



The AARST CONSORTIUM ON NATIONAL RADON STANDARDS

Change Request Instructions

FOR STANDARDS DESIGNATED AS UNDER CONTINUOUS MAINTENANCE

Change proposals may be submitted at any time by the public and are processed in accordance with the bylaws of the AARST Consortium on National Radon Standards. Applicable portions of that process (Annex E) are shown at the bottom of this document.

Substantive changes to a document or portions thereof that are processed under the continuous maintenance option shall undergo the same due process procedures as revisions under periodic maintenance. This includes that any substantive change must be submitted for public review prior adoption into the standard.

REQUESTED PROCESS AND FORM FOR FORMAL CHANGE REQUESTS

Rev. 06-2014

Submittals (MS Word preferred) may be attached by email to StandardsAssist@gmail.com or submitted in paper form by fax to (913) 780-2090

- 1) Do not submit marked-up or highlighted copies of the entire document.
- 2) If a new provision is proposed, text of the proposed provision must be submitted in writing. If modification of a provision is proposed, the proposed text must be submitted utilizing the strikeout/underline format.
- 3) For substantiating statements: Be brief. Provide abstract of lengthy substantiation. (If appropriate, full text may be enclosed for project committee reference.)

REQUESTED FORMAT

Title of Public Review Draft: _____

- **Name:** _____ Affiliation: _____
- **Clause or Subclause:** _____
- **Comment/Recommendation:** _____
- **Substantiating Statements:** _____
- Check here if your comment is supportive in nature and does not require substantive changes in the current proposal in order to resolve your comment.

Repeat the five bullet items above for each change proposal.



The AARST CONSORTIUM ON NATIONAL RADON STANDARDS

Requested registration of your contact information and copyright release.

ONE TIME REGISTRATION CONTACT INFORMATION AND COPYRIGHT RELEASE

NOTE: AARST Consortium on National Radon Standards encourages original commentary on its standards. Commenters that choose to submit comments without an author's signature (due to difficulties in timeliness, proximity or other) shall be deemed to have done so at their sole discretion and have thereby acknowledged and accepted the copyright release herein. If commenters submit comments authored by others, those comments must also be accompanied by a signed copyright release from the author of the original comment. The original comment author and representing commenters may be asked to engage in dialog supporting their position.

Name: _____ Affiliation: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____

Copyright Release:

I hereby grant the AARST National Radon Standards Consortium the non-exclusive royalty rights, including non-exclusive royalty rights in copyright, in my proposals and I understand that I acquire no rights in publication of this standard in which my proposals in this or other similar analogous form is used. I hereby attest that I have the authority and am empowered to grant this copyright release.

Author's Signature: _____
Date _____

PLEASE FAX TO (913) 780-2090 or SHIP TO: StandardsAssist@gmail.com
Commenters are responsible for informing the standards assistant staff a when changing contact information or other preferences.

Notice regarding unresolved objections: While each committee seeks to resolve objections, please notify the committee responsible for an action or inaction if you desire to recirculate any unresolved objections to the committee for further consideration. Notice of right to appeal. (See Bylaws for the AARST Consortium on National Radon Standards - Operating Procedures for Appeals available at www.radonstandards.us, Standards Forum, Bylaws): (2.1) Persons or representatives who have materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by AARST Consortium on National Radon Standards committee(s), committee participant(s), or AARST have the right to appeal; (3.1) Appeals shall first be directed to the committee responsible for the action or inaction.

Contact information:

AARST Consortium on National Radon Standards.
Email: standards@aarst.org
Efax: 913-780-2090
Website: www.radonstandards.us
P.O. Box 2109, Fletcher, North Carolina 28732



The AARST CONSORTIUM ON NATIONAL RADON STANDARDS

Quoted applicable portions of 2014 bylaws

Annex E Continuous Maintenance Procedures

CONTINUOUS MAINTENANCE OF STANDARDS

E-1 Change proposals may be submitted at any time by the public using the procedures indicated in the published standard or as otherwise published by the ESC. Substantive changes to a document or portions thereof that are processed under the continuous maintenance option shall undergo the same due process procedures as revisions under periodic maintenance, in addition to the procedures in Article 7 and this Annex E.

E-2 Processing Change Proposals

Staff shall forward proposed changes received to the Chair of the subcommittee responsible for the document's content, action and response. The Chair or supporting staff shall communicate with the proposer as needed to clarify the intent of the proposal.

E-2.1 Responding to the Proposer

*The Chair or staff committee responder shall draft a recommended response, including any potential changes to the standard and submit it to the subcommittee. Options for subcommittee 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.

E-2.1.1 The response shall provide reasons for any recommendation other than option a) "accepted for public review without modification."

E-2.1.2 Option c) "proposed change accepted for further study" shall 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 subcommittee shall approve response option a, b, or d above.

E-2.1.3 The Chair shall ensure that the approved committee response is conveyed to the proposer within thirteen months of receipt of the proposed change.

E-3 Time Limits for Revision of Standards under Continuous Maintenance

If no revisions or addenda are approved for publication within four years of the prior publication date of a standard under continuous maintenance, action to revise, reaffirm, or withdraw the standard shall be initiated.