which you have knowledge who make the product identified above.

For ASSE Staff use only.

Date Received _____

ASSE Standard Number and Title _____

Assignment Date _____

Appendix F

ASSE Metric Policy

All ASSE Product Performance standards shall use both English and metric measurements. The English measurements shall be the predominant measurement used with the metric equivalent listed in parentheses as the secondary measurement. Conversions in ASSE standards shall be made using the ASSE English to Metric Converter software which is located on the ASSE website, www.asse-plumbing.org.

When using an imperial to metric conversion factor in an ASSE standard, and the converted metric number results in a smaller magnitude number, use the number of significant digits in the imperial number plus one. When using an imperial to metric conversion factor in an ASSE standard, and the converted metric number results in a larger magnitude number, use the same number of significant digits as the imperial number.

The following rules shall be used in determining the number of significant digits:

- 1) Zeros in the beginning of a number are not significant.
- 2) Zeros at the end of a number count only if there is a decimal point in the number.
- 3) The digits 1-9 are always significant.
- 4) Zeros between the digits 1-9 are always significant.

The following rules shall be used for determining if a number is to be rounded:

- 1) If the last number is four (4) or less, leave the preceding number unchanged.
- 2) If the last number is five (5) or more, round the preceding number up to the next digit.

F1.0 Conversions and Rounding

F1.1 Linear

To convert inches to mm, use the following formula:

$$1 \text{ inch} = 25.4 \text{ mm}$$

In the body of an ASSE standard, conversions for sizes up to four (4) inches shall be to the nearest 0.1 mm.

For sizes four (4) inches and higher, conversions shall be to the nearest mm.

F1.2 Temperature

To convert degrees Fahrenheit (°F) to degrees Celsius (°C), use the following formula:

$$(\text{xx } ^\circ\text{F} - 32) (5/9) = \text{xx } ^\circ\text{C}$$

To convert degrees Celsius (°C) to degrees Fahrenheit (°F), use the following formula:

$$[\text{xx } ^\circ\text{C} (9/5)] + 32 = \text{xx } ^\circ\text{F}$$

In the body of an ASSE standard, conversions for temperature shall be rounded to the first decimal point.

Incremental changes in temperature shall use the following chart.

xx °F (5/9) = xx °C		xx °C (9/5) = xx °F	
°F	°C	°C	°F
1	0.6	1	1.8
2	1.1	2	3.6
3	1.7	3	5.4
4	2.2	4	7.2
5	2.8	5	9.0
6	3.3	6	10.8
7	3.9	7	12.6
8	4.4	8	14.4
9	5.0	9	16.2
10	5.6	10	18.0

F1.3 Pipe & Tube

Few, if any, pipe products have actual dimensions that are in even, round inch-pound numbers. Therefore, there is no need to convert them to even round metric numbers. Instead, only their names will change from inch-pound (nominal pipe size - NPS) to metric (diameter nominal - DN).

The inch mark (") and millimeter (mm) designations shall not be used when referring to pipe and tube dimensions.

F1.4 Pipe Threads

Pipe threads are not convertible dimensions. Metric and English dimensions shall be stated independently. (For example, there is no metric equivalent for the thread sizes identified in ASME B1.20.1.)

F1.5 Pressure

To convert pounds per square inch (psi) to kilopascals (kPa), use the following formula:
 1 pound/sq. inch (psi) = 6.895 kilopascals (kPa)

F1.6 Mass

To convert pounds to grams, use the following formula:
 1 pound = 2205 grams

F1.7 Flow Rate

To convert gallons per minute (GPM) to liters per minute (L/min), use the following formula:
 1 GPM = 3.785 L/min

F1.8 Velocity (Speed)

To convert velocity from one foot per second (f/s) to meters per second (m/s), use the following formula:
 1 f/s = 0.3048 m/s

F1.9 Mass Flow Rate

To convert mass flow rate from pound per minute (#/min) to kilograms per minute (kg/min), use the following formula:
 1 #/min = 0.4536 kg/min

F1.10 Area

To convert area from square inches (in²) to square millimeters (mm²), use the following formula:
 1 in² = 645.2 mm²

F1.11 Volume

To convert volume from cubic inches (in³) to cubic millimeters (mm³), use the following formula:

$$1 \text{ in}^3 = 16,387 \text{ mm}^3$$

F1.12 Horsepower

To convert from horsepower (hp) to kilowatts (kw), use the following formula:

$$1 \text{ hp} = 0.746 \text{ kw}$$

F1.13 Force

To convert force from pound-force (#-force) to Newtons (N), use the following formula:

$$1 \text{ #-force} = 4.448 \text{ N}$$

F1.14 Torque (Bending Moment or Turning Effort)

To convert torque from pound-foot (#-ft) to Newtons-meters (N.m), use the following formula:

$$1 \text{ #-ft} = 1.356 \text{ N.m}$$

F1.15 Density

To convert density from pound-mass per cubic feet (#-mass/ft³) to kilograms per cubic meters (kg/m³), use the following formula:

$$1 \text{ #-mass/ft}^3 = 16.018 \text{ kg/m}^3$$

F1.16 Vacuum

To convert vacuum from inches of mercury (inches Hg) to kilopascals (kPa), use the following formula:

$$\text{at } 60.0 \text{ }^\circ\text{F (15.6 }^\circ\text{C), } xx \text{ inches of Hg} \times 3.37685 = xx \text{ kPa}$$

$$\text{at } 0 \text{ }^\circ\text{F (0 }^\circ\text{C), } xx \text{ inches of Hg} \times 3.386 = xx \text{ kPa}$$

F1.17 Abbreviations

Common abbreviations used in the plumbing industry are as follows:

N = National (American) Standard

P = Pipe

T = Taper

C = Coupling

S = Straight

M = Mechanical

L = Locknut

H = Hose Coupling

R = Railing Fittings

Appendix G

Standards Harmonization Procedures

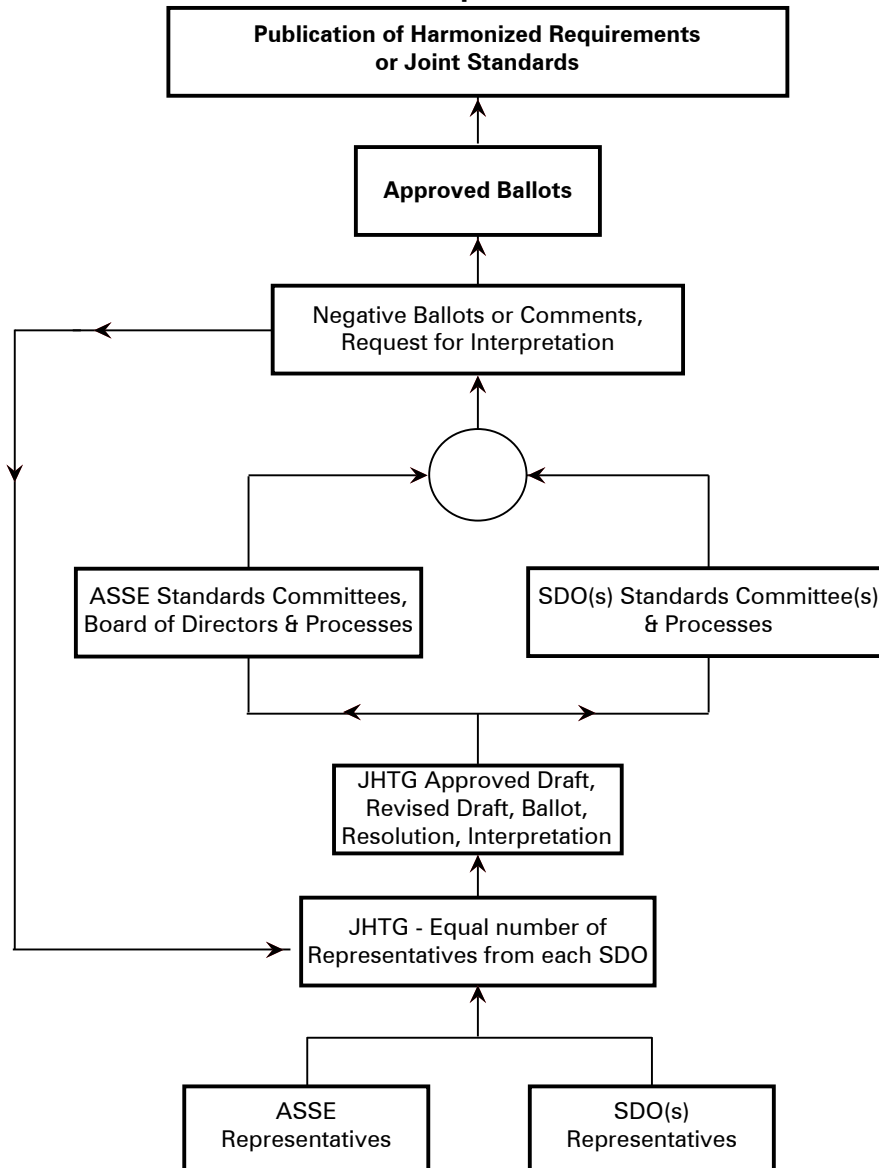
G1.0 Purpose

The purpose of the harmonization procedures is to coordinate the development of harmonized and/or joint standards and to promote the adoption of harmonized criteria for plumbing standards internationally.

G2.0 Organization

G2.1 The formation of a Joint Harmonization Task Group (JHTG) is provided for with reporting structure through to the ASSE Standards Committee and the applicable SDO Committees (See Figure 1 - Flow Chart). Further processing, up to and including national standards status, is an option.

Figure 1
Harmonization Task Group Procedures Flow Chart



G3.0 Administrative Secretariat

Either ASSE or the applicable SDO shall be designated as the Administrative Secretariat for the harmonization task group. The Secretariat shall be responsible for the administration of the task group including:

- 1) maintaining records; and
- 2) making arrangements for meetings, preparing agendas and issuing minutes.

G4.0 Members

The JHTG shall consist of an equal number of voting members (not less than three) as appointed by and representing ASSE and the representatives of all applicable SDO(s).

The ASSE members shall be appointed by the Standards Committee Chairperson.

The ASSE Standards Coordinator and an equivalent staff member of the applicable SDO(s) shall be nonvoting members of the task group.

G5.0 Officers

The task group shall be jointly chaired by members representing ASSE and all of the applicable SDO(s) as agreed upon by the participating members of the JHTG.

G6.0 Responsibilities

The responsibilities of the task group shall include the following tasks:

- 1) Establish Working Groups, as required, and encourage participation by all interested parties;
- 2) Develop or revise standards for the purpose of harmonization;
- 3) Submit draft standards to the respective ASSE and SDO(s) committees for approval;
- 4) Resolve negative ballots and comments from all level of balloting with documented rationalization.
- 5) Any proposed changes to the draft resulting from resolution of comments shall be forwarded to all the SDO(s) committees for approval.
- 6) Revise joint standards in accordance with these procedures (see flow chart).
- 7) Promote newly developed or revised standards as joint standards.
- 8) Provide interpretations of the harmonized standard.

G7.0 Interpretations

All requests for interpretations that have that have been received by any participating SDO(s) shall be forwarded to the JHTG for review and interpretation.

A request for interpretation should be clear and unambiguous. The request should

- 1) define the problem, making reference to the specific section, clause or paragraph, and, where appropriate, include an illustrative sketch;
- 2) provide an explanation of circumstances surrounding the actual field condition; and
- 3) be phrased where possible to permit a specific “yes” or “no” answer.
- 4) Reconsider any interpretation when or if additional information that might affect an interpretation is available

The JHTG interpretation is forwarded to each participating Committee for review and subsequent publication in accordance with each respective SDO(s) policy and procedures.

Appendix H

Documentation

H1.0 Documentation

H2.0 ASSE Organizational Chart

File location: g:\data\board of directors\ASSE organizational chart (current year).pdf

H3.0 Standards Organizational Chart

File location: g:\data\board of directors\ASSE Standards & Seals organizational chart.pdf

H4.0 Documents (listed alphabetically by title)

- 1) ANSI BSR-8 Form
 - a) File location: <http://psawebforms.ansi.org/BSR/default.asp>
 - b) Board of Standards Review 8 Form – Submit to ANSI near the end of the development or revision process. This form opens the ANSI 60-day public review period. Announcements are made in the Standards Action. Public review comments submitted during the time period must be addressed prior to submitting the BSR-9 form.
- 2) ANSI BSR-9 Form
 - a) File location: g:\standard\ansi\BSR-9 form.doc
 - b) Board of Standards Review 8 Form – Submit to ANSI at the close of the 60-day public review period. This form is our request that our standard be ANSI accredited.
- 3) ANSI Compliance Form

ANSI staff transmits this form electronically to the SDO representative annually.
- 4) ANSI PINS Form
 - a) File location: <http://psawebforms.ansi.org/PINS/default.asp>
 - b) Project Initiation Notification Systems Form – Submit to ANSI at the beginning of a project to register with them that ASSE is working on a standard for a particular product or professional. Needs to be submitted whenever we start the revision of an existing standard. ANSI publishes our intent in the Standards Action so that any interested party may participate.
- 5) Application for Committee-Working Group
 - a) File location: g:\standard\Application for Committee-Working Group.doc
 - b) Form filled out by members of an ASSE Standards Committee and/or Working Groups.
- 6) Board of Directors Ballot
 - a) File location: g:\standards\ballots\BD ballots.pmd (Pagemaker) and g:\standards\ballots\BD ballots.pmd
 - b) Issued when the standard is approved by the PSC or PQSC for their review and ballot. Ballot issue is whether or not to adopt the draft standard as an ASSE standard.
- 7) Board of Directors Ballot Summary Form
 - a) File location: g:\standard\ballots\BOD ballot summary.pmd
 - b) Used to track how BOD members vote on a standard.

- 8) Interpretation Log Sheet
 - a) File location: g:\standard\interpretation log sheet.pmd
 - b) Form used to track interpretations from initial request through issuance.
- 9) Library of Congress Form TX (Copyright Application)
 - a) File location: <http://www.copyright.gov/forms/formtxi.pdf>
 - b) Form used to submit a literary work to the Copyright Office to request copyright protection.
- 10) Procedures for Errata Sheets Check List
 - a) File location: g:\standard\errata sheet form.pmd
 - b) Used to track errata sheets from initial request through issuance.
- 11) Product Standard Template
 - a) File location: g:\standard\Product standard template.PMT
 - b) File location: g:\standard\STANDARDIZED FORMAT GUIDE.doc
- 12) PSC Ballot
 - a) File location: g:\standards\ballots\PSC ballots.pmd)
 - b) Issued when the standard is approved by the Working Group and sent forward to the PSC for their review and ballot.
- 13) PSC Ballot – New Standard
 - a) File location: g:\standards\ballots\PSC Ballot - new standard.pmd
 - b) Issued when a request is received to develop a new standard.
- 14) PSC Ballot Summary Form
 - a) File location: g:\standard\ballots\PSC ballot summary.pmd
 - b) Used to track how PSC members vote on a standard.
- 15) PSC Confirmation Ballot
 - a) File location: g:\standards\ballots\PSC confirmation ballots.pmd
 - b) Issued when the consensus (minimum of 10 affirmative ballots) of the PSC approves a draft, and non-technical changes were made to address previous ballot comments.
- 16) PSC Sign-in Sheet
 - a) File location: g:\standard\meetings\PSC sign-in sheet.pmd
 - b) Official sign-in sheets for PSC members for the Mid-Year and Annual Meetings.
- 17) PQSC Ballot
 - a) File location: g:\standards\ballots\PQSC ballots.pmd)
 - b) Issued when the standard is approved by the Working Group and sent forward to the PSC for their review and ballot.
- 18) PQSC Ballot – New Standard
 - a) File location: g:\standards\ballots\PQSC Ballot - new standard.pmd
 - b) Issued when a request is received to develop a new standard.
- 19) PQSC Ballot Summary Form
 - a) File location: g:\standard\ballots\PQSC ballot summary.pmd
 - b) Used to track how PQSC members vote on a standard.

- 20) PQSC Confirmation Ballot
 - a) File location: g:\standards\ballots\PSC confirmation ballots.pmd
 - b) Issued when the consensus (minimum of 10 affirmative ballots) of the PSC approves a draft, and non-technical changes were made to address previous ballot comments.
- 21) PQSC Sign-in Sheet
 - a) File location: g:\standard\meetings\PQSC sign-in sheet.pmd
 - b) Official sign-in sheets for PQSC members for the Mid-Year and Annual Meetings.
- 22) Quality Manual Controlled Distribution Record Log
 - a) File location: g:\standard\standards quality manual\Standards QM Controlled Distribution Record.xls
 - b) Used to track who receives which controlled numbered edition of the quality manual.
- 23) Reminder Notice
 - a) File location: g:\standard\form letters\Reminder Notice.doc
 - b) Used to remind Working Group, PSC, PQSC or Board members that a ballot is due.
- 24) Request for the Development of an ASSE Standard
 - a) File location: g:\standard\procedures\Request for the Development of an ASSE Standard Form.doc
 - b) Form used by the industry to initiate the development process of an ASSE standard.
- 25) Revised and New Product Standards Procedures
 - a) File location: g:\standard\revised-new product performance standards procedures.doc
 - b) Used to track activities once a product standard is approved.
- 26) Revised and New Professional Qualifications Standards Procedures
 - a) File location: g:\standard\revised-new pq standards procedures.doc
 - b) Used to track activities once a professional qualifications standard is approved.
- 27) Right to Appeal Letter
 - a) File location: g:\standard\form letters\Reminder Notice.doc
 - b) Used to notify Working Group, PSC, PQSC or Board members that they have the right to appeal the decision to move a draft standard forward..
- 28) Standards Classifications Chart
 - a) File location: g:\standard\standards classification.exl (Excel file)
 - b) Used to assign classifications to the standards, i.e.: backflow, drainage, mixing valves, etc.
- 29) Standards Committee Information Sheet
 - a) File location: g:\standard\committee\Standards Committee info sheet.doc
 - b) Form used to gather committee member contact information and ballot preferences.
- 30) Standards Explanatory Page to Include with Ballots
 - a) File location: g:\standards explanatory page to include with ballots.pmd
 - b) File location: g:\standards explanatory page to include with ballots.doc
 - c) File location: <http://www.asse-plumbing.org/Stds%20Explan%20Pg.pdf>
 - d) Provides a brief description of the standards process, timeline and appeals process.

- 31) Standards Tracking Sheet for ANSI Forms
 - a) File location: Standards Tracking Sheets for ANSI forms.xls
 - b) Used to track when each ANSI form is submitted.
- 32) Standards Update Chart
 - a) File location: <http://www.asse-plumbing.org/Stds%20Prog%20Info/Standards%20Updates.htm>
 - b) File location: g:\standard\standards update.xls (Excel file)
 - c) Easy reference guide distributed to the PSC, PQSC, BOD and industry members with Mid-Year Meeting agenda and Annual Meeting Agenda. The Update Chart provides:
 - The standard's designation
 - The standard's title
 - The standard's ANSI approval information
 - The standard's status, actions taking place, due dates
 - The Working Group coordinator
 - The Working Group chair
 - Remarks
 - Comments
- 33) Working Group Ballot
 - a) File location: g:\standards\ballots\WG ballots.pmd
 - b) Issued in order to move a draft standard forward, generally after a Working Group meeting or if there are only editorial or formatting changes proposed to an existing standard.
- 34) Working Group Confirmation Ballot
 - a) File location: g:\standards\ballots\WG confirmation ballots.pmd
 - b) Issued when the majority of a Working Group approves a draft, and nontechnical changes were made to address previous ballot comments.

