

**PROJECT COMMITTEE METHOD
TO ACHIEVE CONSENSUS
(PCMAC)**

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Truss Plate Institute, Inc.



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1 BACKGROUND

1.1 Truss Plate Institute

The purpose of the Institute, as stated in its articles of incorporation, is to promote the common business interests of persons engaged in the manufacture, sale, and distribution of metal connector plates for the wood truss industry and other applications as deemed appropriate by the TPI Board. In particular, the Institute's purpose shall be to seek the improvement of business conditions in the following manner: (1) establishing methods of design and construction for wood trusses using metal connector plates; (2) compiling and disseminating test and research data concerning such trusses and plates to the engineering and construction industries; (3) assisting in the development of proper building code regulations pertaining to wood trusses; (4) protecting the public and the industry by providing quality control programs for the design and manufacture of wood trusses and metal connector plates; (5) disseminating to the public, in the interests of safety and public welfare, information relative to the proper use of metal plate connected wood trusses; and (6) disseminating to the public, on a continuing basis, the requirements for membership in the Institute.

1.2 Truss Design History

Recommended allowable strength design criteria for metal plate connected wood trusses were first formulated prior to the formation of TPI, based on work of an interim committee in 1959. The 1960 version of the design criteria was published with the designation "TPI-60". Since that time, the Technical Advisory Committee has continued to study and evaluate new data and developments in the metal plate connected wood truss industry; thus TPI-62, TPI-65, TPI-66, TPI-68, TPI-70, TPI-74, TPI-78, TPI-85, ANSI/TPI 1-1995, ANSI/TPI 1-2002, and ANSI/TPI 1-2007 were published.

1.3 Development of Consensus

1.3.1 "Consensus" shall mean substantial agreement has been reached by directly and materially affected interest categories. This involves more than a simple majority, but not necessarily unanimity. In addition, consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

1.3.2 In keeping with the due process requirements for the development of consensus, as established by "*ANSI Essential Requirements*" TPI ensures that all directly and materially affected persons have an opportunity to participate in the development process by: 1) expressing a position and its basis, 2) having that position considered, and 3) appealing if adversely affected.

1.3.3 These written procedures, "Project Committee Method to Achieve Consensus" (PCMAC) outline the due process requirements for consensus development, and ensure that TPI standards have achieved general recognition, agreement, and acceptance for use as a national voluntary standard.

1.4 Form of Measurement

All standards developed under this document (PCMAC) shall include Imperial (inches and pounds) and SI (millimeters and Newtons) forms of measurement. Both forms of measurement are to be included to facilitate the documents use by a wide audience.

1.5 Authority

Under Articles IV and VI of the TPI By-Laws, the Board of Directors of TPI has general charge of the affairs of the Association and is authorized to appoint Committees as occasion may require, and to define the structure, powers, and duties of those committees.

1.5.1 Pursuant to those powers, the Board of Directors has issued these written procedures,

PCMAC, which it may amend, waive, or supplement, in whole or in part, at any time at its discretion.

1.5.2 The Board of Directors is responsible for the establishment, appointment, administration, and termination of Committees. To assist the Board in carrying out this responsibility, the Board appoints a Technical Advisory Committee (TAC), which carries out its assigned function and reports to the Board of Directors. The Board may also elect to form a special Application Evaluation Committee to evaluate applications and to perform final Project Committee (PC) membership selection based on criteria contained in the PCMAC.

2 ESTABLISHMENT OF A CONSENSUS STANDARDS DEVELOPMENT PROJECT

2.1 Any person, organization, or existing PC may request TAC to consider establishing a Project to handle any problem of proper concern to the Association. Following receipt of such a request, the TAC Chairman shall solicit opinions on the need for the Project, information on resources, those interested in participating in the Project, and other organizations actively involved with the subject. TAC shall request from the Board of Directors the establishment, administration, and termination of PCs.

2.2 TPI shall announce the initiation and scope of new projects and establishment of PCs via "TPI Press Release" and/or ANSI using their Project Initiation Notification System (PINS) form, or its equivalent, for announcement in their "Standards Action" publication. Upon establishment of the Project and PC, the Project's schedule, written procedures, and PC membership list shall be available to all interested parties upon written request.

2.3 The application period shall be a minimum of thirty (30) calendar days or the minimum as prescribed by ANSI in their publication *ANSI Essential Requirements: Due process requirements*

for American National Standards, whichever is greater.

2.4 If TPI receives written comments within 30 days from the publication date of a PINS announcement in ANSI's Standards Action, and the comments assert that the proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in ANSI's Standards Action, TPI and the commenter shall hold a deliberation of representatives from the relevant stakeholder groups within 90 days from the comment deadline. Such a deliberation shall be concluded before TPI may submit a draft standard for public review. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of the deliberation shall be conveyed in writing by TPI and commenter to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the related candidate standard to ANSI for approval. See ANSI's publication *ANSI Essential Requirements* for additional requirements, if any.

3 PROJECT COMMITTEE MEMBERSHIP

3.1 General

Appropriate representative views shall be actively sought and fully considered in TPI standards activities. Every effort shall be made to have such standards reflect well-established scientific knowledge and appropriate engineering practice.

3.1.1 Whenever possible, PC participants shall be those with the requisite engineering skills, but others may also participate.

3.1.2 Organizations requiring evidence of consensus for TPI referenced standards should be solicited for active participation in the TPI PCs.

3.1.3 The PC Chairman and other PC members shall be appointed by the Application Evaluation Committee or, in the event that the Board has not appointed an Application Evaluation Committee, the TAC Chairman. A person may be appointed to membership on a PC from any of the following categories:

3.1.3.1 Organization Representative

An organization representative who has the authority to speak for the organization in the particular field of Project activity. Such representative shall have an "instructed vote". See Section 3.2.4. If an Organization Representative member leaves his/her organization during the project the organization being represented may reassign the committee position to another person from within the organization.

3.1.3.2 TPI Committee Representative

A representative of another TPI PC who has the authority to speak for the other TPI PC in the particular field of Project activity. Such representative shall have an "instructed vote". See Section 3.2.4. If a Committee Representative member leaves his/her represented committee during the project the represented committee may reassign the committee position to another person.

3.1.3.3 Individual Representative

Any person, regardless of association, business, or service connection, especially qualified to serve. Such members shall be appointed on the basis of their personal qualifications; although, for purposes of Project balance, their business interests and affiliations shall be considered. Such representative shall have an "individual vote". An Individual Representative can maintain his/her membership regardless of organizational association provided the balance of interest in the committee is maintained.

3.2 Application

Each candidate for PC membership shall submit statements with their application to the TPI indicating the following:

3.2.1 Evidence of knowledge and competence in the work of the Project including but not limited to the following:

3.2.1.1 A full and complete Curriculum Vitae that includes a summary of educational and academic backgrounds, work experience, teaching and research experience, publications, presentations, awards, honors, affiliations, description of expert witness services including a description of the cases/matters and who the applicant worked for in each expert witness case/matter, and any other details deemed appropriate.

3.2.2 Relationship of applicant to the Scope of the Project;

3.2.3 Assurance of ability to participate actively in the work of the PC including responding to correspondence and attendance at PC meetings; and

3.2.4 Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representatives, can meet the time constraints imposed by these regulations.

3.3 Appointment

The Application Evaluation Committee or, in the event that the Board has not appointed an Application Evaluation Committee, the TAC Chairman may appoint a nominee for PC membership, hold the application pending further information, reject an application, or defer the action as it deems necessary to the Technical Advisory Committee.

3.3.1 In appointing candidates for PC membership, the following items shall be considered:

3.3.1.1 Qualifications and Representation of interest of the applicant under the provisions of Section 3.2 & 3.5;

3.3.1.2 Limiting the size of each PC to a manageable working group. When enrollment must be limited to keep the group to a manageable size, additional qualified applicants may be placed on a reserve list; and

3.3.1.3 Maintaining a balance of interests within the membership of each PC.

3.3.1.4 The Applicant's ability to participate and contribute in a positive and constructive manor to the PC's work, so as to encourage and permit the free flow of information and exchange of ideas among all participants.

3.3.2 An individual or organization that has applied for, and has been denied, appointment to membership on a PC may file an appeal with the TPI Board or Special Appeals Board as appointed by the TPI Board for purposes of reconsideration.

3.4 Review of Membership

All such appointments are subject to periodic review and annual reappointment by the TAC Chairman. Those members, who fail to adhere to the requirements and procedures contained in this PCMAC, consistently fail to attend meetings, negatively impact the free flow of information or exchange of ideas between PC members, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3.5 Representation of Interests

The TAC Chairman shall determine the interest categories to be represented on PCs. The interest categories are to be appropriate to the nature of the standard being developed. The TAC Chairman may

seek the recommendation of the Technical Advisory Committee in discharging this responsibility.

3.5.1 In defining the interest categories for any particular PC, consideration shall be given to at least the following (*sub-categories listed below are possible examples only*):

3.5.1.1 USER:

Truss Designer
Building Designer
Forensic Consultant
Other

3.5.1.2 PRODUCERS:

Structural Lumber Manufacturer
Metal Connector Plate Manufacturer
Truss Manufacturer
Product Association

3.5.1.3 GENERAL INTEREST:

Research (Federal & Universities)
Consumer Association
Regulatory Agencies (Federal & State)
Model Building Code
Quality Assurance Agencies

3.5.2 No interest category shall dominate, by constituting a majority of the membership, the PC.

4 CONDUCT OF CONSENSUS STANDARDS DEVELOPMENT PROJECT COMMITTEE

4.1 Procedures

These written procedures, "Project Committee Method to Achieve Consensus" (PCMAC) shall govern the methods used for TPI consensus standards development.

4.2 Conflicts of Interest

4.2.1 PC members shall perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or the integrity of the PC or otherwise lead to conflicts of interest. Proper observation of these principles will protect the PC and its members and will enable public confidence to be maintained.

4.2.2 When PC members believe they have a conflict of interest on a subject which will prevent them from reaching an impartial decision or undertaking an activity consistent with the PC's functions, they shall declare a conflict of interest and withdraw themselves from the discussion activity, and/or PC, as appropriate.

4.3 Confidentiality

4.3.1 This section on Confidentiality shall apply to all meetings and working documents of the PC and any subsidiary bodies or working groups associated with the PC with the exception of items generated during the Public Review process as outlined in Section 5. These provisions are intended to ensure that there is an open dialog and disclosure of relevant information within the PC, that the PC as a whole maintains control over the appropriate release of information concerning issues before it, and to protect against inappropriate disclosure or use of information, rather than to obstruct good communications and transparency.

4.3.2 Meetings, including agenda material and minutes, of the PC are confidential unless noted otherwise by the PC Chairman. Disclosure of PC business must be the decision of the PC, or if between meetings, at the discretion of the Chairman of the PC. The manner and terms in which any information shall be conveyed to others outside of the PC shall be determined by the PC or Chairman of the PC.

4.3.3 PC members are free and encouraged to consult with those within their represented organization and others with knowledge relevant to the work of the PC and to express their own or

represented organization's views within the context of PC meetings, PC correspondence or other PC work related activities. To avoid stifling open dialog and exchange of information and ideas among PC members, PC members shall not voluntarily publicly comment on or criticize non-public actions taken by the PC during the course of its deliberations or utilize information discussed or exchanged in PC meetings and/or their position as a PC member to the detriment of those involved in the industry(ies) served by the standard.

4.4 Staff Responsibilities

To assist the consensus standards development PC, TPI staff shall perform the following functions:

4.4.1 Assure that the membership list is in compliance with the procedures presented herein and maintain a reserve list of qualified PC candidates;

4.4.2 Disseminate project information per Section 4.3;

4.4.3 Provide PC Members with editorial assistance to assure compliance with ANSI style manuals;

4.4.4 Receive and record all completed ballots and votes, advise members of the results of the ballot and votes, and forward all objections to the membership for resolution.

4.4.5 Assist PC chairs in carrying out PCMAC procedures and planning PC meetings; and

4.4.6 Maintain relevant comments and issues raised by the public via phone calls, mail, etc., and present the information at PC meetings and/or TAC meetings or through other methods as deemed appropriate.

4.5 Project Information

4.5.1 TPI shall disseminate the following information, via direct mailing or other means as

deemed appropriate, to the PC membership and TAC and in accordance with Sections 4.2 & 4.3.

4.5.1.1 Project's schedule of activities;

4.5.1.2 written procedures (PCMAC); and

4.5.1.3 PC list, consisting of the name, contact information, and category of interest of each member.

4.5.2 In addition to the items listed in 4.5.1, TPI shall transmit the following to the PC membership:

4.5.2.1 A brief history and explanation of how the proposed standard will be developed or explanation of how the existing standard scheduled for review was developed.

4.5.2.2 A copy of the proposed standard, or the relevant portion under consideration if the member has previously received the complete standard.

4.6 Project Committee Survey

4.6.1 At the discretion of the PC Chairman an initial survey may be distributed to the PC (PC) requesting input on all or specific sections of the proposed draft standard or portion thereof.

4.6.2 If an initial survey is issued, the returned comments will be circulated to the PC or an appointed PC Task Group. The PC or appointed PC Task Group will address the comments and objections from the survey and develop another draft.

4.6.3 The revised draft will be circulated to the PC with either another survey as outlined in 4.6.1 or circulated to the PC for formal voting as outlined in Section 4.7

4.6.4 The drafts or portions thereof shall continue to be circulated until the PC Chairman is convinced that the response is sufficient to proceed with the formal approval and voting process as outlined in Section 4.7.

4.6.5 A reasonable amount of time shall be provided for all PC members to participate in the survey and all PC surveys shall indicate when a response is needed and when the survey will close.

4.6.6 All PC survey results shall be compiled, tabulated and reported within thirty (30) calendar days after closure of the survey period.

4.7 Formal Voting by Project Committee

4.7.1 New standards or revisions, reaffirmation, or withdrawal of existing standards

4.7.1.1 Ballots (letter, fax, or electronic means) shall provide the preferred means for PC members to cast a formal vote to revise or reaffirm proposed standards. Each participant shall vote one of the following positions: affirmative, affirmative with comment, negative with comment, or abstention.

4.7.1.2 Formal voting may also be obtained at a PC meeting provided the votes are recorded/documented and those absent from the meeting are given the opportunity to vote before or after the meeting.

4.7.1.3 In order to receive consideration, ballots with objections or negative votes shall be accompanied by written, supporting explanations and proposals for a solution to the problem.

4.7.2 Resolution of negative ballots/votes and objections

4.7.2.1 Voting at a PC meeting to resolve objections or negative votes shall provide the preferred means for PC members to cast a formal vote to resolve negative ballots/votes and objections provided the votes are recorded/documented and those absent from the meeting are given the opportunity to vote before or after the meeting. Each participant shall vote one of the following positions: persuasive, persuasive with comment, non-persuasive with comment, or abstention.

4.7.2.2 Formal voting may also be obtained by ballots (letter, fax, or electronic means).

4.7.2.3 In order to provide appropriate feedback to objector/voter, all votes of "non-persuasive with comment" shall be accompanied with a written explanation for the non-persuasive vote.

4.7.3 Voting Period

4.7.3.1 The voting period shall be between fifteen (15) days and sixty (60) days with the exception of ballot votes as per Section 4.7.4. The ballot period shall be appropriate to the material being reviewed as determined by the PC Chairman. The ballot closing date shall be indicated on all ballots issued to the PC.

4.7.3.2 All ballots shall be counted, tabulated and reported within thirty (30) calendar days after closure of the voting period. Unreturned ballots shall also be recorded as such.

4.7.4 Consideration of Views & Objections

All objections and negative votes shall be reported to the PC, and the PC shall then be afforded an opportunity to consider the expressed views and objections, and respond, reaffirm, revise or withdraw their original vote(s). The consideration of views and objections period shall be closed at the end of fifteen (15) to thirty (30) calendar days, as deemed appropriate, from the date it is announced. Announcement for considerations of views and objections shall indicate the due date. The Technical Advisory Committee may schedule a second consideration of views and objections period if determined to be necessary.

4.7.5 Approval

Approval of standards, or portions thereof, proposed for adoption by TPI shall require the following voting results by the PC:

4.7.5.1 The recorded vote (affirmative or persuasive, negative or non-persuasive, and abstentions) and establishment of a quorum (51% of the registered PC members).

4.7.5.2 The affirmative or persuasive votes are not less than two-thirds of the votes cast excluding abstentions.

4.7.6 Negative Votes

All objections, herein described as negative votes, shall be dealt with in accordance with the procedures described in Section 6.

5 PUBLIC REVIEW

A public review call for comment on all proposals for new standards or proposals to revise, reaffirm, or withdraw existing standards shall be made in "TPI Press Release" and ANSI's "Standards Action."

5.2 Public reviewers shall be invoiced for the reasonable cost, shipping, and handling of TPI's proposed consensus standards.

5.3 The public review period shall be one of the following:

- A minimum of thirty (30) days if the full text of the revision(s) can be published in ANSI's Standards Action;
- A minimum of forty-five (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 their Standards Action; or
- A minimum of sixty (60) days, if neither of the aforementioned options is applicable. Public review comments shall be counted and reported within thirty (30) calendar days after the close of the period.

5.4 Public review objections and comments shall be processed in accordance with Section 6.

5.5 Any substantive modifications to the proposed standard that are made after the close of the public review period shall require another public review of the modified portion(s), and shall be in accordance with the public review procedures outlined in this section.

6 DISPOSITION OF OBJECTIONS, NEGATIVE PROJECT COMMITTEE VOTES AND COMMENTS

TPI assures prompt consideration to the expressed views and objections of all participants. A concerted effort to resolve all objections and negative PC votes shall be made in accordance with the procedures outlined in this section.

6.1 Negative votes from PC members and objections from public reviewers shall be accompanied by an explanation and a suggested change to overcome the negative vote or objection. If not, they shall be recorded as "negative without comments" and shall not be required to be considered.

6.2 The PC Chairman, assisted by TPI Staff, shall review each objection and negative PC vote. If the item has had previous consideration by the PC membership, it shall not be necessary to reconsider it unless new information has been introduced. All items withdrawn as per Section 6.6 or found non-persuasive do not need to be reconsidered by the Committee.

6.3 If the negative vote or objection is not dismissed, or withdrawn by the voter or objector after discussion, and a modification in the proposed standard (other than editorial) is required to resolve the negative vote or objection, the proposed modification shall be sent to the PC membership. The PC will review all negative votes and objections and will deliberate on the accompanying explanation and any proposed alternative wording for all negative votes or objections. After deliberation the PC will vote whether the material submitted with the negative vote or objection is persuasive or non-persuasive. The deliberation and

voting by the PC on all negative votes and objections shall be recorded in writing-

6.3.1 If the proposed modification is not accepted by the PC in accordance with Section 4.7.6, the objection or negative vote shall be non-persuasive and the objector or negative voter shall be so advised.

6.3.2 If the proposed modification is accepted by the PC in accordance with Section 4.7.5, the appropriate modification(s) shall be made to the proposed standard.

6.4 The procedures outlined in Sections 6.1 through 6.3 shall be completed for each objection or negative vote. Following the resolution of all objections or negative votes, any substantive changes identified since the last public review affecting the standard or portions of the standard, shall be announced and made available for public review and comment, in accordance with Section 5.

6.5 The objector(s) or negative voter(s) shall be informed in writing of the action taken on the objection or negative vote; if the views of the objector(s) or negative voter(s) are not accepted, the objector(s) or voter(s) shall be informed of the reasons therefore. TAC and TPI staff shall work together to provide the objector(s) and negative voter(s) with the reason(s) for the non-persuasive votes.

6.6 The objector(s) or negative voter(s) shall be informed of the right to appeal, per Section 9, any substantive or procedural actions or inactions of the PC or TPI. The appeal must be filed in writing within 30 days from the date of the contested action with the sponsor, and a copy sent to ANSI.

6.7 Objector(s) or negative voter(s) shall also be informed of the right to withdraw, in writing, their original objection or vote. The request to withdraw the objection or negative vote must be filed in writing within 30 days from the date of the contested action with the sponsor. Objections and negative votes that have not been withdrawn in writing by the objector or voter will be recorded as

“outstanding negatives” and reported as such to ANSI.

6.8 The PC membership shall be informed of the final outcome of all objections and negative votes.

7 REPORT OF RESULTS & EVIDENCE OF CONSENSUS

7.1 The voting results from the PC, pertaining to a particular document, shall be sent to the Technical Advisory Committee. Each negative vote or objection not withdrawn prior to the submittal to the Technical Advisory Committee shall include documentation of consideration given thereto, including letter of response and/or record of meeting with commenter. TAC may elect to accept, table for further study, or have the document re-evaluated at the PC level.

7.2 The TPI Technical Advisory Committee shall advise the Board of Directors if consensus, as defined in these written procedures (see Section 1.3.1), was met. In addition, TAC shall provide any evidence to the Board that would help assist the Board in determining whether the proposed standard is contrary to the public interest, contains unfair provisions, is unsuitable for national use, or is technically inadequate.

8 FINAL DISPOSITION

8.1 The TPI Board of Directors determines the final disposition of the TPI consensus standard. The TPI consensus standard shall be released upon the Board's consideration of the following criteria:

8.1.1 Due process requirements pertaining to objections were met and consensus was achieved, per the procedures presented herein and the Technical Advisory Committee's recommendation.

8.1.2 Due process requirements pertaining to the appeals process as provided in Section 9 were met and consensus was achieved, per the procedures

presented herein and the Board of Appeal's recommendation.

8.2 The TPI Board of Directors may further process the TPI consensus standard by submitting it to the American National Standards Institute (ANSI) for approval as an ANSI Standard in accordance with the Accredited Organizational Method.

9 APPEALS

Persons (PC members and public reviewers), who have directly and materially affected interests, and who have been or will be adversely affected by the proposed standard, shall have the right to appeal any substantive or procedural action or inaction by TPI. Appeals shall be in accordance with the procedures outlined in this section.

9.1 Board of Appeals

The TPI Board of Directors shall provide for a Board of Appeals. The Technical Advisory Committee or a special Appeals Board may be appointed by the TPI Board to serve in that capacity as deemed appropriate.

9.2 Submittal

The appeal must be filed in writing, within 30 days from the date of the contested action, with TPI. The appeal shall give a summary of the nature of the appeal, including any adverse effects, actions or inactions that are at issue, and the remedial action that would satisfy the appellant's concerns.

9.3 Appeal Hearing

TPI shall schedule an appropriate appeals review bi-annually at TPI's discretion.

9.4 Conduct of the Hearing

9.4.1 The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action.

9.4.2 TPI has the burden of demonstrating that the PC and TPI staff took all actions in compliance with these procedures, and that the requested remedial actions would be ineffective or detrimental.

9.4.3 Each party may address other pertinent arguments, and members of the Board of Appeals may address questions to individuals. Roberts Rules of Order shall apply to questions of parliamentary procedures for the hearing.

9.5 Action

The Board of Appeals shall review the matter and make the final decision regarding the appeal. Within ten (10) working days of the review or hearing, the Board of Appeals shall notify, in writing via certified mail, the appellant and the PC of its decision.

9.6 Further Appeal

If the appellant is not satisfied with the appeal hearing and final decision of the Board of Appeals, the appellant may further appeal to ANSI. The appellant shall notify TPI if further appeal to ANSI is intended, and TPI staff shall submit a full record of the complaint, hearing, and final decision to ANSI.

10 MAINTENANCE AND INTERPRETATION OF TPI STANDARDS

10.1 Periodic Maintenance

10.1.1 TPI Standards shall be reaffirmed, revised, or withdrawn at intervals not to exceed five (5) years from the publication date of the standard.

10.1.2 Requests for revisions to a TPI Standard may be made by any person or organization and shall be made in writing to the Technical Advisory Committee Chairman.

10.1.3 Revisions and reaffirmations shall be conducted in accordance with these written procedures, "PC Method to Achieve Consensus" and with ANSI Procedures.

10.2 Withdrawals

In the event that a TPI Standard in effect becomes obsolete, is no longer in demand, or is no longer appropriate for TPI, the TPI Board of Directors shall determine the final disposition regarding the process of withdrawal. When withdrawal is approved for a TPI Standard that is also an ANSI Standard, the TPI Board of Directors shall process the withdrawal in accordance with ANSI procedures.

10.3 Interpretation

Official interpretation of TPI standards and documents shall be made only by TPI. The TPI Technical Advisory Committee shall be responsible for developing interpretations of the standard.

11 RECORDS

TPI staff shall be responsible for developing, recording, and maintaining all records. All records will be filed systematically and, if requested by ANSI, be readily accessible from TPI for ANSI's audit purposes.

11.1 Records shall be maintained for periods as follows:

11.1.1 Records concerning new, revised or reaffirmed American National Standards shall be retained for one complete standards cycle, or until the standard is revised or such longer period as the PC or TAC deems appropriate.

11.1.2 Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or such longer period as the PC or TAC deems appropriate.

11.2 Records shall consist of the following:

11.2.1 Rosters of Committee members, their biographical summaries, and PC balance evaluations.

11.2.2 Notice of meetings, agenda, exhibits, and meeting minutes.

11.2.3 Correspondence, notice of standards activities, invitations to participate.

11.2.4 Appeals resolutions.

11.2.5 Interpretations.

11.2.6 Ballots and tallies on standards.

11.2.7 Resolution of conflicts from ballots on standards.

12 INCLUSION OF PATENTS

If it is considered justified, for technical reasons, to include patented items within a standard, the procedures outlined in the *ANSI Essential Requirements: Due process requirements for American National Standards* shall be followed.

13 COMMERCIAL TERMS AND CONDITIONS

The appearance that a standard endorses any particular products, services or companies must be avoided. Standards developed according to this PCMAC shall adhere to the *ANSI Essential Requirements: Due process requirements for American National Standards* section related to Commercial Terms and Conditions (Section 3.2).