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GREENGUARD ENVIRONMENTAL INSTITUTE'S Standards Development Policies & Procedures

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Comments on this document should be directed to the ANSI Standards Coordinator at info@greenguard.org

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1 Purpose

To provide the overall policies that guide the development, approval, revision, and maintenance of American National Standards approved Standards published by the GREENGUARD Environmental Institute. More specific guidelines are provided in the GREENGUARD ANSI Standards Development Procedures.

2 Scope

All documents developed by the GREENGUARD Environmental Institute are intended to become ANSI approved American National Standards.

3 Definitions

3.1 "Product" is a raw or manufactured ingredient or finished simple (one ingredient or substrate) or complex (multiple ingredients or substrates) substance, material, structure, or equipment. Examples of products include construction materials, finishes, furnishings, buildings (and related structures), chemicals, cleaners, electronic equipment, appliances, print devices, and the ingredients related to all of these products.

3.2 “Stakeholder” is defined as a person, persons, or organization with a direct or indirect interest in the application and/or content of the standard.

3.3 “Consensus Board” is the open and balanced group of air quality stakeholders that is not dominated by any single viewpoint or interest. GEI consults the Consensus Board in the development, review, and approval of a standard. All members of a Consensus Board shall have the opportunity to vote on the applicable proposed standard.

3.4 “Executive Director” is the chief executive of the GREENGUARD Environmental Institute. In the absence of an executive, “CEO” denotes the interim chief executive or executive director.

3.5 “GEI Standard Development Team” includes the technical personnel who draft, develop, and revise standards. This group is subject to change on a case-by-case basis, depending on the nature of the standard being developed.

3.6 “GEI Advisory Board” consists of voluntary, expert stakeholders from commercial, academic, governmental, and public sectors who serve as the primary advisory group to GEI for overall policy issues. The GEI Advisory Board does not vote on individual standards, but rather provides overall direction and guidance to GEI.

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3.7 "GEI Standards Coordinator" oversees the development of a standard and the completion of the review process needed for consensus and ensures the requirements of due process are met.

4. Due Process Policies

4.1 Essential requirements for due process

These procedures apply to activities related to the development of consensus for approval, revision, reaffirmation, and withdrawal of American National Standards (ANS) developed by the GREENGUARD Environmental Institute (GEI).

Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest in the standard 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 sections constitute the procedure for the development of consensus.

4.2 Openness

Participation is open to all persons who are directly and materially affected by the GEI indoor air quality standards. This includes organizations, companies, government agencies, and individuals concerned with indoor environmental quality. There are no financial barriers to participation in the consensus process, nor is there any requirement for membership in any organization. While most participants will likely be design, construction, manufacturing, indoor health or environmental professionals, there are no technical qualifications for participation.

The GEI Technical Committee, which is composed of all GREENGUARD participating manufacturers, reviews and comments on all proposed product standards prior to the vote of the Consensus Board. In addition, the GEI Advisory Board reviews all new and revised GEI standards development policies and procedures. Both of these measures further ensure the openness of the standards development process and the diversity of participation within this process.

GEI will give notice of any action to create, revise, reaffirm, or withdraw a standard to all relevant parties in accordance with the GREENGUARD ANSI Standards Development Policies & Procedures.

Voting membership on the Consensus Board shall be open to any person directly or indirectly affected by the GEI standards. However, membership is subject to: 1. the size limitations as set forth in the Consensus Board Policies (see Section 6, below); 2. the

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need for active participation by members of each interest group; and 3. fair and balanced representation (so as to avoid a majority of members of a single interest group). The Consensus Board initially consists of those organizations, companies, government agencies, and individuals who submit a Letter of Interest. The name, affiliation, and interest category of each member of the Consensus Board will be made available to interested parties upon request.

4.3 Lack of Dominance

The standards development process will not be dominated by any single interest category, individual, or organization. A balance of representatives from all user groups will be pursued. Unless claimed in writing (including electronic communications) by a directly and materially affected party that a single interest category, individual or organization dominated the standards development process, no test of dominance will be conducted. If dominance is claimed, the GEI standards coordinator will investigate and either provide assurance that no dominance occurred or recommend that individuals of the claimant group seek a representative(s) who they feel would bring the consensus body into balance.

4.4 Balance

In an effort to achieve balance, participants from diverse interest categories will be sought to participate in the consensus process.

Consideration has been given to the following interest categories for GREENGUARD standards development:

a) "Producer"- any party contributing to a manufactured/built "product" including: suppliers of materials, assemblies, systems, components and equipment; design, architectural, professional, construction, or engineering services engaged to plan, finish, or construct; financial or other support services required to manufacture or construct; and all service, material, and equipment providers involved in the design, construction/manufacture of the product.
b) "User" - any party that develops, insures, buys, owns, occupies, manages, or uses the "product."
c) "General Interest" - parties interested in improvement of indoor air quality through construction, manufacture, or use of "product" that are not otherwise included in the "producer" or "user" interest groups.

In order to maintain balance of viewpoints, no category of interest group shall constitute more than 49-percent of the Consensus Board or 33-percent if the Consensus Board is voting on a safety standard. Entities that request participation on the Consensus Board will be considered based on their effect on the balance and overall composition of the group.

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4.5 Appeals

The GREENGUARD ANSI Standards Development Procedures contain an identifiable, realistic, and readily available appeals mechanism for the impartial handling of procedural complaints regarding any action or inaction of GEI with respect to its American National Standards. Procedural complaints include whether a technical issue is afforded due process. Appeals are addressed promptly and decisions are made expeditiously. The appeals procedure allows participation by all concerned parties without imposing an undue burden on them. Consideration of appeals is fair and unbiased and fully addresses the concerns.

5. Normative Policies

5.1 GEI Patent Policy

The GREENGUARD Environmental Institute (GEI)'s ANSI Standards will comply with the ANSI Patent Policy.

5.2 Commercial terms and conditions

GEI's ANSI Standards will comply with the ANSI Commercial Terms and Conditions Policy.

5.3 Record Retention and Evidence of Compliance

GEI will prepare, maintain, and retain records to demonstrate compliance with all aspects of policies and procedures related to the development of American National Standards and ANSI standards developer accredited procedures. Records concerning new, revised, or reaffirmed American National Standards will be retained for an entire standards cycle or until the standard is revised. These records include those in the GEI Standards Development file and documentation related to consensus. Records related to interpretations will also be kept for an entire standards cycle or until the standard is revised. Records concerning withdrawal of an American National Standard will be retained for at least five (5) years from the date of withdrawal or for the duration consistent with the audit schedule. Records will be made available for audit as directed by the ANSI Executive Standards Council.

5.4 Metric Policy

When units of measure are used within a proposed American National Standard, GEI will ensure the use of the International System of Units (SI).

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5.5 Interpretations Policy

Official interpretations of GEI-developed American National Standards will be made by the GEI technical personnel who were involved in the development of the standard. No interpretation of a standard will be issued by ANSI or any other person in the name of the American National Standards Institute.

Both postal and electronic addresses for GEI interpretations requests are available on the published standard. GEI will consider requests for interpretations within thirty (30) days of receiving the request. Considerations include intent of the standard; the specific situation; and comments and suggestions made by organizations, companies, government agencies, or individuals concerned with implementation, maintenance, or auditing of the system.

Any request for interpretation is required to be submitted in writing to the GEI standards coordinator. At minimum, preliminary interpretations will be provided in writing to the requestor within fifteen (15) days of receiving the request. Preliminary interpretations may change as a result of feedback from the affected community. Final interpretations will be documented on the GEI website for easy and free access within two (2) weeks of the final determination. If the final interpretation changes from the preliminary interpretation the final interpretation will be sent to the requestor in writing.

6. Consensus Board Policies

6.1 Consensus Board

Each standard may rely on a different Consensus Board for development and approval.

6.2 Composition

6.2.2. A Consensus Board may consist of stakeholders such as architects, designers, construction professionals, public policy officials, environmentalists, environmental health professionals, community activists, product manufacturers, facility managers/owners, property investors/lenders, risk management professionals, academicians, researchers, consumers (including building occupants), and other individuals and groups with an expressed interest in the GEI standards.

6.2.3. Consensus Board members are chosen via an application process, which may be initiated by requesting an application or via solicitation by GEI. The Consensus Board application procedure is designed to generate broad-based, objective opinions on American National Standards or draft

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standards from a wide variety of key industry producers, users, and other interested parties. Acceptance of applicants to the board is made in consideration of the criteria set forth in the ANSI Essential Requirements regarding balance, openness, and lack of dominance, as well as other requirements listed here in Section 6 "Consensus Board Policies." (See the application process listed under the Voluntary Participation Section 6.6.)

6.2.4. A GEI Consensus Board shall consist of no fewer than 10 and no more than 30 stakeholders.

6.2.5. No single interest category (producer, user, or general interest) shall constitute more than 49-percent of the membership of the Consensus Board or disrupt the existing balance of the Consensus Board.

6.2.6. To ensure that no single organization or company can dominate the Consensus Board, there shall be a limit of one voting member on a Consensus Board from any given company or organization.

6.3 Qualifications

Membership on the Consensus Board shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of technical qualifications.

6.4 Terms of Service

6.4.1. Members of a Consensus Board serve three-year terms that are automatically renewed without notification.

6.4.2. Each member of a Consensus Board is limited to serving a maximum of 12 consecutive years unless otherwise authorized by the GEI Advisory Board.

6.5 Remuneration

6.5.1. Consensus Board members are not remunerated for contributions to GEI pertaining to review and comment on any proposed standards.

6.5.2. In some cases, GEI may choose to reimburse Consensus Board members for travel and/or out-of-pocket expenses directly associated with the review and consideration of a standard if the Consensus Board member is deemed essential to the standard under development and if he/she would be unable to participate without reimbursement. Itemization and documentation of any reimbursed expenses must be provided as part of the documentation submitted to ANSI and other standards bodies associated with the standard development.

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6.5.3. All reimbursed travel expenses must be deemed to be reasonable as defined by the General Services Administration's (GSA) travel and per diem policies.

6.5.4. The Standards Coordinator of the GEI must approve reimbursable expenses in advance of them being incurred.

6.6 Voluntary Participation

6.6.1 Membership on the Consensus Board and participation in reviewing and commenting on any proposed standard are purely voluntary.

6.6.2 An Application for membership on the Consensus Board can be received by contacting the GEI Standards Coordinator. This application should be filled out in its entirety and returned to GEI for review. GEI will then contact, in writing, the applicant within fifteen (15) days of original submission of the application. If the applicant offsets existing balance or creates dominance (as mentioned in above sections), or if he/she does not meet the criteria established herein, the application will be placed in a queue of other applications seeking an opening on the Consensus Board.

6.7 Resignation / Termination

6.7.1. Any member of a Consensus Board may resign at any time. Resignations must be made in writing and directed to the Standards Coordinator of the GEI.

6.7.2. Resignations may not be made retroactively; the effective date of any resignation can be no earlier than the date the resignation is received by the Standards Coordinator.

6.7.3. Membership on the Consensus Board can be terminated by the GEI, at its sole discretion, if: 1. the member has not commented on a standard during his or her three-year term of service; 2. the member is no longer in a position that meets the qualifications described in his or her application; or 3. the GEI Advisory Board deems the member's participation non-constructive to the development of the standard.

6.7.4. Membership on a Consensus Board cannot be transferred to any other party unless expressly approved by the GEI.

6.7.5. Termination of membership must occur in writing.

6.7.6. Membership rights terminate upon the member's death.

7.0 Standards Development and Voting

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7.1 Notification of the intent to develop a new American National Standard or revise an existing American National Standard is achieved by completing a PINS form, which is available on the ANSI website.

7.2 The submission of the PINS form automatically triggers an announcement in Standards Action which runs for 30 days. People may submit general questions or comment on the potential duplication of other existing or proposed standards.

7.3 If someone claims in writing within 30 days that the proposed standard duplicates an existing or proposed American National Standard, then a meeting of stakeholders will be held within 90 days of the comment deadline. The deliberation meeting will be concluded before the draft standard is submitted for public review. The purpose of the deliberation is to provide the relevant stakeholders an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of the deliberation will be conveyed in writing by GEI and the commenter (preferably as a joint submission) to the ANSI Board of Standards Review if GEI plans to submit the related proposed standard to ANSI for approval.

7.4 The draft standard is balloted to the Consensus Board for review for no more than 30 days. The specific length of time for balloting will be determined when the draft standard is distributed.

7.5 A two-thirds affirmative vote of respondents, excluding abstentions, is required to approve the standard.

7.6 The voting members of a Consensus Board have four options for responding to the proposed standard: an affirmative vote with no comment; an affirmative vote with comment; a negative vote with comment; and an abstention with no comment.

7.7 GEI must make all attempts to reconcile and integrate the comments of the Consensus Board into the proposed standard, subject to relevancy in Section 6. GEI must inform all responding members, in writing, of how it has reconciled the comments into the final standard.

7.8 Unresolved objections (from both the vote of the Consensus Board and from public review), along with attempts at resolution, are circulated back to the Consensus Board in order to allow members the opportunity to respond, reaffirm, or change their votes.

7.9 For those parties whose comments were not reconciled into the final standard, GEI must inform them in writing that they have the right to appeal. In addition, the GEI Standards Coordinator will report to the ANSI BSR each objection submitted by a member of the Consensus Board that is not resolved.

7.10 At the same time that the draft standard is sent to Consensus Board Members, a BSR-8 form is also filed with ANSI. This triggers the formal 45-day public comment

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period (if the document is available electronically). A notice concerning the draft standard automatically appears in Standards Action.

7.11 GEI will give prompt consideration to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in Standards Action.

7.12 Comments must be received within 45 days of the publication in Standards Action.

7.13 Only relevant comments will be considered as part of the standard approval process. To be relevant, comments must directly relate to the proposed standard, must be actionable by GEI, and must be backed by a statement of fact. Irrelevancy can be used by GEI as a basis to determine that comments should not be considered in the finalization of the standard. In all cases, however, comments will be responded to in writing.

7.14 GEI will make an effort to resolve all relevant objections accompanied by comments related to the proposal under consideration. Each objector will be advised in writing of the disposition of the objection and the reasoning behind it. If resolution is not achieved, the GEI Standards Coordinator will inform each objector in writing of the appeals process used by GEI. In addition, the GEI Standards Coordinator will report to the ANSI BSR each objection resulting from public review that is not resolved.

7.15 Comments deemed irrelevant yet submitted in a timely manner shall be considered by the GEI in the same manner as the submittal of a new proposal. However, this does not obligate GEI to pursue such a standard.

7.16 Comments and objections, along with attempts at resolution, from the public comment period will be submitted to the Consensus Board for its consideration, along with any changes to the proposed standard. All members of the Consensus Board will be afforded the opportunity to respond, reaffirm, or change their vote. Comments from public review are responded to in the same manner as comments from the vote of the consensus body (see 7.8-7.10 above).

7.17 Only substantive changes to the Standard in development must be made available for public review. If the Consensus Board determines that a change is editorial in nature and does not materially change the intent or purpose of the Standard, then the change does not need to be publically reviewed.

7.18 For votes on membership and officer-related issues, the affirmative/negative/ abstain method of voting will be followed, but without requesting reasons for a negative vote. The negative votes will not be resolved or circulated to the Consensus Board.

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7.19 After voting has been completed and all due process requirements met, GEI will submit the BSR-9 form to ANSI along with all supporting documentation. The BSR-9 form details exactly what supporting documentation is required.

7.20 The ANSI BSR reviews the submission and makes a final determination concerning the proposed American National Standard.

7.21 Standards that are approved as American National Standards are published by GEI within six (6) months of approval, unless an extension is granted.

7.22 Action is taken within five (5) years of the standard's announcement to revise, reaffirm, or withdraw the standard.

8. Appeals Procedures

8.1 Applicability: Persons who have directly and materially affected interests and who have been or may be adversely affected by a substantive or procedural action or inaction of the consensus body have the right to appeal.

8.2 Complaint: The appellant may file a written complaint with the GEI Standards Coordinator within thirty (30) days after the date of notification of action or at any time with respect to inaction. The complaint must state the nature of the objection(s), including any adverse effects; the clause(s) of the standard at issue; actions or inactions at issue; and the specific remedial action(s) that would satisfy the appellant's concerns.

8.3 Response: Within thirty (30) days after receipt of the complaint, the respondent (chair or appointed representative) will respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

8.4 Hearing: If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the chair schedules a hearing with an appeals panel on a date agreeable to all participants, giving at least ten (10) working days notice.

8.5 Appeals Panel: The appeals panel consists of three (3) individuals who have not been directly involved in the disputed matter and who will not be materially or directly affected by any decision made in the dispute. At least two (2) members should be acceptable to the appellant and at least two (2) members acceptable to the respondent. If the parties to the appeal cannot agree on an appeals panel within six (6) weeks, the matter is referred to the Executive Director of GEI, who then appoints the members of the appeals panel.

8.6 Conduct of the Hearing: The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. Each party may adduce other pertinent information and members of the

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appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) applies to questions of parliamentary procedure not covered within this procedure.

a. Decision: The appeals panel renders its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons, based on a preponderance of evidence presented to the appeals panel. Consideration is given to the following positions, among others, in formulating the decision:

    1. Finding for the appellant, and remanding the action to the consensus body with a specific statement of the issues and facts regarding which fair and equitable action was not taken;
    2. Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
    3. Finding that new, substantive evidence has been introduced, and remanding the entire action to the consensus body for appropriate reconsideration.

8.7 Parliamentary Procedures: On questions of parliamentary procedures not covered in this procedure, Robert's Rules of Order (latest edition) may be used to expedite due process.

9 Withdrawal of a Proposed Standard

9.1 GEI reserves the right to cease development of a proposed Standard if it is determined that the publication/development of the Standard would not be in GEI's best interest. The determination of whether the Standard should move forward in its development will rest solely with GEI's Executive Director and senior management. Once a decision to cease development/publication of a proposed Standard is made, GEI will supply ANSI with a withdrawal notice for publication in the next Standards Action and will post a letter explaining GEI's reasoning for withdrawal on its Web site for no fewer than six (6) months.

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