

An Overview of the Standard Methods Organization and How You Can Participate

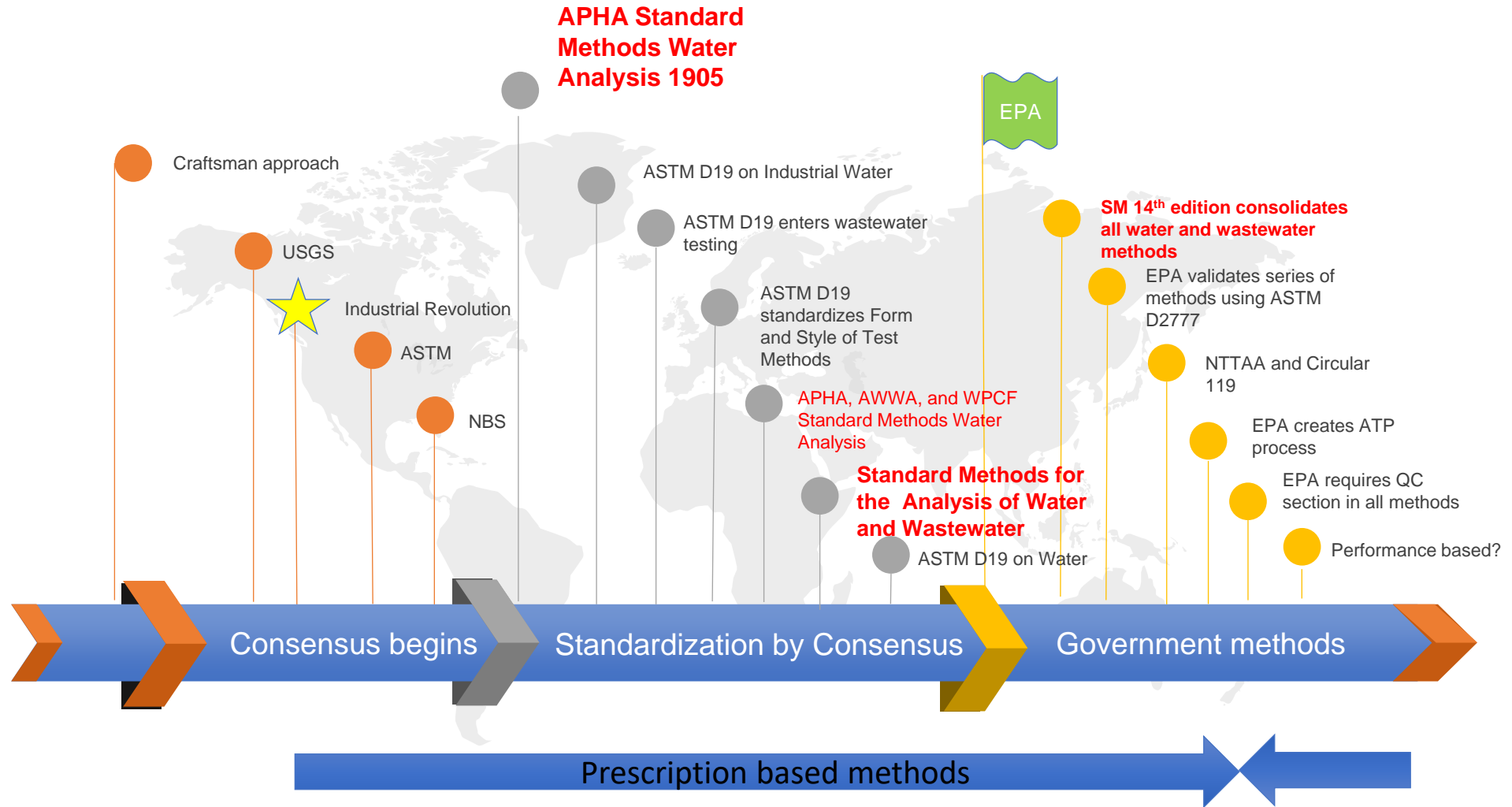
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Timeline for Standards Development for the analysis of water in the environment



Standard Methods is developed by APHA, WEF, and AWWA, and is a VCSB



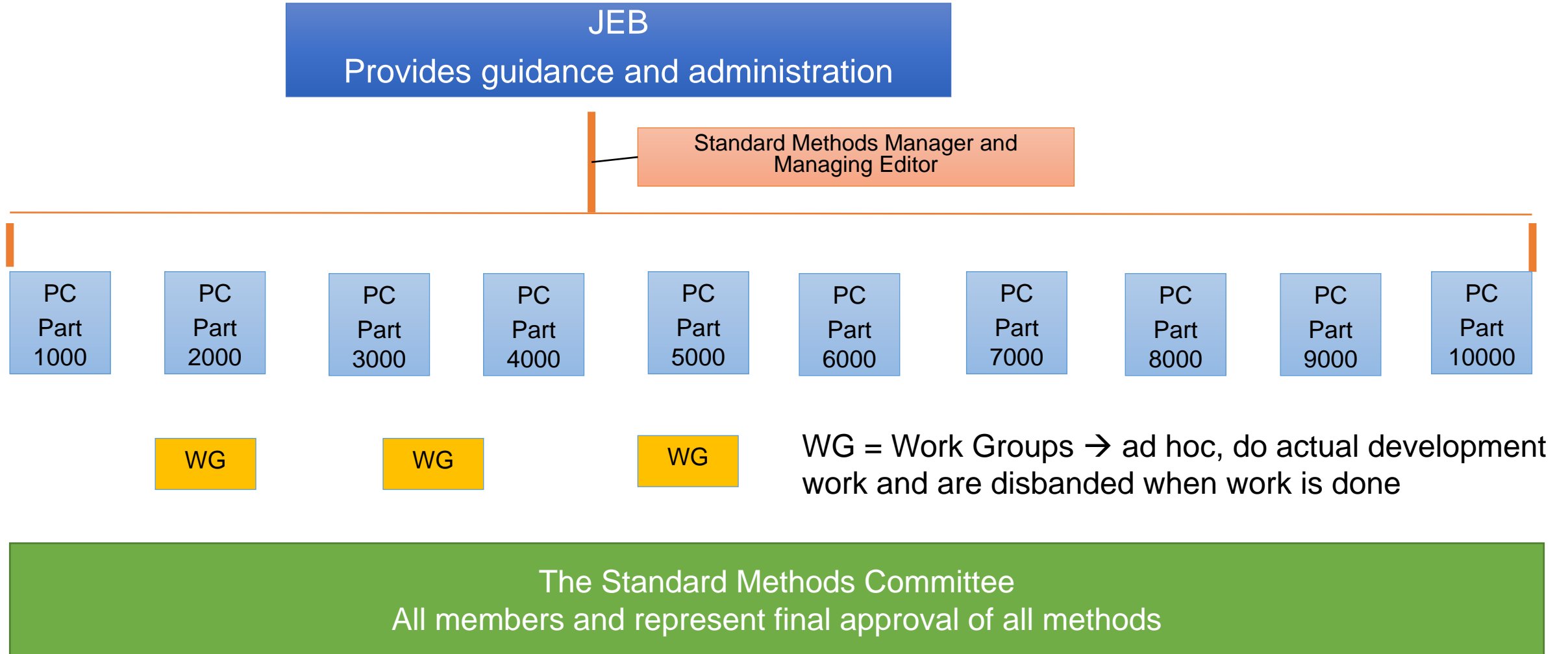
APHA – oldest and largest association of public health officials in the world.

WEF – non-profit technical organization with a goal to preserve and enhance the global water environment focusing on non-point and point source pollution.

AWWA – largest organization of water supply professionals in the world.

A Voluntary Consensus Standards Body (VCSB) that develops Standards and Test Methods used for the analysis of Water and Wastewater

The Standard Methods Organization that develops the methods



Who are Standard Methods Committee members?

Anybody who joins and provides proper paperwork

- Municipal laboratories
- Commercial laboratories
- Government agencies
- Manufacturers
- Industry Laboratories



Requirements of membership in the Standard Methods Committee (SMC)



- The core group of individuals who participate in developing and reviewing
- Membership in SMC is free, requires an application, and is open to those with expertise in areas of science and research that are applicable to water testing and water science
- Standard Methods voting committee – the set of the SMC that votes on a specific method; at times, the SMVC is the full SMC; often the SMVC is a subset of voters who have expressed interest in a particular topic area, for example Part 4000.

The Joint Editorial Board (JEB)

- The JEB provides the guiding values, planning, content strategy, and overall process of Standard Methods. These SOPs are prepared, maintained, and revised by the JEB, with final approval by the sponsoring organizations.
- The JEB is composed of three representatives, one each, from the three sponsoring organizations:
 - American Public Health Association (APHA)
 - American Water Works Association (AWWA)
 - Water Environment Federation (WEF)
- Each JEB member is appointed by his or her sponsoring organization in a manner decided by that organization.

The role of the JEB

The JEB ensures SOPs were correctly implemented and due process followed during method development and that all interested parties have a voice and balance is maintained among competing interests.

The JEB gives final approval of SMC ballots, not on technical content, but ensuring all processes were adequately followed and documented.

The JEB oversees the content of the SM web site including methods publication, announcements, guidance to users, and notices.

Each JEB member serves as liaison to one or more Parts in Standard Methods

The JEB acts as Standard Methods spokesperson, drafts correspondence or technical responses.



The Part Coordinator



PCs manage JTGs and facilitate communication between the JTG and the JEB.

The PC ensures methods within the Part are published, revised, or updated in a timely manner.

The PC is also a technical expert for methods in that Part and can, with assistance from other experts, provide method interpretation and clarification as needed.

PCs need to possess interpersonal skills, be highly organized; and have time to manage administrative tasks (eg, overseeing JTG schedules).

A primary function of the PC is to collaborate with JTGs to ensure their smooth and efficient operation.

Appointment of a Standard Methods PC



A PC is appointed by the JEB for each Part of Standard Methods. The selection is based on the individual's relevant expertise and demonstrated performance as a SMC member or JTG member.

PCs are appointed for a 5-year term by the JEB Chair, subject to the approval of the full JEB.

PCs are eligible for additional terms when recommended by the JEB liaison and approved by the full JEB.

The PC's role in Method Development

A PC, along with the respective JEB liaison, recruits JTG Chairs (referred to as Chairs) and JTG members for sections or methods

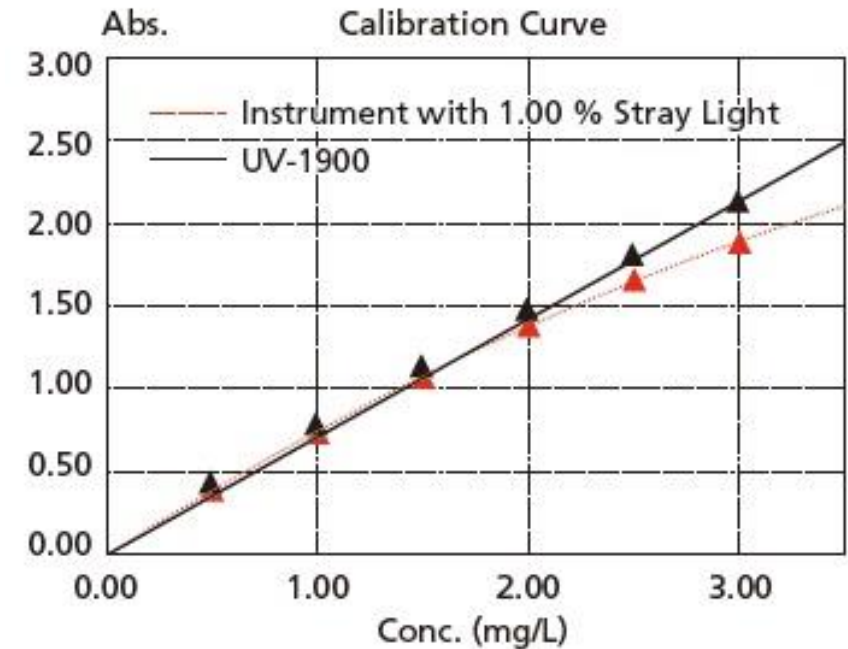
The PC is responsible for ensuring the JTG operates under the principles of openness, balance, transparency, consensus, and due process.

It is a PC's responsibility to ensure timely work by the JTG

Along with the JEB liaison, the PC writes a charge to direct a JTG in scope and requirements for a successful project.

The PC may not, except in rare circumstances and approved unanimously by the JEB, serve as the Chair of a JTG. If Chair, the PC is a nonvoting member.

The PC may serve as a nonvoting member to provide technical expertise in the JTG and at the request of the Chair with the approval of two thirds or more of the JTG.



The Joint Task Group (JTG)



A JTG is charged with an integral and significant activity—the review, revision, and approval of a specific proposed section within Standard Methods.

The JTG may consist of members of the SMC, nonmembers, official representatives, or designated members of organizations, and others who have volunteered and are willing to participate. JTG members must have a substantial concern and competence in the scope of the work of the committee.

The JEB liaison and the PC for the related Part form or reactivate a JTG when a new section or method is to be written or an existing section or method to be reviewed and revised. The JTG consists of a Chair and members recruited from the SMC membership.

The JTG Chair

- Chairs do not need to be a member of a sponsoring society.
- Chairs are chosen from among persons eligible for classification as User or General Interest members
- Manufacturers cannot be a JTG chair (usually).
- Recruiting a Chair is the joint responsibility of the JEB liaison and the PC.
- Only the JEB liaison can formally appoint someone as a Chair.



JTG members



- JTG members do not need to be a member of a sponsoring society.
- No predetermined upper limit to the number of members on a JTG
- A minimum of 3 total voting members is required.
- Must reaffirm conflicts of interest declaration.
- The PC may be a nonvoting member of a JTG when their contribution is considered necessary and appropriate.

The Standard Methods SOP and how we meet ANSI requirements

Development process SOP provides guidance and ensures SM method development process meets requirements of OMB A-119



- Balance of interest
- Openness
- Due process
- Consensus
- Appeals process

Federal policy on use of voluntary consensus standards.

Federal Agencies must use voluntary consensus standards except where inconsistent with law or otherwise impractical.

Policy applies to all Federal government, including test procedures.

SOP meets most ANSI requirements and requirements for developing International Standards

ANSI Requirement - Balance of Interest

ANSI

Participants from diverse interest categories

- No single interest category constitutes a majority of the membership of the consensus body

Standards development process shall not be dominated by any single interest category, individual or organization

SM SOP

JTG members selected to provide balance

- Represent stakeholder group
 - Users
 - Producers (no more than 1/3)
 - Other interests
- No stakeholder group can be a majority
- Unless approved by JEB, no producer can be a JTG chair

ANSI Requirement - Openness

ANSI

Anyone interested in the activities of the organization may participate

Not required to become a member of the organization

No undue financial barrier

SM SOP

Anyone who signs up can participate on the SMC, JTG can be selective for expertise and to ensure balance

- JTG Members
 - 3 -15 per committee, JTG must meet balance criteria
 - Must vote, vote is counted
- SMC Members
 - Unlimited number, no criteria for balance
 - May vote, negative vote must be considered

ANSI requirement - Due Process and Appeals

ANSI

Any person with a direct and material interest has a right to participate by:

- Expressing a position and its basis
- Having that position considered
- Having the right to appeal

Identifiable, realistic, and readily available appeals mechanism for the impartial handling of procedural complaints regarding any action or inaction

SOP

Anyone can appeal any action

Appeal process uses ANSI guidance

All comments and their disposition are public information, available on request

ANSI Requirement - Consensus

ANSI

General agreement, but not necessarily unanimity.

Process for attempting to resolve objections by interested parties

Fair consideration of all comments/objections

Disposition & reasons provided to commenter

Consensus body members are given an opportunity to change their votes after reviewing comments.

SOP

All negative comments must be addressed

- Can be ruled by the JEB or JTG chair as editorial, persuasive, non-persuasive, or not related
- Not related forms a new JTG for next revision

Balloting consensus:

JTG = 67%

JEB = 100%

SMC = 67%

Any member may appeal

Editorial change is strictly defined in the SOP. Any technical change to any method must be balloted

Value of participating in Standard Methods



- Interact with peers and make sure no new methods get published that are not of benefit to the laboratory community.
- If you are on a JTG, your name will be published with the method
- If you are in the SMC, your name will be published in the book.
- If you are a JTG chair, you will receive a free book when published
- If you are a PC or JEB you get lots of work and headaches.
-

Join the Standard Methods Committee

[Participation in Preparation of *Standard Methods*](#) is an introduction from the Joint Editorial Board.

The [Information Form](#) enables us to add you to the committee and record your interests in regard to water and wastewater analysis as well as Joint Task Group (JTG) membership.

Refer to the [Tentative Listing of Sections](#) to select the sections you would like to participate on as a JTG member.

Finally, [General Ballot Response](#) provides information on the level of participation required to receive a complimentary seat for *Standard Methods Online*.

Please fill out the [Information Form](#) and send it to the [Standard Methods manager](#).

Thank you for your interest in *Standard Methods*.

Questions?

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