



**NORTH AMERICAN ENERGY STANDARDS BOARD
OPERATING PRACTICES**

**ADOPTING MINOR CLARIFICATIONS AND CORRECTIONS TO
STANDARDS**

Revised April 26, 2002

1.0 PROCEDURES; DEFINITIONS

1.1 Procedures

Minor clarifications and corrections to standards adopted by NAESB shall be initiated, as warranted, and processed in accordance with the procedures set forth herein. Substantive revisions to standards adopted by NAESB shall be handled in accordance with "Procedures for Adopting Standards".

1.2 Definition of Minor Clarifications or Corrections

Minor clarifications or corrections to an existing standard include: (a) clarifications or corrections made by a regulatory agency for standards that are of a jurisdictional nature, or by ANSI or its successor; (b) clarifications or corrections to the format or appearance or descriptions in the standard documentation, (c) clarifications or corrections to add code values to table, and (d) clarifications or corrections that do not materially change the standard.

**2.0 PROCESSING OF REQUESTS FOR MINOR CLARIFICATIONS AND
CORRECTIONS**

2.1 Requests

Any written request for a minor clarification or correction relative to any existing NAESB standard shall be submitted to the Executive Director. Such request shall include information sufficient to describe the minor clarification or correction, and the reasons for implementing such minor improvements or corrections.

2.2 Disposition of Requests

a. The Executive Director shall promptly notify the Executive Committee, the Standards Development Subcommittee, and other appropriate subcommittees of the receipt of the request. The Executive Committee shall promptly determine if the request meets the definition of minor clarification or correction. The Executive Committee,



through the decision of the chair or vice chair, may delegate this determination to a subcommittee with the concurrence of the chair of said subcommittee, in which case the determination shall be made promptly.

b. If the request meets the definition of minor clarification or correction, the Executive Committee will act on the request, with input from the authorized subcommittee, within one month of its receipt. A meeting for discussion on the request is not necessary - the decision can be made through notational vote. A simple majority of the votes received will determine the outcome. The Executive Committee will be given a minimum of three working days to consider and vote on the request.

2.3 Public Notice

a. The results of the vote on the request will be issued in the NAESB Standards Action Bulletin. The bulletin will be distributed to all NAESB members in good standing. The bulletin will be distributed monthly, or more often, as the Executive Committee determines. The public notice through the NAESB Standards Action Bulletin should be within one month of the Executive Committee vote on the request.

b. If the Executive Committee approves the request as a minor clarification or correction, it will be noticed in the Standards Action Bulletin, and distributed to all NAESB members. A brief description of the approved request, the contact name and number of the requester for further information and the proposed effective date of the clarification or correction will be included. NAESB members will have an opportunity to comment on the approved request - the bulletin will indicate where to send comments, and the deadline for submitting them. The proposed effective date will normally be within one month from the date of the public notice.

2.4 Final Disposition of Approved Requests

a. If no comments are received on an approved request, the standard will be clarified or corrected as specified in the approved request on the effective date proposed in the Standards Action Bulletin.

b. If comments are received, they will be forwarded to the Executive Committee, or its designee, for consideration. Each comment will require a public written response from the Executive Committee, or its designee. The Executive Committee will determine whether changes are necessary as a result of the comments. A simple majority of the votes received will determine the outcome. The Executive Committee will be given a minimum of three working days to consider the comments and determine the outcome. A meeting for the discussion on the request is not necessary - the decision can be made through notational vote. The standard shall be clarified or corrected in accordance with the outcome of the vote, effective with the completion of voting, and notice thereof shall be given in the Standards Action Bulletin.