Record of Line-item Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: XXXX

Global Technical Committee: XXXXXX

TC Chapter Cochairs: Name/Company, Name/Company

Standards Staff: Name

|  |  |  |
| --- | --- | --- |
|  | Scheduled in Background Statement | Actual |
| Date | MM/DD/YYYY | MM/DD/YYYY |
| Location | XXXXXX | XXXXXX |
| Reason for Change of Date and/or Location  (if changed) |  | |

**Note: See *Regulations* ¶ 9.5 Exceptions for allowable reason to change.**

*Document Information*

I. Document Number, Title, Lists of Line Items

|  |  |  |
| --- | --- | --- |
| **Document Number ####** | | **Document Title**  **XXXXX** |
| **List of Line Items** | **Line Item 1** | **Line Item Title**  **XXXXX** |
| **Line Item 2** | **Line Item Title**  **XXXXX** |
| **Line Item 3** | **Line Item Title**  **XXXXX** |
| **Line Item 4** | **Line Item Title**  **XXXXX** |
| **Line Item 5** | **Line Item Title**  **XXXXX** |
| **Line Item 6** | **Line Item Title**  **XXXXX** |
| **Line Item 7** | **Line Item Title**  **XXXXX** |
| **Line Item 8** | **Line Item Title**  **XXXXX** |
| **Line Item 9** | **Line Item Title**  **XXXXX** |
| **Line Item 10** | **Line Item Title**  **XXXXX** |

*Line Item 1 Adjudication*

II. Tally

Standards staff to fill in.

**Voting Tally: As-cast tally after close of voting period**

**Note: A minimum of 60% of the Voting Interests that have TC Members within the global technical committee that issued the Letter Ballot must return Votes. (*Regulations* ¶ 9.6.2.1.1)**

**Voting Tally (with example values):**

**Note: See *Regulations* § 3.2.1 for definition of Voting Interest.**

III. Rejects

Voting Interest Reject 1 (Voting Interest Name: XXXXXX)

Voter Reject 1 (Voter: Name and company)

Negative 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Negative** | **Referenced Section/ Paragraph** | | | | **\*TF/TC Chapter to fill in, including text in the ballot if necessary.** | | | | | | | | | |
|  | | | | | | | | | |
| **Negative Text** | | | | **\*Original complete Negative text (e.g., issue, justification, suggestion) should be copied.** | | | | | | | | | |
|  | | | | | | | | | |
| **TF input (optional)** | | | | |  | | | | | | | | | |
| **Withdrawal (check one)** | | | | |  | No Negative withdrawal made by Voter. | | | | | | | | **GO TO “Related” subsection** |
|  | Withdrawal document received by Standards staff on MM/DD/YYYY. | | | | | | | | **GO TO “Final” subsection 🡪 (A)** |
| **Related** | **Motion and Reason**  **(check one)** | | | |  | ‘Related’ is mutually agreed upon. **(Needs no motion.)** | | | | | | | | **GO TO “Persuasive” subsection** |
|  | Negative is not related. **(Needs ≥2/3 votes to pass.)** | | | | | | | | |
|  | Reason | | | | XXXX | | | | |
| **Motion by/**  **2nd by** | | | | **Name (Company)/Name (Company)** | | | | | | | | | |
| **Discussion** | | | |  | | | | | | | | | |
| **Result of Vote (check one)** | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | | | |
|  | [Negative is not related.] < 2/3 | | | | | | | | **GO TO “Persuasive” subsection** |
|  | 2/3 ≤ [Negative is not related.] | | | | | | | | **GO TO “Final” subsection 🡪** **(B)** |
| **Persuasive** | **Motion and Reason**  **(check one)** | | | |  | Negative is related and persuasive. **(Needs >1/3 votes to pass.)** | | | | | | | | |
|  | Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)** | | | | | | | | |
|  | Reason | | | | XXXX | | | | |
| **Motion by/**  **2nd by** | | | | Name (Company)/Name (Company) | | | | | | | | | |
| **Discussion** | | | |  | | | | | | | | | |
| **Result of Vote (check one)** | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | | | |
|  | [Negative is related and persuasive.] > 1/3 | | | | | **Is a technical change recommended?**  **(check one)** |  | **Y** | **GO TO “Address by Technical Change Option” subsection** |
|  | [Negative is related and not persuasive.] < 2/3 | | | | |  | **N** | **GO TO “Final” subsection 🡪 (E)** |
|  | 2/3 ≤ [Negative is related and not persuasive.] < 90% | | | | | **GO TO “Final” subsection 🡪 (C)** | | | |
|  | 90% ≤ [Negative is related and not persuasive.] | | | | | **GO TO “Not Significant Finding Option” subsection** | | | |
| **Address by Technical Change Option** | **Technical Change Recommendations**  **Original section/paragraph number and at least one full sentence are required in “FROM” and “TO” fields.** | | | | | | | | | | | | | |
| **Technical Changes** | | **1** | **FROM:** **Section/Paragraph XXX** | | | | | | | | | | |
| **TO: Section/Paragraph xxx** | | | | | | | | | | |
| **Justification (If necessary)** | | | | | | | | | | |
| **2** | **FROM:** **Section/Paragraph XXX** | | | | | | | | | | |
| **TO: Section/Paragraph xxx** | | | | | | | | | | |
| **Justification (If necessary)** | | | | | | | | | | |
| **Motion** | | | | | | Negative is addressed by the technical change(s). | | | | | | | |
| **Motion by/2nd by** | | | | | | Name (Company)/Name (Company) | | | | | | | |
| **Discussion** | | | | | |  | | | | | | | |
| **Result of Vote**  **(check one)** | | | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | |
|  | 2/3 ≤ [Negative is addressed by the technical change(s).] | | | | | | **GO TO “Incorporation of the Technical Change” subsection** |
|  | [Negative is not addressed by the technical change(s).] < 2/3 | | | | | | **GO TO “Final” subsection 🡪 (E)** |
| **Incorporation of the Technical Change** | | **Motion** | | | | To incorporate the technical change(s). | | | | | | | |
| **Motion by/2nd by** | | | | Name (Company)/Name (Company) | | | | | | | |
| **Discussion** | | | |  | | | | | | | |
| **Result of Vote (check one)** | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | |
|  | 90% ≤ [Agree to incorporate.] | | | | | | **GO TO “Final” subsection 🡪 (F)** |
|  | [Disagree to incorporate.]>10% | | | | | | **GO TO “Final” subsection 🡪 (E)** |
| **Not Significant Finding Option** | **This option can be used only “if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action”. (*Regulations* ¶ 9.6.1.4.5.2)** | | | | | | | | | | | | | |
| **Use of “Not significant finding option”**  **(check one)** | | | |  | It is mutually agreed upon to term the Negative “not significant”. | | | | | | | | **GO TO “Final” subsection 🡪** **(D)** |
|  | It is mutually agreed upon to term the Negative “significant”. | | | | | | | | **GO TO “Final” subsection 🡪 (C)** |
|  | Whether or not the Negative is “not significant” is decided by a vote. | | | | | | | | |
| **Motion** | | | | The Negative is “not significant”. | | | | | | | | | |
| **Motion by/**  **2nd by** | | | | Name (Company)/Name (Company) | | | | | | | | | |
| **Vote** | | | |  | XX **Y**-XX **N**; Motion passed with simple majority | | | | | | | | **GO TO “Final” subsection 🡪 (D)** |
|  | XX **Y**-XX **N**; Motion failed with simple majority | | | | | | | | **GO TO “Final” subsection 🡪 (C)** |
| **Final** | | **(check if applicable)** | | |  | **(A)** | | | Withdrawn **(counted under h in disposition)** | | | | | |
|  | **(B)** | | | Not related **(counted under i in disposition)** | | | | | |
|  | **(C)** | | | Related and not persuasive (significant) | | | | | |
|  | **(D)** | | | Not significant **(counted under j in disposition)** | | | | | |
|  | **(E)** | | | Related and persuasive and not addressed by technical change | | | | | **DOCUMENT FAILS** |
|  | **(F)** | | | Addressed by technical change **(counted under k disposition)** | | | | | |
| **(check if applicable)** | | |  | Comment generated. **See Section V-(ii) Comment #** X. | | | | | | | | |

This table is needed for each Negative.

Negative 2

Negative 3

Negative 4

Voting Interest Reject 1- Voter Reject 2 (Voter: Name and company)

Negative 1

Negative 2

Negative 3

Negative 4

Disposition of Voting Interest Reject 1

**Check only when the Document has not been failed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Original number (#) of Negatives | | | | **(g)** |
| # | Number of Negatives withdrawn | | | | **(h)** |
| # | Number of Negatives found not related | | | | **(i)** |
| # | Number of Negatives found not significant | | | | **(j)** |
| # | Number of Negatives addressed by technical change **(Negative becomes not significant)** | | | | **(k)** |
| **Final** | |  | **g** - (**h** + **i** +**j + k**) = 0 | **Reject is Not Valid and is not included in the denominator of § VI. *Approval Conditions Check*** | |
|  | **g** - (**h** + **i** +**j + k)** >0 | **Reject is included in the denominator of § VI. *Approval Conditions Check*** | |
|  | Reject without a Negative | **Not Valid** | |

**Note: If all of the Negatives included with a Reject Vote are withdrawn, determined to be not related, or determined to be not significant, the Reject Vote is not valid. (*Regulations* ¶ 9.4.3.3)**

**Note: A Negative addressed by a technical change is automatically considered to be not significant. (*Regulations* ¶ 9.6.1.4.5.2)**

Voting Interest Reject 2 (Voting Interest Name: XXXXXX)

Voter Reject 1 (Voter: Name and company)

Negative 1

Negative 2

IV. Other Technical Issues

Note: TC Chapter may choose to address a technical issue that is not part of a Negative received on a Letter Ballot (i.e., a Comment or a reason not addressed by a Vote response) by handling it as a Negative and finding it related and technically persuasive. The TC Chapter may then fail the Document or address such technical issue by using the procedure defined in *Regulations* § 9.6.1.4.3 to make a technical change to the Document. (*Regulations* ¶ 9.6.1.4.2.5)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Technical Issue** | | **Origin** | | | **\*TF/TC Chapter to choose**  Comment # (Voter: Name and company) / A reason not addressed by a Vote response | | | | | | | | | |
| **Referenced Section/ Paragraph** | | | **\*TF/TC Chapter to fill in including text in the ballot as appropriate.** | | | | | | | | | |
|  | | | | | | | | | |
| **Reason** | | | **\*Original Comment text, if applicable, and problem statement, including justification and suggestion, should be copied.** | | | | | | | | | |
|  | | | | | | | | | |
| **Handle technical issue identified above as a Negative.** | | | | | | | | | | | | | | |
| **Related** | | **Motion and Reason**  **(check one)** | | |  | ‘Related’ is mutually agreed upon. **(Needs no motion.)** | | | | | | | | **GO TO “Persuasive” subsection** |
|  | Negative is not related and assigned to TF. **(Needs ≥2/3 votes to pass.)** | | | | | | | | |
|  | Negative is not related and placed on agenda of current TC Chapter meeting as new business. **(Needs ≥2/3 votes to pass.)** | | | | | | | | |
|  | Reason | | | | XXXX | | | | |
| **Motion by/**  **2nd by** | | | Name (Company)/Name (Company) | | | | | | | | | |
| **Discussion** | | |  | | | | | | | | | |
| **Result of Vote (check one)** | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | | | |
|  | [Negative is not related.] <2/3 | | | | | | | | **GO TO “Persuasive” subsection** |
|  | 2/3 ≤ [Negative is not related] and assigned to TF. | | | | | | | | **GO TO “Final” subsection 🡪** **(B)** |
|  | 2/3 ≤ [Negative is not related] and placed on agenda of current TC Chapter meeting as new business. | | | | | | | |
| **Persuasive** | | **Motion and Reason**  **(check one)** | | |  | Negative is related and persuasive. **(Needs >1/3 votes to pass.)** | | | | | | | | |
|  | Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)** | | | | | | | | |
|  | Reason | | | | XXXX | | | | |
| **Motion by/**  **2nd by** | | | Name (Company)/Name (Company) | | | | | | | | | |
| **Discussion** | | |  | | | | | | | | | |
| **Result of Vote (check one)** | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | | | |
|  | [Negative is related and persuasive.] > 1/3 | | | | | **Is a technical change recommended?**  **(check one)** |  | **Y** | **GO TO “Address by Technical Change Option” subsection** |
|  | [Negative is related and not persuasive.] < 2/3 | | | | |  | **N** | **GO TO “Final” subsection 🡪 (E)** |
|  | 2/3 ≤ [Negative is related and not persuasive.] < 90% | | | | | **GO TO “Final” subsection 🡪 (C)** | | | |
| **Address by Technical Change Option** | | **Technical Change Recommendations**  **Original section/paragraph number and at least one full sentence are required in “FROM” and “TO” fields.** | | | | | | | | | | | | |
| **Technical Changes** | **1** | **FROM:** **Section/Paragraph XXX** | | | | | | | | | | |
| **TO: Section/Paragraph xxx** | | | | | | | | | | |
| **Justification (If necessary)** | | | | | | | | | | |
| **2** | **FROM:** **Section/Paragraph XXX** | | | | | | | | | | |
| **TO: Section/Paragraph xxx** | | | | | | | | | | |
| **Justification (If necessary)** | | | | | | | | | | |
| **Motion** | | | | | Negative is addressed by the technical change(s). | | | | | | | |
| **Motion by/2nd by** | | | | | Name (Company)/Name (Company) | | | | | | | |
| **Discussion** | | | | |  | | | | | | | |
| **Result of Vote (check one)** | | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | |
|  | 2/3 ≤ [Negative is addressed by the technical change(s).] | | | | | | **GO TO “Incorporation of the Technical Change” subsection** |
|  | [Negative is not addressed by the technical change(s).] < 2/3 | | | | | | **GO TO “Final” subsection 🡪 (E)** |
| **Incorporation of the Technical Change** | **Motion** | | | | To incorporate the technical change(s). | | | | | | | |
| **Motion by/2nd by** | | | | Name (Company)/Name (Company) | | | | | | | |
| **Discussion** | | | |  | | | | | | | |
| **Result of Vote (check one)** | | | | XX **Y**-XX **N**; Motion passed/failed. | | | | | | | |
|  | 90% ≤ [Agree to incorporate.] | | | | | | **GO TO “Final” subsection 🡪 (F)** |
|  | [Disagree to incorporate.] >10% | | | | | | **GO TO “Final” subsection 🡪 (E)** |
| **Final** | **(check one)** | | | |  | **(B)** | | | Not related | | | | | |
|  | **(C)** | | | Related and not persuasive | | | | | |
|  | **(E)** | | | Related and persuasive and not addressed by technical change | | | | | **DOCUMENT FAILS** |
|  | **(F)** | | | Addressed by technical change | | | | | |
| **(check if applicable)** | | | |  | Comment generated. See Section V-(ii) Comment # X. | | | | | | | | |

V. Comments

V- (i) Voters’ Comments

Commenter 1 (Name/Company) - Comment 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Comment** | **\*TF/TC Chapter to fill in section/paragraph #, if necessary.** | | | | |
|  | | | | |
| **Action** | **The TC Chapter agreed to do one of the following actions.** | | | | | |
| \***No motion is required in this step.** | | | | | |
|  | Already addressed by Commenter #, Comment # | | | | |
|  | No further action was taken by the TC Chapter. | | | | |
|  | Refer to the TF for more consideration. | | | | |
|  | New Business | | | | |
|  | Editorial Change | | | | |
|  |  | Options for editorial  change **(check one)** |  | | **Case 1: No vote in this section:** | | |
| **To be included and voted on as a group in § VI. *Editorial Changes Other than Those Voted on in § V*.** | | |
|  | |  | | **Case 2: Voted in this section:** | | |
| **Original section number and at least one full sentence are required in “FROM” and “TO” fields.** | | |
| **Editorial Changes** | **1** | **FROM: Section/Paragraph xxx** | | | | |
| **TO: Section/Paragraph xxx** | | | | |
| **Justification (If necessary)** | | | | |
| **2** | **FROM: Section/Paragraph xxx** | | | | |
| **TO: Section/Paragraph xxx** | | | | |
| **Justification (If necessary)** | | | | |
| **Motion** | | | | To approve above editorial change(s) | |
| **Motion by/2nd by** | | | | Name (Company)/Name (Company) | |
| **Discussion** | | | | XXXX | |
| **Vote** | | | | XX **Y**-XX **N**; Motion passed/failed. | |

This table is needed for each Comment accompanied a Vote

Commenter 2 (Name/Company) - Comment 1

Commenter 3 (Name/Company) - Comment 1

V-(ii) Comments Created by Handling Negative

Comment (Created by Handling Negative) NC – 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Comment** | **\*TF/TC Chapter to fill in** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Action** | **The TC Chapter agreed to do one of the following actions.** | | | | | |
| \***No motion is required in this step.** | | | | | |
|  | Already addressed by Commenter #, Comment # | | | | |
|  | No further action was taken by the TC Chapter. | | | | |
|  | Refer to the TF for more consideration. | | | | |
|  | New business | | | | |
|  | Editorial change | | | | |
|  |  | Options for editorial  change **(check one)** |  | | **Case 1: No vote in this section:** | | |
| **To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.** | | |
|  | |  | | **Case 2: Voted in this section:** | | |
| **Original section number and at least one full sentence are required in “FROM” and “TO” fields.** | | |
| **Editorial Changes** | **1** | **FROM: Section/Paragraph xxx** | | | | |
| **TO: Section/Paragraph xxx** | | | | |
| **Justification (If necessary)** | | | | |
| **2** | **FROM: Section/Paragraph xxx** | | | | |
| **TO: Section/Paragraph xxx** | | | | |
| **Justification (If necessary)** | | | | |
| **Motion** | | | | To approve above editorial change(s) | |
| **Motion by/2nd by** | | | | Name (Company)/Name (Company) | |
| **Discussion** | | | | XXXX | |
| **Vote** | | | | XX **Y**-XX **N**; Motion passed/failed. | |

*This table is needed for each Comment created by handling Negative.*

Comment (Created by Handling Negative) NC – 2

Comment (Created by Handling Negative) NC – 3

VI. Editorial Changes Other than Those Voted on in § V

**Original section/paragraph number and at least one full sentence are required in “FROM” and “TO” fields.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | Origin of this editorial change  **(Check one)** | |  | Commenter(s) / Comment(s) # |
|  | Other [ ] |
| **FROM:** **Section/Paragraph XXX** | | | |
| **TO: Section/Paragraph XXX** | | | |
| **Justification: (If necessary)** | | | |
| **2** | Origin of this editorial change  **(Check one)** | |  | Commenter(s) / Comment(s) # |
|  | Other [ ] |
| **FROM:** **Section/Paragraph XXX** | | | |
| **TO: Section/Paragraph XXX** | | | |
| **Justification: (If necessary)** | | | |
| **Motion** | | To approve the above editorial change(s). | | |
| **Motion by/**  **2nd by** | | Name (Company)/Name (Company) | | |
| **Discussion** | | XXXX | | |
| **Vote** | | XX **Y**-XX **N**; Motion passed (or failed) | | |

VII. Approval Conditions Check

VII. - (i). Approval Rate

**APPROVAL CONDITION 1: All Negatives have been discussed and were withdrawn, found not related, found not persuasive, or addressed by a technical change. (*Regulations* ¶ 9.6.2.1.2)**

**APPROVAL CONDITION 2: At least 90% of the sum of valid Voting Interest Accept and Voting Interest Reject Votes must be Accept. (*Regulations* ¶ 9.6.2.1.3)**

Note: If both approval conditions are not satisfied, the Document fails.

VII. – (ii) Approval Level (check one)

Note: See *Regulations* § 9.6.2 for further information.

|  |  |
| --- | --- |
|  | Globally Approved (No Ratification Ballot needed):  Line Item 1 meets the Letter Ballot approval conditions for the global technical committee. |
|  | Need a Ratification Ballot:  Line Item 1 meets the Letter Ballot approval conditions for the TC Chapter and a Ratification Ballot will be issued to validate technical changes. |

*Line Item 2 Adjudication*

II. Tally

Standards staff to fill in.

III. Rejects

Voting Interest Reject 1 (Voting Interest Name: XXXXXX)

Voter Reject 1 (Voter: Name and company)

Voter Reject 2 (Voter: Name and company)

Voting Interest Reject 2 (Voting Interest Name: XXXXXX)

Voter Reject 1 (Voter: Name and company)

Voter Reject 2 (Voter: Name and company

IV. Other Technical Issues

V. Comments

V- (i) Voters’ Comments

V-(ii) Comments Created by Handling Negative

VI. Editorial Changes Other than Those Voted on in § V

VII. Approval Conditions Check

VII. - (i). Approval Rate

VII. – (ii) Approval Level (check one)

Note: See *Regulations* § 9.6.2 for further information.

|  |  |
| --- | --- |
|  | Globally Approved (No Ratification Ballot needed):  Line Item 2 meets the Letter Ballot approval conditions for the global technical committee. |
|  | Need a Ratification Ballot:  Line Item 2 meets the Letter Ballot approval conditions for the TC Chapter and a Ratification Ballot will be issued to validate technical changes. |

*Checks for Entire Document Including All Approved Line Items*

VIII. Safety Check

Note: This Safety check applies to the entire Standard or Safety Guideline including all the approved Line Items. See § 15 of the *Regulations* for further information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Motion** |  | **This is not a Safety Document**, when all safety-related information is removed, the Document is still technically sound and complete.(*Regulations* ¶ 8.7.1) | | |
|  | **This is a Safety Document**, when all safety-related information is removed, the Document is not technically sound and complete.(*Regulations* ¶ 8.7.2) | | |
|  |  | Safety Checklist (*Regulations* ¶ 15.3) is complete and has been included with the Document throughout the balloting process. (*Regulations* ¶ 15.1.2) | |
| **Motion by/2nd by** | | | | Name (Company)/Name (Company) |
| **Discussion** | | | | XXXX |
| **Vote** | | | | XX **Y**-XX **N**; Motion passed or failed |

IX. Intellectual Property (IP) Check

Note: This Letter Ballot may cover all or part of a Standard or Safety Guideline. Regardless of the coverage, this IP check applies to the entire Standard or Safety Guideline including all the approved Line Items\*. See *Regulations* § 16 for further information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | The TC Chapter meeting chair asked those participating, if they were aware of any patented technology that might be relevant (see *Regulations* ¶ 16.3.1.1) to the Standard or Safety Guideline; or, any copyrighted items or trademarks that are used/reproduced (see *Regulations* ¶ 16.4.1.2) in the Standard or Safety Guideline. (Also see, *Regulations* § 8.8) | | | | | | |
|  |  | The question is NOT answered in affirmative (No potentially material patented technology or use/reproduction of copyrighted items/trademarks is known.) | **GO TO SECTION X.** | | | | |
|  | The question is answered in affirmative | Is any of the known IPs a patented technology? |  | **Yes, at least one of them is a patented technology** | **GO TO IX (a) “Patented Technology” subsection** |
|  | **No** | **GO TO IX (b) “Copyright items” subsection** |

**IX(a) Patented Technologies subsection**

**IX(a1) Total numbers of Patented Technologies to be dealt with**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#**  **Fill number** | **(l)** Known Patented Technology that might be relevant to the Standard/Safety Guideline | **#**  **Fill number** | **(m)** Number of patented technologies first became known to the TC Chapter on or after the day of the issuance of this Letter Ballot | **Postpone assessment of such patented technologies to be performed at the next scheduled TC Chapter meeting.** |
| **#**  **Fill number** | **(n)** Number of patented technologies first became known to the TC Chapter before the day of the issuance of this Letter Ballot | **GO TO IX (a2)** |

**IX(a2) Assessment of disclosed patented technologies**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Disclosed patented technology #1**  (*Brief description, e.g., patent title and number*): | | | | **Date of Assessment (If different from the date of Letter Ballot adjudication)**  MM/DD/YYYY | | | |
| Is disclosed patented technology #1 found to be “might be material” to the Standard/Safety Guideline? |  | YES  (It is a PMPT) | Is the use of this PMPT technically justified? | |  | **YES** | **PROCEED to assess NEXT one, or**  **if this is the last one, GO TO IX(a3)** |
|  | **NO** | **The Document is failed and returned to the TF** |
|  | NO | No further action is needed for patented technology #1 | | | | |

*This table is needed for each disclosed patented technology.*

**IX(a3) LOA status check of PMPT of which inclusion assessed to be justified**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LOA Status of PMPT #1** | | | | | | | |
| Has an LOA for this patented technology been received from every owner ? |  | YES | **PROCEED to check NEXT one,  or if this is the last one, GO TO** **IX(b)** | | | | |
|  | NO | MOTION |  | Ask ISC for special permission to publish. | | |
|  | Quit activity. | **The Document is failed and returned to the TF** | |
|  | Wait for LOA | | **PROCEED to check NEXT one,  or if this is the last one, GO TO** **IX(b1)** |
|  | | | **Motion by/ 2nd by** | | | | Name (Company)/Name (Company) |
| **Discussion** | | | | XXXX |
| **Vote** | | | | XX **Y**-XX **N**; Motion passed (or failed) |

*This table is needed for each PMPT of which inclusion assessed to be justified.*

**IX(b1) Total numbers of copyrighted items to be dealt with**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#**  **Fill number** | **(o)** Known copyrighted items that are used or reproduced to the Standard/Safety Guideline |  | **o > 0**  There is at least one known copy righted items that might be relevant to the Standard/Safety Guideline | **GO TO IX (b2)** |
|  | **o = 0**  There is no disclosed copyrighted item | **GO TO IX (c)** |

**IX(b2) Assessment of disclosed copyrighted items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Disclosed copyrighted item #1**  (*Brief description of its use in the Document*): | | | | | | |
| Is disclosed copyrighted item #1 used or reproduced in the Standard/Safety Guideline? |  | YES | Is the use/reproduction of this copyrighted item technically justified? |  | YES | **PROCEED to assess NEXT one, or**  **if this is the last one, GO TO IX(b3)** |
|  | NO | **The Document is failed and returned to the TF** |
|  | NO | No further action is needed for copyrighted item #1 | | | |

*This table is needed for each disclosed copyrighted item.*

**IX(b3) Copyright release status check of copyrighted item of which inclusion assessed to be justified**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Copyright release Status of copyrighted item #1** | | | | | | |
| Has the copyright release been received from its owner ?. |  | YES | **PROCEED to assess NEXT one, or**  **if this is the last one, GO TO IX(c)** | | | |
|  | NO | MOTION |  | Ask ISC for special permission to publish. | |
|  | Quit activity. | **The Document is failed and returned to the TF** |
|  | Wait for copyright release letter | **PROCEED to check NEXT one,  or if this is the last one, GO TO** **IX(c)** |
|  | | | **Motion by/ 2nd by** | | | Name (Company)/Name (Company) |
| **Discussion** | | | XXXX |
| **Vote** | | | XX **Y**-XX **N**; Motion passed (or failed) |

*This table is needed for each copyrighted item of which use/reproduction assessed to be justified.*

**IX(c) Assessment of disclosed (identified) trademark**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Is there any trademark in the Standard/Safety Guideline? |  | YES | Is every instance of trademark use technically justified? |  | YES | **GO TO** IX(d) |
|  | NO | **The Document is failed and returned to the TF** |
|  | NO | **GO TO IX(d)** | | | |

**IX(d) IP check completion condition check**

|  |  |  |  |
| --- | --- | --- | --- |
| The co-chair checks if any Patented Technologies first become known to the TC Chapter on or after the day of the issuance of this Letter Ballot?  i.e., m>0 in IX(a1) |  | YES | **Sections IX(a2) and IX(a3) shall be completed and recorded for such patented technologies at next scheduled meeting of the TC Chapter. Until then, the TC Chapter shall NOT go to** X(making motion to pass/fail this Document) **(see *Regulations* ¶ 16.4.1.2)**  **Until then this Letter Ballot Review is on hold.** |
|  | NO | **GO TO X** |

X. Action for This Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Motion**  **(Check all applicable items)** |  | Line item(s) [X], [X] and [X] passed TC Chapter review as balloted and will be forwarded to the ISC A&R SC for procedural review. | | |
|  | Line item(s) [X], [X] and [X] passed TC Chapter review with editorial changes and will be forwarded to the ISC A&R SC for procedural review. | | |
|  | Line item(s) [X], [X] and [X] passed TC Chapter review with technical changes and with or without editorial changes and will be forwarded to the ISC A&R SC for procedural review. A Ratification Ballot will be issued to verify the technical changes. | | |
|  | Line item(s) [X], [X] and [X] failed TC Chapter review and will be returned to the TF for rework. | | |
|  | Line item(s) [X], [X] and [X] failed TC Chapter review and work will be discontinued. | | |
| **Motion by/ 2nd by** | | | Name (Company) / Name (Company) | |
| **Discussion** | | | XXXX | |
| **Vote** | | | XX **Y**-XX **N** | |
| **Final Action** | | |  | Motion passed |
|  | Motion failed |

Note: If the use of PMPT or copyrighted item is justified by the TC Chapter, LOA or release form must be received before publication can proceed.