

## INSTRUCTIONS FOR PROJECT COMMITTEES TO RESPOND TO CONTINUOUS MAINTENANCE PROPOSALS

1. The project committee members will receive a notice from [CMPAcknowledgement@ashrae.org](mailto:CMPAcknowledgement@ashrae.org) when a new continuous maintenance proposal has been submitted for committee response. Click on the link in the email or log in to [osr.ashrae.org](http://osr.ashrae.org) to view the proposal. On home page hover over the continuous maintenance screen and choose My Committee Proposals to see all submitted proposals.
2. On the next screen all the proposals will be displayed. You can choose any proposal by clicking on the title or choosing Take Proposals Offline and downloading all proposals by checking the box next to the proposal.
3. Once a proposal has been selected any committee member can draft the proposed response for committee consideration. Select one of the four options (accept without modification, accept with modification, propose change accepted for further study or rejected) and type in the appropriate response. Attachments can also be added.
4. Should the committee elect to choose proposed change accepted for further study the committee must respond with accept for public review without modification, with modification or reject within 7 months of making a decision to accept for further study. A warning email will be sent by [CMPAcknowledgement@ashrae.org](mailto:CMPAcknowledgement@ashrae.org) when the date to take further action is approaching.
5. The Chair of the Chair's designee (contact [sferguson@ashrae.org](mailto:sferguson@ashrae.org)) are the only members of the project committee that can send out CMP responses once they are approved. The approval method and date must be completed in order to hit send. Once it is sent an email is sent to the submitter indicating that the responses in online.
6. If responses are taking offline then can then be reloaded into the system by the Chair of Chair's designee by choosing the Upload Offline Proposals function, choosing a file and selecting Upload. This is the same function available in the online commenting database.
7. On the My Committee Proposals page the status, the committee responses and response status (has ready for approval, approved, sent) can be seen.
8. A warning email from [OSRAcknowledgement@ashrae.org](mailto:OSRAcknowledgement@ashrae.org) is sent if a committee response has not been sent to the proposer within thirteen months of receipt in the OSR database.

### GENERAL PROCEDURES

#### CONTINUOUS MAINTENANCE OF STANDARDS AND GUIDELINES

A Standing Standards Project Committee (SSPC) or Standing Guideline Project Committee (SGPC) approved to operate under continuous maintenance procedures should follow the procedures in this section. Continuous Maintenance Proposals (CMPs) may be submitted at any time by the public or by a Committee member. Standards approved to operate under

continuous maintenance procedures may make revisions using addenda (small changes) resulting from proposed changes or may revise the entire standard at once.

### **Processing Change Proposals**

ASHRAE Staff shall review submitted proposals for accuracy to ensure they show changes to the most recent published version of the standard, and may communicate with the proposer as needed to ensure the accuracy of the submitted information.

[OSRAcknowledgement@ashrae.org](mailto:OSRAcknowledgement@ashrae.org) notifies the SSPC or SGPC that a CMP has been submitted for committee action and response. The SSPC or SGPC should communicate with the proposer as needed to clarify the intent of the proposal. The final response shall be entered and sent through [osr.ashrae.org](http://osr.ashrae.org)

### **Responding to the Proposer of Change Proposals**

A committee responder shall draft a recommended SSPC or SGPC response, including any potential changes to the standard and submit it to the SSPC or SGPC Chair. Options for SSPC or SGPC responses are limited to:

- a) proposed change accepted for public review without modification;
- b) proposed change accepted for public review with modification;
- c) proposed change accepted for further study; and
- d) proposed change rejected.

The response should provide reasons for any recommendation other than option a) “accepted for public review without modification.”

Option c) “proposed change accepted for further study” should not be used unless the further study can be completed within 7 months of approval of the option. Upon completion of the further study, the PC should approve response option a, b, or d above.

The SSPC or SGPC Chair shall ensure that the approved committee response is conveyed to the proposer within thirteen months of receipt in [osr.ashrae.org](http://osr.ashrae.org). If options a or b is approved, the proposed change shall be sent out for public review in accordance with Procedures for ASHRAE Standards Actions (PASA).

**Publication of New Edition**

Publication approval of a new edition of a standard or guideline under continuous maintenance shall occur within five years of the prior publication date. The new edition may be a complete revision or shall incorporate any addenda approved for publication since the publication of the previous edition. Timing of the publication of a new edition that only incorporates previously approved addenda is determined by the SSPC or SGPC Chair in consultation with the MOS.

**Withdrawal of Standard**

If the SSPC or SGPC determines that the standard, addendum or guideline is no longer appropriate, the PC may recommend that it be withdrawn.