

MEETING LOG  
DIRECTORATE FOR ENGINEERING SCIENCES

OFFICE OF  
THE SECRETARY

2002 NOV 20 P 2:05

SUBJECT: Chairman's Advisory Committee of the Accredited National Standard on Performance and Installation of Gas-Burning Appliances and Related Accessories, Z21/83

PLACE: Sheraton Conquistador Hotel, Tucson, AZ

MEETING DATE: April 17, 2002

LOG ENTRY SOURCE: Donald W. Switzer *DWS*

ENTRY DATE: November 15, 2002

COMMISSION ATTENDEES:

Donald W. Switzer ES

NON-COMMISSION ATTENDEES: See attached attendee list

MEETING SUMMARY

The ANSI Z21/83 Chairman's Advisory Committee advises the Chairman of the Z21/83 Committee. Membership consists of experts in gas appliance design and natural and LP-gas fuel distribution, government agencies, and consumer representatives. The official minutes of the meeting are attached and accurately reflect actions and discussions at the meeting.

CPSA 5 (1977) Chairman

No Mfrs/PrvtLbrs or  
Products Identified

Excepted by \_\_\_\_\_

Firms Notified.

11-21-02  
*ATB*

**Minutes of Chairman's Advisory Committee of the Accredited Standards Committee Z21/83  
17 April 2002**

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**Minutes of Chairman's Advisory Committee of the Accredited Standards Committee Z21/83**  
**17 April 2002**

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**Summary of Actions**

**Item**

1. Recommended that the smaller Executive Committee approach be utilized rather than the entire Committee. It was also recommended that a small working group be formed to define the Executive Committee structures and procedures.
2. Recommended that the Z21/83 Committee accept the work plan. It was also recommended that subcommittee members not be charged for standards.
3. Recommended the agreement, as modified, to the Z21/83 Committee for approval, as shown in Appendix A.
4. Accepted this item as information.
5. Recommended the procedures to the Z21/83 Committee, as proposed in Appendix B.
6. Recommended that the Z21/83 Committee adopt the cost/benefit analysis statement as proposed by the working group allowing only the Committee to consider cost/benefit analysis. However, if approved, the CAC recommended that the proposal be held in abeyance until the secretariat develops internal procedures on how cost/benefit analysis will be handled by staff.
7. Recommended that the Z21/83 Committee ask CSA staff to utilize the A.G.A. guidelines provided as a guide to draft anti-trust guidelines for consideration by the Z21/83 Committee.
8. Recommended approval of the new members as manufacturer interests.
9. Concurred with the recommendation of the unvented heater subcommittee, as clarification of the standards.
10. Recommended that the Z21/83 Committee add the additional reference to the harmonized Z21/CSA and Z83/CSA standards.
11. Recommended that the Z21/83 Committee advise the connector subcommittee that it is not aware of a problem or any discernable solution.
12. Asked that the comparisons of combustion tests be given to the GAMA Technical Committees for review and further recommendations. It was recommended that the comparisons of allowable leakage levels be considered by the Z21/83 Committee in conjunction with the vented heater subcommittee request to form a working group on leakage tests.
13. Staff was asked to review the Rationale Procedures with the subcommittees, and also remind them that they need to consider developing rationale statements when harmonizing two or more existing standards need rationales.
14. Acknowledged the dedication of the awardees and its appreciation.
15. Recommended that the Z21/83 Committee accept April 23-24, 2002 at Niagara-on-the-Lake, Ontario Canada for next year's meetings of the CAC and Z21/83-CSA TC meetings.

Minutes of the Meeting of  
CHAIRMAN'S ADVISORY COMMITTEE  
OF ACCREDITED STANDARDS COMMITTEE Z21/83

Held at

*Sheraton El Conquistador  
10000 North Oracle Road  
Tucson, AZ 85737*

April 17, 2002

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The meeting was called to order by the Chairman at 9:05 a.m., Mountain Time, Wednesday, April 17, 2002. The following were in attendance during the course of the meeting:

Members Present:

Daryl L. Hosler, Chairman  
Frances Gailey  
James M. Jones  
Theodore C. Lemoff  
Norman E. Mattson  
James Mullen  
Gary J. Potter  
Bruce Swiecicki  
Donald W. Switzer

Guests Present:

Len Bardsley, CSA International  
Jack Goldman, Hearth Products & Barbeque Association  
Spencer Grieco, CSA International  
George Gruss, CSA International  
Jeff Kincer, Henny Penny Corporation  
Senka Krsikapa, Canadian Standards Association  
John Marshal, Enbridge Consumers Gas  
John Paisley, GSW Water Heating Company  
Ellen Pekilis, CSA Group  
James Ranfone, American Gas Association  
Frank Stanonik, Gas Appliance Manufacturers Association  
Gary Thibeault, Association of Home Appliance Manufacturers  
Glenn Tubrett, Canadian Standards Association

Administrative Staff (Non-Voting):

Allen J. Callahan, Administrative Secretary  
Jennifer S. Henderson

Member Absent:

Jack D. Rea

The Chairman welcomed the members and guests and asked that they introduce themselves and their affiliations. He introduced the Chairman and Vice Chairman of the CSA Technical Committee, Messrs. Paisley and Marshal, respectively. He stated that the purpose of the Chairman's Advisory Committee is to advise and make recommendations to the Z21/83 Committee on procedural issues.

The minutes of the November 13, 2001 meeting of Chairman's Advisory Committee were approved as distributed on February 18, 2002.

*Staff Note: An item number in parenthesis "()", following the agenda item number for the Chairman's Advisory Committee, is the item number for the Z21/83 Committee's April 18, 2002 meeting agenda.*

#### **Item 1. (4) Z21/83 Program Operations**

##### **Action Requested**

The Advisory Committee was asked to review its recommendations to the Z21/83 Committee.

##### **History**

At its November 13, 2001 meeting, the Chairman's Advisory Committee (CAC) was asked to review an update on the status on the operations of the Z21/83 Committee and address seven summary questions, and finalize CAC recommendation to the Z21/83 Committee. Following are the questions and the CAC's recommendations as prepared at its November 2001 meeting:

#### **1. Should the subcommittees be renamed?**

The CAC agreed to recommend changing the name from subcommittee to technical advisory group (TAG) consistent with changes taking place within the Committee structure.

This change to rename the subcommittees as technical advisory groups has been incorporated in the revised Z21/83 Committee operating procedures under item 5 of these minutes.

#### **2. Should the subcommittees (renamed) remain voting bodies?**

The CAC agreed to recommend that the TAG remain a voting body without any change to current subcommittee voting procedures.

#### **3. Should the subcommittees (renamed) rely more on industry associations for working group investigations/recommendations?**

The CAC agreed that this is occurring and should continue. No formal recommendation was believed necessary.

#### **4. Should the procedures provide for "industry meetings"?**

The CAC agreed that industry meetings were not necessary because all meetings are open.

**5. Should the Committee incorporate and establish an executive committee?**

The CAC was provided a letter from the law firm of Baker & Hostetler identifying the steps required of the Committee to become incorporated as well as ongoing measures to maintain incorporated status, based on seeking incorporation in the state of Delaware. It was mentioned that incorporation would be beneficial to members regarding liability. It was questioned whether the Committee needed to incorporate if CSA, as co-SDO, is already incorporated. It was stated that both the Committee and CSA should be incorporated entities. The CAC agreed to recommend incorporation to the Committee. Attachment I to this item contained a "*State of Delaware Certificate of Incorporation (for) A Non-Stock Corporation.*"

It was also agreed to recommend the formation of an Executive Committee to address operational matters of the Committee between annual meeting. It was clearly stated that all technical decisions will remain with the Committee, and only operational decisions would be referred to the Executive Committee. A working group was formed to discuss the structure and exact function of the Executive Committee for recommendation to the Z21/83 Committee.

The working group and other interested parties met on February 27-28, 2002. Proposed revisions to the Z21/83 Committee's operating procedures were reviewed. The working group recommended that the full committee comprise a Board of Directors and two new administrative subcommittees on budget and policy be established.

**6. Should the Committee obtain liability insurance?**

The CAC was informed that ANSI had established a program to offer liability insurance to SDO's through Fireman's Fund Insurance. ANSI confirmed that a Committee can obtain SDO liability insurance through their program called Boardroom Plus. Based on an annual cost/revenue of \$700,000, a general estimate for \$1,000,000 insurance is \$4,200 annually with a \$5,000 deductible.

It was questioned if individual members will be insured. It was believed that liability insurance would be for the Committee as a body in any lawsuit that may be brought against the Committee, not individual members if they are named separately in a lawsuit. The CAC agreed to recommend that the Committee obtain liability insurance.

A completed draft application form and a description of the "Boardroom Plus" insurance program was appended as Attachment II to this item.

**7. Should the Committee remain SDO?**

The CAC was informed that in September 2001 ANSI's Executive Standards Council (ExSC) had approved a change to its Accreditation Procedures which would stipulate that the secretariat and the committee will jointly hold ANSI accreditation. It was stated that this revision would be announced in January 2002 with approximately one year to make any necessary changes to attain compliance.

It was commented that the Committee's decisions regarding funding, incorporation, liability insurance, etc, may be affected by ANSI's decision. It was reiterated that initially the Standards Secretariat Services Agreement be one-year rather than five-years. It was commented that as co-SDO, CSA America should administer the stakeholder funding and the Committee should not be bothered with these business details. Conversely, it was stated that funding will have to be dealt with on some level by the Committee.

Attachment III contained excerpts from the ANSI procedures for the development and Coordination of American National Standards for the joint accreditation of the Committee and Secretariat. The joint accreditation relationship between the Z21/83 Committee and CSA America would be clarified during calendar year 2002.

### Discussion

The CAC reviewed the procedural changes to the ANSI procedures making the Secretariat and the Committee co-SDOs. Chairman Hosler summarized the recommendations of the CAC at its November 13, 2001 meeting. Chairman Hosler informed the CAC that his company had agreed he could sign the incorporation papers for the Committee with the intent of forming an Executive Committee or a Board of Directors to oversee the corporation.

Since recommendations had already been made on items 1-7, discussion centered around the structure of the Executive Committee and/or Board of Directors. The Executive Committee/Board should be elected by the Committee, and the Committee incorporated in the State of Delaware. It was commented there are two options: (1) form a small Executive Committee and/or Board; or (2) make the entire Committee the Board and establish a Budget Subcommittee and a Policy Subcommittee. Comment was made that Boards are usually smaller groups who can easily meet on short notice. In addition, some members of the Committee, and their companies, may not want to take on the added responsibility of being a Board member.

It was reiterated that none of this discussion has to do with technical/standards issues. The only responsibilities of the Executive Committee or Board would be procedural or operational issues. It was generally agreed that the Z21/83 Committee should devote as much time as possible to standards development and not these other procedural/operational issues.

It was suggested that the stakeholders form the Executive Committee. It was stated that some stakeholders may end up on the Executive Committee and/or the Board, but some may not wish to be. The CAC agreed to focus its attention to the general structure.

It was mentioned that the corporation will need to have bylaws. It was stated that the Committee procedures can be used as the bylaws with a section added for the Executive Committee and/or Board of Directors' structures and procedures. It was mentioned that the structure and procedures should be drafted and presented for consideration by the CAC's October 2002 meeting.

It was once again questioned why the Committee needs to incorporate. It was responded that (1) this decision was already made; (2) the Committee needs to form into a legal entity to enter into agreement with CSA America as co-SDO; and (3) being an incorporated entity will facilitate obtaining liability insurance.

It was mentioned that it might make sense for the CAC to be replaced by an Executive Committee. It was stated that this is a possibility, but it may also be a good idea to keep the standards activities completely separate from the business activities with two different committees.

#### **Action**

The Advisory Committee recommended that the smaller Executive Committee approach be utilized rather than the entire Committee. It was also recommended that a small working group be formed to define the Executive Committee structures and procedures.

### **Item 2. (5) Z21/83 Program Work Plan and Funding**

#### **Action Requested**

The Advisory Committee was asked to recommend the Z21/83 Committee approve the Work Plan and recommend approaches for addressing a potential funding shortfall.

#### **History**

Since April 2000, the Z21/83 Committee and the Chairman's Advisory Committee have had under consideration the long term funding and operation of the Z21/83 standards program. The matters of funding and work planning are addressed herein.

#### **Work Plan**

The Advisory Committee was presented with the Work Plan for fiscal year April 2002 through March 2003 prepared by CSA America, Inc for recommendation to the Committee. As reported last year, the Plan distinguishes by subcommittee areas of supervision the projected activity for each standard or new standard. Each standard area of activity is further divided into specific work tasks, e.g., meetings, meeting agendas, minutes, review & comment texts, Z21/83 Committee, ANSI, and publications' tasks. Associated with each activity or task are the number of hours required to complete the work, and the total hours projected for each standard or project area. The Work Plan provides the foundation for associating costs for administering the Z21/83 program for FY 2002/03.

#### **Funding**

Efforts to identify replacement funding over the past two years had been extensive. A number of coordinated activities and investigations on the parts of various interests, task groups and trade groups working together and independently within their organizations, have resulted in a cooperative arrangement to provide ongoing funding for the program. Consistent with the one-year 2002-03 Work Plan, funding contributions equaling approximately \$445,000 had been identified for this fiscal year. Contributions are based to a large extent on the Work Plan but also other independent factors consistent with available resources. Funding organizations include the Gas Appliance Manufacturers Association (GAMA), the Association of Home Appliance Manufacturers (AHAM), the Hearth, Patio & Barbeque Association (HPBA), the National Propane Gas Association (NPGA) as a continuing contributor, the North American Association

of Food Equipment Manufacturers (NAFEM), and CSA including sales revenues and additional funding contributions.

The contributors, or stakeholders, have committed to meeting the budgetary needs for the operation of the Z21/83 program this year. Each year the stakeholders and the Committee as a whole will be asked to review and approve the annual work plans that CSA America, Inc. will routinely develop. Additionally, CSA America will continue to work with the other stakeholders and the Committee to identify additional funding resources where there are interests in the program. This will be an ongoing and important new role for the Committee and the Secretariat.

The projected costs for the next year are approximately \$690,000. Anticipated sales will offset the costs by approximately \$246,000. This includes \$50,000 in new sales to manufacturers and \$50,000 in new sales to subcommittee members as discussed by the Committee and recommended by the CAC. However, recently some questions had been raised with regard to charging subcommittee members for standards. Z21/83 Committee members would continue to receive complimentary standards.

#### Discussion

It was suggested that staff add a total cost line to the Work Plan.

Chairman Hosler explained that up until this February, the budget was based on subcommittee members paying for standards. However, in February it was questioned whether this was really a good idea, but funding was already firm with no provision for the \$50,000 shortfall. Generally, the CAC did not favor charging subcommittee members for standards. It was stated by Mr. Spencer Grieco that CSA America would be willing to pay the \$50,000 shortfall if the stakeholders all agree to ask that this extra cost be added into their program budgets next year. The stakeholders all agreed.

#### Action

The Advisory Committee recommended that the Z21/83 Committee accept the work plan. It was also recommended that subcommittee members not be charged for standards.

### **Item 3. (6) Standards Secretariat Services Agreement**

#### Action Requested

The Advisory Committee was asked to recommend the Z21/83 Committee approve a draft Standards Secretariat Services Agreement between the Z21/83 Committee and CSA America.

#### History

At its November 13, 2001 meeting, the Chairman's Advisory Committee (CAC) considered a draft five-year agreement between the Z21/83 Committee and CSA America as secretariat.

The CAC formed a small working group to review and revise the draft service agreement consisting of Messrs. Goldman, Thibeault, Stanonik and Callahan. It was agreed that in light of ANSI's action to jointly accredit the committees and their secretariats as co-SDO's under revised ANSI procedures over the next year, that the Z21/83 Committee-CSA America Inc. agreement

should be for one year correlating with the time frame proposed by ANSI to allow the parties to come into agreement with ANSI procedures.

A copy of the revised agreement was provided as an attachment to this item.

**Discussion**

It was stated that the CAC is being asked to approve the content of the agreement even though it can not be signed until the Committee is incorporated. It was stated that the agreement presented is only a short-term document. It was suggested that section 14, regarding copyrights, be eliminated from the short-term agreement. Chairman Hosler asked that the agreement be recommended as it is with the above suggestion noted. It was agreed to change the title of the document to add "Interim" to the beginning. It was also agreed to change the term under section 12 from "1 year" to "ending April 30, 2003".

**Action**

The Advisory Committee recommended the agreement, as modified, to the Z21/83 Committee for approval, as shown in Appendix A.

**Item 4. (7) CSA America's 2001 ANSI Audit**

**Action Requested**

The Advisory Committee reviewed this item for information only.

**History**

The American National Standards Institute (ANSI) audits accredited standards developers every five years. Such an audit was conducted at CSA America, Inc. the week of October 22-26, 2001.

CSA America provided all documentation pertaining to 8 selected standards for review. The information provided consisted of meeting announcements, membership lists, agendas, minutes, review and comment texts, Z21/83 letter ballots and summaries, ANSI PINS forms, ANSI BSR-8 Public Review Forms, ANSI BSR-9 Formal Submittal Forms and all appeal information.

The audit was followed by a verbal report and a formal written report on January 17, 2002. Only limited criticisms had been reported. CSA America provided a written response to ANSI.

Currently the Executive Standard Council (ExSC) is reviewing the audit documentation and CSA America's response. The ExSC may decide to: close the audit, thereby reaffirming ANSI accredited status; keep the audit open until such time as it deems appropriate to close the audit; require a special audit; suspend the accreditation; or withdraw the accreditation. CSA America will be notified of the ExSC decision by early June 2002.

The CAC was provided with a written summary of audit results and CSA American's responses for information.

**Action**

The Advisory Committee accepted this item as information.

**Item 5. (8) Proposed Revisions to the Z21/83 Committee Procedures**

**Action Requested**

The Advisory Committee was asked to recommend revisions to the Z21/83 Committee procedures.

**Discussion**

The Chairman's Advisory Committee (CAC) was provided with a copy of the Z21/83 Committee's operating procedures including proposed revisions from a variety of Committee issues. It was mentioned that changes resulting from the proposed incorporation of the Z21/83 Committee, including some changes more consistent with corporate bylaws, would be addressed at a later time in conjunction with the incorporation of the Z21/83 Committee.

Several editorial corrections were identified. The recommended procedures, as revised, are shown in Appendix B.

**Action**

The Advisory Committee recommended the procedures to the Z21/83 Committee, as proposed in Appendix B.

**Item 6. (9) Proposed Cost/Benefit Analysis Statement**

**Action Requested**

The Advisory Committee was asked to recommend proposed revisions to the Z21/83 Committee Procedures regarding cost/benefit analysis.

**History**

At its October 19, 2000 meeting, the Chairman's Advisory Committee (CAC) considered a request from Mr. Bruce Swiecicki, National Propane Gas Association, to "permit the Committee and its subcommittees to consider and discuss safety or technical issues related to the development of gas appliance standards, and their perceived cost and/or benefit to society at large."

It was commented that a dollar value on cost per avoided injury or death should not be part of the development of voluntary standards, such as those produced and maintained by the Z21/83 Committee. The subcommittees have always been told not to discuss cost relative to the standards. It was also remarked that the subcommittees historically have not discussed cost, but at the same time the procedures do not prohibit such discussion. It was further commented that cost/benefit analysis can be done in very different ways and the Committee would have to take this into consideration. There would be a lot of financial issues involved in adding cost/benefit analysis to the procedures. It was stated that the U.S. Consumer Product Safety Commission has been very pleased to be able to say that the Z21/83 Committee does not discuss cost with safety issues. It was believed adding this revision to the procedures could reduce the integrity of the standards program.

Messrs. Allen Callahan, CSA America, and Frank Stanonik, GAMA, were asked to draft a policy statement against the Z21/83 Committee allowing cost/benefit analysis. The draft was considered by the CAC at its April 10, 2001 and November 13, 2001 meetings. Consideration was given to allowing some broad discussion but prohibiting someone from saying e.g., "this will raise the cost of..."

A working group of the CAC considered this matter at its February 27-28, 2002 meeting and developed proposed revisions to the statement as shown below:

"11.6 Cost/Benefit Analysis: ~~It is the policy of the~~ The Z21/83 Committee may consider information related to cost/benefit analysis in the development of its standards and standard revisions, ~~that it and its subcommittees~~ It's Technical Advisory Groups (TAG), and any working groups or task forces operating under the Z21/83 program, ~~do not~~ discuss or conduct cost/benefit analysis during the development of standards and standards revisions. ~~The role of the Committee and its program is to develop safety and performance standards and it is considered inappropriate to associate safety and performance with cost.~~"

#### Discussion

At the meeting, Mr. Swiecicki distributed two handouts to the CAC members and guests. The first was a letter to the Z21/83 Committee members stating (1) the major objections to cost/benefit analysis vocalized by the Committee to-date; (2) Mr. Swiecicki's research on other SDO's policies; (3) NPGA's legal review of the proposed policy above; and (4) the following proposed statement for consideration by the Committee:

"Cost/Benefit Analysis: The Z21/83 Committee and its subcommittees and Technical Advisory Groups (TAG) forces may consider information related to cost/benefit analysis in the development of its standards and standard revisions. Any proposal or comment to a standard, submitted in conjunction with the normal procedures for developing standards, which includes as a part of its substantiation an analysis of the costs to implement a particular change to the standard and the perceived benefits to society, shall be treated by the Committee and its subgroups no differently than would any other proposal or comment."

The second handout consisted of a November 5, 1999 letter from Mr. Scott M. Estill, attorney and counselor at law, to Mr. Robert Blackwell, Independent Propane Company, regarding the legal ramifications of consideration of cost/benefit analysis in light of the Sherman Antitrust Act.

It was stated that other SDO's do not have written policies on cost/benefit analysis. It was pointed out that Mr. Swiecicki's proposal allows the TAGs as well as the Committee to discuss cost/benefit analysis, while the proposal by the working group only allows the Committee to discuss them. It was mentioned that opening this possibility at the subcommittee level could be putting too much responsibility at that level. It was suggested that all cost/benefit issues be referred from the subcommittee level to the Committee without any consideration at the subcommittee level. It was clarified that this issue regards only the consideration of third party cost/benefit analysis and not the generation of analysis by the Committee or its subcommittees.

It was questioned how staff would be instructed on dealing with cost/benefit analysis. It was replied that internal procedures would have to be written if this statement were approved. It was suggested that, if approved, this statement could be read at the beginning of each subcommittee meeting. It was stated that cost/benefit analysis are not always reliable and numbers can be worked to show what the analyzer wants to show. It was responded that there are many questions which can arise regarding cost/benefit analysis and that is why only the Committee should discuss them.

**Action**

The Advisory Committee recommended that the Z21/83 Committee adopt the cost/benefit analysis statement as proposed by the working group allowing only the Committee to consider cost/benefit analysis. However, if approved, the CAC recommended that the proposal be held in abeyance until the secretariat develops internal procedures on how cost/benefit analysis will be handled by staff.

**Item 7. (13) Antitrust Compliance Guidelines**

**Action Requested**

The Advisory Committee was asked to consider antitrust compliance guidelines for Z21/83 Committee and subcommittee meetings.

**History**

The Chairman's Advisory Committee (CAC) agreed to look into anti-trust guidelines for Z21/83 Committee and subcommittee meetings. A copy of the American Gas Association's (A.G.A.) Antitrust Compliance Guidelines was attached to the agenda item as an example.

**Action**

The Advisory Committee recommended that the Z21/83 Committee ask CSA staff to utilize the A.G.A. guidelines provided as a guide to draft anti-trust guidelines for consideration by the Z21/83 Committee.

**Item 8. (14) Z21/83 Committee Memberships Requests**

**Action Requested**

The Advisory Committee was asked to recommend the approval of two requests for new membership on the Z21/83 Committee.

**History**

The CAC was provided with resumes for the following organizations requesting membership on the Committee:

- Hearth, Patio & Barbeque Association (HPBA) to be represented by Mr. Jack Goldman

- North American Association of Food Equipment Manufacturers (NAFEM) to be represented by Mr. Jeff Kincer

It was noted that new memberships on the Committee are approved by the Committee with a majority vote of the entire voting membership.

It was also mentioned that HPBA requests that its membership, if approved, be held in abeyance until the Committee's incorporation is finalized.

#### Action

The Advisory Committee recommended approval of the new members as manufacturer interests.

### **Item 9. (17) Revise the Definitions Section in the Standards**

#### Action Requested

The Advisory Committee was asked to recommend that the Committee add the words "For the purpose of this standard, the following terms shall be defined as stated herein," at the beginning of the Definitions section in the standards.

#### History

At its December 4, 2001 meeting, the unvented heater subcommittee considered a comment from Mr. Gregg Gress, BOCA International, regarding potential confusion of terms as used in the ICC codes as when used differently in the standards. After reviewing this comment, the subcommittee recommended to the Z21/83 Committee and CSA Technical Committee that all product standards add a statement under the heading of the "Definitions" section that states "For the purpose of this standard, the following terms shall be defined as stated herein."

#### Action

The Advisory Committee concurred with the recommendation of the unvented heater subcommittee, as clarification of the standards.

### **Item 10. (18) Reference CSA C22.2 No. 0.15, Adhesive Labels**

#### Action Requested

The Advisory Committee was asked to recommend that the Committee reference CSA C22.2 No. 0.15, Adhesive Labels, in the harmonized Z21/83-CSA gas appliance standards.

#### History

At its April 18, 2001 meeting, the CSA Technical Committee noted that IAS Requirement 4-88 on adhesive labels is an internal document that incorporates label requirements from the Z21 and Z83 standards. IAS 4-88 is not harmonized in Canada. CSA C22.2 No. 0.15 on adhesive labels is being used for electrical equipment in Canada but label manufacturers have to meet different requirements for gas products. Several large label manufacturers are supplying the same labels for gas and electric products and it was believed there was no reason for them to have to meet different standards and testing protocol since they have the same properties and characteristics.

The CSA TC on Gas Appliances agreed to adopt CSA C22.2 No. 0.15 as a reference standard in all harmonized gas standards and forward the matter to the Z21/83 Committee for its consideration as well.

At its November 2001 meeting, the Chairman's Advisory Committee (CAC) asked staff to research the equivalency of the IAS 4-88, CSA C22.2 No. 0.15 and UL's Marking and Labeling Systems Standard, UL 969.

The three adhesive label standards would apply to the following marking materials as defined in the Z21/Z83-CSA gas standards:

Class IIA-3.	Permanent Plate	(attached by nonwater-soluble adhesive)
Class IIA-4.	Permanent Plate	(pressure sensitive metal foil)
Class IIIA-1.	Permanent Plate	(attached by nonwater-soluble adhesive)
Class IIIA-2	Permanent Label	(attached by nonwater-soluble adhesive)

The CAC was provided with the "scopes" and "similarities/differences" of the three standards for reference.

#### **Action**

The Advisory Committee recommended that the Z21/83 Committee add the additional reference to the harmonized Z21/CSA and Z83/CSA standards.

#### **Item 11. (21) Potential Conflicts in Scopes of Z21.24, Z21.75 and LC1**

#### **Action Requested**

The Advisory Committee was asked to make a recommendation regarding connector subcommittee concern over allowing the use of corrugated stainless steel tubing (CSST), ANSI LC1•CSA 6.26, directly to the appliance.

#### **History**

By letter dated May 29, 2001, Mr. Richard Sekerchak, Dormont Manufacturing, requested that the Z21/CSA Joint Connector Subcommittee discuss the continued field use of CSST to connect appliances instead of using a gas connector, and the need to modify the scope of LC1•CSA 6.26.

Dormont Manufacturing submitted a request to the LC1 TAG/subcommittee to revise the scope of LC1•CSA 6.26. The proposal requested a revision to specify that CSST is to be terminated at the wall and not extended directly to gas utilization equipment with the rationale: "*The CSST product is not designed to meet the more stringent performance requirements of a gas connector as specified in ANSI Z21.24 • CGA 6.10 and Z21.69 • CSA 6.16. The specified performance for the connectors was established to account for the anticipated site environment and usage conditions.*"

Mr. Sekerchak also requested that the following question be discussed by the joint connector subcommittee:

"If two sub-committees are in conflict (such as over scope or product applications as noted above), how is the conflict resolved?"

The connector subcommittee reviewed this request at its July 18, 2001 meeting. It was felt that a conflict in scope exists between not only Z21.24•CSA 6.10 and LC1, but also between proposed Z21.75•CSA 6.27 and LC1 because LC1 states that CSST can be used to connect directly to an outdoor stationary appliance. It was mentioned that LC1 is silent regarding indoor use, but specifically states its application for outdoor appliances. It was stated that CSST is being used to directly connect to non-movable indoor appliances such as water heaters and furnaces. It was argued that even non-movable appliances will eventually be replaced. It was further stated that CSST is not tested for reconnection nor do the markings require a consumer warning for reuse, unlike Z21.24•CSA 6.10 connectors which require both testing for reconnection and markings against reuse.

The connector subcommittee felt that CSST could be used to directly connect to the appliance if it was tested and listed to Z21.24•CSA 6.10. It was mentioned that connectors have a longer history than CSST, resulting in more time being taken for in-depth markings, instructions and testing geared toward consumer safety.

The joint connector subcommittee agreed to submit a letter to the Z21/83 Committee and the CSA Technical Committee requesting a review and resolution of the scopes between Z21.24•CSA 6.10, Z21.75•CSA 6.27 and LC1.

At its July 19, 2001 meeting, the joint CSST TAG/subcommittee reviewed Mr. Sekerchak's May 29, 2001 proposal to revise the scope of ANSI LC1•CSA 6.26.

The LC1 TAG/subcommittee was advised of the action by the joint connector subcommittee to refer the matter to the Z21/83 Committee and the CSA TC. Comment was made that the connector subcommittee appears to continue to misinterpret the CSST standard. The LC1 TAG/subcommittee noted that it previously discussed this subject at its June 4, 1998 and July 13, 1999 meetings. The TAG/subcommittee also noted that the chairman of LC1 attended the July 14, 1999 connector subcommittee meeting to report on the discussions and actions of the LC1 TAG/subcommittee. The CSST TAG/subcommittee noted that in the industry, the piping system is defined as terminating at the appliance shutoff valve. The CSST standard specifies compliance with local codes. The CSST TAG/subcommittee rejected Mr. Sekerchak's request for the following reasons:

1. CSST is not required to terminate at the wall; no information has been provided to indicate that this use and installation is unsafe;
2. Requiring termination of CSST at the wall and is overly restrictive and there is no technical justification for such a requirement; and
3. The concern that CSST not to be used as an appliance connector is addressed in the standard.

As a matter of additional information, at its March 2001 meeting, the ANSI Z223.1/NFPA 54 Committee discussed proposals regarding the use of CSST to directly connect to an appliance. There were proposals both for and against the issue. The committee approved a revision to section 5.5.1 of the National Fuel Gas Code, Z223.1/NFPA 54, that was distributed for review and comment during August-September 2001, allowing the use of CSST where installed in accordance with the manufacturer's instructions, as another means for connecting equipment to building piping. The code committee agreed that CSST is allowed by the manufacturer and ANSI LC-1 to directly connect to most non-movable appliances and should therefore be listed as an allowable means of connection.

The scopes of all three standards were provided to the CAC for reference.

#### **Discussion**

It was stated that there does not appear to be a conflict in the scopes, but question regarding the application of the products. The application of the products would be an installation code issue. Since the installation code committee rejected the proposal, the Chairman's Advisory Committee could not identify a solution to the subcommittee's concern. It was also mentioned that there are no reported safety issues or incident reports regarding the use of CSST directly to the appliance.

#### **Action**

The Advisory Committee recommended that the Z21/83 Committee advise the joint connector subcommittee that it does not feel a conflict exists between the three ANSI standards. As such, it was felt that the Committee could not prevail in an appeal and no further action should be taken.

### **Item 12. Working Group Report on Combustion and Leakage Comparisons**

#### **Action Requested**

The Advisory Committee was asked to review a spreadsheet on carbon monoxide (CO) and combustion leakage levels in the Z21 and Z83 series standards. Recommend any actions to be taken to the Z21/83 Committee. Provide directions for accomplishing any recommended actions.

#### **History**

At its October 19, 2000 meeting, the Chairman's Advisory Committee (CAC) considered Mr. James Mullen's comments from the Z21/83 Committee's April 2000 meeting regarding carbon monoxide (CO) levels specified in the standards.

It was commented that allowable CO levels can differ based on where and how they are measured. For example, some measurements are taken in a closed room, while others are measured in the flue. The standards cover different appliances. All have been through the consensus process. Education may be an answer. One suggestion was to draft a CO "fact sheet," and that Mr. Mullen be asked for additional information.

By correspondence dated February 19, 2001, Mr. Mullen provided a comparison sheet of combustion and leakage tests in several standards for the CAC's consideration. Discussions continued during the CAC's April 10, 2001 and November 13, 2001 meeting. It was thought

some explanation for the differences could be helpful. Messrs. Mullen and Stanonik agreed to continue work on the spreadsheet. The CAC agreed to hold this item until its next meeting when the comparison sheet of the CO and allowable leakage levels would be available, along with Mr. Switzer's comments on CPSC consumer education.

#### Discussion

An updated comparison sheet on combustion and combustion leakage levels for several standards was provided at the meeting as shown in Appendix C. It was also noted that one of the items on the Z21/83 Committee agenda addressed the vented heater subcommittee asking that the Committee form a working group to look at leakage testing in direct vent system appliances. It was generally agreed that this working group, if formed, should also look at the comparison sheet's leakage test information.

Regarding differences in combustion levels in the standards, it was stated that there could be a number of reasons why they are different, but these questions could be raised at the subcommittee level. It was suggested that the combustion test comparison sheet be given to the relevant subcommittees for review. Mr. Frank Stanonik and Mr. James Mullen volunteered to rework the comparison sheets to (1) separate the leakage information; and (2) reformat them for clarity.

#### Action

The Advisory Committee asked that the comparisons of combustion tests be given to the GAMA Technical Committees for review and further recommendations. It was recommended that the comparisons of allowable leakage levels be considered by the Z21/83 Committee in conjunction with the vented heater subcommittee request to form a working group on leakage tests.

### **Item 13. Rationales for New Harmonized Standards**

#### Action Requested

The Advisory Committee was asked to recommend requiring rationale statements for coverage in new harmonized standards.

#### History

Under letter ballots dated July 16, 2001 and November 12, the Z21/83 Committee approved the first edition for a new, harmonized standard for gas-fired refrigerators, Z21.19•CSA 1.4.

The final vote of the Z21/83 Committee was 28 approve, 0 disapprove, 0 abstain and 12 ballots not returned. The following comment was reviewed by the Chairman's Advisory Committee (CAC). Mr. Gary Potter commented "I wish the subcommittee would provide rationale statements when documents have been combined."

The CAC was provided a copy of the Z21/83 procedures on preparing rationale statements.

#### Discussion

Mr. Potter commented that Z21/83 Committee needs to know the subcommittees reasons for recommended standards. Developing a brand new standard in-and-of itself is reason or rationale

for the standard. When harmonizing two or more existing Canadian/U.S. standards, just as a new standard, often go through several drafts. Provisions, and any rationales, will also have to change repeatedly. Managing multiple rationale updates can be extremely burdensome for the working group and TAG/subcommittee members. It was stated that harmonized standards often go through several drafts and keeping track of the revisions and rationales is very difficult.

**Action**

Staff was asked to review the Rationale Procedures with the subcommittees, and also remind them that they need to consider developing rationale statements when harmonizing two or more existing standards need rationales.

**Item 14. (24) 2002 Awards of Recognition and Service**

**Action Requested**

The Advisory Committee was provided a list of this year's awardees for review.

**Action**

The Advisory Committee acknowledged the dedication of the awardees and its appreciation.

**Item 15. (25) Time and Place of Next Meeting**

**Action Requested**

The Advisory Committee was asked to approve April 16, 2003 for their next meeting and recommend April 17, 2003 for the next meeting of the Z21/83 Committee and the CSA Technical Committee (CSA TC) at Niagara-on-the-Lake, Ontario, Canada.

**Discussion**

It was mentioned that Passover falls during the week of the suggested dates of April 16-17, 2003. It was agreed to recommend the CAC meet on April 23 and the Z21/83-CSA TC meet on April 24, 2003.

The CAC agreed it could meet the same week in October 2002 as the ANSI "World Standards Day" activities in Washington, D.C. Staff agreed to research those event dates, and e-mail the members with a date for the meeting.

**Action**

The Advisory Committee recommended that the Z21/83 Committee accept April 23-24, 2002 at Niagara-on-the-Lake, Ontario Canada for next year's meetings of the CAC and Z21/83-CSA TC meetings.

Allen J. Callahan  
Administrative Secretary

# APPENDIX A

REVISED DRAFT

STANDARDS COMMITTEE Z21/83 ON PERFORMANCE AND INSTALLATION OF  
GAS BURNING APPLIANCES AND RELATED ACCESSORIES,

- and -

CSA AMERICA, INC.

INTERIM STANDARDS SECRETARIAT SERVICES AGREEMENT

*January* , 2002

*File: Z21-83Contract 03-02*

## STANDARDS SECRETARIAT SERVICES AGREEMENT

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2002, at Cleveland, Ohio, by and between Standards Committee Z21/83 on Performance and Installation of Gas Burning Appliances and Related Accessories ("Z21/83 Committee"), and CSA America, Inc., a not-for-profit Delaware corporation having its principal place of business at 8501 East Pleasant Valley Road, Cleveland, OH 44131 ("CSA America"), the parties to this agreement.

### Preamble

WHEREAS, the Z21/83 Committee and CSA America are engaged in the development of standards in the United States for gas appliances and related accessories and have cooperated in the development and publication of national standards recognized by the American National Standards Institute ("ANSI");

WHEREAS, the Z21/83 Committee is accredited as the Standards Developing Organization (SDO) for the Z21 and Z83 series standards by ANSI,

WHEREAS, CSA America holds copyrights to the Z21 and Z83 series standards,

WHEREAS, CSA America has served as, and has the recognized experience as, the Secretariat for the Z21/83 Committee and its predecessor Z21 Committee and Z83 Committee,

WHEREAS, the Z21/83 Committee and CSA America desire to work together and continue their respective relationship as SDO and Secretariat in developing the Z21 and Z83 series standards in the United States (U.S.),

WHEREAS, the Z21/83 Committee and CSA America wish to continue to promulgate the Z21 and Z83 standards as American National Standards under ANSI approval in the U.S.,

WHEREAS, the Z21/83 Committee wishes to continue to maintain and harmonize the Z21 and Z83 series standards with applicable Canadian Standards Association (CSA) standards in Canada, and

WHEREAS, the Z21/83 Committee at its April 18, 2002 meeting voted on and approved the content of this agreement.

### Agreement

IT IS HEREBY AGREED that:

1. The Z21/83 Committee engages the services of CSA America as Secretariat to provide the services required of the Z21/83 Committee as specified in Section 9.0 through 9.4 inclusive of the Procedures for Accredited Standards Committee Z21/83 on Performance and Installation of Gas Burning Appliances and Related Accessories ("Procedures") approved by ANSI on April 5, 2000. A copy of the Z21/83 Committee's procedures is included as Annex A and is incorporated into this Agreement.
2. CSA America has exclusive rights to print, reprint, publish, sell, distribute or otherwise disseminate the Z21 and Z83 series standard through print, audio, electronic or other media

to third parties. All revenue attributable to such activities shall accrue to CSA America for the Z21/83 standards program.

3. Trademarks appearing on or in the standard are and shall remain solely the property of their respective owners. This Agreement shall not transfer or license any right to or interest in trademarks of one party to the other party. Any goodwill associated with the use of the trademarks in the standard shall accrue solely to the benefit of the owner of each respective trademark.
4. Each party agrees to indemnify, defend and hold harmless the other party, its trustees, affiliates, officers, employees, agents and clients from and against any and all damages, claims, suits, losses, penalties, judgments, costs, liabilities or expenses of whatever nature, (including reasonable legal fees and expenses) incurred by the other party as a result of any action based on infringement or misappropriation of any trademark, copyright, trade secret, or other proprietary right based on use or misuse by one of the parties in connection with this Agreement. Each party shall provide prompt notice of any such suit or claim to the other party. The forgoing remedy is in addition to any other remedy available to that party in equity or at law. This section 4 shall survive the termination of this agreement.
5. CSA America as Secretariat shall prepare a one-year work plan (the Work Plan) for the Z21/83 Committee's approval. The Work Plan prepared by the Secretariat shall include an executive summary, and project activities by standard. The draft Work Plan shall be submitted to the Chairman's Advisory Committee for recommendations, and for Z21/83 Committee modifications and/or approval in April 2002 during the Z21/83 Committee's annual meeting. CSA America reserves the right to offer its position regarding any work item proposals.
6. The Z21/83 Committee has the sole authority and responsibility to approve the FY April 2002-03 work plan, in consultation with the Secretariat. The Z21/83 Committee shall decide the standards program direction, policy and project priorities with (a) its procedures, (b) the ANSI Procedures for the Development and Coordination of American National Standards (current edition), and (c) the approved Work Plan.
7. The Z21/83 Committee shall establish a mechanism to fund the Z21/83 standards program by supplementing the revenue accrued from sales (see clause 2).
8. CSA America has the sole authority over its Secretariat staffing for the Z21/83 standards program and the day-to-day management of its staff, with the understanding that the services required in accordance with the Z21/83 Committee procedures and ANSI procedures are adhered to.
9. This Agreement has no authority regarding other CSA America standards' program activities beyond the Z21/83 program. This does not preclude the Z21/83 Committee from making recommendations for standards and standards revision projects relative to other CSA America standards program activities.
10. No provision of this Agreement shall in any way inure to the benefit of any third person.

Each party agrees to refrain, without the other party's prior written authorization, from voluntarily disclosing to third parties confidential or secret information which is obtained in

confidence from the other party; provided however, this Agreement imposes no obligation on either party with respect to specific confidential information which:

- i) was in the recipient's possession before receipt from the disclosure as evidenced by written records;
- ii) is or becomes a matter of public knowledge through no action of the recipient;
- iii) is rightfully obtained by the recipient from a third party who is legally free to pass on such information without a duty of confidentiality;
- iv) is disclosed by the disclosure to a third party without a duty of confidentiality on the third party;
- v) is independently developed by the recipient; or
- vi) is disclosed under operation of law.

11. Failure of either party to insist upon observance or performance of the provisions of this Agreement shall not be deemed a waiver of such provision or the right to claim a default by reasons of such failure.

12. This Agreement shall terminate ~~one year from the date hereof~~ on April 30, 2003.

13. With the termination of this Agreement, the Z21/83 Committee and CSA America shall in good faith have endeavored to establish a replacement five-year agreement under ANSI's revised operating procedures jointly accrediting the Committee and Secretariat. CSA America shall retain copyrights to the Z21 and Z83 series standards.

14. Either party to this agreement may terminate the agreement with thirty days written notice to the other party. CSA America shall retain copyrights to the Z21 and Z83 series standards.

15. This Agreement shall be subject to and governed by the laws of the State of Ohio.

IN WITNESS WHEREOF, each of the parties hereto have caused this Agreement to be executed by their duly authorized representative the same day as first above written.

**Z21/83 COMMITTEE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CSA AMERICA, INC.**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ANNEX A**

**PROCEDURES FOR ACCREDITED STANDARDS COMMITTEE Z21/83 ON  
PERFORMANCE AND INSTALLATION OF GAS BURNING APPLIANCES AND  
RELATED ACCESSORIES**

**APPENDIX B**

**PROPOSED REVISIONS TO THE Z21/83 COMMITTEE PROCEDURES**

*Draft*

Procedures

for

**ACCREDITED STANDARDS COMMITTEE Z21/83  
ON PERFORMANCE AND INSTALLATION OF  
GAS BURNING APPLIANCES AND RELATED ACCESSORIES**

June \_\_, 2002

Secretariat  
CSA America Inc.



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## PROCEDURES FOR ACCREDITED STANDARDS COMMITTEE Z21/83

### 1.0 GENERAL

The procedures contained herein set forth the scope of Accredited Standards Committee on Performance and Installation of Gas Burning Appliances and Related Accessories, Z21/83. They establish and the methods by which evidence of consensus is developed, and due process is provided during the development of proposed standards for submittal to the American National Standards Institute (ANSI) for recognition as American National Standards. ANSI may audit the records of the Committee for compliance with the ANSI procedures for accredited standards committees.

### 2.0 SCOPE

Accredited Standards Committee Z21/83 is responsible for the development and maintenance of the Z21 and Z83 ~~project~~ standards for gas burning appliances and related accessories covering construction, safe operation, performance, laboratory test methods, utilization, maintenance and nomenclature.

### 3.0 COMMITTEE

#### 3.1 Function

The Committee:

- a. Shall exercise general supervision over the initiation, preparation, maintenance and withdrawal of standards within the Committee's scope;
- b. May establish standing Technical Advisory Groups (TAG) Subcommittees, as necessary, to draft standards and develop recommendations on standards matters;
- c. Shall initiate or otherwise approve TAG subcommittee assignments, supervise TAG subcommittee operation and determine the final disposition of all draft standards developed;
- d. May appoint ad hoc task forces for particular projects and shall supervise their operation;

The Committee, with the Secretariat:

- e. Shall develop its ~~own~~ procedures; and
- f. Shall consider and act on proposals to terminate the Committee.

## 3.2 Membership.

Requests for membership shall be addressed to the Secretariat, indicating the applicant's direct and material interest in the Committee's work and stating qualifications and willingness to participate actively.

Membership shall be subject to approval of the Committee (see 9.2.3).

Applicants not approved for membership by the Committee shall be advised of the reason for Committee disapproval and their rights to appeal (see 12.0).

3.2.1 Organizations: Organizations, including Federal, state and municipal agencies having a direct and material interest in the scope of the Committee's work shall be eligible for membership on the Committee.

3.2.1.1 Member organizations shall designate their official representative(s) to the Committee and may also designate an alternate to the representative.

3.2.1.2 A single organization may hold more than one membership if distinct divisions of the organization can demonstrate separate interests. For example, one division or operating company of a private corporation may show a producing or selling interest while another may show a buyer/user interest; or a government agency may show a buyer/user interest in one department and a separate regulatory concern in another department.

3.2.2 Individuals: Individuals possessing knowledge in the field of the Committee's work shall be eligible for membership in a personal capacity on the Committee. Individual members shall not have alternates.

Persons holding individual memberships must not, at any time during such membership, be employed by or otherwise represent any organization which is itself a member of the Committee or which is eligible to obtain representation on the Committee through some organized group.

3.2.3 Companies: Individual companies having a direct and material interest in standards within the scope of the Committee shall be eligible for membership on the Committee when:

- a. No organized group exists through which companies can obtain representation or when an organized group exists, but the company is not a member thereof,
- b. The company is a member of an organized group which declines Committee membership because standards are not included in its activities;
- c. An organized group is not sufficiently representative of those interested in the project and additional representation must be sought; or

- d. A company is a member of an organized group represented on the Committee, but is substantially concerned with the standards from a point of view not within the scope of the organized group.
- 3.2.4 Observers (Liaison Members): Individuals and organizations having interest in the Committee's work may request listing on the Committee roster as observers. They shall receive all material distributed to the Committee and may comment, but shall have no vote.
- 3.2.5 Balance: The membership of the Committee shall be classified from among the following categories:
- a. Gas suppliers;
  - b. Gas appliance or accessory manufacturer;
  - c. Consumer or User;
  - d. General Interest; ~~and~~
  - e. Individual;
  - f. Research or Testing; and
  - g. Government agency.

To ensure a substantial balance of interests on the Committee, no one classification shall have a majority.

No person shall represent more than one organization, either as representative or alternate.

The Committee shall approve the classification categories and the rationale therefor.

### 3.3 Officers.

Committee officers shall include a Chairman, a Vice Chairman and ~~an~~ Administrative Secretary.

- 3.3.1 Election of Officers: The Chairman and Vice Chairman shall be elected at a meeting by a plurality vote of the Committee for terms of 3 years and shall be eligible for reelection. Each shall serve until a successor is elected and ready to serve. The Vice-Chairman shall carry out the Chairman's duties if the Chairman is temporarily unable to serve.
- a. Elections will be held every third year, at the Committee's annual meeting, beginning in April 1997.

- b. All members of the Committee and the ~~Administrative Secretariat~~ will shall be solicited by the Chairman's Advisory Committee (~~or~~ Nominating Committee) for candidates for the offices of Chairman and Vice Chairman, in advance of the annual meeting.
- c. Candidates for Vice Chairman shall be nominated from the membership of the Committee.
- d. Nominations of candidates shall be submitted in writing to the ~~Committee~~ Administrative Secretary and shall be accompanied by a biography supportive of their candidacy.
- e. After reviewing the list of candidates and supporting documentation, and interviewing candidates as deemed necessary, the Nominating Committee shall select its slate of one candidate for Chairman and one candidate for Vice Chairman. The slate selected by the Nominating Committee may be different from the candidates submitted by the Committee membership.
- f. The slate of the Nominating Committee, together with a list of all other candidates and all supportive documentation, shall be distributed to the Committee membership in advance of the annual meeting at which the election is held. Names of additional candidates will not be accepted from the floor of this meeting, since ample time will not have been provided for the membership to properly review the supportive documentation of such candidates.

Time Table:

- (1) September 1 - the Chairman's Advisory Committee (~~or~~ Nominating Committee) will solicit the membership of the Committee for candidates for the offices of Chairman and Vice Chairman. All nominations must be received at the office of the ~~Committee~~ Administrative Secretary no later than October 15.
- (2) November 1 - Names of all candidates, with supportive documentation, shall be submitted to the ~~Advisory Committee~~ (~~or~~ Nominating Committee).
- (3) February 1 - The ~~Advisory Committee~~ (~~or~~ Nominating Committee) shall have completed its review of the candidates and shall have selected its slate of one candidate for Chairman and one candidate for Vice Chairman. This slate, together with a list of all other candidates and all supportive documentation, shall be an item on the agenda to be voted upon at the Committee's April meeting.
- (4) April (annual meeting) - election of Chairman and Vice Chairman.

3.3.2 Administrative Secretary.

The Administrative Secretary shall be a Secretariat staff member appointed by the Secretariat and shall have no vote.

3.4 Meetings.

3.4.1 Call of Meetings: Meetings shall be held at the discretion of the Chairman after reviewing with the Administrative Secretary the items of business pending consideration. There shall be at least one meeting annually with written or electronic notice to the membership, including a list of subjects to be considered.

3.4.2 Quorum: A majority of the membership shall constitute a quorum for the purpose of conducting business at a meeting.

3.4.3 Public Notice: Public notice of meetings of the Committee relating to the development of standards shall be published in a medium\* which will reach persons reasonably expected to have an interest in the standards. This notice shall appear at least 6 weeks prior to a regularly scheduled meeting. The notice shall include a brief description of the purpose of the meeting and the name, address and telephone number of the Administrative Secretary for requests for Secretariat staff which can provide further information on the meeting or activity.

3.4.4 Openness: Meetings shall be open to all interested parties. The public notice of Committee meetings may request that interested parties planning to attend the meeting notify the Secretariat in advance of the meeting to ensure that adequate meeting facilities are available.

Parties wishing to attend the public meeting of the Committee to present specific comments on items of business concerning recommended standards proposals, ~~recommended~~, or action taken by a TAG(s) subcommittee(s), shall notify the Committee Chairman, with a copy to the Administrative Secretary, in writing at least 4 weeks prior to the meeting date. Such notification shall include a copy of the commentor's written presentation. The Secretary shall forward a copy of the comments to the Chairman of the involved TAG subcommittee.

The Chairman (or representative) of the TAG subcommittee is expected to be present during discussion of the standards proposals to present the TAG's subcommittee's position and to address the comments and, shall so advise the Committee Chairman and Secretary at least 2 weeks prior to the meeting. (Also see 10.4.)

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\* The ANSI Reporter and its Standards Action enclosure, a biweekly publication, is considered such a medium.

3.5 Voting Procedures.

3.5.1 General:

3.5.1.1 Each representative and alternate shall exercise his/her voting privilege. If by letter ballot, this shall be within prescribed time limits. An alternate's vote shall be counted only if the representative is not at a meeting or does not execute a his ballot.

3.5.1.2 No person shall cast a vote for more than one organization, either as representative or alternate.

3.5.1.3 The final vote of the Committee on proposed standards shall be by recorded vote at a meeting, by written ballot or a combination thereof. Each representative entitled to vote shall vote one of the following positions:

- a. Approve Affirmative;
- b. Approve Affirmative with comment;
- c. Disapprove Negative, with reasons; and
- d. Abstain, with reasons.

3.5.1.4 A member not returning a letter ballot or abstaining from voting shall be considered as not voting.

3.5.2 At Meetings:

3.5.2.1 A premeeting letter ballot may be made in advance of a meeting to obtain a vote from the Committee on meeting agenda items concerning proposed standards, including the reaffirmation or withdrawal of existing standards. If a premeeting letter ballot of the Committee is made, it shall be distributed at least 6 weeks before the meeting and follow-up letters issued as required by 3.5.3.3. Members may change their vote cast on the premeeting ballot at the meeting. For those members unable to attend the meeting, their premeeting ballot will be recorded as their final vote on each proposal, unless the proposal is substantively revised at the meeting, in which case the absent members will be given an opportunity to change their vote.

3.5.2.2 The following actions require approval by at least two-thirds of those voting and by at least a majority of the entire voting membership:

- a. New standard or reaffirmation of an existing standard;
- b. Revision or addendum to part or all of an existing standard;
- c. Change of Committee scope;

- d. Termination of the Committee; and
- e. Committee procedures or revisions thereto; and
- ~~f. Casting an approving vote, under the ANSI canvass method, on a proprietary standard within the Committee's scope.~~

3.5.2.3 Members not present and not represented by their alternates at the meeting shall be balloted (also see 3.5.2.1). The absent member ballot shall advise the absent members and their alternates of the actions of the Committee, including the reasons for any unresolved ~~negative~~ disapproving votes cast at the meeting, and request return of the ballot within 4 weeks. Approximately 2 weeks prior to the closing date of the ballot, follow-up ~~letters~~ reminders shall be forwarded to those members and their alternates who have not returned a ballot.

3.5.2.4 The following actions require approval by a majority of the entire voting membership:

- a. Withdrawal of an existing standard;
- b. Formation or disbanding of a subgroup;
- c. Subgroup procedures, including scope and duties;
- d. Approval of minutes;
- e. Approval of new Committee members and their membership classification; and
- f. Membership classification categories.

If necessary, the absent member ballot procedure described under 3.5.2.1 shall be used.

3.5.3 By Letter Ballots: A letter ballot may be authorized by any of the following:

- a. Majority vote of those present at a Committee meeting;
- b. The Chairman;
- c. On petition of 5 or more members of the Committee;
- d. The Secretariat.

- 3.5.3.1 The following actions require approval by at least two-thirds of those voting and by at least a majority of the entire voting membership:
- a. New standard, or reaffirmation of an existing standard;
  - b. Revision or addendum to part or all of an existing standard;
  - c. Change of Committee scope;
  - d. Termination of the Committee; and
  - e. Committee procedures or revisions thereto; and
  - ~~f. Casting an approving vote, under the ANSI canvass method, on a proprietary standard within the Committee's scope.~~
- 3.5.3.2 The following actions require approval by a majority of the entire voting membership:
- a. Withdrawal of an existing standard;
  - b. Formation or disbanding of a subgroup;
  - c. Subgroup procedures, including scope and duties;
  - d. Approval of minutes;
  - e. Approval of new Committee members and their membership classification; and
  - f. Membership classification categories.
- 3.5.3.3 The voting period for a letter ballot shall end 6 weeks following the date of issue or as soon as all ballots are returned, whichever comes first. Approximately 2 weeks prior to the closing date of the ballot, follow-up letters reminders shall be forwarded to those members and their alternates who have not returned a ballot.
- 3.5.3.4 Results of all letter ballots shall remain confidential to the Secretariat and officers of the Committee until the balloting has been closed.
- 3.5.4 Disapproving Negative and Abstaining Votes:
- 3.5.4.1 Meetings. All disapproving negative and abstaining votes cast at a meeting on proposed standards shall be recorded by the Secretary and the reasons for such votes, along with specific wording or action which would resolve the disapproving negative vote, shall be stated at the meeting. Following the meeting, the representatives (or alternate) casting unresolved disapproving negative and abstaining votes shall

provide the Administrative Secretary, in writing, confirmation of their reasons for so voting at the meeting within 3 weeks following the meeting. The reasons for disapproving negative votes shall also include the specific wording or action that which would resolve the disapproving negative vote.

3.5.4.2 Letter Ballots. All disapproving negative and abstaining votes cast by letter ballot on proposed standards shall be accompanied by reasons for such votes along with specific wording or action that which would resolve the disapproving negative vote.

### 3.5.5 Disposition of Disapproving Negative Votes:

3.5.5.1 All disapproving negative votes, the reasons therefor and any recommended solutions shall be reviewed by the Chairman to determine how they shall be considered. All such information shall be considered by the Committee, either by correspondence or at a meeting, and resolution of the disapproving negative votes attempted, with the results made known to the representative (or alternate) who cast the disapproving negative vote(s).

3.5.5.2 Substantive changes made in a proposed standard to resolve disapproving negative votes shall be submitted to the Committee within 4 weeks with a 4 week period given in which the members shall have the opportunity to express opposition to the changes.

3.5.5.3 If, after consideration, disapproving negative-votes cannot be resolved, they shall be reported to the Committee with copies of the reasons given for the disapproving negative votes. Each member who wishes to change his original vote shall so indicate within 4 weeks. If such action occurs at a meeting, those members not attending shall be made cognizant of all votes, reasons for votes, discussions and substantive changes and shall be requested to vote so that an expression from the full membership may be obtained.

### 3.6 Communications.

Committee officers, when acting in their official capacity, shall use Committee letterhead. Committee letterhead shall not be used for other than Committee business.

## 4.0 CHAIRMAN'S ADVISORY COMMITTEE

### 4.1 Function.

- a. The Chairman's Advisory Committee shall assist the Chairman of the Committee in the administration of the activities of the Committee, but shall have no authority to act for the Committee on matters concerning standards.

- b. The Chairman's Advisory Committee shall also serve as a nominating committee for the officers of the Committee.

#### 4.2 Membership.

The members of the Chairman's Advisory Committee shall be selected from the Committee membership. The Committee Chairman shall be a member and shall serve as the presiding officer.

#### 4.3 Meetings.

The meetings shall be held at the call of the Chairman. A majority of the membership shall constitute a quorum.

#### 4.4 Voting.

All actions shall be decided by a majority of the members voting.

### 5.0 TECHNICAL ADVISORY GROUPS SUBCOMMITTEE

#### 5.1 Organization and Function.

5.1.1 Establishment: The establishment of a Technical Advisory Group (TAG) Subcommittee and its scope of operation shall require a majority vote of the Committee. A TAG subcommittee shall be a standing technical group which drafts gas appliance or accessory standards within its assigned scope for consideration by the Committee and otherwise acts in an advisory capacity to the Committee. ~~Public notice (see 3.4.3) shall be given of the establishment of a Subcommittee and its proposed scope.~~

5.1.2 Ad Hoc Working Groups: A TAG Subcommittee may appoint an ad hoc working group to address a particular subject of direct concern to the TAG Subcommittee. The members shall be appointed by the TAG Subcommittee chairman and may include, in addition to TAG Subcommittee members, individuals who have knowledge and interest in the subject of the working group's assignment. The group shall report directly to the TAG Subcommittee and, upon completing its assignment, be discharged. A majority vote is necessary to submit for working group recommendations to the TAG Subcommittee.

~~5.1.3 Standing Working Groups: A Subcommittee may also appoint a standing working group to aid in its activities. A majority vote is needed for working group recommendations to the Subcommittee.~~

#### 5.2 Membership.

An individual serving on a the TAG subcommittee shall have technical expertise in his/her field ~~that~~ which can be related to the development of standards for particular

products covered by the standards supervised by the TAG subcommittee. Areas of expertise can include but are not limited to design, operation, service/utilization, standards writing, or standards/codes application.

Individuals shall have a minimum of three years experience.

- 5.2.1 Appointment of Members: Members of TAG's technical Subcommittee shall be appointed by the Committee Chairman on behalf of the Committee. The individual appointed is the member of the TAG Subcommittee, not the company or organization with which the individual is affiliated.

There shall be no alternates for TAG Subcommittee members. However, when a member is unable to attend a meeting, he/she may designate a representative for that meeting which shall be confirmed in writing to the Secretariat, prior to the day of the subcommittee meeting.

- 5.2.2 Term of Appointment: Subcommittee TAG members shall be appointed or removed by the Committee Chairman subject to the criterion of section 5.0. for a term of three years and shall be eligible for reappointment.

- 5.2.3 Balance: Since a TAG Subcommittee drafts proposed standards or parts of standards and otherwise acts in a purely advisory capacity to the Committee, the TAG Subcommittee membership need not be balanced as required for the Committee in 3.2.5.

TAG Subcommittee membership categories primarily include: (See Appendix A, Definitions):

- Gas Supplier, Natural
- Gas Supplier, LP-Gases
- Equipment Manufacturers
- Auxiliary Equipment Manufacturers (on appliance TAGs subcommittees)
- Equipment Seller, Installer or Service Contractor
- Regulatory Authority/Code Authority
- Consumer/User
- Independent Expert

~~In view of the technical expertise needed to draft the standards, Subcommittee membership normally will be predominantly comprised of gas supplier and gas equipment manufacturer interests. Care shall be exercised that no one interest can control the decisions of a Subcommittee. No single company or organization shall have more than one individual on a TAG Subcommittee.~~

- 5.3 Officers.

Each TAG Subcommittee shall have a chairman appointed by the Chairman of the Committee. A staff member of the Secretariat shall serve as acting secretary and shall have no vote.

## 5.4 Meetings.

Call of Meetings: Meetings shall be held at the discretion of the TAG Subcommittee chairman after reviewing the items of business pending consideration.

Quorum: One fourth (1/4) of the membership, but not less than four, shall constitute a quorum for the purpose of conducting business at a meeting.

A member abstaining from vote on a given issue at a meeting shall be considered present for the purpose of determining a quorum.

Attendance: A TAG subcommittee member missing two consecutive meetings shall be notified by the Administrative Secretary secretariat that failure to attend or be represented at the next meeting will result in the member automatically being removed from the TAG subcommittee. A formal notification of this action will be sent to the member.

Attendance by a designated representatives (see 5.2.1) for a TAG subcommittee member will satisfy the above attendance requirement.

### 5.4.1 Voting.

5.4.1.1 On Standards: Adopting a new standard's provision and a revision or deletion of an existing standard's provision requires an approve affirmative vote of the members voting of not less than:

1. Two-thirds for distribution for comment for subjects presented in agenda items distributed prior to a meeting;
2. Four-fifths for distribution for comment for subjects presented at the meeting; and
3. Four-fifths for submittal to the Committee.

In 1, 2, and 3 above, an approve affirmative vote of a majority of the members present is also required.

If the total numbers of votes is either 3 or 4, a majority shall suffice.

5.4.1.2 On Other Than Standards: Actions not involving a new provision or the revision or deletion of an existing provision shall be decided by an approve affirmative vote of a majority of the members present.

5.4.1.3 Vote Count: A member absent from a meeting or abstaining from voting shall be considered as not voting.

5.5 Letter Ballot.

5.5.1 Voting.

5.5.1.1 On Standards: Adopting a new standard's provision and a revision or deletion of an existing standard's provision requires an approve affirmative vote of the members voting of not less than four-fifths. If the total number of votes is 3 or 4, a majority shall suffice.

An approving affirmative vote of a majority of the members is also required.

5.5.1.2 On Other Than Standards: Actions not involving a new provision or the revision or deletion of an existing provision shall be decided by an approving affirmative vote of a majority of the members.

5.5.1.3 Vote Count: A member not returning a letter ballot or abstaining from voting shall be considered as not voting.

## 6.0 JOINT TECHNICAL ADVISORY GROUPS SUBCOMMITTEE (TAG Subcommittee of both the Z21/83 Committee and a Canadian Standards Gas Association's Technical Committee Standards Steering Committee)

6.1 Organization and Function.

6.1.1 Establishment: The establishment of a Joint Technical Advisory Group (TAG) Subcommittee and its scope of operation shall require a majority vote of the Committees. A joint TAG subcommittee shall be a standing technical group which drafts gas appliance or accessory standards within its assigned scope for consideration by the Z21/83 Committee and CSA CGA Standards Technical Committee (TC) and otherwise acts in an advisory capacity to the Committees. ~~Public notice (see 3.4.3) shall be given of the establishment of a Joint Subcommittee and its proposed scope.~~

6.1.2 Ad Hoc Working Groups: A Joint TAG Subcommittee may appoint an ad hoc working group to address a particular subject of direct concern to the Joint TAG Subcommittee. The members shall be appointed by the Joint TAG Subcommittee Chairman and may include, in addition to Joint TAG Subcommittee members, individuals who have knowledge and interest in the subject of the working group's assignment. The group shall report directly to the Joint TAG Subcommittee and, upon completing its assignment, be discharged. A majority vote is necessary to submit for working group recommendations to the Joint TAG Subcommittee.

~~6.1.3 Standing Working Groups: A Joint Subcommittee may also appoint a standing working group to aid in its activities. A majority vote is needed for working group recommendations to the Joint Subcommittee.~~

## 6.2 Membership.

An individual serving on the joint TAG subcommittee shall have technical expertise in his/her field ~~that~~ ~~which~~ can be related to the development of standards for particular products covered by the standards supervised by the Joint TAG subcommittee. Areas of expertise can include but are not limited to design, operation, service/utilization, standards writing, or standards/codes application.

Individuals shall have a minimum of three years experience.

- 6.2.1 Appointment of Members: Members of a Joint TAG Subcommittee shall be appointed by the Z21/83 Committee Chairman and the CSA TC CGA Standards Steering Committee Chairman on behalf of the respective Committees.
- 6.2.1.1 Alternate Members: An alternate member may be nominated by a voting member, subject to the approval of the respective Committees' Chairmen. In the event the principal member is unable to cast a vote on a letter ballot or attend a meeting, the alternate member may vote on behalf of the principal member.
- 6.2.1.2 Designated Representatives: When the principal member and the alternate member are unable to attend a meeting, the principal member may designate a representative for that meeting who shall be confirmed in writing to the Administrative Secretary Secretariat, prior to the day of the Joint TAG subcommittee meeting. The designated representative may vote on behalf of the principal member.
- 6.2.2 Term of Appointment: Joint TAG Subcommittee members shall be appointed or removed by the Committee Chairman subject to the criterion of section 6.0. for a term of three years and shall be eligible for reappointment.
- 6.2.3 Balance: Since a Joint TAG Subcommittee drafts proposed standards or parts of standards and ~~otherwise~~ acts in a purely advisory capacity to the Committees, the Joint TAG Subcommittee membership need not be balanced as required for the Committee in 3.2.5.

Joint TAG Subcommittee member categories ~~primarily~~ include:

- Gas Supplier, Natural
- Gas Supplier, LP-Gases
- Equipment Manufacturers
- Auxiliary Equipment Manufacturers (on appliance TAGs subcommittees)
- Equipment Seller, Installer or Service Contractor
- Regulatory Authority/Code Authority
- Consumer/user
- Independent Expert

~~In view of the technical expertise needed to draft the standards, Joint Subcommittee membership normally will be predominantly comprised of gas supplier and gas equipment manufacturer interests.~~

~~Either Committee Chairman may appoint an equal number of representatives to the Joint Subcommittee. Care shall be exercised that no one interest can control the decisions of a Joint Subcommittee. No single company or organization shall have more than one individual on a Joint TAG.~~

6.3 Secretariat

6.3.1 Joint TAG Subcommittee activities shall be administered by shared secretariat support from ~~CSA America, Inc. International Approval Services—U.S., Inc. and the Canadian Standards Association (CSA) Canadian Gas Association.~~ A staff member of CSA America, Inc. or CSA shall serve as acting secretary and shall have no vote.

6.4 Officers.

~~Each Joint TAG Subcommittee shall have a chairman and a vice chairman. If the Joint Subcommittee chairman is appointed by the Chairman of the Z21/83 Committee, then the Joint Subcommittee vice chairman is appointed by the Chairman of the CGA Standards Steering Committee. If possible, an equal number of chairmen shall be appointed by each of the Committee Chairman. The vice chairman shall assume the office of chairman if the chairman is no longer able to serve. In this case, a new Joint subcommittee vice chairman will be appointed by the entity which had appointed the previous joint subcommittee chairman. A staff member of the Secretariat shall serve as acting secretary and shall have no vote.~~

6.5 Meetings.

Call of Meetings: Meetings shall be held at the discretion of the Joint TAG Subcommittee chairman after reviewing the items of business pending consideration.

Quorum: One fourth (1/4) of the membership, but not less than four, shall constitute a quorum for the purpose of conducting business at a meeting.

A member abstaining from vote on a given issue at a meeting shall be considered present for the purpose of determining a quorum.

Attendance: A TAG subcommittee member missing two consecutive meetings shall be notified by the Administrative Secretary secretariat that failure to attend or be represented at the next meeting will result in the member automatically being removed from the TAG subcommittee. A formal notification of this action will be sent to the member.

Attendance by alternates or designated representatives for a TAG subcommittee member will satisfy the above attendance requirement.

6.5.1 Voting.

6.5.1.1 On Standards: Adopting a new standard's provision and a revision or deletion of an existing standard's provision requires an approve affirmative vote of the members voting of not less than:

- a. Two-thirds for distribution for comment for subjects presented in agenda items distributed prior to a meeting;
- b. Four-fifths for distribution for comment for subjects presented at the meeting;  
and
- c. Four-fifths for submittal to the Committee.

In "a," "b," and "c" above, an approve affirmative vote of a majority of the members present is also required.

If the total number of votes is either 3 or 4, a majority shall suffice.

6.5.1.2 On Other Than Standards: Actions not involving a new provision or the revision or deletion of an existing provision shall be decided by an approve affirmative vote of a majority of the members present.

6.5.1.3 Vote Count: A member absent from a meeting or abstaining from voting shall be considered as not voting.

6.6 Letter Ballot

6.6.1 Voting.

6.6.1.1 On Standards: Adopting a new standard's provision or a revision or deletion of an existing standard's provision requires an approve affirmative vote of the members voting of not less than four-fifths. If the total number of votes is 3 or 4, a majority shall suffice.

An approve affirmative vote of a majority of the members is also required.

6.6.1.2 On Other Than Standards: Actions not involving a new provision or the revision or deletion of an existing provision shall be decided by an approve affirmative vote of a majority of the members.

6.6.1.3 Vote Count: A member not returning a letter ballot or abstaining from voting shall be considered as not voting.

## **7.0 ETHICS POLICY FOR TECHNICAL ADVISORY GROUPS AND JOINT TECHNICAL ADVISORY GROUPS**

Members in the "Independent Expert" membership category consist of independent consultants and experts who are generally not employed by any specific company or organization. On occasion an independent expert may be retained by a client to represent its particular interest on an issue or issues. If that client currently has another affiliate to represent its interests on the relevant TAG, the independent expert shall not be regarded as an independent interest. Under such circumstances, the independent expert must declare his/her alliance of interests to the TAG and refrain from voting.

Similarly, any member from any membership category who is retained to represent an issue or issues on another company or organization's behalf that is already associated with a member on the TAG, shall declare his/her alliance of interests to the TAG and refrain from voting.

## **8.0 AD HOC TASK FORCE**

### **8.1 Organization and Function**

The Committee, by a majority vote, may appoint an ad hoc task force to initiate the development of a standard not within the scope of an existing TAG subcommittee or to investigate or study an individual standards matter of direct concern to the Committee. The task force shall report directly to the Committee and, upon completing its assignment, be discharged. Draft standards developed by a the task force require Committee approval for distribution for comment.

### **8.2 Membership.**

Members of ad hoc task forces of the Committee shall be appointed by the Chairman of the Committee and may include, in addition to members of the Committee, individuals who have knowledge and interest in the subject of the task force's assignment.

### **8.3 Voting.**

Ad hoc task force voting shall comply with 5.5.1.

## **9.0 SECRETARIAT**

### **9.1 Administrative Function.**

The Secretariat shall provide the administrative services required by the Committee and its **TAGs subcommittees** to develop standards in accordance with these procedures. The administrative services shall include:

- a. Maintenance of Committee accreditation in accordance with ANSI procedures;
- b. Monitoring the Committee's activities for compliance with these procedures;
- c. Meeting notices and arrangements;
- d. Preparation and distribution of meeting agendas, meeting minutes, letter ballots and draft standards;
- e. Submittal of proposed standards approved by the Committee, with supporting documentation, for ANSI public review and approval as American National Standards;
- f. Publication of standards and addenda developed by the Committee and approved as American National Standards;
- g. Maintenance of a list of standards under the Committee's jurisdiction;
- h. Providing the Committee's secretarial services;
- i. Other administrative functions as required by these procedures.

### **9.2 Committee Membership.**

**9.2.1 Request for Membership:** All requests for Committee membership shall be addressed to the **Administrative Secretary Secretariat**. Such requests shall indicate the applicant's direct and material interest in the Committee's work, with particular emphasis on the applicant's involvement in the development and safe operation of gas-burning appliances and their related accessories. The request must further state the category of membership applied for (see 3.2), applicant's qualifications and willingness to participate actively, and identify a representative (and an alternate representative, if desired, if the applicant is an organization, company, or government entity.)

Requests for membership must be **confirmed in writing signed** by a person having authority to commit the applicant to assume the responsibilities of membership. In case a single entity seeks to hold more than one membership (see 3.2.1.2), the request must be signed by a person in each interested division or operating company of a corporate entity, or in each interested agency of a government entity, having authority to commit the entity to assume responsibilities of such membership.

**9.2.2** Secretariat's Review and Findings: The Administrative Secretary Secretariat shall review and assemble information relevant to a determination whether an applicant has met the requirements for membership (see 8.2.1) and present it, together with any requisite documentation and comments, to the Committee Chairman and Secretariat for appropriate action. In so doing, the Administrative Secretary Secretariat shall concentrate on any factors pertinent to the applicant's qualifications for membership, and report any bearing such factors may appear to have thereon. Among such factors to be taken into consideration are:

- a. Need for active participation by each interest category;
- b. Potential for domination by a single interest;
- c. Reasonable limits on Committee size;
- d. Qualifications and extent of interest expressed by the applicant; and
- e. Membership classification.

**9.2.3** Action by Committee Chairman on Application for Membership: Following receipt of the Administrative Secretary's Secretariat's report on an application for membership pursuant to 8.2.2, the Chairman with the Secretariat, upon reviewing the report, may:

- a. Request the Administrative Secretary Secretariat to obtain additional, specified information;
- b. Review the application and report with the Chairman's Advisory Committee, and seek its recommendation;

In due course, the Chairman with the Secretariat will:

- c. Direct the Administrative Secretary Secretariat to arrange for a vote on the application either:
  1. At a duly convened meeting of the Committee, or
  2. By letter ballot of the Committee; and
- d. Notify, or request the Administrative Secretary Secretariat to notify, the applicant of the result of the vote of the Committee and any action that ~~which~~ may be taken as a consequence thereof.

**9.2.4** Membership Voting Record: When a Committee member's representative or his/her its alternate fails repeatedly to return ballots or attend meetings, or consistently abstains from voting, the Administrative Secretary Secretariat shall contact the representative or the member organization, as appropriate, to establish if the

organization wishes to continue to hold membership on the Committee. Any further action in such cases shall be at the discretion of the Committee and the Secretariat.

**9.2.5** Membership Roster: The Secretariat shall maintain a current and accurate roster of the Committee and its Technical Advisory Groups and Joint Technical Advisory Groups Subcommittees.

**9.2.5.1** Committee Roster: The Committee roster shall be distributed to the Committee at least annually, and otherwise on request, and shall include the following.

- a. Title of the Committee and its designation;
- b. Scope of the Committee;
- c. Secretariat organization, with Administrative Secretary's name and address;
- d. Officers - Chairman and Vice Chairman;
- e. Members - name of organization or agency, its representative(s) and alternate as applicable, addresses, and business affiliation; or name, address and business affiliation of individual member(s);
- f. Classification of each member;
- g. Tally of classification - total of voting members and subtotals for each interest category.

**9.2.5.2** Technical Advisory Group and Joint Technical Advisory Group Subcommittee Roster: The TAG subcommittee rosters shall include the following:

- a. Title of the TAG and Joint TAG subcommittee
- b. Scope of the TAG and Joint TAG subcommittee
- c. Chairman, Vice Chairman and names and addresses of all members.

**9.2.6** Committee Administrative Secretary: The Committee Administrative Secretary shall be a member of the Secretariat staff and shall have no vote.

**9.3** Meeting Schedule.

The Secretariat shall issue and maintain a schedule of future Committee meetings.

**9.4** Records.

The Secretariat shall maintain appropriate records of the Committee and its TAGs and Joint TAGs subcommittees, in sufficient detail to enable review and understanding of these activities, for at least one complete standards cycle or a

minimum of five years for withdrawn standards. These records shall include but shall not necessarily be limited to:

- a. Meeting agendas for Committee, and TAG and Joint TAG subcommittee meetings;
- b. Minutes of Committee, and TAG and Joint TAG subcommittee meetings, letter ballots and letter ballot summaries;
- c. Draft standards, proposed standards and published standards;
- d. Appeals and their disposition.

## 10.0 DEVELOPMENT OF STANDARDS

The procedures set forth in this section detail the manner in which ~~the Committee develops standards~~ are developed. They represent a process of development, public review and reconsideration for the purpose of determining consensus and providing due process in accordance with ANSI procedures.

### 10.1 Initiation of Standards or Standards Revisions.

10.1.1 Requests: Any written request or recommendation received by the Secretariat relative to developing a standard or revising an existing standard shall be referred to the appropriate Technical Advisory Group (TAG) or Joint TAG subcommittee, or to the Committee if no appropriate TAG or Joint TAG subcommittee exists. In the latter case the Committee may elect to establish an ad hoc task force to consider the request.

10.1.2 Technical Advisory Group Subcommittee Meetings: Meetings shall be scheduled at such time as there are a reasonable number of business items to consider or when an item of business requiring expeditious consideration cannot be handled by correspondence. A smaller ad hoc working group task group of the TAG or Joint TAG subcommittee may meet to handle controversial issues, followed by a letter ballot of the entire TAG or Joint TAG subcommittee.

### 10.1.3 Letter Ballots:

Letter ballots shall be used to manage the number of meetings and the size of meeting agendas. Administrative and routine issues, and working group task group recommendations on controversial issues, can be handled by TAG or Joint TAG subcommittee balloting.

10.1.4 Meeting Agenda: TAG or Joint TAG Mmeeting agenda shall be prepared for all pending business items. The originators of agenda items shall be advised of the time and place of the meeting so they, or their representative, may attend the meeting to present their views.

The TAG or Joint TAG subcommittee shall consider each item on the meeting agenda to determine if the initiation of a standard or a revision to an existing standard under its supervision is warranted. Submitters of proposals rejected by the TAG or Joint TAG subcommittee shall be advised in writing of the reasons for the rejection and that they may have their concerns heard by the Committee.

10.1.5 Drafting Standards: The TAG or Joint TAG subcommittee shall develop a draft proposed standard or draft proposed revisions to an existing standard, as deemed necessary. The TAG or Joint TAG shall keeping in mind that preference shall ~~is~~ to be given to the use of performance criteria, measurable by examination or testing when such criteria may reasonably be used in lieu of design, materials or construction criteria.

10.2 Distribution for Comment.

10.2.1 Preparation of Standards Proposals: Any substantive standards proposals approved by the TAG or Joint TAG subcommittee (see 5.4.1 5.5.1, 5.6.1, 6.6.1 and 6.7.1) shall be prepared for distribution for comment, detailing the draft standards proposals and including rationales reasons for the proposals.

Standards revisions adopted by one TAG or Joint TAG subcommittee on issues common to standards under several TAGs or Joint TAGs subcommittees can be prepared and processed by the Secretariat for all applicable standards, and distributed for review and comment.

10.2.2 Distribution: The Secretariat shall distribute draft standards proposals shall be distributed for comment to a list of organizations and individuals maintained by the Secretariat and known to have an interest in the standards, or posted on a web site. and Upon request, copies will be made available upon request to other interested parties not on a mail list or not having web site access.

10.2.3 Comment Received: All comments received on a proposals, as a result of the distribution, shall be compiled by the Secretariat for TAG or Joint TAG subcommittee consideration.

10.3 Consideration of Comments.

10.3.1 Reconsideration of Proposals: The TAG or Joint TAG subcommittee shall reconsider each standards proposal in light of any comments received. Submitters of comments rejected by the TAG or Joint TAG subcommittee shall be advised in writing of the reasons for the rejection and that they may have their concerns heard by the Committee.

10.3.2 Technical Advisory Group Subcommittee Action: As a result of considering all comments received, the TAG or Joint TAG subcommittee shall act (see 5.4.1 5.5.1, 5.6.1, 6.6.1 and 6.7.1) to either:

a. Approve the proposal(s) for submittal to the Committee;

- b. Approve the proposal(s) for redistribution for comment if substantively revised;  
or
- c. Not approve the proposal(s) if it is concluded the comments indicate a lack of consensus for the proposal(s).

#### 10.4 Committee Action.

The Committee shall consider the proposed standards, standards revisions, reaffirmations and withdrawals, and any comments made to the Committee on standards proposals. The Committee shall determine, in accordance with the voting procedures under 3.5, if the standards proposal is to be submitted to ANSI. Submitters of comments rejected by the Committee shall be advised in writing of the reasons for the rejection and that they may appeal the action of the Committee. (Also see 11.0.)

If the Committee decides not to submit a proposal to ANSI, but rather decides to return the proposal to the concerned submitting group for review and action as indicated, the Committee shall state its reason for such action in sufficient detail to enable the group to deal with the matter in a satisfactory manner.

#### 10.5 Submittal to ANSI.

10.5.1 Submittal for Public Review: Standards proposals approved by the Committee for submittal to ANSI for consideration of recognition as American National Standards shall be submitted, in proper form, by the Secretariat to ANSI for its public review period.

10.5.1.1 When the need exists to expedite approval of a standards proposal by ANSI, the Committee public review process (see 10.2) or Committee consideration (see 10.4) may take place concurrent with the ANSI public review period.

10.5.2 Response to Comments: The Secretariat shall respond to comments received as a result of ANSI public review. The response shall be based on the recorded actions of the Committee and/or its TAG or ad hoc task force subcommittees.

10.5.3 Formal Submittal: Following ANSI public review and response to all comments received, the Secretariat shall submit the standards proposal to the ANSI Board of Standards Review for consideration of approval.

10.5.4 Publication of Standard: Following approval of a standard's proposal by ANSI, the Secretariat shall publish and issue it as either a new standard, an addendum to an existing standard or a new edition of an existing standard, as appropriate.

## 11.0 REVIEW OF STANDARDS

### 11.1 Revisions of Standards.

Each standard under the jurisdiction of the Committee shall be reviewed in light of requests and recommendations, and revisions to standards initiated as warranted.

Standards may be revised as frequently as necessary in line with indicated safety needs, industry developments or current state of the art.

### 11.2 Reaffirmation of Standards.

~~An~~ Each existing standard edition and addenda ~~which has not been revised for five years~~ shall be reviewed by the appropriate TAG or Joint TAG subcommittee at the beginning of the fifth year of publication of the standard. If it is determined that the standard is needed ~~but that no modification is required~~, the TAG or Joint TAG subcommittee shall recommend to the Committee the reaffirmation of the standard ~~without revision~~.

### 11.3 Withdrawal of Standards.

Standards ~~that~~ which have not been revised (see 9.1) and not reaffirmed (see 10.2) shall be withdrawn. Consideration of withdrawal may be initiated at any time.

## 12.0 APPEALS

Directly and materially affected persons who believe they have been or will be adversely affected by any action or inaction of the Committee or the Secretariat shall have the right to appeal such action or inaction.

### 12.1 Complaints.

The appellant shall file a written complaint with the Secretariat by registered mail within 6 weeks after notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s), including any adverse effects, the section(s) of the standard and/or the Committee procedures which are at issue, actions and/or inactions which are at issue, and the specific remedial action(s) which would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) shall be noted, including the outcome of each.

### 12.2 Response.

The respondent (Chairman or secretariat representative) shall, within two weeks acknowledge receipt of the appellant's complaint. The respondent shall advise the appellant of the appeals processes available to the appellant as described in 11.3 and

11.4. The appellant shall be asked if he/she wishes to pursue the basic or formal process of appeals. The appellant shall respond in writing to the secretariat within 2 weeks ~~a reasonable time period~~ as to which process they prefer.

12.3 Appeal Process Option A, Basic

12.3.1 The Chairman shall appoint five individuals to serve as an appeals panel. The Chairman, to the best of his knowledge, shall determine that the individuals appointed are not directly involved with the issue at hand. The appellant shall be given the opportunity to accept the panel members selected by the Chairman. Three of the five members shall be acceptable to the appellant. In this process the secretariat may research records relevant to the allegations of the appellant prior to the panel deliberating the appeal, in order to assist the panel in rendering a decision. Any such information shall be provided by the secretariat to the appellant, respondent and panel members.

12.3.2.1 The panel shall meet within four weeks following completion of compiling and distributing the information addressed in 11.3.1, to hear the appeal and render its decision. The hearing can be conducted by telephone conference with all panel members in session. The appellant and respondent shall be invited to participate.

12.4 Appeal Process Option B, Formal

12.4.1 ~~The appellant, When the appellant notifies~~ notifying the secretariat in writing that he/she selects the formal appeals process, ~~shall remit a deposit to cover initiating administrative investigation and processing of the appeal.~~ the secretariat shall provide the appellant within two weeks, with an estimate of the costs ~~charges~~ that will be rendered upon completion of the appeal. The appellant shall remit a deposit of 25 percent of the estimated costs to the secretariat to cover initiating administrative investigation and processing of the appeal. ~~The Appellant is responsible for all costs charges.~~

12.4.2 Within 4 weeks after receipt of the appellant's request for a formal appeal, the respondent (Chairman or Secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation in the complaint, to the extent of the respondent's knowledge.

12.4.3 Hearing.

If the appellant and the respondent are unable to resolve the complaint informally in light of the written complaint and response, the Secretariat shall arrange to convene an Appeals Panel on a date agreeable to all participants, giving at least 2 weeks notice.

#### 12.4.4 Appeals Panel.

The Appeals Panel shall consist of no less than 3 persons who have not been directly involved in the matter in dispute, and who will not knowingly be materially or directly affected by any decision made or to be made in the dispute. A majority of the members shall be acceptable to the appellant and a majority of the members shall be acceptable to the respondent. The panel shall elect its Chairman.

#### 12.4.5 Conduct of Hearing.

The appellant should be present at the hearing. However, if circumstances should prohibit his appearance, the appellant shall designate a representative to appear on his behalf or submit sufficient written documentation to allow the appeals panel to knowledgeably evaluate the appeal and reach a decision. The appellant has the burden of demonstrating adverse effects, improper actions/inactions, and the efficacy of requested remedial action. The respondent has the burden of demonstrating that the Committee and the Secretariat took all actions required by the Committee procedures, in accord therewith, and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the Appeal Panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

#### 12.5 Decision.

The Appeals Panel, whether following the basic (11.3) or formal (11.4) appeals process, shall render its decision in writing within 6 weeks, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a. Finding for the appellant, remanding the action to the Committee or the Secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b. Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and his objections; or
- c. Finding that new, substantive evidence has been introduced, remanding the entire action to the Committee or the Secretariat for appropriate reconsideration.

#### 12.6 Further Appeal.

If the appellant gives notice that further appeal to ANSI is intended, the record of the complaint, response, hearing, and decision shall be submitted by the Secretariat to ANSI upon request by ANSI.

**13.0 INTERPRETATIONS PROCEDURES.**

The Committee shall interpret the standards under its jurisdiction in accordance with its Interpretations Procedures.

**14.0 PARLIAMENTARY AUTHORITY**

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) shall apply.

## APPENDIX A

Definitions of Membership Categories for Technical Advisory Groups (TAG) See 5.2.3 and 6.2.3).

(This Appendix is informative and is not part of the official procedures.)

**Gas Supplier, Natural:** this category shall include those who are predominantly involved in the distribution of natural gas for the subject product(s).

**Gas Supplier, LP-Gases:** this category shall include those who are predominantly involved in the distribution of LP-gas for the subject product(s).

**Equipment Manufacturer:** this category shall include those who are predominantly involved in production (i.e. manufacture) of the subject product(s).

**Auxiliary Equipment Manufacturer:** this category shall include those who are predominantly involved in production (i.e. manufacture) of component parts used on or with the subject product(s).

**Regulatory/Code Authority:** this category shall include those who are predominantly involved in regulating the use of the subject product(s).

**Equipment Seller, Installer or Service Contractor:** this category shall include those who are predominantly involved in promotion, distribution and installation of the subject product(s).

**Consumer/User:** this category shall include those who are not involved in any way in the production and/or distribution of the subject product(s), and who are predominantly representing consumer interests or end users of the subject product(s).

**Independent Expert:** this category shall include those who have demonstrated technical or scientific knowledge on the subject product(s) or in the field of standards development, but who are not associated with production, distribution, direct use, or regulation of the subject product(s), materials or services.

APPENDIX C

COMBUSTION/LEAKAGE COMPARISON SHEETS

	221.47- Central Furnace 1997	221.47- Central Furnace 1986	221.47- Central Furnace 1989	221.10.1 Water heaters 1998	221.10.1 Water heaters 1999	Vented Room heaters	Z21.86 - 2000- Gravity and Fan Direct Vent Wall Furnaces	Gravity and Fan Vented Wall Furnaces	Floor Furnaces	Z21.88 Vented Gas Fireplace Heaters-1988	Z21.88 Vented Gas Fireplace Heaters-1988	263.8 Uga Leader and Duct Furnaces	783.8 Unit Heater and Duct Furnaces
Combustion Test													
Section	2.4.1 .04% air free	2.4.1 .04% air free	2.4.1 .04% air free	2.4.1 .04% air free	2.4.1 .04% air free	2.4.1 .04% air free	6.2.1 .04% air free	8.2.1	10.2.1 .04% air free	2.4.1 normal tip .02% for gravity vent and .04% for direct vent and power vent. .04% reduced and increased		2.5.1 .04% air free	
CO limit													
vent						yes	no	yes	no			power vent max length	
first test													
main burner on line	3 minutes	3 minutes	3 minutes	15 min	3 minutes	15 min	3 minutes	3 minutes	3 minutes	15 minutes		3 minutes	
inlet pressure/rate	normal	normal	normal	normal	normal	normal	normal	normal	normal	normal		normal	
Second test													
stabilization time	2 min							2 minutes	2 minutes	after normal or 85%, >= 2 min purge		>= 2 min	
pressure	reduced			reduced 3.5/8.0	reduced 3.5/8.0	reduced 3.5/8.0	reduced 3.5/8.0	reduced 3.5/8.0	reduced	reduced		reduced	
third test													
time	15 min from start			2 minutes	15 minutes after increased rate	2 minutes	15 minutes after increased rate	15 minutes after increased rate	15 minutes from start	>= 2 min purge		15 min from start?	
input rate	112% nat 108% propane			112% nat 108% propane	112% nat 108% propane	112% nat 108% propane	112% nat 108% propane	112%/108%	112%/108%	112% nat 108% propane		112% nat 108% propane	
fourth test													
test pressure	normal			normal	normal	normal	normal	normal	normal	normal		normal	
CAB volts	85%			85%	85%	85%	86%	85%	85%	85%		85%	
line	15 min from reduced volts			15 min from reduced volts	15 min from reduced volts	none specified	none specified	none specified	none specified	none specified		15 min from reduced volts	

	Z21.47- Central Furnace 1987	Z21.47- Central Furnace 1998	Z21.47- Central Furnace 1989	Z21.10.1 Water heaters 1988	Z21.10.1 Water Heaters 1989	Vented Room heaters	Gravity and Fan Direct Vent Wall Furnaces	Gravity and Fan Vented Wall Furnaces	Floor Furnaces	Z21.88 Vented Gas Fireplace Heaters-1988	Z21.88 Vented Gas Fireplace Heaters-1988	Z21.8 Unit Heater and Duct Furnaces Cal. III or IV furnace	Z21.8 Unit Heater and Duct Furnaces Cal. III or IV furnace	Z21.8 Unit Heater and Duct Furnaces Cal. III or IV furnace
<b>Leakage test</b>						none	direct vent			direct vent				
<b>Section</b>	2.32	2.32		2.37.3			vent and combustion chamber			all intake		vent and combustion chamber	vent	2.25
<b>part measured</b>	vent	all intake	vent and combustion chamber	all intake	vent and combustion chamber		vent and combustion chamber			all intake		vent	vent	2.25
<b>allowable leakage</b>	2% of combustion products	2% of combustion products	2% of combustion products	2% of combustion products	2% of combustion products		4% of combustion products			2% of combustion products		2% of combustion products	2% of combustion products	2% of combustion products
<b>vent length</b>	maximum greater of 2' H2O or 2x operating press specified by mfr	max above normal op press for + pressure systems, .1" H2O all others	max above normal op press for + pressure systems, .1" H2O all others	not specified .1" H2O above normal operating pressure or @ operating pressure if less < .01" H2O operating pressure	not specified .1" H2O above normal operating pressure or @ operating pressure if less < .01" H2O operating pressure		max .1" H2O above normal op press for + pressure systems, .1" H2O all others			not specified .1" H2O above normal op press for + pressure systems, .1" H2O all others		maximum greater of 2' H2O or 2x operating press specified by mfr	maximum greater of 2' H2O or 2x operating press specified by mfr	not specified .1" H2O above normal op press for + pressure systems, .1" H2O all others
<b>calculation</b>	.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>		.04" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>		.02" V (15)" <sup>1</sup>		.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>	.02" V (15)" <sup>1</sup>
						*A With test the same as third test in Z21.10.3	.08 V (15)" <sup>1</sup>							

	Z21.10.3 - 2001	Z21.56 - 2001	Z21.13 - 2000**	Z21.5 - 1999*	Z21.1 - 2002***	Z21.11.2 - 2000		
<b>Combustion Test</b>								
Section	2.4.1	2.4.1	2.5.1	2.4.1	2.4.1	2.4.1		
CO limit	0.2% @ 100% test rate 0.2% @ 100% test rate reduced to normal pressure	0.2% @ 100% test rate reduced to normal pressure	0.2% @ 100% test rate yes "5 foot"	0.2% @ 100% test rate reduced to normal pressure	0.2% @ 100% test rate reduced to normal pressure	0.2% @ 100% test rate reduced to normal pressure		
vent	no vent	no vent	yes "5 foot"	no duct	no vent			
<b>first test</b>								
main burner on time	15 minutes at 130F water, 5 minutes after rate increase	15 minutes at 110 F water	3 minutes @ 180 F water	After 5000 Btu	5 minutes	2 minutes		
inlet pressure/rate	110% normal	normal	normal	3.5"/8.0"	3.5"/8.0"	*Manifold pressure 50%/80%		
<b>Second test</b>								
stabilization time	5 minutes after reducing rate	5 minutes after increased rate	2 minutes after reduced rate	After 5000Btu	5 minutes			
pressure	3.5"/8.0"	112%/109%	3.5"/8.0"	130%/118% but if no pressure regulator 10.5"/13" natural only after 5000 Btu	112%/109%	123%/109%		
<b>Third test</b>								
time	15 minutes	5 minutes after reducing rate	15 minutes after increased rate	After 5000 Btu				
input rate		3.5"/8.0"	110% 2.318	110% 2.318				

	Z21.10.3 - 2001	Z21.56 - 2001	Z21.13 - 2000**	Z21.5 - 1999*	Z21.1 - 2002***	Z21.11.2 - 2000		
<b>Fourth test</b>			Power Models					
test pressure	normal	normal	normal			normal		
CAB volts	85%	85%	85%			85%		
time	15 min from reduced volts	15 min from reduced volts	20 minutes			2 minutes		
<b>Leakage test</b>								
Section	2.32.3	No test	2.29.7	No Test	No test	No test		
part measured	Comb Chamber Air Intake		Comb Chamber Air Intake					
allowable leakage								
vent length	Not Specified		Not Specified					
pressure	0.02 V(15)   .08 V(15)		0.02 V(15)   .08 V(15)					
calculation								
	*If P <sub>0</sub> is not less than P <sub>0</sub> in test 1, not test.		**For boilers there is a fifth which is the same as the third test in Z21.10.3		***Series of test with top burners, griddle and over "covered"	* In non adjustable 3.5"/8.0"		