



NACE INTERNATIONAL TECHNICAL COMMITTEE PUBLICATIONS MANUAL

APPROVED BY THE TECHNICAL AND RESEARCH ACTIVITIES COMMITTEE

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INTRODUCTION

The purpose of this *NACE Technical Committee Publications Manual* is to explain the Association's philosophy concerning technical committee publications, to present the objectives of NACE standards, technical committee reports, and other publications, and to stipulate procedures that must be followed in the preparation, approval, reaffirmation, revision, or withdrawal of all NACE technical committee publications.

All persons are expected to adhere to the intent of these procedures when developing, revising, reaffirming or withdrawing NACE technical committee publications.

Procedures for general technical committee operations, including Task Group formation and assignments, are stated in the latest revision of the *NACE Technical Coordination Committee and Technical Committees Operating Manual (TCOM)*.

This manual shall govern the development, publication, and review of NACE International technical committee publications and shall take precedence over the *TCOM* in all activities related to technical committee publication development, including voter and officer responsibilities; meeting requirements; the review and approval process; and addressing negative votes. These are covered separately for each type of publication. For the purpose of this manual, future reference to NACE International will be "NACE."

1 GENERAL GUIDELINES FOR NACE INTERNATIONAL TECHNICAL COMMITTEE PUBLICATIONS

1.1 Task Group assignments are aimed at documenting or updating existing corrosion technology or documenting new corrosion technology. This documentation may include:

- Standards
- Technical committee reports
- Special Publications: Manuals, reference books, and compilations of reports and standards, or articles on a given subject
- Aids and adjuncts to TCC publications
- Stand-alone visual aids
- Data surveys
- Questionnaires
- Software

1.2 The guidelines presented in the *NACE International Publications Style Manual* shall be followed in writing, editing, and publishing all technical committee publications.

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

1.2.1.1 The special style guidelines may include placement of sections, titles, formatting, designations and placement of figures, handling of references, and other items that do not affect the technical content of the publication.

1.3 Headquarters shall have administrative charge of draft documents, including editing them to conform to NACE style guidelines. The Task Group chair shall be given the opportunity to review edited draft documents prior to each distribution.

1.4 Headquarters shall provide copies of relevant NACE manuals to Task Group chairs.

1.5 Headquarters shall add members to Task Group rosters upon the authorization of the Task Group chair.

2 TERMS AND ABBREVIATIONS USED IN THIS MANUAL

2.1 For the purpose of this manual, the following terms and abbreviations shall apply (unless indicated otherwise).

2.1.1 *Administrative STG* refers to the sponsoring Specific Technology Group that is responsible for supervising a specific Task Group. There is only one Administrative STG for each Task Group.

2.1.2 (1) *Balanced* refers to a Task Group in which the number of members defined as *manufacturer/producer* is less than 50% of the total committee membership. (2) *Balanced*, when applied to a consensus body, means that no single interest classification constitutes a majority of the membership of a consensus body.

2.1.3 *Ballot* refers to the form upon which a vote is cast.

2.1.4 *Classified* refers to a committee in which there can be no more than one member of the committee employed by the same company (including subsidiaries, divisions, or branches). A consultant who is retained by a company in an area of technology closely related to a proposed standard shall be considered employed by the company for the purposes of classification.

2.1.5 *Consensus* indicates substantial agreement, but not necessarily unanimity; percentages required for achieving consensus are given when appropriate.

2.1.6 *Consensus body* is the balloting list compiled from the members of the administrative and sponsoring STGs, and other interested parties who have indicated an interest in voting on a proposed standard or technical committee report.

2.1.7 *Continuous Maintenance Task Group* refers to a Task Group charged with continuously reviewing an existing material requirements standard in response to requests from the public to add or remove items or modify requirements.

2.1.8 *Corrosion* is used in this manual as a single word to describe the various phenomena of deterioration of materials or their properties.

2.1.9 *Development cycle* refers to the period of time during which a new or revised TCC publication was developed, including writing, balloting, and approval.

2.1.10 *Document* refers to an approved technical committee publication, such as NACE standards, technical committee reports, special publications, aids and adjuncts to technical publications, stand-alone visual aids, data surveys, questionnaires, and software.

2.1.11 *Draft document* refers to a proposed technical committee publication that has been submitted to Headquarters for review and editing.

2.1.12 *Draft standard* refers to a proposed standard that has been submitted to Headquarters for review and editing and is numbered and dated.

2.1.13 *Interest Classification* refers to affiliation of a voter with respect to the publication being developed and balloted as described in Paragraph 2.2.

2.1.14 *Headquarters* refers to NACE Headquarters' Technical Activities Division.

2.1.15 *Approval ballot* refers to the distribution for vote of a proposed Task Group draft document or proposed revision, reaffirmation, stabilization, or withdrawal of a Task Group document. Approval ballots are distributed by e-mail.

2.1.16 *RPC* refers to the TCC Reference Publications Committee, which is responsible for helping to editorially review and edit new draft standards and other technical committee publications.

2.1.17 *Specific Technology Group (STG)* refers to a group of technical committees organized within three general groups, Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S). A Specific Technology Group is organized to provide a structure for technical activities within a segment of its scope of activity.

2.1.18 *Sponsoring STG* refers to an STG that has direct interest in the assignment of a specific Task Group. There may be multiple sponsoring STGs for any given Task Group.

2.1.19 *Standard* refers to an approved, published NACE standard.

2.1.20 *STG Steering Committee* refers to a steering committee of a Specific Technology Group composed of the STG's officers and officers of TGs and TEGs under the STG.

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

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

2.1.22 *Task Group* refers to a small technical group charged with the development, review, reaffirmation or revision of a NACE technical committee publication.

2.1.23 *TCC* refers to the Technical Coordination Committee, the governing body for all NACE technical committees.

2.1.24 *Technical committee* refers to a NACE Specific Technology Group, Task Group, Work Group, or Technology Exchange Group that operates under the governance of the Technical Coordination Committee.

2.1.25 *Technical committee report* refers to an approved, published NACE technical committee report.

2.1.26 *Vote* refers to the completed ballot that is returned to Headquarters from a voter following an approval ballot distribution, or a voice, roll call, or show of hands vote that is taken in a meeting.

2.1.27 *Work Group* refers to a subgroup of a Task Group; the subgroup is charged with a specific assignment directly related to the Task Group publication being developed.

2.1.28 *Working draft* refers to a draft document in the early stages of development that has not been submitted to Headquarters for review and editing.

2.2 All members of a consensus body shall select the interest classification that best describes themselves as they relate to the subject matter of the proposed publication being balloted according to the following definitions:

2.2.1 *User/Consumer*—A person who purchases or uses materials, products, systems, or services addressed in the proposed publication shall be classified as a User/Consumer.

2.2.2 *Manufacturer/Producer*—A person who produces or sells materials, products, systems, or services addressed in the proposed publication shall be classified as a Manufacturer/Producer.

2.2.3 *General Interest*—A person who does not fit the definitions of any of the other interest classifications shall be classified as General Interest.

2.2.4 *Consultant*—A person who provides consulting services such as the evaluation or specification of materials, products, requirements, methods, or systems addressed in the proposed publication shall be classified as a Consultant.

2.2.5 *Contractor*—A person who engineers, applies, or installs, but does not produce materials, products, or systems addressed in the proposed publication shall be classified as a Contractor.

2.2.6 *Government/Military*—A person employed by a government agency or by the Military shall be classified as Government/Military.

2.2.7 *Research, Development, Testing*—A person who conducts research and development or provides testing services related to the content of the proposed publication shall be classified under Research, Development, Testing.

2.3 For the purposes of determining the type of revisions made to a document or draft document, and thereby determining whether a revision requires another ballot, the following definitions shall be used:

2.3.1 *Technical revision*—A revision that impacts (a) the systematic procedure by which a complex or scientific task is accomplished using the document or (b) the conclusions reached after using the document.

2.3.2 *Editorial revision*—A revision intended to make the document suitable for publication without altering the technical intent of any portion of the document. The revision is usually grammatical, typographical, or explanatory in nature or is a revision to the document's format.

3 STANDARDS

3.1 Overview

3.1.1 NACE International defines *standardization* as the process of formulating and applying rules or procedures to achieve a scientific and engineering approach to a specific activity with the cooperation of all interested parties and for the benefit of all concerned.

3.1.2 NACE standards are prepared by the Association's technical committees to serve as voluntary guidelines in the field of prevention and control of corrosion. These standards are prepared using consensus procedures.

3.1.3 All interested parties are intended to be represented in standards development, with the voting group(s) having a balanced membership of different interest classifications. NACE standards are based on the experience of the industrial, scientific, and academic communities and on the collective best thinking that can be achieved by a group of knowledgeable persons. NACE issues its standards as minimum requirements that are not intended to restrict or discourage the use of additional requirements. Therefore, NACE standards must not be considered as a restriction on the advancement and development of new materials, new techniques, or new methods.

3.1.4 The NACE patent policy in the NACE International Policies and Procedures Manual shall be followed in standards development. In cases dealing with American National Standards, the inclusion of already-owned patented technology, ANSI's patent policy (Paragraphs 3.1.4.1 to 3.1.8) shall be followed.

3.1.4.1 ANSI patent policy - Inclusion of Patents in American National Standards—There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

3.1.4.2 Participants in the NACE/ANSI standards development process are encouraged to bring patents with claims believed to be essential to the attention of NACE.

3.1.4.3 If NACE receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the procedures in this clause shall be followed.

3.1.5 Statement from Patent Holder—NACE shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or

b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:

i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

3.1.6 Record of Statement—A record of the patent holder's statement shall be retained in the files of both NACE and ANSI.

3.1.7 Notice—When NACE receives from a patent holder the assurance set forth in Paragraph 3.1.5.b above, the standard shall include a note substantially as follows:

"NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer."

3.1.8 Responsibility for identifying patents

Neither NACE nor ANSI is responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

In the preparation of standards, the principles of the *NACE Code of Ethics* shall be observed.

3.1.9 When initiating a proposed standard, the sponsoring STG(s) shall make every effort possible to prepare a performance standard that will set minimum recommended conditions or requirements for equipment, systems, methods, materials, or procedures to perform adequately in specific applications or conditions. Such conditions or requirements shall not impose limitations on the use of procedures, materials, or equipment not listed in a standard that can also be determined to work as successfully as those included in the standard.

3.1.9.1 Further, ANSI's Commercial Terms and Conditions Policy shall be followed.

3.1.10 NACE is committed to the creation and promulgation of NACE standards and will endorse other organizations' standards only when approved through the NACE consensus standards process.

3.1.11 In NACE standards, metric units must be stated first in the text. The U.S. customary unit may be mentioned following the metric unit and enclosed in parentheses. Both metric and U.S. customary units must be included in tables and figures. When a table or figure is reprinted from another source, appropriate conversion factors must be given in a footnote.

3.1.12 NACE offers its standards to the industrial and scientific communities as voluntary standards to be used by any person, company, or organization.

3.1.13 All published standards shall contain the following disclaimer on the first page, immediately below the title (and on the second page of draft standards):

This NACE International standard represents a consensus of those individual members who have reviewed this document, its scope, and provisions. Its acceptance does not in any respect preclude anyone, whether he or she has adopted the standard or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not in conformance with this standard. Nothing contained in this NACE International standard is to be construed as granting any right, by implication or otherwise, to manufacture, sell, or use in connection with any method, apparatus, or product covered by Letters Patent, or as indemnifying or protecting anyone against liability for infringement of Letters Patent. This standard represents minimum requirements and should in no way be interpreted as a restriction on the use of better procedures or materials. Neither is this standard intended to apply in all cases relating to the subject. Unpredictable circumstances may negate the usefulness of this standard in specific instances. NACE International assumes no responsibility for the interpretation or use of this standard by other parties and accepts responsibility for only those official NACE International interpretations issued by NACE International in accordance with its governing procedures and policies which preclude the issuance of interpretations by individual volunteers.

Users of this NACE International standard are responsible for reviewing appropriate health, safety, environmental, and regulatory documents and for determining their applicability in relation to this standard prior to its use. This NACE International standard may not necessarily address all potential health and safety problems or environmental hazards associated with the use of materials, equipment, and/or operations detailed or referred to within this standard. Users of this NACE International standard are also responsible for establishing appropriate health, safety, and environmental protection practices, in consultation with appropriate regulatory authorities if necessary, to achieve compliance with any existing applicable regulatory requirements prior to the use of this standard.

CAUTIONARY NOTICE: NACE International standards are subject to periodic review, and may be revised or withdrawn at any time in accordance with NACE technical committee procedures. NACE International requires that action be taken to reaffirm, revise, or withdraw this standard no later than five years from the date of initial publication and subsequently from the date of each reaffirmation or revision. The user is cautioned to obtain the latest edition. Purchasers of NACE International standards may receive current information on all standards and other NACE International publications by contacting the NACE International FirstService Department, 15835 Park Ten Place, Houston, Texas 77084-5145 (tel: +1 281-228-6200, email: firstservice@nace.org).

3.2 Objectives of NACE Standards

3.2.1 The objectives of NACE standards are:

3.2.1.1 To provide an authoritative statement on a specific, corrosion-related subject.

3.2.1.2 To promote the use of technical practices standardized through consensus review.

3.2.1.3 To reduce the economic losses resulting from corrosion.

3.2.1.4 To minimize the costs of corrosion prevention and control.

3.2.1.5 To promote the optimal use of natural resources and materials and to prevent their wastage as a result of corrosion.

3.2.1.6 To protect the environment from the effects of corrosion.

3.2.1.7 To provide a specific reference that can be used for discussion, purchase, or other interchange between parties.

3.2.1.8 To provide a source of consensus information and guidance in the fields of corrosion prevention and corrosion control technologies.

3.2.1.9 To provide an efficient method for communication among interested parties.

3.3 Classes of Standards

3.3.1 NACE issues three classes of written standards: standard practices (SP), standard test methods (TM), and standard material requirements (MR). In addition, provisions to issue visual aids and adjuncts to TCC publications that complement NACE written standards are available (see Section 7).

3.3.1.1 NACE SPs shall be methods of selection, design, installation, or operation of a material or system when corrosion is a factor. This class of standard may provide details of construction of a corrosion-control system; methods of treating the surface of materials to reduce requirements for using corrosion-control devices; criteria for the proper operation and maintenance of a corrosion-control system; methods for the proper use of corrosion-control techniques; procedures for increasing the effectiveness, safety, and economic benefits of an installation or system; procedures for proper use of an installed corrosion-control system to prevent its deterioration; or other practices requiring a description of techniques or control parameters for a system.

3.3.1.2 NACE TMs shall provide test methods related to corrosion prevention and control. This class of standard may give the method of conducting tests of any type to ascertain the characteristics of a material, design, or operation. TMs shall not include pass/fail criteria for the material, design or operation being evaluated by the TM. These criteria may be covered in SPs or MRs.

3.3.1.3 NACE MRs shall be standards that define the necessary or recommended characteristics of a material when corrosion is a factor in the selection, application, and maintenance of the material. This class of standard may include chemical composition of the material, its mechanical properties, its physical properties, material selection, and other aspects of its manufacture and application.

3.3.1.4 Any of the three standards classifications may be classified by the responsible STG as a “Stabilized Standard” if the standard has satisfied that:

3.3.1.4.1 Due process requirements for consensus as defined in the ANSI Essential Requirements were met; and

3.3.1.4.2 This standard addresses mature technology or practices, and as a result, is not likely to require revision; and

3.3.1.4.3 This standard is other than safety or health related; and

3.3.1.4.4 This standard has been reaffirmed at least once; and

3.3.1.4.5 This standard is required for use in connection with existing implementations or for reference purposes.

3.3.1.4.6 Stabilized standards do not require reaffirmation or review on a five year cycle until such time as the technology or practices change and the standard requires revision.

3.4 Responsibilities

3.4.1 Specific Technology Group Responsibilities

3.4.1.1 STGs shall have primary responsibility for developing new standards. This includes establishment of the Task Group, defining and documenting the Task Group assignment, timetable, scope of the proposed standard, and review and approval of the draft standard. See the *Technical Coordination Committee and Technical Committees Operating Manual* for procedures to establish and populate new task groups.

3.4.1.2 Standards may be developed by Task Groups jointly sponsored by two or more STGs. For jointly sponsored Task Groups, the sponsoring STG chairs shall agree on chairmanship, membership, and assignment of the Task Group. All sponsoring STGs shall be included in ballot distributions and be involved in review, reaffirmation, stabilization, withdrawal, or revision activities.

3.4.1.2.1 If two or more STGs are interested in development of a standard on the same subject, all interested STGs shall be represented on the Task Group.

3.4.1.2.2 Each interested STG shall be designated as a sponsoring STG.

3.4.1.2.2.1 One of the sponsoring STGs shall be designated as the Administrative STG.

3.4.1.2.2.1.1 Sponsoring STG chairs shall choose which STG shall administer the Task Group.

3.4.1.3 The Administrative STG shall have the responsibility for reviewing, reaffirming, withdrawing, or revising existing or proposed standards.

3.4.1.4 The Administrative STG that has responsibility for a draft standard shall be composed of at least 10 members (in total).

3.4.1.5 The Administrative STG chair, in consultation with the sponsoring STG chair(s), shall have the responsibility of appointing a Task Group chair and replacing a Task Group chair who is not providing adequate leadership or who has resigned.

3.4.2 Task Group and Work Group Responsibilities

3.4.2.1 The STG, Task Group, and Work Group chairs should work together cooperatively to fulfill the assignments.

3.4.2.2 The Task Group shall be charged by the STG(s) with writing, reviewing, or revising a standard.

3.4.2.3 The Task Group chair shall provide Headquarters with a copy of all correspondence, meeting notices, agendas, and minutes.

3.4.2.4 The Task Group chair shall provide Headquarters with authorization to add or remove members from the Task Group. A member should be added to a Task Group only after the chair has received a commitment from the member to actively participate in the committee's activities.

3.4.2.5 The Task Group chair shall ensure that minutes are taken and other pertinent records maintained and distributed as appropriate. He/she may select a secretary from among the Task Group membership to assist in this activity. Records of a Task Group's activities shall be retained through one complete development cycle, or until the standard is revised, or in the case of a standard that is withdrawn, for at least five years after the withdrawal.

3.4.2.6 The Task Group chair shall report on the progress of the committee's draft standard at each sponsoring STG steering meeting and indicate how the original timetable of the Task Group is being met. In the case of jointly sponsored Task Groups, the Task Group chair should designate an alternate for reporting when necessary.

3.4.2.7 The Task Group chair shall distribute copies of all correspondence related to the progress of a draft standard to the sponsoring STG chair(s) and Headquarters.

3.4.2.8 Task Groups developing MRs shall be balanced and classified and shall consist of no fewer than three members in the *manufacturer/producer* interest classification and four members from the other interest classifications (see Paragraph 2.2).

3.4.2.9 Upon completion of the assignment or disbandment of the Task Group, the Task Group chair shall forward originals of all files to Headquarters for appropriate record retention through one development cycle, or until the standard is revised, in accordance with ANSI procedures for standards. In the case of withdrawn standards, records shall be retained for at least five years after withdrawal of the standard.

3.4.3 Headquarters' Administrative Responsibilities

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

3.4.3.2 Headquarters shall provide timely and adequate public notice of intent to prepare a standard as well as the time and place of Task Group meetings to give an opportunity for all interested parties to participate.

3.4.3.3 Headquarters shall notify responsible individuals of the schedule for reviewing existing standards. The schedule shall be published annually in *Materials Performance*.

3.4.3.4 Headquarters shall ensure that copies of all correspondence sent to Technology Coordinators are sent to the appropriate Associate Technology Coordinators.

3.4.4 TCC Responsibilities

3.4.4.1 The TCC shall respond to ballots regarding the standards-writing process.

3.4.4.2 The TCC shall review an arbitration appeal in accordance with the section titled *Appeals Process for Alleged Procedural Infraction*.

3.4.4.3 The TCC shall review and act on proposed amendments to this manual.

3.4.5 Voter Responsibility

3.4.5.1 Eligible voters shall use the online balloting system by the stated deadlines and indicate the interest classification they fall into for the document being balloted.

3.4.5.2 When sent written notification that seeks action on the status of a negative, the negative voter should respond in writing within four weeks of the distribution date. The task group shall not change a vote unless instructed in writing (including electronic communications) to do so by the voter.

3.4.5.2.1 All negative votes that are unresolved shall be reported as unresolved negatives, and recorded as such. These votes and attempts at resolution shall be circulated to members on the original distribution list for the ballot, in the form of a rebalot with a response deadline of four weeks.

3.4.6 Reference Publications Committee (RPC) Responsibilities

3.4.6.1 The RPC shall review new draft standards for editorial items included in RPC's purview.⁽¹⁾ Such reviews are to be conducted in a timely manner.

3.4.6.2 This manual takes precedence over any procedures listed within the *RPC Guidelines*.

3.5 Task Group Operations

3.5.1 Formation of Standards-Writing Task Groups (See the *Technical Coordination Committee and Technical Committees Operating Manual [TCOM]* for procedures on formation of Task Groups).

3.5.2 Task Group Meetings

3.5.2.1 Task Groups shall meet as often as required to meet the Task Group's goal.

3.5.2.1.1 The staff liaison shall be notified of all Task Group meetings, including those not held at Annual Conference or Corrosion Technology Week.

3.5.2.1.2 All Task Group meetings are open meetings. Task Group members are eligible voters. The Task Group chair or the chair's designee determines the organization of the meeting.

3.5.2.1.3 Task Groups must meet at least once per year. They are encouraged to meet at Corrosion Technology Week or at the Association's Annual Conference

⁽¹⁾ See the Guidelines on TCC Reference Publications Committee (RPC) Operations, NACE (latest edition).

when there is need and justification. Requests must be made using NACE-approved online meeting request forms.

3.5.2.1.3.1 The Task Group chair shall distribute agendas to members of the sponsoring group(s) four weeks in advance of each meeting using NACE Committee Workspace (NCW). The Task Group chair is responsible for uploading agendas four weeks in advance of meetings held at Annual Conference or Corrosion Technology Week. The expanded agenda format should be used with supporting material attached, and specific topics for discussion and proposed actions should be identified.

3.5.2.1.3.2 The Task Group chair shall be responsible, but may delegate the task of preparing meeting minutes and uploading them to NCW within four weeks of the meeting to the vice chair.

3.5.2.2 In addition, Task Groups may meet at other times as necessary to complete their task in a timely manner. To accelerate document completion, Task Groups are encouraged to meet using methods that do not require physical attendance, such as teleconferences, on-line meetings, etc. In such cases, the following shall supersede all prior requirements:

3.5.2.2.1 The Task Group chair shall assure that adequate notice (four weeks minimum) and agendas are supplied through Headquarters using NCW to all Task Group members and other interested parties who have notified Headquarters of their interest in receiving Task Group documents. The sponsoring STG chair(s) and Technology Coordinator must be informed of such meetings.

3.5.2.2.2 The Task Group Chair is responsible for assuring that minutes are uploaded to NCW and shall distribute them immediately to Task Group members and other meeting attendees and also in the next relevant sponsoring committee(s)'s minutes package.

3.6 Work Groups

3.6.1 General

3.6.1.1 Work Groups may be formed by the Task Group chair to accomplish specific parts of the Task Group's assignment.

3.6.2 Officers and Members

3.6.2.1 Work Group chairs and members shall be appointed by the Task Group chair. Members of the Work Group must be members of the sponsoring Task Group.

3.6.3 Designation of Title and Assignment

3.6.3.1 Work Groups shall be designated by adding a lower-case letter to the Task Group designation, e.g., "001a."

3.6.3.2 The Task Group chair is responsible for the assignment and title for the Work Group and for setting a completion date for work assigned.

3.6.4 Work Group Meetings

3.6.4.1 Work Groups shall meet as often as required to meet the Work Group's goal.

3.6.4.1.1 Work Groups are encouraged to meet at Corrosion Technology Week. They may also meet at the Association's Annual Conference when there is need and justification. Requests must be made using NACE-approved online meeting request forms.

3.6.4.1.2 Work Groups may meet at other times and other places.

3.6.4.1.3 Work Groups may also accomplish their assignments via electronic media.

3.6.4.1.4 Work Group chairs must report at least once per year at their sponsoring Task Group meeting.

3.6.4.1.4.1 The only output of a Work Group is a "work in progress" to be reported to the sponsoring Task Group. The Work Group shall not distribute any documentation beyond the members of the Work Group and the chair of the sponsoring Task Group. This does not in any way preclude the sharing of a work in development among Work Group members to expedite the development process.

3.6.4.2 The Work Group chair is responsible for submitting agendas using NCW four weeks in advance of meetings held at Annual Conference or Corrosion Technology Week. The expanded agenda format should be used with supporting material attached (when appropriate), and specific topics for discussion and proposed actions should be identified.

3.6.4.3 Work Group meetings are open meetings. The Work Group chair or the chair's designee determines the organization of the meeting. Work Group members are eligible voters.

3.7 Preparation of a Standard

3.7.1 Preparation of the Manuscript: Working Drafts

3.7.1.1 Working drafts that are shared prior to being submitted to Headquarters shall contain the following statement on each page:

WORKING DRAFT - THIS DRAFT OF A PROPOSED NACE STANDARD IS FOR USE BY THE TASK GROUP ONLY AND SHALL NOT BE DISTRIBUTED OUTSIDE THE TASK GROUP. THIS DRAFT HAS NOT BEEN REVIEWED AND IS NOT APPROVED. THIS DRAFT STANDARD IS THE PROPERTY OF NACE AND IS COPYRIGHTED BY NACE FROM ITS INCEPTION IN DRAFT FORM.

3.7.1.2 Under no circumstances shall the working draft be circulated outside the Task Group, approved technical advisers, or the sponsoring STG officers unless authorized by the STG chair(s).

3.7.2 American National Standards Publication

3.7.2.1 If a standard that is expected to be an American National Standard (ANS) has been developed, or will be revised, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*. In addition, proposals for new ANSs and proposals to revise, reaffirm, or withdraw existing ANSs shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* to provide an opportunity for public comment. The comment period shall be one of the following:

- a minimum of 30 days if the full text of the revision(s) can be published in *Standards Action*;

- a minimum of 45 days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an e-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- a minimum of 60 days, if neither of the aforementioned options is applicable.⁽²⁾

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

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

3.7.2.3 Prompt consideration shall be given to the written views and objections of those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition, each objector shall be informed in writing that an appeals process exists within NACE's procedures. The appeals process as outlined in Section 12 shall be followed.

3.7.2.3.1 When this process is completed in accordance with NACE's written procedures, NACE may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

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

3.8 Task Group Ballot

3.8.1 When the working draft is completed, the Task Group chair may ask the Task Group to vote on it prior to submitting the draft to the STG chair. The vote may be taken in any scheduled Task Group meeting or by letter ballot.

3.8.1.1 If the vote is taken in a meeting, the meeting agenda must be distributed by Headquarters at least four weeks in advance of the meeting.

3.8.1.2 Only Task Group members shall have a vote.

3.8.1.3 A two-thirds majority shall be required to proceed to the STG review.

3.8.1.3.1 If the 2/3 majority is not achieved, the Task Group shall review and revise the draft until it is approved by a subsequent Task Group letter ballot.

⁽²⁾ Before publishing a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the World Trade Organization (WTO). Exceptions are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L).

3.9 Specific Technology Group Ballot Review and Approval

3.9.1 When the working draft is completed, it shall be forwarded to Headquarters for staff review, editing and recordkeeping. Flow charts for development of standards are attached as Appendix A.

3.9.2 Development of Consensus Body

3.9.2.1 Headquarters shall review the list of sponsoring STG members and remove duplicates.

3.9.2.1.1 If there are fewer than 20 members in the STG, additional members from other STGs with technical expertise in the draft document's technology must be identified by the Administrative STG chair and the Technology Coordinator in order to ballot the draft to a minimum of 20 members.

3.9.2.1.2 Headquarters shall monitor the balance of the consensus body, and if any one interest classification comprises a majority of the list, more voters from other interest classifications shall be solicited. The STG chair(s) shall be asked to provide suggestions for voters, and Headquarters may solicit voters via electronic or other written communications.

3.9.2.1.2.1 Development of the consensus body must be completed within six weeks. The consensus body shall remain the same for all subsequent ballots for the draft document. Members of TCC shall be copied for comments only.

3.9.2.1.3 Respondents must indicate an interest classification on their response to the canvass ballot. The member's interest classification should be pertinent to the draft document being balloted. Any respondent who does not indicate an interest classification shall not receive the ballot. Members of the Task Group shall join the consensus body. If a Task Group member does not respond to the canvass ballot, Headquarters will add him/her to the consensus body, using the interest classification the member provided the Task Group chair when they joined the Task Group.

3.9.2.1.3.1 The canvass ballot shall include the draft document's name and an abstract.

3.9.2.1.3.2 The members shall be given four weeks to respond.

3.9.2.1.3.3 The consensus body shall include only those members of the STG(s) who respond affirmatively to the above communication. If fewer than 20 members respond affirmatively, the sponsoring STG chair(s) shall be solicited for the names of additional members to be added to the list.

3.9.3 When the Task Group has revised the draft standard in response to the staff review and is satisfied the draft is ready to ballot, Headquarters shall distribute the final edited draft to the Administrative STG chair for review and for approval ballot distribution authorization with a two week deadline.

3.9.4 Approval Ballot

3.9.4.1 Upon receiving authorization from the Administrative STG chair for approval ballot distribution, Headquarters shall submit the draft standard to the following persons for voting with a four-week deadline for response, along with a copy to members of TCC for comments only. A revised standard will be attached to the ballot in two formats; (1) a clean copy with

the proposed revisions accepted to be voted on and (2) with changes tracked to show the proposed revisions for reference.

3.9.4.1.1 The STG members who have responded affirmatively to the canvass ballot.

3.9.4.1.2 Other interested parties who have been identified by the Task Group chair, or any of the above, and/or persons with a legitimate interest who have indicated in writing to Headquarters a desire to vote on the proposed standard.

3.9.4.2 A standard developed by jointly sponsored Task Groups shall complete the steps for developing standards that are outlined in this manual. When ballot response and affirmative response percentages are calculated, the percentages shall be of the summation of the consensus body.

3.9.4.3 Votes returned by persons not included in the official distribution shall be forwarded to the Task Group for information purposes only.

3.9.4.4 The approval ballot shall provide for three types of votes:

3.9.4.4.1 *Affirmative.* The voter may note perceived editorial errors and their corrections.

3.9.4.4.2 *Negative.* The voter should show a perceived technical inaccuracy or omission in the draft standard or address points dealing with perceived ambiguity or a lack of clarity that result in perception of a technical inaccuracy.

3.9.4.4.2.1 A negative must be accompanied by a written comment (relevant to the portion of the document being balloted), including technical explanation and justification.

3.9.4.4.2.2 A negative must include a suggested revision that would serve to resolve the negative.

3.9.4.4.2.3 Votes received that do not comply with the criteria for negative votes in Paragraphs 3.9.4.4.2, 3.9.4.4.2.1, and 3.9.4.4.2.2, instead of being distributed with a rebalot, may be recirculated to the consensus body along with the minutes from the Task Group meeting at which negative votes were discussed. The minutes must document the handling of said non-compliant “negative” vote. If any member on the consensus body for the ballot wishes to change his/her vote, he/she may contact Headquarters in writing within four weeks after the minutes are distributed to change his/her vote. This recirculation option applies only to votes that are marked negative but do not contain technical comments or a suggested technical resolution.

3.9.4.4.2.4 The Task Group is not required to consider negative votes (1) without comments or (2) accompanied by comments not related to the proposal under consideration, i.e., the revisions or draft being balloted. Such votes shall be recorded as “negative without comments” without further notice to the voter. Comments shall not be solicited from the voter, and such votes shall not be recirculated to the consensus body.

3.9.4.4.2.4.1 Such a vote will be counted as a “negative without comment” for the purpose of reporting to ANSI. Such votes (i.e., negative vote without comment or negative vote accompanied by comments not related to the proposal) will not be factored into the numerical requirements for consensus.

3.9.4.4.2.5 Negative comments unrelated to the proposal under consideration shall be handled as proposals for new work.

3.9.4.4.3 *Abstaining*. The voter may note perceived editorial errors and their corrections.

3.9.4.5 Ballots distributed electronically by NACE Committee Workspace (NCW) are considered the official NACE ballot. Votes not meeting any one of the following criteria shall not be accepted:

3.9.4.5.1 The vote must be submitted via NCW using a member number or password set up within the NACE online voting system.

3.9.4.5.2 The vote must be returned by the deadline stated on the ballot or, in the case of a Headquarters-issued deadline extension, by the extended deadline.

3.9.4.6 The approval ballot shall be considered officially closed when a majority of the ballots distributed to the consensus body cast a vote (including abstentions) by the established deadline.

3.9.4.6.1 Headquarters may extend the deadline for responses if these criteria are not met. Headquarters-issued deadline extensions are for three weeks, if enough ballots have not been received by the current deadline.

3.9.4.6.2 Headquarters, using NCW, shall send follow-up communications to those who have not responded to a ballot, requesting immediate return of a vote, within 10 calendar days before the ballot is scheduled to close.

3.9.4.6.3 In accordance with TCOM Paragraph 9.8.1, a member may be removed from the STG roster if the member fails to respond to any combination of three consecutive committee distributions, such as ballots, where responses are required.

3.9.5 Report of Approval Ballot Results

3.9.5.1 The Task Group chair may obtain the approval ballot results, including copies of all negatives and other votes with comments, from NCW after the approval ballot is closed. A copy of the report of ballot results shall be distributed to all Task Group members and negative voters on request, and to the sponsoring STG chair(s).

3.9.5.2 At least two-thirds (2/3) of all ballots returned from the consensus body, excluding abstentions, must be affirmative for the proposed standard to proceed.

3.9.5.3 When more than one-third (1/3) of all ballots returned from the consensus body, excluding abstentions, are negative, the proposed standard shall be returned to the Task Group for further consideration followed by a second ballot to the same consensus body.

3.9.5.4 The sponsoring STG(s) may proceed to the section titled Approval, Ratification, and Publication in cases in which:

(1) No negatives were received or the negatives that were received are withdrawn by the voters; and

(2) No revisions or only minor editorial revisions were made. The RPC shall make the final determination on whether revisions are editorial or technical in accordance with RPC Guidelines. (Upon request, a three-member review team plus the RPC chair may be asked to determine whether changes made to a draft document are editorial or technical).

3.9.6 Procedures for Addressing Votes on Consensus Body Approval Ballots

3.9.6.1 The Administrative STG chair must ensure that the Task Group demonstrates due diligence in addressing votes on which comments were registered, giving consideration to the alternatives outlined by the voters.

3.9.6.2 The Task Group may utilize any one or more of the following methods to resolve negative votes:

3.9.6.2.1 Direct contact, in person, by telephone, or exchange of e-mails, between the chair or a member of the Task Group and the person who submitted the negative vote.

3.9.6.2.2 At an open forum at a regularly scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

3.9.6.2.3 At an open forum scheduled with the prior approval of the Director of the Technical Activities Division and held at NACE Headquarters, provided that all persons who submitted negative votes are advised of the meeting at least four weeks in advance. Each submitter shall be given the opportunity to request that resolution of their negative be delayed until the next scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

3.9.6.2.4 Under special circumstances and with the prior written approval of the TCC chair and the Director of the Technical Activities Division, at a meeting called at such other location and time as practical, provided that all persons who submitted negative votes are advised of the meeting at least four weeks in advance. Each submitter shall be given an opportunity to request that resolution of their negative be delayed until the next scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

3.9.6.2.5 When resolution of negatives is assigned to individual Task Group members, conflicts of interest shall be avoided.

3.9.6.2.6 The Task Group chair shall provide written evidence that the Task Group has attempted to resolve all negatives.

3.9.6.3 Resolution of all negatives must be documented in writing, signed by the negative voter, and on file at Headquarters. Negatives may be resolved via fax or e-mail provided that the negative voter's signature is included or that the e-mail is initiated from that individual's personal e-mail address which is registered with Headquarters. A written disposition of each negative comment, whether resolved or not, and the reasons therefore, must be provided to each negative voter.

3.9.6.3.1 A negative voter who agrees to withdraw his or her vote shall have the option of requesting that the vote be categorized as affirmative or abstaining.

3.9.6.3.2 When written notification that seeks action by a negative voter on the status of a negative is sent, the negative voter should respond in writing within four weeks of the distribution date. The Task Group shall not change a vote unless instructed in writing (including electronic communications) to do so by the voter.

3.9.6.3.2.1 All negative votes that are unresolved shall be reported as unresolved negatives, and recorded as such. Negative voters shall be given an opportunity prior to the rebalot to respond, reaffirm, or change their votes with a response deadline of four weeks. These votes, along with evidence of attempts at resolution, and

technical or substantive changes to the draft shall be circulated to eligible voters in a rebalot.

3.9.6.3.2.1.1 Documentation distributed in support of the negative votes shall:

- (1) speak only to the specific point(s) that remain unresolved,
- (2) be generic and not contain any commercial materials, and
- (3) be free of any information not directly relevant to the ballot item (e.g., general information on the subject, biographical information, etc.).

3.10 Rebalot

3.10.1 Rebalot is required when there are unresolved negative votes or if technical or substantive changes have been made to the draft standard.

3.10.1.1 Only those paragraphs of the draft document that have been technically or substantively changed since the last ballot and those portions with unresolved negatives shall be distributed for rebalot. Unresolved negatives together with the Task Group's rationale for disagreeing with the negative voters' positions shall be included with the rebalot.

3.10.2 Following authorization by the Administrative STG chair, Headquarters shall distribute the draft standard with changes tracked for rebalot to the eligible voters on the original consensus body.

3.10.3 The rebalot shall provide for three types of votes: affirmative, negative, and abstaining, as described in the section titled *STG Ballot Review and Approval*. Original votes shall be retained for those members of the consensus body who do not vote on the rebalot.

3.10.4 The rebalot shall be considered official when the established deadline is reached. A ballot meets the deadline if electronically dated by the deadline.

3.10.4.1 When an additional STG is included to satisfy the 20 voter minimum, those ballots shall be included in establishing the majority return requirement outlined later in this section.

3.10.5 Report of Rebalot Results

3.10.5.1 The Task Group chair may obtain the rebalot results, including copies of all negatives and other votes with comments, from NCW after the rebalot is closed. A copy of the report of rebalot results shall be distributed to all Task Group members and negative voters on request.

3.10.5.2 Negative votes must be addressed but they do not have to be resolved at this point if 90% of the votes from the consensus body, excluding abstentions, are affirmative. Unrelated comments submitted on a draft standard shall be treated as proposals for new work.

3.10.5.3 The Task Group may proceed to the section titled *Approval, Ratification, and Publication* in cases in which:

- (1) at least 90% of all ballots returned from the consensus body, excluding abstentions, are affirmative; and
- (2) no technical or major editorial revisions have been made to the draft standard since the STG rebalot. The RPC shall make the final determination on whether revisions are editorial

or technical in accordance with RPC Guidelines. (Upon request, a three-member review team plus the RPC chair may be asked to determine whether changes made to a draft document are editorial or technical).

3.10.5.3.1 Resolved negatives shall be counted as affirmative votes if the voter has chosen that option when determining whether 90% of the ballot response, excluding abstaining, is affirmative. If a negative voter has requested that his/her resolved vote be counted as abstaining, the vote will not be considered in determining whether 90% of the ballot response, excluding abstaining, is affirmative.

3.10.5.4 In cases in which an affirmative vote of at least two-thirds (2/3) but less than 90% is achieved, the draft standard or the appropriate paragraphs shall proceed to the Administrative STG chair for authorization of an override ballot.

3.10.5.5 If less than two-thirds affirmative vote is received following the rebalot, the draft standard shall be returned to the Administrative STG chair, who shall ensure that the Task Group makes revisions to address the negatives prior to proceeding to another rebalot.

3.10.5.6 If technical or substantive changes are made to address negatives, the draft standard or the appropriate paragraphs shall proceed to the Administrative STG chair for authorization of another rebalot.

3.11 Override Ballot

3.11.1 In cases in which an affirmative vote of at least two-thirds (2/3) but less than 90% is achieved on the approval rebalot, Headquarters shall distribute the draft standard with changes tracked for an override ballot following receipt of authorization from the Administrative STG chair.

3.11.1.1 The ballot form shall ask those who voted on the ballot whether they support the technical position of the Task Group or the voter(s) on issues raised in the unresolved negative(s). The override ballot shall be distributed and completed in the same manner as the approval ballot; the distribution shall include the latest draft standard or revised portions, unresolved negatives from the rebalot, and the Task Group rationale for disagreeing with the negatives.

3.11.1.1.1 The distribution must also include the portions of the draft standard that are addressed by the unresolved negatives.

3.11.1.2 If at least two-thirds (2/3) of all votes returned, excluding abstentions, are affirmative in support of the Task Group's technical position, the Task Group may proceed to the section titled *Approval, Ratification, and Publication*.

3.11.1.3 If less than two-thirds (2/3) affirmative vote is received, excluding abstentions, the draft standard shall be returned to the Administrative STG chair, who shall ensure that the Task Group makes revisions to address the negatives prior to repeating a rebalot.

3.12 Approval, Ratification, and Publication

3.12.1 Negative voters whose votes remain unresolved shall be notified in writing that the draft standard is proceeding toward final approval. The negative voters shall be advised in writing of their right to appeal as detailed in Section 12 on Appeals Process for Alleged Procedural Infraction.

3.12.2 The draft of a new standard shall be distributed to the RPC for final editorial review. Headquarters shall forward a copy of RPC's comments, along with any requests for clarification

that result from the RPC review, to the Administrative STG and Task Group chairs. The chairs must respond to the requests either in writing or by making editorial revisions to the draft standard prior to publication.

3.12.2.1 Editorial revisions submitted by the RPC are automatically made to the draft standard by Headquarters.

3.12.3 Headquarters shall forward the draft standard to the sponsoring STG chair(s), responsible Technology Coordinator(s), and TCC chair with a brief review of the approval history of the draft and ask that the draft be approved for publication. These officers shall approve the draft standard if they determine the procedures outlined in this manual have been followed. Any negative votes that remain unresolved shall be forwarded to the officers with the draft standard.

3.12.3.1 The draft standard may not be ratified until the officers approve the draft in accordance with the immediate preceding paragraph, or unless a nonapproval is handled in accordance with the Paragraph 3.13 on *Provisions for Handling Nonapproval for Advancement of a Standard*.

3.12.4 Ratification

3.12.4.1 After a draft standard is approved for publication by the TCC chair, it shall be balloted to the voting members of the TCC for ratification that the *NACE Technical Committee Publications Manual* procedures have been followed in preparation of the proposed standard. A simple majority of TCC voting members is required for ratification. A member voting negative shall provide comments explaining how NACE procedures were not followed. The TCC will adjudicate such comments.

3.12.5 Publication

3.12.5.1 Headquarters has the administrative responsibility for publication of standards within two months of ratification and announcing the ratification of the standard in *Materials Performance*. Headquarters shall assign publication numbers, the core number of which shall be retained through all revisions.

3.12.5.2 For procedures for standards that will be submitted to ANSI for approval as ANSs, see Appendix C. ANSI standards shall be published within six (6) months of approval of the standard as an ANS by ANSI, including completion of any process required by this manual if revisions are required.

3.12.5.2.1 NACE shall have the right to withdraw a document from the ANSI process if NACE decides that to proceed would compromise the technical content of the document or the integrity of the Association. Any decision to withdraw a document from the ANSI process shall be approved by TCC. NACE will notify ANSI if a decision is made to withdraw a document from the ANSI process.

3.12.6 National Adoptions of International Organization for Standardization (ISO) Standards

3.12.6.1 Proposed NACE national adoptions of ISO standards as ANSs shall follow the same consensus approval procedures as are followed for development of NACE standards.

3.12.6.2 NACE will utilize ANSI's expedited procedures for the identical national adoption of an international standard if circumstances warrant.

3.13 Provisions for Handling Nonapproval of Advancement of a Standard

3.13.1 Failure of an STG chair, Technology Coordinator, or TCC chair to respond in writing within two weeks to a request for approval to advance a draft standard at any stage of development shall constitute approval to proceed.

3.13.2 An STG chair or Coordinator who wishes to withhold approval to advance a draft standard at any stage must notify Headquarters of nonapproval within two weeks of receipt of the draft standard for approval. The notification must indicate the basis for nonapproval:

- (1) editorial problems with the draft standard; or
- (2) breach of NACE policy.

3.13.3 If a chair withholds approval on the basis of editorial problems and the Task Group does not take action to his/her satisfaction, the chair may request a review by RPC, which shall act as arbiter.

3.13.4 If a chair withholds approval on the basis of a breach of NACE policy, he/she must request Headquarters to review the matter and forward his/her concern to the TCC for review and decision.

3.13.4.1 If disagreements concerning the decisions reached by the TCC arise, final decisions concerning breach of policy shall rest with the Technical and Research Activities Committee (TRAC).

3.13.5 A chair may not withhold approval on the basis of a technical matter, since he/she has an opportunity to cast a technical vote during approval balloting.

3.14 Procedures for Revising NACE/ANSI/ISO Standards via a Maintenance Panel, Oversight Committee, and Maintenance Agency

3.14.1 In cases in which a national adoption of an ISO standard has been completed through ANSI, and a Maintenance Panel and Oversight Committee administered by NACE have been formed to propose revisions to the ISO standard, as outlined in ISO TMB 34/2007, the consensus body for approving the national adoption of revisions to the ISO standard shall be a Task Group designated as the Oversight Committee. Revisions approved by the Maintenance Panel and Oversight Committee shall then be forwarded to the responsible ISO working group, subcommittee, and technical committee, as applicable for final approval at the required five-year review cycle. NACE may then proceed to adopt the revision to the ISO standard to replace the previous version by vote of the Oversight Committee serving as the NACE consensus body. In the interim, the ISO Maintenance Agency may publish revisions as Technical Circulars before the five-year review cycle. These Technical Circulars shall not require additional adoption procedures.

3.15 Procedures for Developing Joint Standards

3.15.1 The process for developing joint documents with other organizations shall be in accordance with the agreement between NACE and the organization. Specific procedures for the agreement with ASTM are included in Appendix D.

3.15.2 The Administrative STG chair should notify Headquarters of any intent to develop a joint document with other organizations so that coordination activities can be initiated, and an agreement can be worked out if none exists between the organizations.

3.16 Procedures for Submission of NACE Standards to ISO

3.16.1 Anyone may submit to TCC a formal written recommendation for consideration of a NACE standard to be submitted as a New Work Item to ISO. Standards to be considered should support NACE's international objectives.

3.16.2 The proposal shall be forwarded to the responsible Technology Coordinator for circulation to the appropriate STG Steering Committee(s) for discussion, review, and feedback to the TCC.

3.16.3 The TCC shall review the information provided and vote on whether to submit the New Work Item for the standard in question. The TCC may approve or reject the proposal or request more information or modification of the proposal.

3.16.4 If the proposal is approved, ISO procedures for completing and submitting a New Work Item shall be followed by NACE staff in accordance with ISO document Part 1, *Procedures for the Technical Work*, of the *ISO/IEC Directives*, and *Supplement—Procedures Specific to ISO*, for detailed instructions.

3.17 Procedures for Adoption of ISO Standards

3.17.1 Anyone may submit to TCC a formal written recommendation for adoption of an ISO standard as an ANS. Standards to be considered should support NACE's international objectives.

3.17.2 The TCC shall review the information provided and vote on whether to submit the proposed national adoption to the appropriate STG(s) for processing through NACE standards development procedures. If the TCC approves, procedures for forming a consensus body shall be followed and the proposal for national adoption of the standard shall be distributed for ballot. If technical changes are made as a result of negative votes and comments, the adoption may be a Modified Adoption as described in the *ANSI Essential Requirements* and *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards*.

3.18 Procedures for Visual Standards

3.18.1 NACE visual standards shall require approval in sequence by the following:

3.18.1.1 Task Group (by majority vote at a meeting or by letter ballot);

3.18.1.2 At least three people who did not directly participate in the development of the visual standard as selected by the sponsoring STG chair(s). These people should be knowledgeable and experienced in the subject area of the visual standard. If disagreement arises among the members of the panel or between a member of the panel and the Task Group, the Administrative STG chair shall arbitrate the issue before acting on it;

3.18.1.3 Sponsoring STG chair(s);

3.18.1.4 Responsible Technology Coordinators; and

3.18.1.5 TCC Chair.

3.18.2 NACE visual standards shall not conflict with NACE written standards. Written standards take precedence over visual standards.

3.18.3 Publication of visual standards complementing NACE written standards shall be the responsibility of Headquarters.

3.19 Editorial Changes in Standards

3.19.1 Minor editorial changes may be made at any time when the intent and/or technical content of the standard (or section thereof) is not changed. Examples of minor editorial changes would be items such as:

3.19.1.1 Correcting typographical errors in text or data.

3.19.1.2 Changes in product designations that are not a result of changes in the composition of the product that was included in the approved standard.

3.19.1.3 Additions required when an item that requires a “note” or “caution” because of safety conditions or changes in safety or environmental considerations is discovered must be balloted to the consensus body and undergo public review.

3.19.1.4 Any changes that directly and materially affect the use of the standard are *substantive changes* and shall require balloting to the consensus body (see definition of *substantive change* in Paragraph 2.1.21) and undergo public review.

3.19.2 The Administrative STG chair has the authority to approve minor editorial changes, in consultation with the issuing Task Group chair when the Task Group still exists. If the Task Group does not exist, the Administrative STG steering committee shall act as the Task Group.

3.19.3 Major editorial changes shall be balloted as outlined in the section titled *Review, Reaffirmation, Revision, or Withdrawal*.

3.19.3.1 Negatives cast against proposed major editorial revisions must provide an explanation of the perceived editorial inaccuracy and a suggested revision or action that would serve to resolve the negative.

3.19.4 Editorial changes (excluding minor typographical errors) should be published immediately in *Materials Performance* and an errata sheet added to all copies of the document sold until it is reprinted.

3.20 Review, Reaffirmation, Revision, or Withdrawal of Standards

3.20.1 Mandatory Standards Review

3.20.1.1 Review of NACE standards, and the action necessary to revise, reaffirm, or withdraw the standard, shall be completed within five years following their initial publication and thereafter at intervals not exceeding five years. Stabilized Standards shall be confirmed by the responsible STG on a five year cycle. It is the responsibility of the Technology Coordinator to ensure that review is initiated and that adequate time to complete the review or revision by the deadline is allowed. For ANSs, if the action is not complete, an extension should be requested if a PINS or BSR-8 is not on file with ANSI.

3.20.1.2 Headquarters shall be responsible for notifying responsible individuals of the schedule for reviewing existing standards.

3.20.1.3 Headquarters shall automatically add an agenda item on review of a standard to the appropriate STG agenda 12 months in advance of the required review completion date if a committee has not shown due diligence in reviewing the standard when scheduled to do so.

3.20.1.4 If an STG under which a standard was prepared is no longer in existence, the Technology Coordinator shall assign the review responsibility for that standard to another sponsoring STG whose scope or member expertise can deal with the standard's subject, or request TCC approval to set up a new STG.

3.20.2 The Administrative STG chair, in consultation with the chairs of all sponsoring STGs, shall recommend revision or reaffirmation of the standard, or appoint an ad hoc committee to review the standard and recommend action.

3.20.2.1 If recommended for revision, the previously inactivated task group shall be reactivated to carry out the revision.

3.20.2.2 If recommended for reaffirmation, then reaffirmation will be carried out in accordance with Paragraph 3.20.3.

3.20.3 Reaffirmation

3.20.3.1 If a standard is to be reaffirmed in its existing form or requires only minor editorial changes, the proposal to reaffirm (or to reaffirm with editorial changes) shall be distributed in the same manner as described in Specific Technology Group Review and Approval (Paragraph 3.9) for reaffirmation approval with a four-week deadline for ballot response.

3.20.3.1.1 If the proposal for reaffirmation is accepted by at least two-thirds (2/3) of all ballots returned from the consensus body, excluding abstentions, and at least a majority of the ballots are returned from the consensus body, the standard shall be considered reaffirmed following confirmation by the Technology Coordinator that proper procedures were followed.

3.20.3.1.1.1 Headquarters shall modify the standard's cover sheet to note the reaffirmation.

3.20.3.1.1.2 Negatives received that are not editorial shall be addressed in accordance with Paragraphs 3.20.4 and 3.9.6 within six months of the reaffirmation ballot close.

3.20.3.3 If the standard is not reaffirmed by two-thirds (2/3) of all ballots returned from the consensus body, excluding abstentions, the standard shall be considered in need of revision or withdrawal.

3.20.4 Revision to Existing Standard (Continuous Maintenance Task Groups must use **Paragraph 3.20.5**)

3.20.4.1 A proposed revision to an existing NACE standard shall be balloted to the consensus body in accordance with procedures described in the section titled *STG Ballot Review and Approval*. A Task Group must be formed in the same manner as described for a new standard unless a Task Group whose assignment covers the standard already exists.

3.20.4.1.1 If technical changes to a standard are proposed, they shall be substantiated with technical information by the submitter. Such documentation should be retained in the Task Group's files.

3.20.4.2 To proceed toward publication, the proposed revised standard shall complete final review and approval procedures as defined in the section titled *Approval, Ratification, and Publication*.

3.20.5 Revision to a Continuous Maintenance Standard—This section provides procedures for submitting, balloting, and approving revisions that (1) are proposed to an existing standard that is under the purview of a continuous maintenance Task Group, and (2) are sponsored by an individual, not the Task Group.

3.20.5.1 Anyone may propose a revision to a NACE standard material requirement.

3.20.5.2 The Task Group may establish an annual schedule for submission of proposed revisions and balloting. A person interested in proposing a revision to a NACE standard material requirement should contact Headquarters to determine scheduling for that particular standard.

3.20.5.3 The proposed revisions must be in a standard format and in accordance with the functional scope of the standard. Headquarters will provide the necessary forms for submission.

3.20.5.4 The Task Group shall evaluate the suitability of the proposed revision based on the technical information provided, the editorial quality, and the relevancy to the functional scope of the standard.

3.20.5.4.1 If a majority of the Task Group approves the proposed revision for ballot distribution, the Task Group shall appoint a liaison for the ballot item submitter to guide the submitter through the balloting process. The Task Group chair shall ensure there is no conflict of interest between the ballot item submitter and the Task Group liaison.

3.20.5.4.1.1 The Task Group may make editorial changes to a proposed revision.

3.20.5.4.1.2 Majority approval of a proposed revision indicates approval of its distribution for ballot; majority approval of a proposed revision does not indicate individual Task Group members' agreement with the proposed revision.

3.20.5.4.2 The Task Group may reject a proposed revision for ballot if the revision is lacking in technical content and is not supported by meaningful technical data, or is not relevant to the functional scope of the standard.

3.20.5.4.2.1 If the ballot item submitter disagrees with the Task Group's decision, the submitter may appeal the decision to the Administrative STG chair, who shall include the issue on the next regular STG meeting agenda for discussion and vote. If the Task Group's reason for rejecting the proposed revision is related to issues other than the technical merit of the revision or its relevance to the standard, any appeals shall be decided by the TCC.

3.20.5.4.3 Headquarters will distribute approved ballot items to the consensus body with the approval of the Administrative STG chair.

3.20.5.4.4 The ballot shall be distributed, compiled, and reported in accordance with the procedures outlined in the section titled *STG Ballot Review and Approval*. Headquarters shall provide a copy of all negative votes and votes with comments to the ballot item submitter.

3.20.5.5 Negative Votes on Continuous Maintenance Standards

3.20.5.5.1 The ballot item submitter has 13 months from the date of the closeout to (1) resolve all negative votes in writing and (2) ensure Headquarters has copies of all resolutions.

3.20.5.5.1.2 Headquarters does not require the ballot item submitter to furnish copies of all correspondence between the submitter and negative voter.

3.20.5.5.2 The ballot item submitter is responsible for resolving all negative votes.

3.20.5.5.3 In order to resolve a negative vote the ballot item submitter may make minor and editorial changes to the original balloted item. Technical changes to the original balloted item will result in a rebalot.

3.20.5.5.3.1 RPC shall serve as the final arbiter when determining whether revisions are editorial or technical in accordance with RPC Guidelines. (Upon request, a three-member review team plus the RPC chair may be asked to determine whether changes made to a draft document are editorial or technical).

3.20.5.5.4 The ballot item submitter may proceed to the section titled *Approval, Ratification, and Publication* in cases in which:

- (1) no negatives were received or the negatives that were received are withdrawn by the voters; and
- (2) no revisions or only minor editorial revisions were made.

3.20.5.5.4.1 All negative votes that are unresolved shall be reported as unresolved negatives, and recorded as such. These votes shall be circulated to members on the original distribution list for the ballot, who shall be given an opportunity to respond, reaffirm, or change their votes.

3.20.5.6 Rebalot

3.20.5.6.1 If the ballot item submitter is unable to resolve all negative votes, the submitter may request a rebalot. A rebalot to the consensus body shall be distributed, compiled, and reported in the same manner as the original ballot. The rebalot shall include the original balloted item; the revised balloted item (if revised); the technical justification and data submitted with the negative vote that is unresolved; a statement from the ballot item submitter of why the negative vote is unresolved; and copies of any relevant correspondence.

3.20.5.6.2 The approved ballot item may proceed toward approval and publication in cases in which:

- (1) at least 90% of all ballots, excluding abstentions, returned from the consensus body are affirmative; and
- (2) no technical or major editorial revisions have been made to the approved balloted revision.

3.20.5.6.2.1 RPC shall serve as the final arbiter when determining whether revisions are editorial or technical in accordance with RPC Guidelines. (Upon request, a three-member review team plus the RPC chair may be asked to determine whether changes made to a draft document are editorial or technical).

3.20.5.7 To proceed toward publication the revision shall complete final review procedures as defined in the section titled *Approval, Ratification, and Publication* with two exceptions:

3.20.5.7.1 Minor technical revisions to NACE standards do not require ratification.

3.20.5.7.2 The RPC chair may approve the editorial content of an item for publication without a full RPC review.

3.20.6 Withdrawal

3.20.6.1 If an existing standard is to be considered for withdrawal, the Administrative STG chair shall advise NACE Headquarters to issue a special approval ballot to the consensus body after he/she has received the recommendation of the STG that prepared the standard or the specially appointed Task Group that reviewed the standard.

3.20.6.1.1 The sponsoring STG or Task Group that recommends withdrawal shall prepare justification for the standard's withdrawal for inclusion with the approval ballot.

3.20.6.1.2 The ballot shall be distributed and completed in the same manner as any consensus body approval ballot.

3.20.6.1.3 Approval of the proposal to withdraw a standard shall require a minimum return of a majority of the ballots from the consensus body and two-thirds (2/3) affirmative votes, excluding abstentions.

3.20.6.2 If the proposal to withdraw is approved, Headquarters shall forward the standard to the Technology Coordinator and TCC chair with a brief description of its review and withdrawal history. The Coordinator and chair shall ensure that the proper procedures were followed and inform Headquarters of their approval to proceed toward withdrawing the standard.

3.20.6.3 After approval is received from the Technology Coordinator and TCC Chair, the proposal to withdraw the standard shall be submitted to TCC for ratification that the *NACE Technical Committee Publications Manual* procedures have been followed.

3.20.6.4 Records pertaining to withdrawn standards shall be retained for at least five years after the withdrawal has been ratified.

3.20.7 A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an ANS. Proposals to revise, reaffirm, or withdraw approval of existing ANSs shall be transmitted to ANSI using the BSR-8 form or its equivalent for listing in *Standards Action* to provide an opportunity for public comment. The comment period shall be one of the following:

- a minimum of 30 days if the full text of the revision(s) can be published in *Standards Action*;
- a minimum of 45 days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an e-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- a minimum of 60 days, if neither of the aforementioned options is applicable.⁽³⁾

3.20.7.1 Prompt consideration shall be given to the written views and objections of those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. In addition,

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

each objector shall be informed in writing that an appeals process exists within NACE's procedures. (See Section 12 on Appeals Process for Alleged Procedural Infraction).

3.20.8 Automatic Withdrawal

3.20.8.1 Any standard that is not reaffirmed or revised within two years of the mandatory date of review shall be administratively withdrawn as a NACE standard if a committee is not showing due diligence in reviewing the standard.

3.20.8.1.1 The TCC chair shall determine whether the standard is to be withdrawn. The TCC chair's decision shall be submitted to TCC for ratification.

3.20.8.1.2 Headquarters shall provide adequate notification of pending automatic withdrawal to the STG(s) membership and publish the notification in *Materials Performance*.

3.20.8.1.2.1 If the document is an ANSI-approved standard, Headquarters shall notify ANSI of said pending action in accordance with ANSI procedures.

3.20.9 Notification of Revision, Reaffirmation, Stabilization or Withdrawal

3.20.9.1 Headquarters shall announce the revision, reaffirmation, stabilization or withdrawal of a standard in the earliest possible issue of *Materials Performance*.

3.20.10 Requests for Revision or Withdrawal

3.20.10.1 Anyone may submit a written recommendation that a standard be reviewed, revised, or withdrawn to Headquarters. Headquarters shall forward the recommendation to the appropriate Technology Coordinator for action.

3.20.11 Stabilized Standards

3.20.11.1 If a standard is to be stabilized in accordance with Paragraph 3.3.1.4 in its existing form or requires only minor editorial changes, the proposal to stabilize (or to stabilize with editorial changes) shall be distributed in the same manner as described in *Specific Technology Group Ballot Review and Approval* (Paragraph 3.9) for stabilization approval with a four-week deadline for ballot response.

3.20.11.1.1 If the proposal for stabilization is accepted by at least 90% of all ballots returned from the consensus body, excluding abstentions, and at least a majority of the ballots are returned from the consensus body, the standard shall be considered stabilized following confirmation by the Technology Coordinator and TCC Chair that proper procedures were followed. Editorial changes accepted by the Task Group shall be included in the stabilized standard.

3.20.11.1.1.1 Headquarters shall modify the standard's cover sheet to note the stabilization.

3.20.11.1.1.2 Negatives received that are not editorial shall be addressed in accordance with Paragraphs 3.20.4 and 3.9.6 within six months of the stabilization ballot close.

3.20.11.3 If the standard is not accepted by 90% of all ballots returned from the consensus body, excluding abstentions, the standard shall be considered in need of revision or withdrawal.

3.21 Withdrawn and Superseded Versions of Standards

NACE does not support the use of withdrawn or superseded versions of NACE standards. NACE recognizes and supports only the current version of any NACE standard.

4 TECHNICAL COMMITTEE REPORTS

NACE technical committee reports are not submitted to ANSI for approval; therefore, not all procedures for development and approval of technical committee reports comply with ANSI procedures for development and approval of standards.

4.1 STGs shall have primary responsibility for developing new technical committee reports. This includes establishment of the Task Group, defining and documenting the Task Group assignment, timetable, scope of the proposed report, and review and approval of the draft report. See the TCOM for procedures to establish and populate new Task Groups.

4.1.1 Technical committee reports may be developed by Task Groups jointly sponsored by two or more STGs. For jointly sponsored Task Groups, the sponsoring STG chairs shall agree on chairmanship, membership, and assignment of the Task Group. All sponsoring STGs shall be included in ballot distributions and be involved in review, reaffirmation, withdrawal, or revision activities.

4.1.1.1 If two or more STGs are interested in development of a committee report on the same subject, all interested STGs shall be represented on the Task Group.

4.1.1.2 Each interested STG shall be designated as a sponsoring STG.

4.1.1.2.1 One of the sponsoring STGs shall be designated as the Administrative STG.

4.1.1.2.1.1 Sponsoring STG chairs shall choose which STG shall administer the Task Group.

4.1.2 The Administrative STG shall have the responsibility for reviewing, reaffirming, withdrawing, or revising existing or proposed committee reports.

4.1.3 The Administrative STG that has responsibility for a draft committee report shall be composed of at least 10 members (in total).

4.1.4 The Administrative STG chair, in consultation with the sponsoring STG chair(s), shall have the responsibility of appointing a Task Group chair and replacing a Task Group chair who is not providing adequate leadership or who has resigned.

4.2 A technical committee report is a limited-life document developed by a technical committee. Typical categories for committee reports are:

(1) State-of-the-art reports that deal with the current science and technology of a method, technique, material, device, system, or other aspect of corrosion-control work.

(2) Informational reports that can be statements on a specific problem (summarizing its ramifications, controversial points, and possible solutions), surveys of common practices, bibliographies on special subjects, etc.

4.3 The life of a report is 10 years, but a report may be reaffirmed, revised, or withdrawn by the sponsoring STG(s) at any time.

4.3.1 A reaffirmed or revised committee report shall have a life of 10 years from the date of reaffirmation or revision.

4.4 All reports should be based on information and data obtained through cooperative tests, questionnaires or surveys, studies of past experience, analyses, literature surveys, or other means by which useful technical information and data can be obtained.

4.5 All reports must reflect the consensus on a given subject and must be an authoritative statement on the subject that will be a credit to the Association. No report should be based completely on one person's or one company's data and all reports shall be consistent with the Association's Antitrust Policy.

4.6 In no instance shall a technical committee report make recommendations. Recommendations may be made only in Association standards. Technical committee reports may provide information on health, safety, and environmental issues in addition to information on corrosion-control technology. A report also may include information on the Association's report-development process.

4.7 Task Group and Work Group Responsibilities

4.7.1 The STG, Task Group, and Work Group chairs should work together cooperatively to fulfill the assignments.

4.7.2 The Task Group shall be charged by the STG(s) with writing a committee report.

4.7.3 The Task Group chair shall provide Headquarters with a copy of all correspondence, meeting notices, agendas, minutes, and data pertinent to the technical content of the draft committee report.

4.7.4 The Task Group chair shall provide Headquarters with authorization to add or remove members from the Task Group. A member should be added to a Task Group only after the chair has received a commitment from the member to actively participate in the committee's activities.

4.7.5 The Task Group chair shall ensure that minutes are taken and other pertinent records maintained and distributed as appropriate. He/she may select a secretary from among the Task Group membership to assist in this activity.

4.7.6 The Task Group chair shall report on the progress of the committee's draft report at each sponsoring STG steering meeting and indicate how the original timetable of the Task Group is being met. In the case of joint Task Groups, the Task Group chair should designate an alternate for reporting when necessary.

4.7.7 The Task Group chair shall distribute copies of all correspondence related to the progress of a draft report to the sponsoring STG chair(s) and Headquarters.

4.7.8 Upon completion of the assignment or disbandment of the Task Group, the Task Group chair shall forward originals of all files to Headquarters for appropriate record retention through the life of the report or one revision cycle.

4.8 Headquarters' Administrative Responsibilities

4.8.1 Headquarters shall maintain appropriate records of actions taken by a Task Group and STG(s) in the report development process, through the life of the report or one revision cycle.

4.8.2 Headquarters shall provide timely and adequate public notice of intent to prepare a committee report as well as the time and place of Task Group meetings to give an opportunity for all interested parties to participate.

4.8.3 During approval balloting, Headquarters shall survey the membership of the STG(s) under which a committee report is being developed or revised to determine the percentage of various classifications of voters.

4.9 Voter Responsibility

4.9.1 Eligible voters shall use the online voting system to record their ballots by the stated deadlines and indicate the interest classification they fall into for the draft document being balloted

4.9.2 When sent written notification that seeks action on the status of a negative, the negative voter should respond in writing within four weeks of the distribution date. The Task Group may not change a vote unless instructed in writing (including electronic communications) to do so by the voter.

4.9.2.1 All negative votes that are unresolved shall be reported as unresolved negatives, and recorded as such.

4.10 Approval Procedures for Technical Committee Draft Reports

4.10.1 Flow charts for development of Technical Committee Reports are attached as Appendix B. After the Task Group completes the draft report, it shall be forwarded to Headquarters for editing and processing. The edited report shall be sent to the Task Group chair and chair of the Administrative STG for approval ballot distribution approval.

4.10.2 Development of Consensus Body

4.10.2.1 Headquarters shall review the list of sponsoring STG members and remove duplicates.

4.10.2.2 If there are fewer than 20 members in the STG, additional members from other STGs with technical expertise in the draft document's technology must be identified by the Administrative STG chair and the Technology Coordinator in order to ballot the draft to a minimum of 20 members.

4.10.2.2.1 Headquarters shall send a canvass ballot to all members on the list via NCW, asking them to reply if they wish to vote on the draft document. Respondents must indicate their interest classifications when replying to this ballot. The member's interest classification should be pertinent to the draft document being balloted. Any respondent who does not indicate an interest classification shall not receive the approval ballot.

4.10.2.2.2 The canvass ballot shall include the draft document's name and an abstract.

4.10.2.2.3 The members shall be given four weeks to respond.

4.10.2.2.4 The consensus body shall include only those members of the STG(s) who respond affirmatively to the canvass ballot. If fewer than 20 members respond affirmatively, the sponsoring STG chair(s) shall be solicited for the names of additional members to be added to the list.

4.10.2.2.5 Headquarters shall monitor the balance of the consensus body, and if any one interest classification comprises a majority of the list, more voters from other interest classifications may be solicited at the discretion of the STG chair in consultation with the TG chair. The STG chair(s) may be asked to provide suggestions for voters, and Headquarters may solicit voters via electronic or other written communications.

4.10.2.2.6 Development of the consensus body must be completed within six weeks. This list shall be the consensus body and shall remain the same for all subsequent ballots for the draft document.

4.10.3 Upon receiving approval from the Administrative STG chair, Headquarters shall distribute the draft to the STG members who responded affirmatively to the canvass ballot and interested parties for approval ballot with a four-week deadline, with a copy to TCC members for comments only. At the Task Group or one of the sponsoring STG chair(s)'s request, Headquarters shall distribute the draft report to other committees and/or other organizations for approval ballot.

4.10.3.1 Only those ballots returned from persons on the original distribution list shall be counted in the vote. Comments from persons not on the original distribution list will be forwarded to the Task Group chair for information purposes only.

4.10.3.2 A committee report developed by jointly sponsored Task Groups shall complete the steps for developing committee reports that are outlined in this manual. When approval ballot response and affirmative response percentages are calculated, the percentages shall be of the consensus body.

4.10.4 The approval ballot shall provide for three types of votes.

4.10.4.1 *Affirmative.* The voter may note perceived editorial errors and their corrections.

4.10.4.2 *Negative.* The voter must show a perceived technical inaccuracy or omission in the draft report or address points dealing with perceived ambiguity or a lack of clarity that results in perception of a technical inaccuracy.

4.10.4.2.1 A written technical explanation and justification must accompany a negative.

4.10.4.2.2 A negative must include a suggested revision that would serve to resolve the negative.

4.10.4.2.3 The Task Group is not required to consider negative votes (1) without comments or (2) accompanied by comments not related to the proposal under consideration, i.e., the revisions or draft being balloted.

4.10.4.2.3.1 For negative votes without comments, comments shall not be solicited from the voter, and such votes shall not be recirculated to the consensus body. No action by the Task Group is necessary.

4.10.4.2.3.2 Negative votes containing comments pertaining to other sections of the draft shall be recorded as “negative without comments” without further notice to the voter. Such votes shall not be recirculated to the consensus body.

4.10.4.2.3.3 Negative comments unrelated to the proposal under consideration may be handled as proposals for new work.

4.10.4.3 *Abstaining.* The voter may note perceived editorial errors and their corrections.

4.11 Ballots distributed electronically by NCW are considered the official NACE ballot. Votes not meeting any one of the following criteria shall not be accepted:

4.11.1 The vote must be submitted via NCW using a member number or password set up within the NACE online voting system.

4.11.2 The vote must be returned by the deadline stated on the ballot or, in the case of a Headquarters-issued deadline extension, by the extended deadline.

4.12 The approval ballot shall be considered official when a majority of the ballots are received by the established deadline.

4.12.1 The Task Group shall address all comments and negative votes.

4.12.2 The Task Group shall attempt to resolve negative votes to the mutual satisfaction of the Task Group and negative voters. Resolved or withdrawn negative votes shall be confirmed in writing to Headquarters.

4.12.2.1 The Task Group may utilize any one or more of the following methods to resolve negative votes:

4.12.2.1.1 Direct contact, in person, by telephone, or exchange of e-mails, between the chair or a member of the Task Group and the person who submitted the negative vote.

4.12.2.1.2 At an open forum at a regularly scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

4.12.2.1.3 At an open forum scheduled with the prior approval of the Head of the Technical Activities Division and held at NACE Headquarters, provided that all persons who submitted negative votes are advised of the meeting at least four weeks in advance. Each submitter shall be given the opportunity to request that resolution of their negative be delayed until the next scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

4.12.2.1.4 Under special circumstances and with the prior written approval of the TCC chair and the Director of the Technical Activities Division, at a meeting called at such other location and time as practical, provided that all persons who submitted negative votes are advised of the meeting at least four weeks in advance. Each submitter shall be given the opportunity to request that resolution of their negative be delayed until the next scheduled Task Group meeting at Annual Conference or Corrosion Technology Week.

4.12.2.1.5 In the event that a negative vote resolution significantly alters the intent or substance of a document, any section(s) that has (have) been so altered must be rebalotted to the consensus body. In the event a question arises with respect to the degree of change necessitating a rebalot, the RPC shall resolve the disagreement.

4.12.2.2 Headquarters shall notify the negative voters, in writing, of the Task Group action on their negative votes and provide the negative voters four weeks to respond.

4.12.2.2.1 If no response is received within the four-week period, the negative shall be considered resolved.

4.12.2.2.2 If a negative voter responds with agreement to the revision, the negative shall be considered resolved.

4.12.2.2.3 If a negative voter's response disagrees with the revision, the Task Group shall review the response and decide whether further change is justified. If so, the change should be made. If not, the document may proceed toward approval for publication. Any unresolved negatives shall accompany the document for technical committee management information only.

4.12.3 At least two-thirds (2/3) of all votes returned from the distribution, excluding abstentions, must be affirmative for the proposed report to proceed.

4.12.3.1 When more than one-third (1/3) of all ballots returned from the distribution, excluding abstentions, are negative, the proposed report shall be returned to the Task Group for further consideration.

4.12.3.1.1 The Administrative STG chair shall determine at which step the draft report will re-enter the approval process.

4.12.4 When it becomes apparent to the Administrative STG chair that the Task Group cannot complete its assignment, or the project is no longer valid or justifiable, the Task Group shall be disbanded in accordance with the TCOM.

4.13 After the Task Group addresses the negative votes and comments, and the draft report is approved, the sponsoring STG chair(s) shall request Headquarters to proceed toward publication.

4.13.1 Headquarters shall advise voters with unresolved negatives that the draft report is being forwarded with their unresolved negatives to the sponsoring STG chair(s) with the recommendation that it be approved for publication.

4.13.2 Headquarters shall forward the document with any unresolved negative votes to the sponsoring STG chair(s) for publication approval. The chair(s) shall carefully review the draft report and either approve the report for publication or return it to the Task Group chair with recommendations for revision or additional work by the Task Group.

4.13.3 After STG chair approval, the Technology Coordinator shall review all information submitted concerning the draft report and send it to the TCC chair for ratification and approval for publication if the procedures outlined in this manual have been followed.

4.13.4 Headquarters shall be responsible for publication of all reports. Headquarters shall assign publication numbers that shall be retained through all revisions.

4.14 Provisions for Overriding Chair Nonapproval of Technical Committee Draft Reports

4.14.1 Any chair involved in the approval process may withhold approval to advance a draft report at any stage for editorial problems, failure to follow procedures in this manual, or breach of Association policy. Headquarters must be notified of the nonapproval within four weeks of distribution of the report to the chair. The notification must indicate the basis for nonapproval.

4.14.1.1 If a chair withholds approval on the basis of an editorial problem and the Task Group does not take action to the chair's satisfaction, Headquarters shall ask RPC to review the document and act as arbiter.

4.14.1.2 If a chair withholds approval on the basis of disagreement with changes made by RPC, the matter shall be appealed to the TCC.

4.14.1.3 If a chair withholds approval based on failure to follow procedures in this manual, that chair shall contact the appropriate chairs and the staff liaison to request corrective action.

4.14.1.4 If a chair withholds approval on the basis of a breach of Association policy, Headquarters shall forward the chair's concern to the TCC for review and decision.

4.14.1.4.1 If disagreements arise concerning the decisions reached by the TCC, those in disagreement with the TCC decision may appeal the policy matter to the Board of Directors.

4.14.2 A chair may not withhold approval on the basis of a technical matter, since the chair has an opportunity to cast a technical vote during approval balloting.

4.14.3 Failure of a chair to respond within two weeks constitutes approval to proceed to the next step.

4.15 Reaffirmation, Revision, and Withdrawal Procedures

4.15.1 Any technical committee report that has not been reaffirmed or revised within 10 years of its date of publication or most recent reissuance shall be administratively withdrawn and shall no longer be carried in the listing of active publications. If a Task Group is actively in the process of reviewing the report, it will not be administratively withdrawn.

4.15.2 Anyone may submit to Headquarters a written recommendation that a technical committee report be reviewed, revised, or withdrawn. Headquarters shall forward the recommendation to the appropriate Technology Coordinator for action.

4.15.3 It is the responsibility of the Technology Coordinator to ensure that review of the request is initiated. If the STG that prepared the report is no longer in existence, the Technology Coordinator shall assign the responsibility for that report to another sponsoring STG(s) whose scope or member expertise can deal with the report's subject.

4.15.4 A technical committee report may be reaffirmed without revision or with minor editorial revisions. The Administrative STG chair shall attach a copy of the report that is to be reviewed to the STG agenda. If two-thirds (2/3) of the STG members present vote to reaffirm the report, excluding abstaining, it shall be considered reaffirmed following confirmation by the Technology Coordinator that the proper procedures have been followed. The vote shall be recorded in the meeting minutes. The reaffirmation shall be indicated with the revision year on the reaffirmed report, e.g., 1G165 (Reaffirmed 1991).

4.15.5 If the entire technical committee report (or substantial portions thereof) is to be technically revised or updated, a Task Group shall be formed in the same manner as described for a new technical committee report, and the revisions or updating shall be carried out in the same manner as for a new technical committee report.

4.15.5.1 If only selected paragraphs of a technical committee report are to be technically revised or a major editorial revision is proposed, the revision(s) may be balloted to the consensus body. The procedures described in the paragraphs on STG balloting for technical committee reports shall be followed.

4.15.6 If a sponsoring STG or Task Group chair recommends withdrawal of an existing technical committee report, the Administrative STG chair shall advise Headquarters to issue

a special approval ballot to STG members and interested parties with an information copy to the Technology Coordinator.

4.15.6.1 The STG or Task Group chair who recommends withdrawal shall prepare justification for the report's withdrawal for inclusion with the approval ballot.

4.15.6.2 The ballot shall be distributed and completed in the same manner as an STG ballot for approval of a new report.

4.15.6.3 Approval of the proposal to withdraw a report shall require two-thirds (2/3) affirmative vote, excluding abstentions, with a return of a majority of the ballots from the consensus body.

4.15.6.4 If the Technology Coordinator determines that withdrawal of the report in an STG meeting would accurately reflect the disposition of all the sponsoring STGs on withdrawal, the Technology Coordinator shall notify the Administrative STG chair and Headquarters. Headquarters shall include the document with the agenda for discussion and vote at the Administrative STG's next meeting.

4.15.6.4.1 If the proposal for withdrawal is accepted by two-thirds (2/3) of the STG members present at the meeting, excluding abstentions, the report shall be considered withdrawn following confirmation by the Administrative STG chair that proper procedures were followed. The vote shall be recorded in the meeting minutes.

4.15.7 Headquarters shall announce the reaffirmation, withdrawal, or revision of a technical committee report in the earliest possible issue of *Materials Performance* and update the cover sheets of revised and reaffirmed reports appropriately.

5 TCC SPECIAL PUBLICATIONS: MANUALS, REFERENCE BOOKS, AND COMPILATIONS

5.1 STGs shall have primary responsibility for developing new TCC Special Publications. This includes establishment of the Task Group, defining and documenting the Task Group assignment, timetable, scope of the proposed publication, and review and approval of the draft. See the TCOM for procedures to establish and populate new Task Groups.

5.1.1 TCC Special Publications may be developed by Task Groups jointly sponsored by two or more STGs. For jointly sponsored Task Groups, the sponsoring STG chairs shall agree on chairmanship, membership, and assignment of the Task Group. All sponsoring STGs shall be included in ballot distributions and be involved in review, reaffirmation, withdrawal, or revision activities.

5.1.1.1 If two or more STGs are interested in development of a TCC Special Publication on the same subject, all interested STGs shall be represented on the Task Group.

5.1.1.2 Each interested STG shall be designated as a sponsoring STG.

5.1.1.2.1 One of the sponsoring STGs shall be designated as the Administrative STG.

5.1.1.2.1.1 Sponsoring STG chairs shall choose which STG shall administer the Task Group.

- 5.1.2 The sponsoring STG(s) shall have the responsibility for reviewing, reaffirming, withdrawing, or revising existing or proposed TCC Special Publications.
- 5.1.3 The sponsoring STG(s) that has responsibility for a draft TCC Special Publication shall be composed of at least 10 members (in total).
- 5.1.4 The Administrative STG chair, in consultation with the supporting STG chair(s), shall have the responsibility of appointing a Task Group chair and replacing a Task Group chair who is not providing adequate leadership or who has resigned.
- 5.2 Special publications including manuals, reference books, and compilations of reports, standards, or articles on a given subject shall require approval in sequence by the following:
- 5.2.1 Task Group (by majority vote at a meeting or by letter ballot);
 - 5.2.2 At least three people who did not directly participate in the development of the publication as selected by the sponsoring STG chair(s). These people should be knowledgeable and experienced in the subject area of the publication. If disagreement arises among the members of the panel or between a member of the panel and the Task Group, the sponsoring STG chair(s) shall arbitrate the issue;
 - 5.2.3 RPC chair;
 - 5.2.4 STG chair(s); and
 - 5.2.5 TCC chair.
- 5.3 Publication of manuals, reference books, and compilations shall be the responsibility of the Publications Division.

6 QUESTIONNAIRES

The original text for questionnaires can be found on NACE Committee Worksapce.

7 VISUAL AIDS AND ADJUNCTS TO TCC PUBLICATIONS, INCLUDING VISUAL COMPARATORS AND AUDIO VISUALS

- 7.1 Visual aids and adjuncts to TCC publications, including visual comparators and audio visuals, shall require approval in sequence by the following:
- 7.1.1 Task Group (by majority vote at a meeting or by letter ballot);
 - 7.1.2 At least three people who did not directly participate in the development of the publication as selected by the sponsoring STG chair(s). These people should be knowledgeable and experienced in the subject area of the publication. If disagreement arises among the members of the panel or between a member of the panel and the Task Group, the Administrative STG chair shall arbitrate the issue before acting on it;
 - 7.1.3 Administrative STG chair; and
 - 7.1.4 TCC chair.
- 7.2 Publication of visual aids and adjuncts to TCC publications shall be the responsibility of Headquarters.

8 INTERPRETIVE SOFTWARE FOR NACE STANDARDS

8.1 Written requests for NACE sponsorship (and development) or endorsement of an electronic media distribution system (software) that is programmed to interpret NACE standards shall be submitted to Headquarters. This request may be made by an STG, a Task Group, or an individual.

8.1.1 For the purpose of this manual, the term “interpret” implies that a software program contains rewording or similar wording, but not identical wording, to that of a NACE standard, or data, tables, charts, computations, or graphics, that serves as a basis for the software program’s output.

8.2 Headquarters shall notify the Administrative STG chair that a request has been received and shall inform the submitter of the action taken.

8.2.1 If the Task Group that developed the standard or its most recent revision is still active, this notification will be made to the Task Group chair.

8.3 The Administrative STG (or Task Group) chair shall select three or more members of the sponsoring STG(s) (or Task Group if it exists) who are involved in the corrosion technology presented within the software to provide a review of the program output and its applicability to the standard.

8.4 The reviewers shall review the software within four weeks of receipt and shall submit a written report with the results of their review to the Administrative STG (or Task Group) chair, with a copy to Headquarters. The review time may be extended by the Administrative STG (or Task Group) chair based on an evaluation of the complexity of the software.

8.4.1 When third-party (non-NACE) software is being reviewed, the names of the reviewers shall remain confidential.

8.4.2 Third parties who are seeking NACE endorsement of non-NACE software shall provide a review copy of the software for each reviewer, Headquarters, and the participating committee chair(s).

8.5 Each reviewer shall state whether the software is acceptable as submitted or requires modification to accurately reflect the NACE standard that forms the basis for the software and the corrosion technology that is presented.

8.5.1 The reviewer must indicate whether suggested modifications are optional or mandatory for acceptance.

8.5.2 The reviewer must provide details on how modifications are to be made to the software.

8.6 The Administrative STG (or Task Group) chair or his designee, who shall not be a member of the review team, shall compile all optional and mandatory modifications, and shall resolve any conflicts between reviewers.

8.7 If a NACE-distributed software product, whether developed by a technical committee or third party, is based on published NACE standards that are subsequently revised, the appropriate technical committee or third party shall be notified by Headquarters that the software product must be reviewed and that revision may be required.

8.7.1 Revised software products shall be reviewed in the same manner as new software.

9 ELECTRONIC DELIVERY OF PUBLICATIONS

9.1 Electronic Delivery of Approved Technical Committee Documents

Technical committee documents (including reports and standards) may be electronically published by the Association if:

- (a) The document has been approved via the Association's consensus development procedures as stated in this manual;
- (b) The electronic program is nonadvisory and does not formulate interpretations of approved documents.

9.2 Electronic Delivery of Other Databases or Advisory Systems

Electronic products that are not based on pre-approved technical committee documents, or that are considered to be advisory systems, may be distributed only after review and approval of Headquarters and the TCC (see *Interpretive Software for NACE Standards*).

10 PUBLICATION RIGHTS

10.1 The Association shall have exclusive publication rights to all technical committee documents and such other items as may be produced by technical committees. Requests for reprinting or duplication of published or copyrighted technical committee documents, in part or in full, shall be made to the Director of the Technical Activities Division.

11 INQUIRIES CONCERNING TECHNICAL CONTENT OF TECHNICAL COMMITTEE PUBLICATIONS

11.1 General

11.1.1 Headquarters will serve as a clearinghouse for inquiries concerning Association technical committee publications.

11.2 Written Inquiries

11.2.1 Requests for interpretation of technical committee publications must be submitted to Headquarters in writing. Headquarters shall notify the appropriate Administrative STG chair that an inquiry has been received and acknowledge receipt of the inquiry to the inquirer with a basic explanation of the steps that will be followed in responding to the inquiry.

11.2.2 The Administrative STG chair shall provide Headquarters with the names of two (2) STG members who were involved with the development of the publication or who have working knowledge of the publication's content and will develop a response for the Administrative STG chair's review within a two-week deadline. The Administrative STG chair should not be one of the reviewers.

11.2.2.1 If the response is accepted, the Administrative STG chair shall forward the response to Headquarters with a statement that the response by the response team was approved. In the case of all but standard MR responses, there shall be a disclaimer that the response is not considered final until it is attached to committee minutes as the result of being a discussion or report item at a meeting of the sponsoring committee. The response shall be included in the sponsoring STG(s)'s next meeting minutes. Headquarters shall then send the response to the inquirer.

11.2.2.2 If the Administrative STG chair (or Task Group in the case of a standard MR) does not approve the response, the inquiry shall be included on the next STG meeting agenda for discussion and an STG consensus response shall be requested and recorded in the meeting minutes. Headquarters should inform the inquirer of the status of the inquiry and notify him of the scheduled discussion at the next Administrative STG meeting.

11.2.3 In the case of a material requirements standard, the Administrative STG chair may designate the chair of the Task Group responsible for the material requirements as the person for Headquarters to notify in the case of an inquiry concerning the standard.

11.2.3.1 Questions concerning material requirements standards shall be submitted to two or more members of the Task Group selected by the Task Group chair. This team shall develop a response based on input from all members of the team. The team cannot consist of more than 49% in the *manufacturer/producer* category.

11.2.3.1.1 The MR Task Group chair may set time restraints on responses to materials requirement inquiries.

11.2.3.2 Responses to inquiries on materials requirement standards shall be compiled and submitted to all Task Group members for approval. If approved, the Task Group chair shall forward the response to Headquarters with a copy of the response to the sponsoring STG chair(s).

11.2.3.2.1 In the case of a formulated standard MR response, Headquarters should indicate the response is a consensus response and requires no further action by the Task Group. All responses by MR teams shall be included in the minutes of a Task Group meeting at Annual Conference and distributed to the sponsoring STG(s).

11.2.4 The response shall be included in the minutes of the meeting in which the inquiry was discussed.

11.2.5 Headquarters shall forward the minutes of the meeting to the inquirer.

11.3 If the inquiry pertains to a document that is actively under development or review by a Task Group, then the inquiry response procedure may be handled at the Task Group level and the responses may be attached to Task Group minutes. The Administrative STG chair shall retain responsibility for approving all responses to inquiries.

12 APPEALS PROCESS FOR ALLEGED PROCEDURAL INFRACTION

12.1 Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of NACE with regard to the development of a proposed standard or report, or the revision, reaffirmation, stabilization or withdrawal of an existing standard or report, shall have the right to appeal the alleged procedural infraction. He/she shall notify in writing the TCC chair and NACE Chief Executive Officer (CEO), with copies to the Technology Coordinator, sponsoring STG chairs, and Task Group chair.

12.1.1 The written notification shall contain all substantiation of the perceived infraction and clearly state the portion(s) of the *Technical Committee Publications Manual* and/or NACE policies that was (were) allegedly violated.

12.1.2 The notification must be received within 30 days of the notification of the right to appeal.

12.1.3 The notice must contain only perceived procedural infractions.

12.1.4 Procedural appeals include whether a technical objection was afforded due process.

12.2 The TCC chair shall review the perceived infraction with the Technology Coordinator and the STG chair to determine whether the allegations can be substantiated.

12.2.1 If possible, the matter should be resolved by mutual agreement of the individual, Task Group and sponsoring STG chairs, Technology Coordinator, and TCC chair. If agreed by the TCC chair and the appellant(s), a mediator suitable to both parties may be used to assist in the resolution process.

12.2.2 If the issue is resolved in this manner, the individual alleging the infraction and the STG chair shall agree, in writing, on how it was resolved. A copy of this written report shall be sent by the STG chair to the NACE CEO, the Task Group and sponsoring STG chairs, Technology Coordinator(s), TCC chair, and the individual who originally reported the alleged infraction.

12.3 If the perceived infraction cannot be settled by mutual agreement, the TCC chair, in consultation with the Technology Coordinator and appellant(s), shall appoint a three-member Arbitration Board comprised of technical committee members who are not members of the sponsoring STGs of the technical committee perceived to commit the infraction. The TCC chair shall choose persons who have not been directly involved with the item under dispute, and who are believed to be fair, reasonable, and knowledgeable about procedures. The Arbitration Board work process shall include the following: review NACE guidelines for preparation of the document, the document preparation steps, document balloting and results steps, interview STG and TG officers and appellant(s) to better understand and validate the work processes of preparation, balloting, and appeals and prepare a report with their conclusions. The Arbitration Board shall provide a written report to the individual alleging the infraction and the Task Group Chair, sponsoring STG chair(s), Technology Coordinator(s), and TCC chair within 90 days of receiving the documentation from NACE; a time extension may be requested from the TCC but must be done before the 90 day deadline.

12.4 The Arbitration Board report may be appealed to the TCC by any of the appellant(s) or committee chairs who were sent report copies. The appeal must be made in writing to the TCC chair and to the NACE CEO within 30 days of the issuance of the report.

12.5 An arbitration appeal to TCC must be held in a scheduled TCC meeting.

12.6 TCC shall rule to uphold or overrule the Arbitration Board report and notify all parties in writing. The TCC ruling may be appealed to the Board of Directors within 30 days of the ruling notification. For ANSs, a copy of the appeal and ruling shall be included in the ANSI documentation (BSR-9) submission.

13 AMENDMENTS AND INTERPRETATIONS OF THIS MANUAL

13.1 The *NACE Technical Committee Publications Manual* must be reviewed at least once every five years.

13.2 The *NACE Technical Committee Publications Manual* may be amended by approval ballot of the TCC or the voting members (or alternates) present at any official meeting of TCC if notice

of the proposed amendment was included in the agenda of the meeting. A two-thirds (2/3) vote is required to approve the amendment.

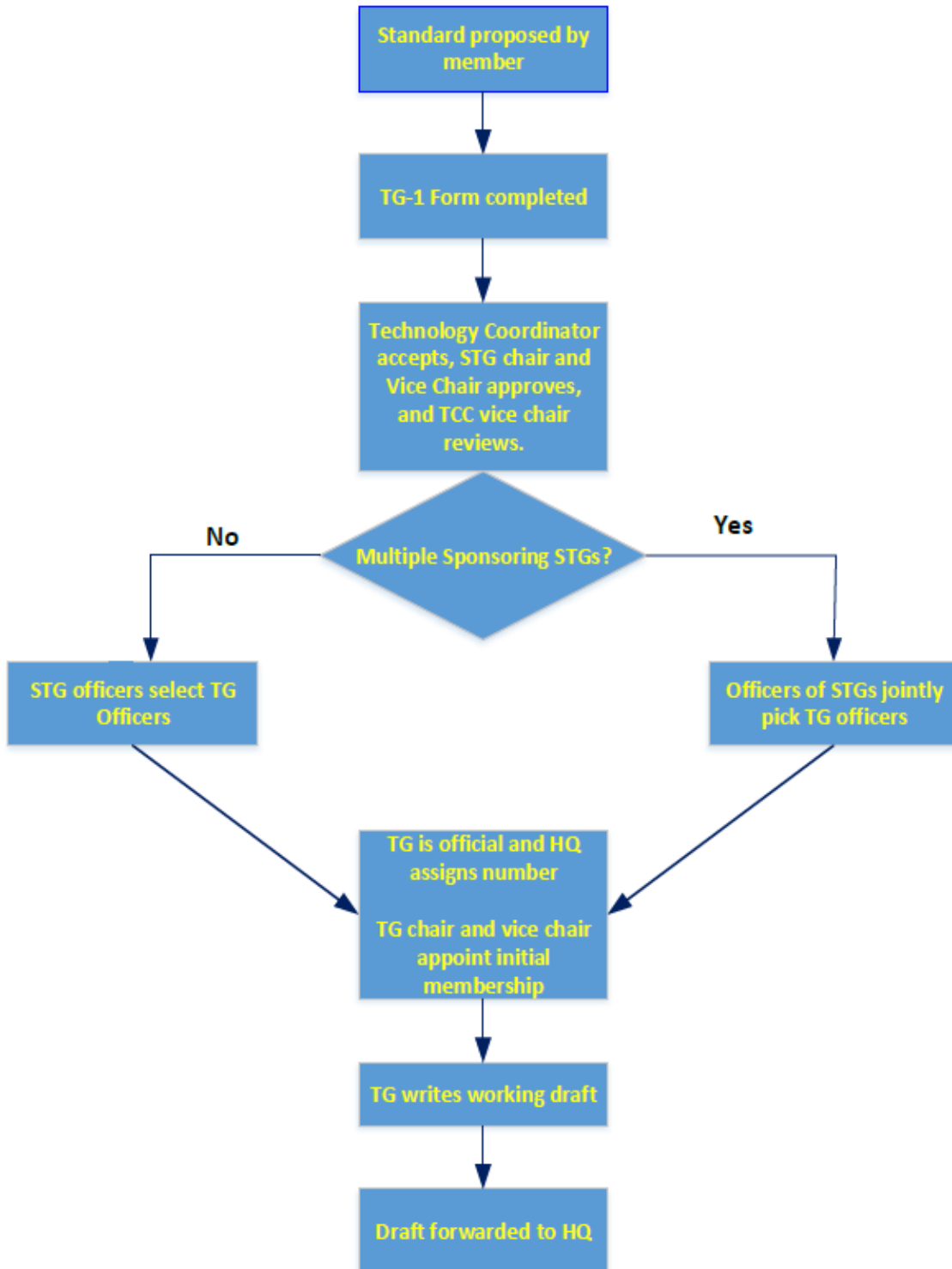
13.2.1 The amended manual shall be balloted to the voting members of the Technical and Research Activities Committee (TRAC) for ratification. A 2/3 affirmative vote is required for ratification.

13.3 Amendments approved by TCC shall become effective upon ratification by the TRAC.

13.4 Approved amendments to this manual shall be distributed to technical committee officers.

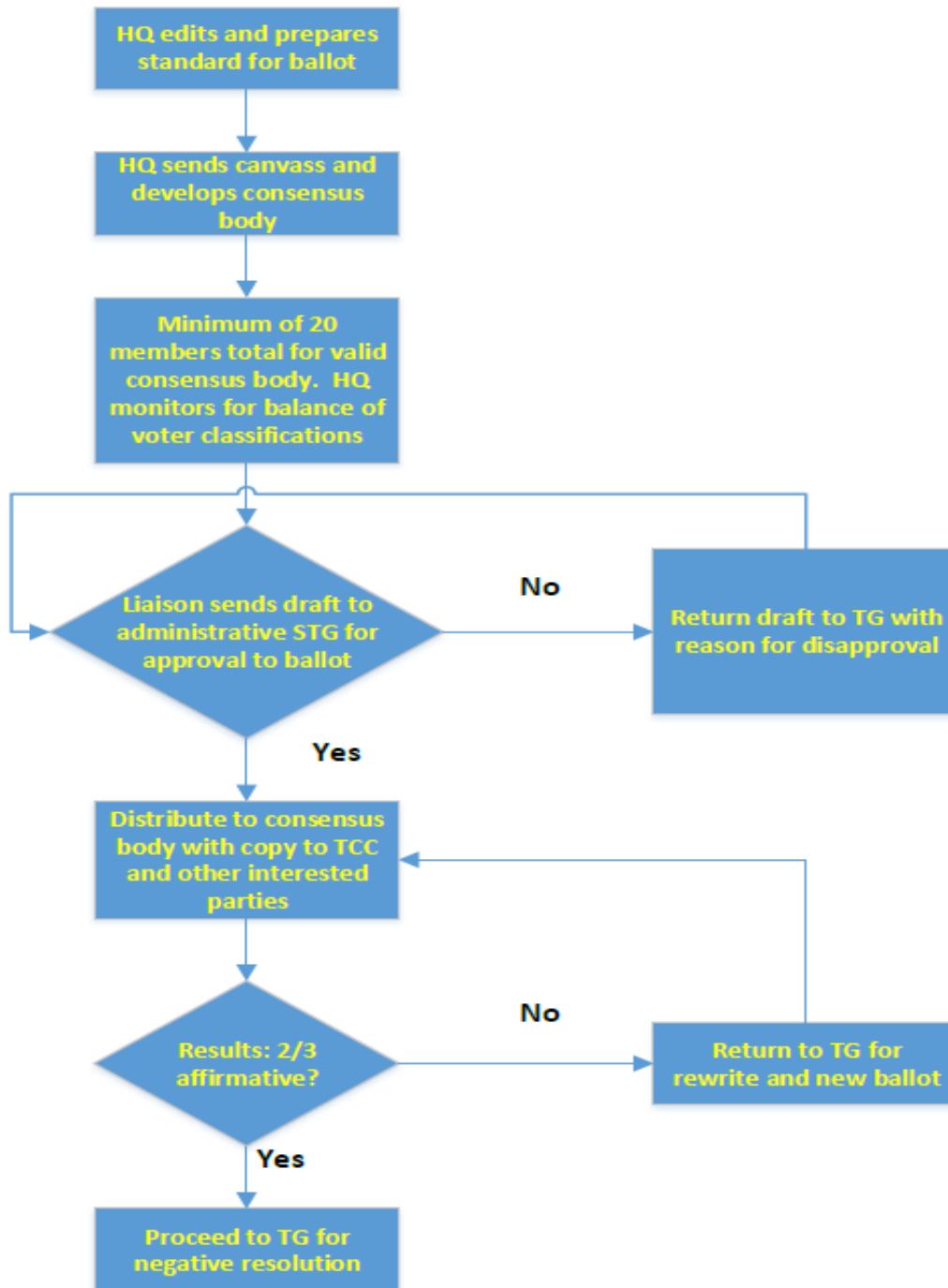
13.5 The TCC Managing Committee shall be responsible for providing interpretations of this manual when necessary.

Appendix A—Flow Charts for Standards Development
TG Formation and First Draft—Standard



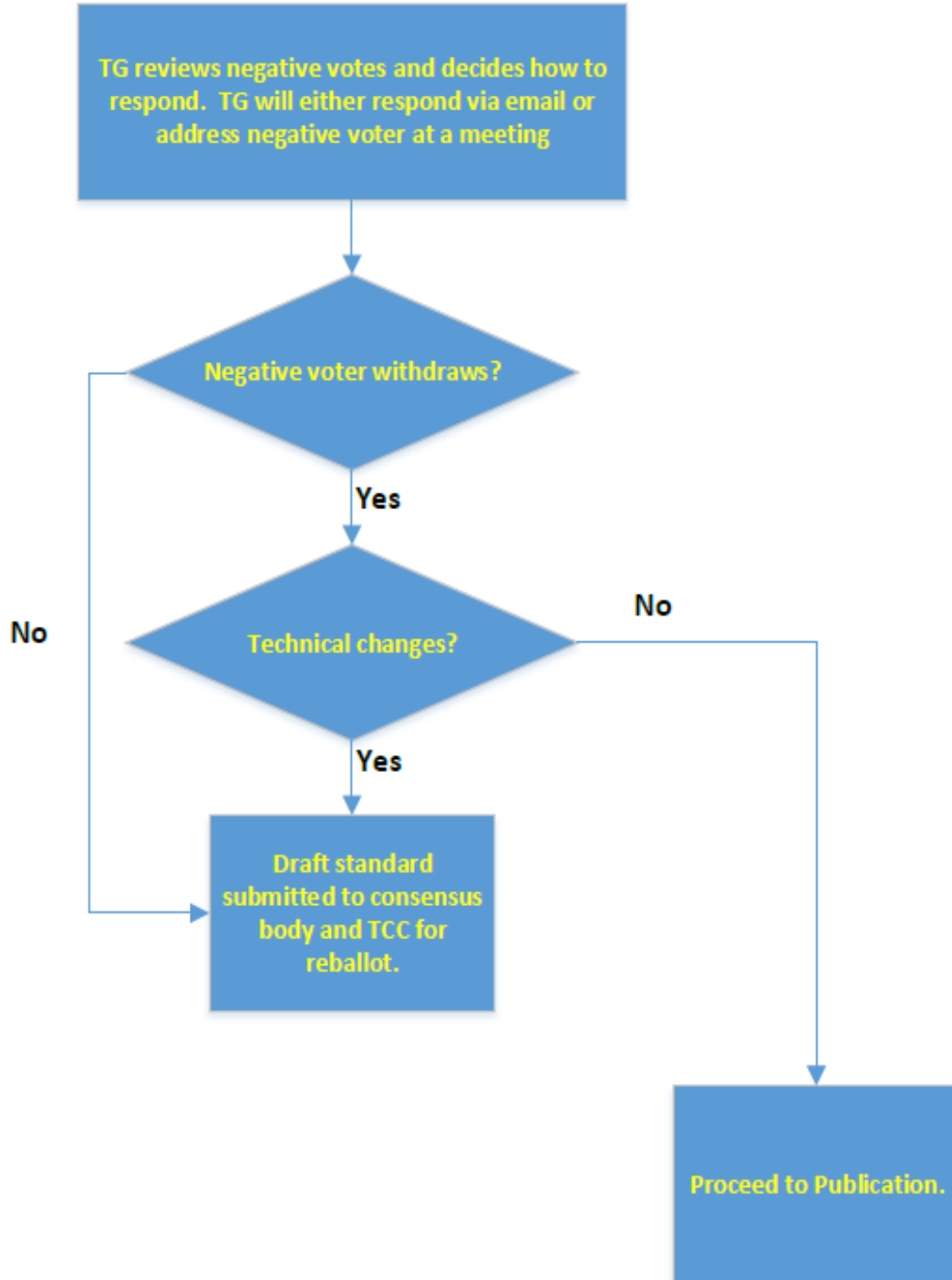
Appendix A—Flow Charts for Standards Development

Ballot—Standard



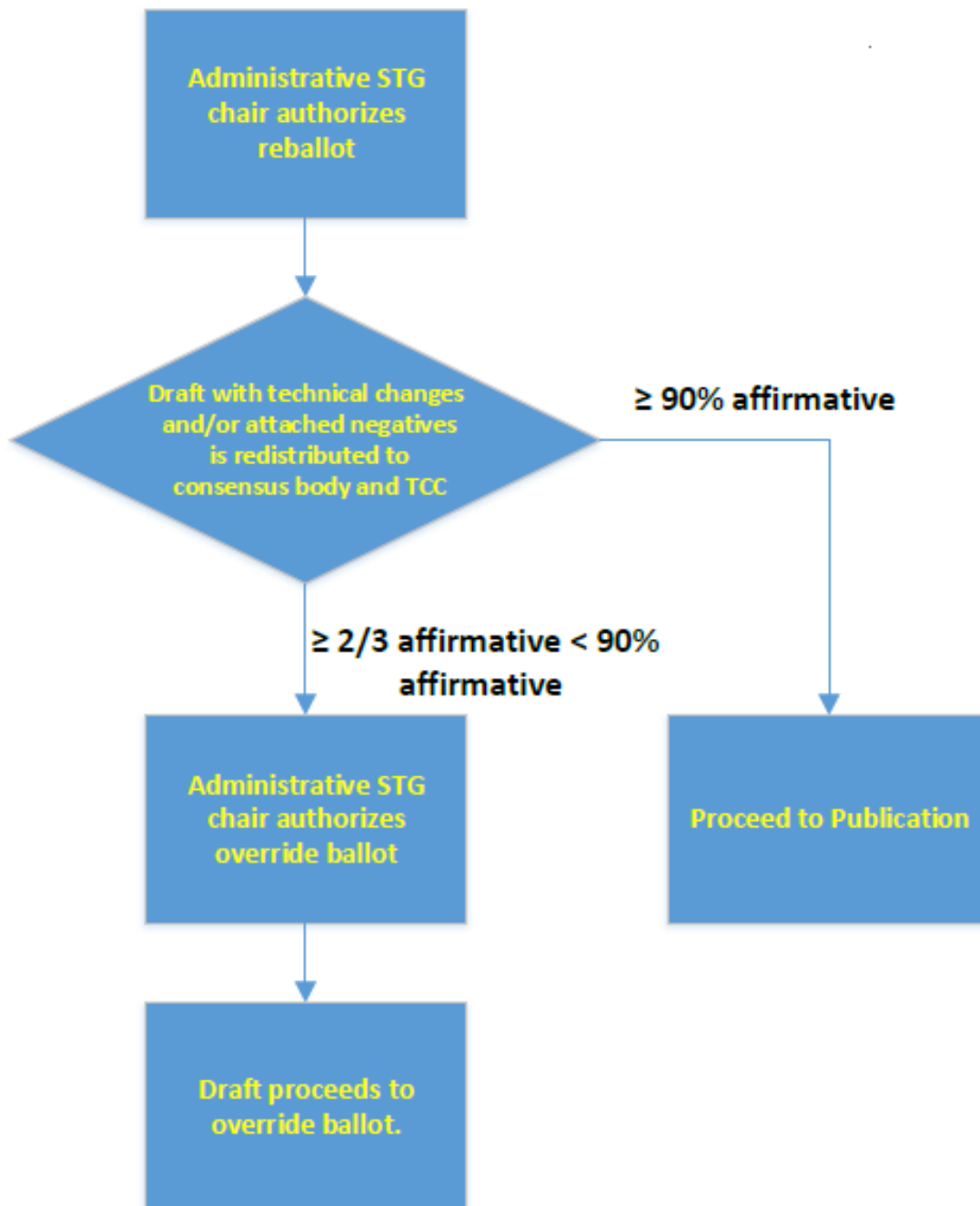
Appendix A—Flow Charts for Standards Development

Negative Withdrawal Process—Standard



Appendix A—Flow Charts for Standards Development

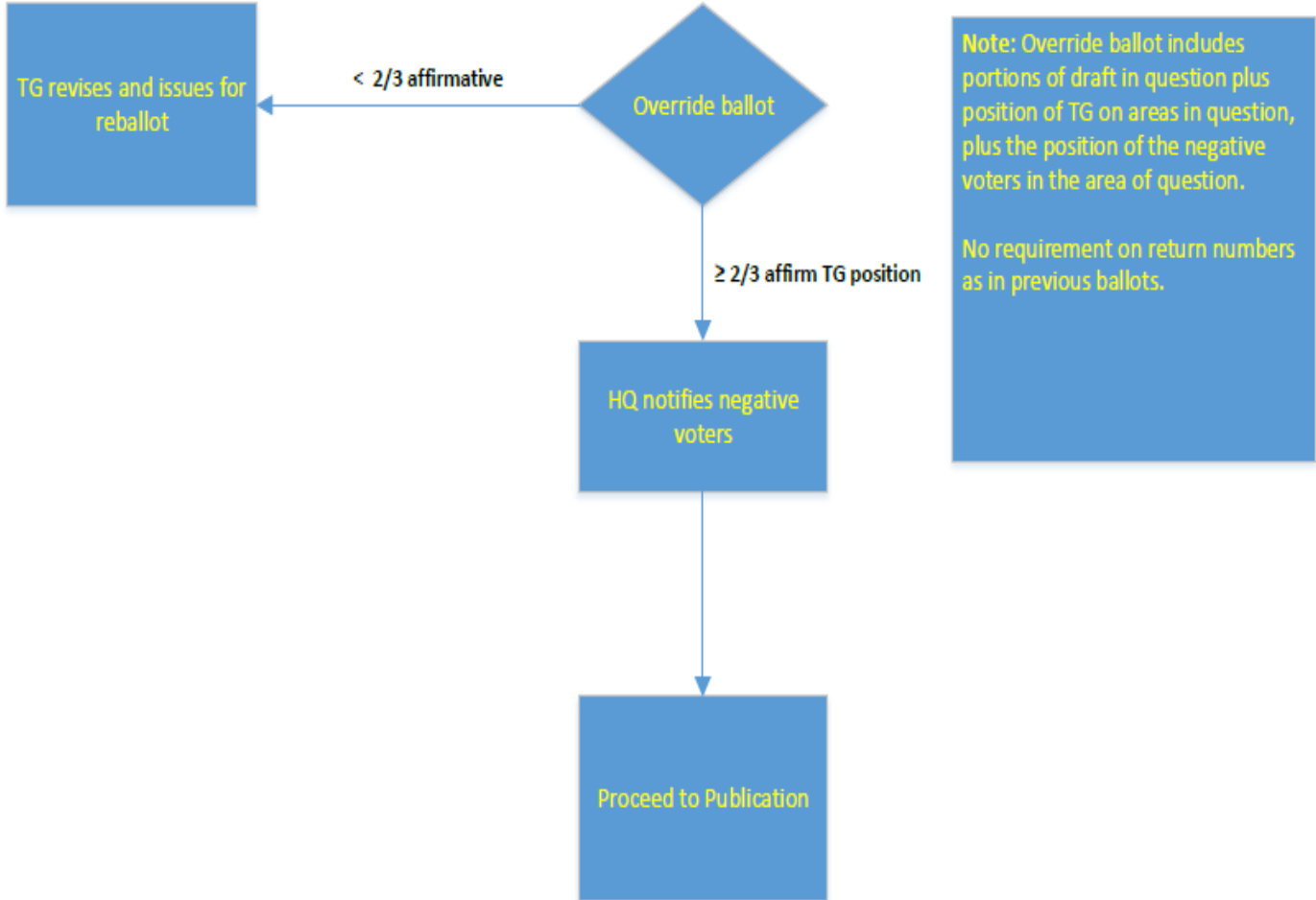
Reballot—Standard



See Paragraph 3.10 for further details.

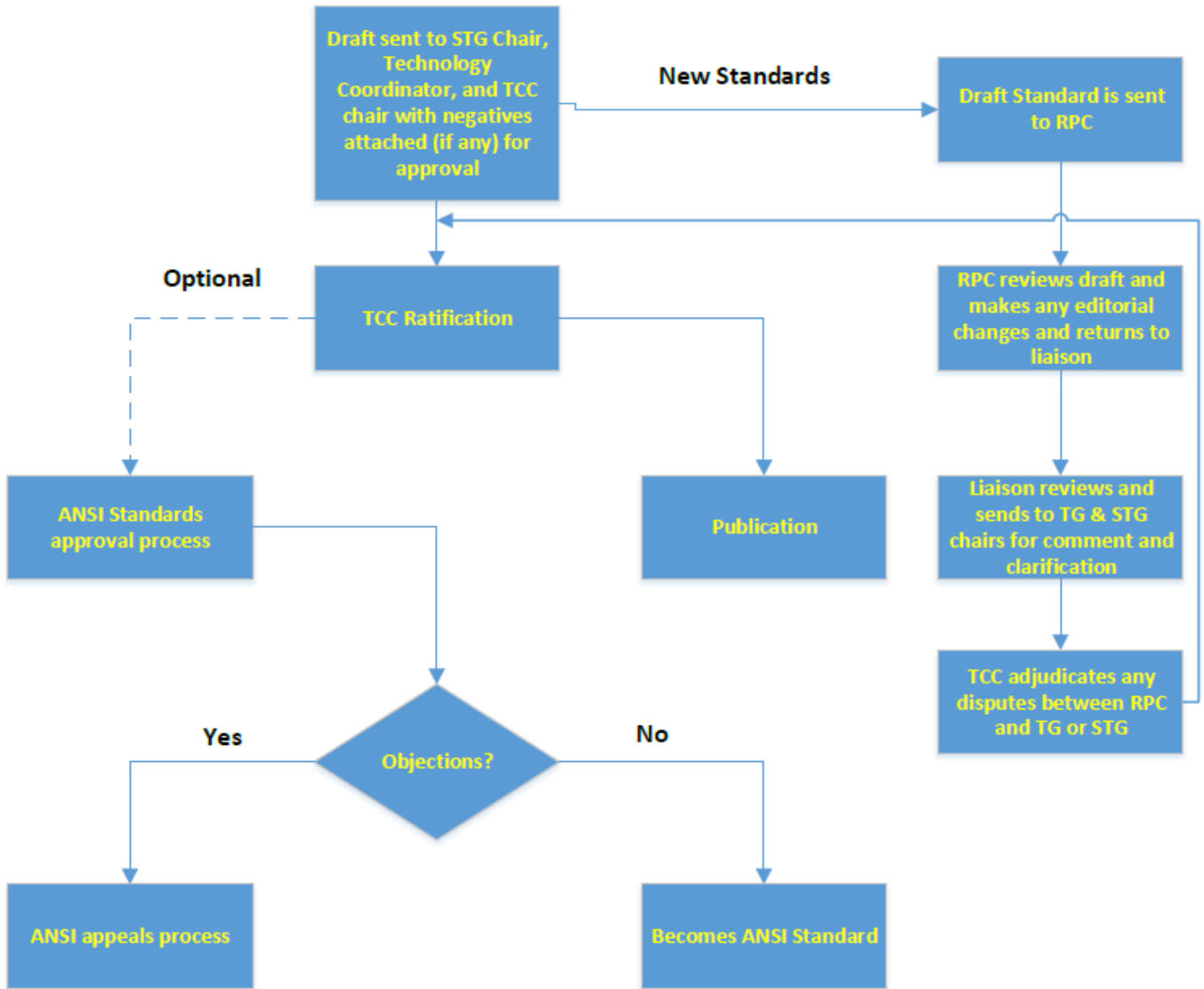
Appendix A—Flow Charts for Standards Development

Override Ballot



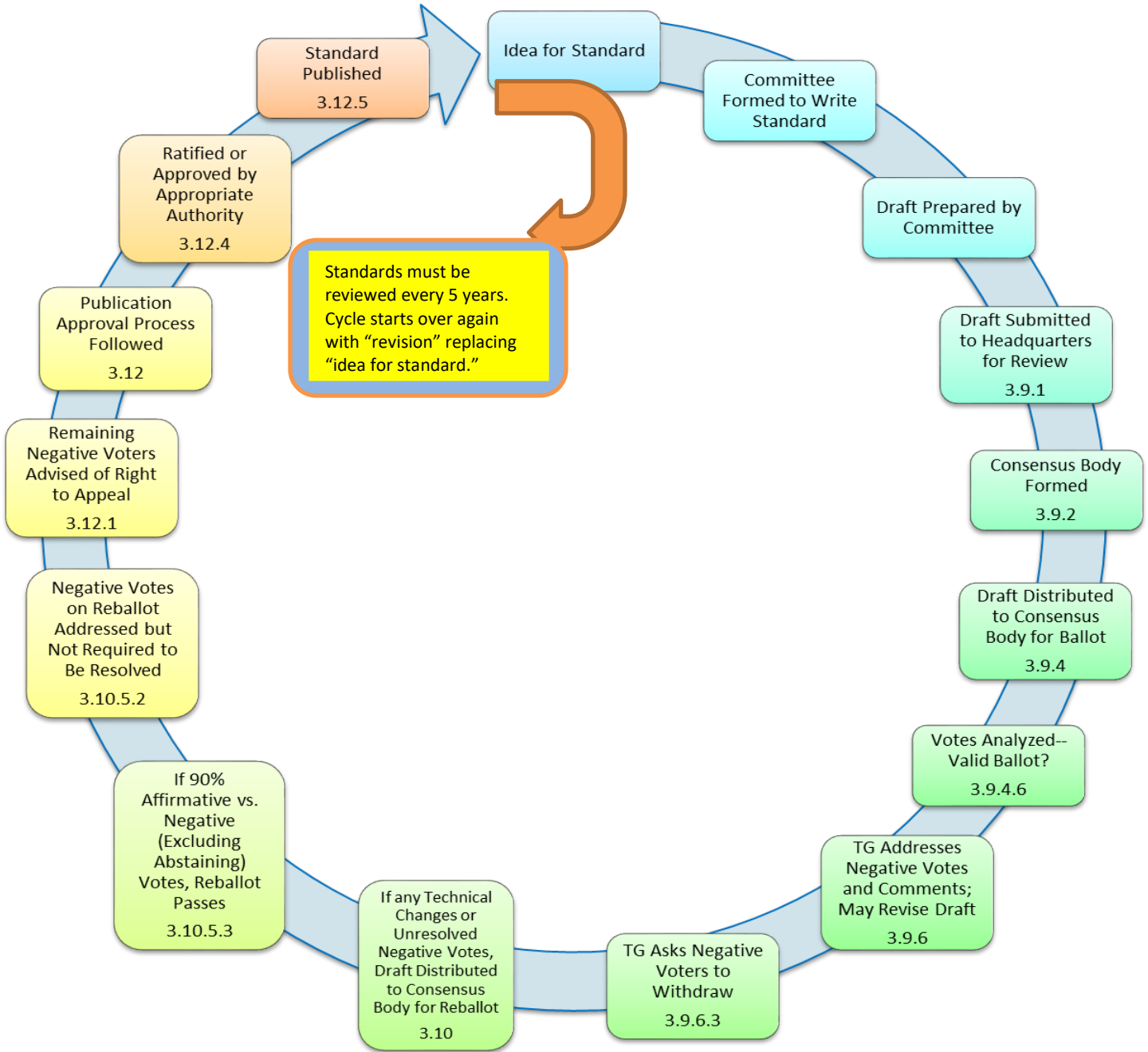
See Paragraph 3.11 for further details.

Appendix A—Flow Charts for Standards Development
Publication—Standard



See Paragraph 3.12 for further details.

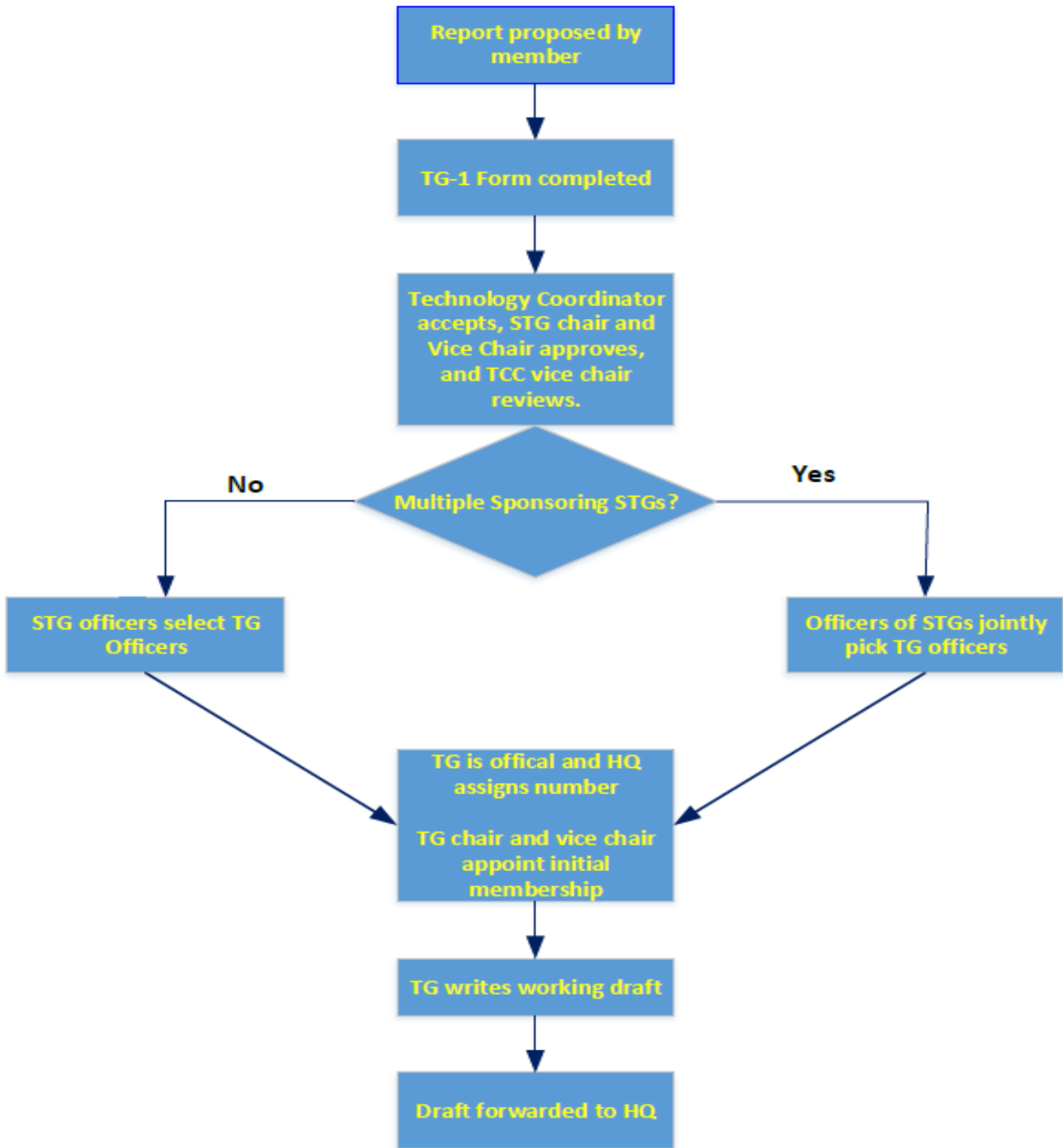
Appendix A—Standards Development Cycle



Standards Development Cycle

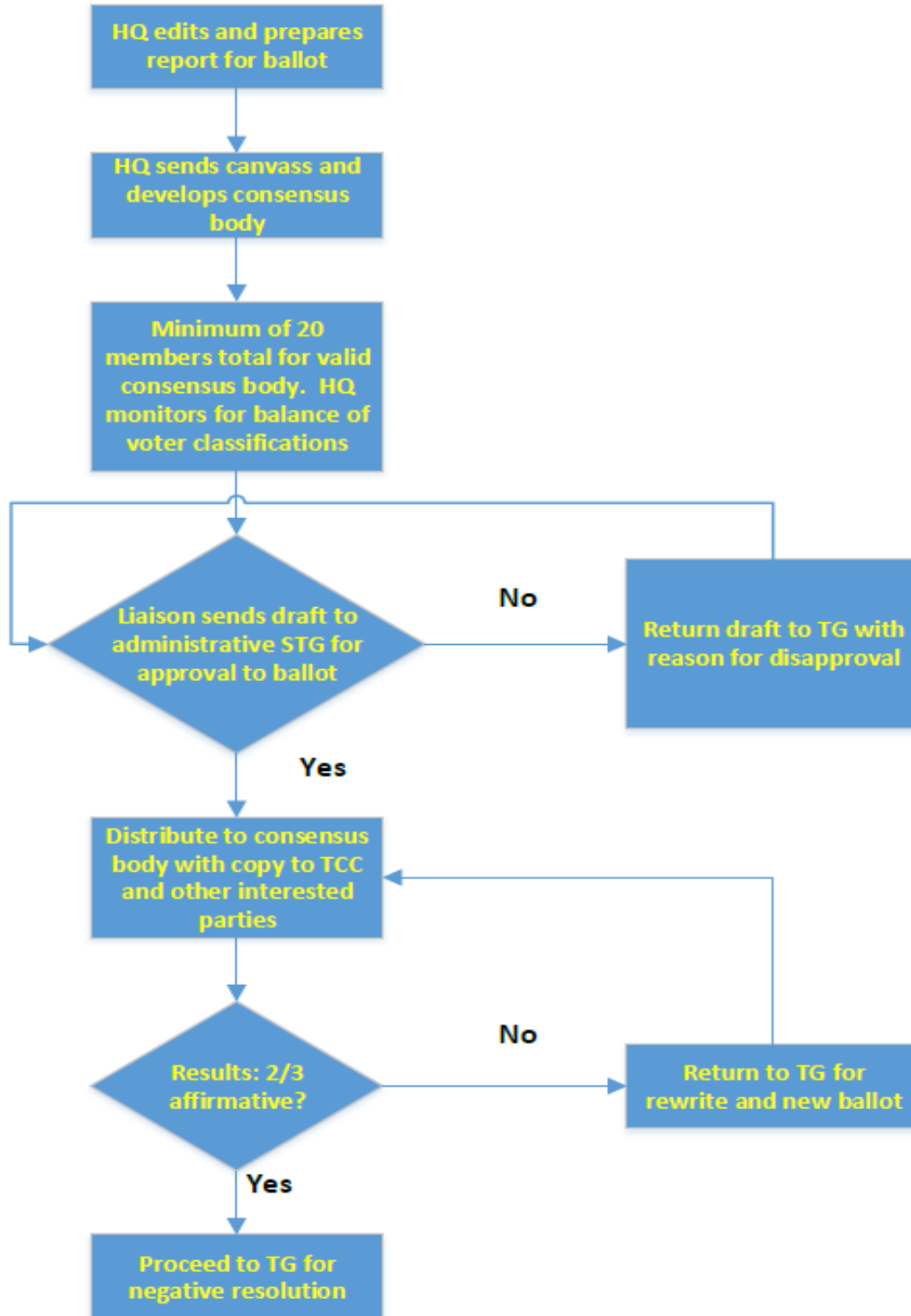
(Numbers in boxes indicate the pertinent paragraph in the Technical Committee Publications Manual)

Appendix B—Flow Charts for Technical Committee Report Development
TG Formation and First Draft—Report



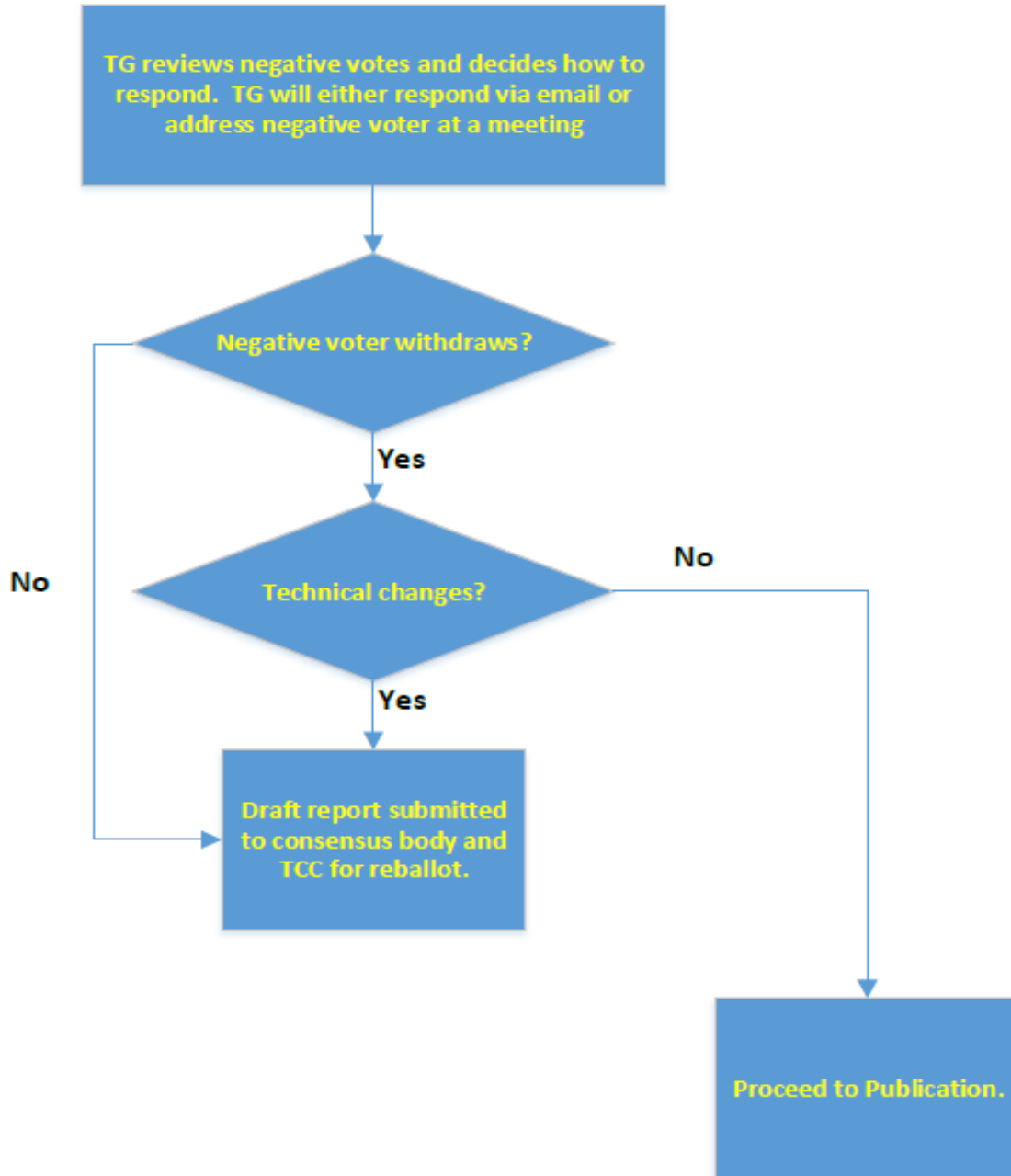
Appendix B—Flow Charts for Technical Committee Report Development

Ballot—Report



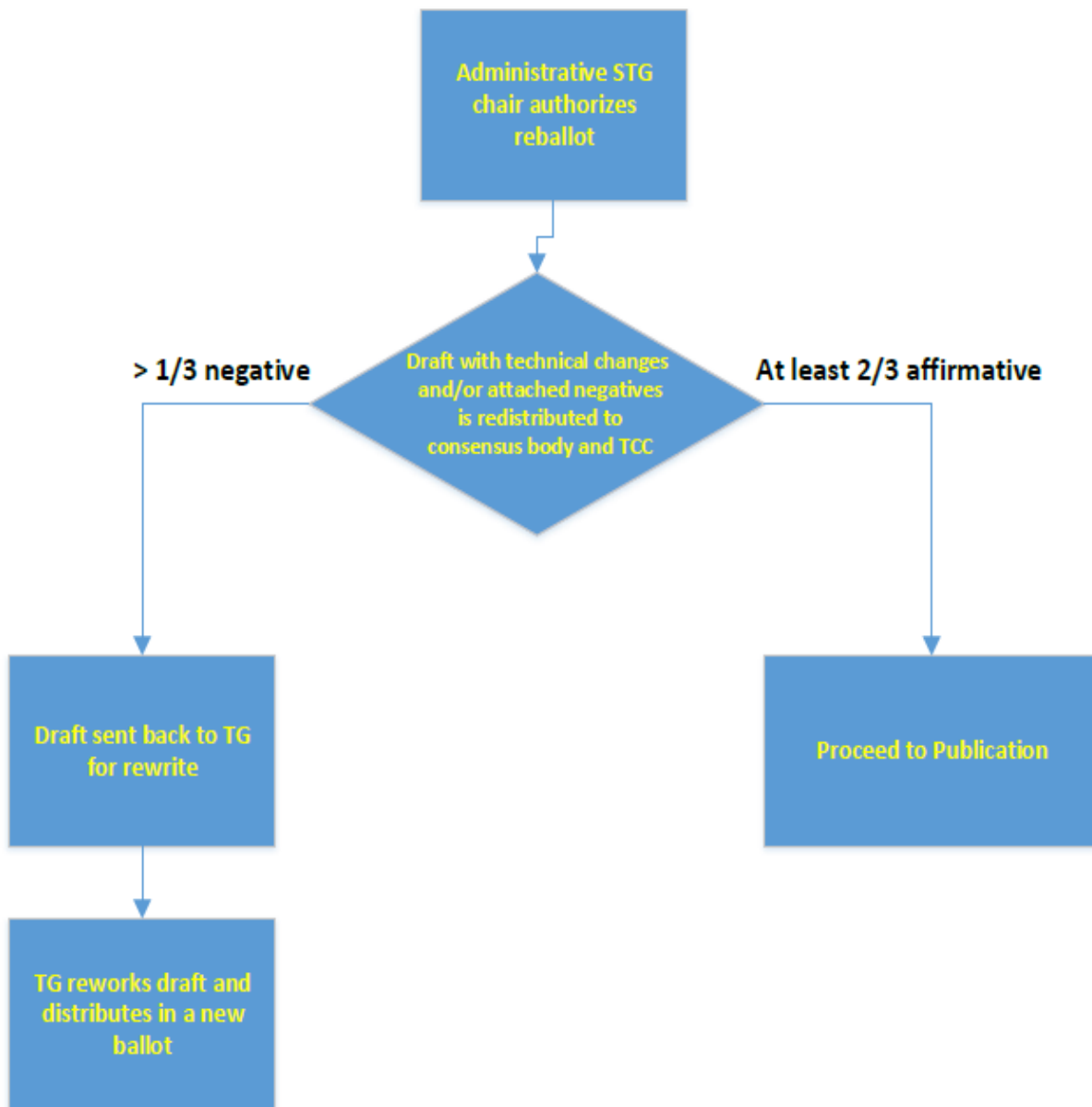
Appendix B—Flow Charts for Technical Committee Report Development

Negative Withdrawal Process—Report



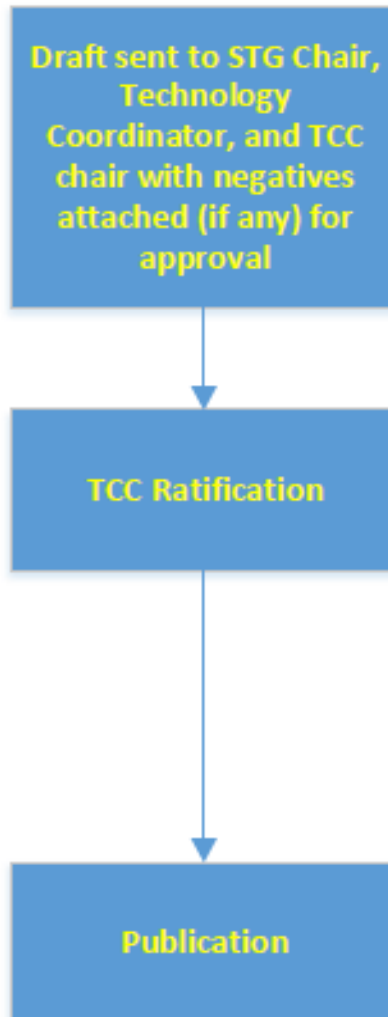
Appendix B—Flow Charts for Technical Committee Report Development

Reballot—Report



Appendix B—Flow Charts for Technical Committee Report Development

Publication—Report



Appendix C: Procedures for American National Standards

The following paragraphs are from the ANSI Essential Requirements.

C1 [ANSI 1.0] Essential Requirements for Due Process

These requirements apply to activities related to the development of consensus for approval, revision, reaffirmation, and withdrawal of American National Standards (ANS).

Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by (a) expressing a position and its basis, (b) having that position considered, and (c) having the right to appeal. Due process allows for equity and fair play. The following constitute the minimum acceptable due process requirements for the development of consensus.

C2 [ANSI 1.1] Openness

Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Voting membership on the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

C3 [ANSI 1.2] Lack of Dominance

The standards development process shall not be dominated by any single interest category, individual, or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

C4 [ANSI 1.3] Balance

The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance.

C5 [ANSI 1.7] Consensus Vote

Evidence of consensus in accordance with these requirements and the accredited procedures of NACE shall be documented.

C6 Notification of standards development shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an American National Standard.

C7 Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in *Standards Action*. Comments resulting from the filing of the PINS shall be handled in accordance with Paragraph 2.5 of the current version of the ANSI Essential Requirements.

[From ANSI 2.6] In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an

appeals process exists within NACE procedures. In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved, must be reported to the ANSI Board of Standards Review (BSR).

When this process is completed in accordance with NACE's written procedures, NACE may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

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

C8 In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* in order to provide an opportunity for public comment. If it is the case, then a statement of intent to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in *Standards Action*. The comment period shall be one of the following:

- A minimum of 30 days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of 45 days if the document is available in an electronic format, deliverable within one day of a request, and the source (URL or an e-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of 60 days, if neither of the aforementioned options is applicable.⁽⁵⁾

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

C9 Good-faith efforts shall be made to resolve potential conflicts between and among existing American National Standards and candidate American National Standards.

C9.1 Conflict within the ANS process refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of the other standard such that implementation of one standard under terms allowable under that standard would preclude proper implementation of the other standard in accordance with its terms.

C9.2 ANSI-Accredited Standards Developers shall make a good-faith effort to resolve potential conflicts and to coordinate standardization activities intended to result in harmonized American National Standards. A "good-faith" effort shall require substantial, thorough, and comprehensive efforts to harmonize a candidate ANS and existing ANSs. Such efforts shall include, at minimum, compliance with all relevant sections of these

⁽⁵⁾ Before publishing a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the World Trade Organization (WTO). Exceptions are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L).

procedures. Developers shall retain evidence of such efforts in order to demonstrate compliance with this requirement to the satisfaction of the appropriate ANSI body.

A proposed new American National Standard or a proposed revision or reaffirmation of an American National Standard to be approved by the BSR shall be submitted to the secretary of the BSR within one year from the close of the comment period listed in *Standards Action* using the appropriate form provided by ANSI, unless the standards developer notifies the secretary of the BSR in writing of good cause for a different schedule for submittal. Failure to make the submittal within two years from the close of the comment period listed in *Standards Action* shall require consideration by the BSR, i.e., withdrawal, extension for cause, or another listing in *Standards Action*.

Appendix D: Modifications to NACE Balloting Procedures for Joint NACE/ASTM Standards

D1 A joint main committee, subcommittee, and task group shall be formed.

D1.1 The subcommittee shall maintain jurisdiction of the joint standard and be responsible for initiating revisions and resolving negative votes.

D1.2 Committee, subcommittee, and task group chair and vice chair appointments shall represent a balance of both organizations.

D1.3 ASTM shall maintain rosters to be used for electronic balloting and distribution/notification to committee members.

D1.4 NACE and ASTM shall agree on rosters for the joint committees. These committees shall maintain an overall balance of interest between suppliers/producers and end-user/general interest voting members with overall voting members representing no more than 50% suppliers/producers. Efforts should be made to ensure balanced participation from members of ASTM and NACE when practical.

D1.5 ASTM will issue electronic ballots concurrently to the joint subcommittee, joint main committee, and ASTM Society Review, with a 60% return from the distribution list required for a valid ballot.

D1.6 All negative votes and comments received on the ballot shall be handled by the joint subcommittee.

D1.7 All members are entitled to an official vote. Votes will also be tallied according to one vote per company in the event block voting is suspected in cases in which a 2/3 affirmative vote for subcommittee and a 90% affirmative vote for main committee ballots are not met.

D1.8 All negative votes and comments shall be technically reviewed by the task group, which will develop a recommended action that will be presented for handling by the joint subcommittee responsible for the balloted item.

D1.9 Results of the ballot, along with negative votes and comments, shall be distributed to the subcommittee and task group chairs at the close of the ballot period.

D1.10 Negative votes shall be reviewed and considered at a meeting of the joint subcommittee or via electronic ballot. If technical changes are necessary as a result of a negative comment, the ballot item shall be withdrawn from consideration and the draft (including the new changes) shall be reballoted.

D1.11 The joint subcommittee may determine that a negative vote is technically not persuasive by providing a rationale that is supported by a 2/3 affirmative vote of the joint subcommittee, and the rationale shall be included with a reballot.

D1.12 Negative voters may withdraw their votes at any time in writing.

D1.13 The final document approval authority for NACE shall be the RPC for editorial content and the STG chair, Technology Coordinator, and TCC chair for adherence to the process. The results are reported to TRAC for ratification. The final document approval authority for ASTM shall be the Committee on Standards (COS) for adherence to the process.

D1.14 The joint task group and subcommittee shall meet as frequently as deemed necessary by the chair via ASTM Virtual Meetings, ASTM Standards Development Forums, or face-to-

face meetings contingent on workload. Typically, meetings shall be convened during ASTM Committee Week in the spring and at NACE Corrosion Technology Week in the fall.