



**ACCREDITED STANDARDS COMMITTEE GPTC Z380**

## **OPERATING PROCEDURES**

**Approved January 12, 2017  
American National Standards Institute**

SECRETARIAT  
American Gas Association  
400 N Capitol St, NW  
Washington, DC 20001

## TABLE OF CONTENTS

	Page
<b>1. INTRODUCTION.....</b>	<b>2</b>
<b>2. ORGANIZATION.....</b>	<b>4</b>
2.1 Basic Structure.....	4
2.2 GPTC Officers.....	4
2.3 Duties of Officers .....	5
2.4 Main Body .....	7
2.5 Organization - General.....	8
2.6 Operational Sections.....	9
2.7 Divisions.....	12
2.8 Task Groups .....	14
2.9 Ad Hoc Task Groups.....	15
<b>3. REMOVAL FROM OFFICE.....</b>	<b>16</b>
<b>4. CREATING, REORGANIZING, AND ELIMINATING DIVISIONS AND TASK GROUPS.....</b>	<b>16</b>
<b>5. CONTINUOUS MAINTENANCE.....</b>	<b>16</b>
<b>6. ROUTING PROCEDURE FOR GPTC ACTION.....</b>	<b>17</b>
<b>7. WORK FLOW TIMETABLE.....</b>	<b>19</b>
<b>8. MEETINGS .....</b>	<b>19</b>
<b>9. EXPEDITED PROCEDURE.....</b>	<b>20</b>
<b>10. VOTING .....</b>	<b>20</b>
<b>11. PUBLIC NOTICE .....</b>	<b>23</b>
<b>12. APPEAL PROCEDURE.....</b>	<b>23</b>
<b>13. CHANGES IN PROCEDURES.....</b>	<b>25</b>
<b>14. SAVINGS CLAUSE .....</b>	<b>25</b>
<b>15. INTERPRETATIONS .....</b>	<b>25</b>
<b>16. METRIC POLICY .....</b>	<b>27</b>
<b>17. RECORD RETENTION.....</b>	<b>27</b>
<b>18. COMMERCIAL TERMS AND CONDITIONS.....</b>	<b>27</b>
<b>19. PATENT POLICY.....</b>	<b>27</b>
<b>20. WITHDRAWAL OF THE GPTC ANSI STANDARD.....</b>	<b>27</b>
<b>21. ANTI TRUST GUIDELINES .....</b>	<b>28</b>

## 1. INTRODUCTION

### 1.1 Scope

The Gas Piping Technology Committee (GPTC or Committee) is an independent technical group of individuals with expertise in, and concern for, natural gas pipeline safety and is responsible for:

- Developing and maintaining the Guide for Gas Transmission, Distribution and Gathering Piping Systems (Guide), an American National Standards Institute (ANSI) Standard, that contains information and methods to assist a natural gas pipeline operator (operator) in complying with the Code of Federal Regulations “Transportation of Natural and Other Gas by Pipeline: Title 49, Subchapter D – Pipeline Safety – Part 191 – Annual Reports, Incident Reports, and Safety-Related Condition Reports; and Part 192 – Minimum Federal Safety Standards” by providing “how to” information related to the standards. Guide material is advisory in nature. Operators may use the Guide material or other equally acceptable methods of compliance with the Federal Regulations.
- Developing and maintaining Technical Reports registered with ANSI regarding the application of natural gas pipeline technology and operating or maintenance practices.
- Promoting the use of voluntary consensus standards.
- Petitioning the United States Department of Transportation (DOT) for changes in Federal Natural Gas Pipeline Safety Regulations based on the technical expertise of the GPTC.
- When deemed appropriate by the Main Body, commenting on Advanced Notice of Proposed Rulemakings, Notice of Proposed Rulemakings, Final Rules, and other regulatory notices issued by DOT involving such regulations.
- Reviewing applicable National Transportation Safety Board (NTSB) reports and taking appropriate action including that of responding to recommendations issued to the GPTC. DOT Office of Pipeline Safety and State Pipeline Safety Agency incident reports may also be reviewed and appropriate action taken.
- Taking such actions that are necessary and proper to further the safe application of natural gas pipeline technology.

### 1.2 Liaison with Other Organizations

In order to fulfill its responsibilities, the GPTC shall establish and maintain liaison with the DOT, Pipeline and Hazardous Materials Safety Administration, Office of Pipeline Safety and the National Transportation Safety Board, or their successor organizations. The GPTC may establish and maintain liaison with any other branch of the United States government, State and local governments, and technical and trade organizations with respect to the matters within the scope of the GPTC.

### 1.3 GPTC Status

The GPTC is an independent technical group. Administrative and staff support services, including meeting arrangements, mailings, publication of the Guide and Technical Reports registered with ANSI, and other secretarial functions are performed by the American Gas Association (AGA or “the Secretariat”). AGA

also provides appropriate liability insurance and legal review of GPTC Operating Procedures. The GPTC is an ANSI Accredited Standards Committee GPTC Z380 authorized to develop and disseminate the Guide under the designation ANSI / GPTC Z380.1. The GPTC abides by the GPTC Operating Procedures, ANSI Essential Requirements\*, and other applicable ANSI Procedures.

#### 1.4 Professional Conduct of Members

Members are expected to represent their profession without conflict of interest and in an ethical manner. Each member is expected to give thorough consideration to each subject brought before the GPTC for action, to vote on each proposal, to contribute expertise for the preparation and publication of Guide Material, Technical Reports registered with ANSI, and other material, to advise on personnel for membership on the Main Body, and to assist generally in carrying on the functions of the Main Body. Such duties will be carried out by attendance at meetings and by committee correspondence. Each member will be expected to carry out these responsibilities in all GPTC activities. It is further understood that members of regulatory agencies, in no way commit or bind their agencies when they express their personal view on GPTC work or in balloting.

Each member shall actively participate in the business of the GPTC and the industry, reliably attend meetings, provide positive benefits to the GPTC, and encourage the development of new members.

#### 1.5 Alternates

Members unable to attend a meeting may designate an alternate for that meeting. In selecting an alternate, the member shall consider the qualifications required for a member. Each alternate may cast a vote for the member. When casting a vote, the alternate shall signify their status and the member they are representing on all attendance rosters. The member appointing an alternate shall inform the GPTC Secretary prior to the meeting.

#### 1.6 Confidentiality of GPTC Meetings

GPTC meetings are open to the public, both for observation and participation. However, to provide an atmosphere conducive to candid discussions and to prevent premature and misleading inferences, members and guests are specifically prohibited from publishing, quoting, announcing, or distributing to the public through any means, any details of the following: discussions; statements; drafts; or any other preliminary or informal material used in the committee's work that was gathered as part of participating in a GPTC meeting, without the approval of the Chair. Members may provide a general overview of the issues under consideration without referring to the committee's work as noted above. Members may share draft materials with appropriate personnel within their organization for the purpose of assisting the member in commenting on the proposed drafts or to assist in performing other requirements as they relate to proposed drafts. The same confidentiality requirements above would apply to organization personnel.

\* Throughout these Operating Procedures, the term ANSI Essential Requirements refers to the current version of that document.

Violation of this prohibition can be reason for expulsion from membership in the committee or in the withdrawal of the invitation for a guest to attend meetings. Certain copyright infringement actions may also be appropriate in some instances. The results of GPTC actions may be published if the exact wording is approved by the GPTC Chairperson in writing prior to publication.

- 1.7 Unless otherwise noted, “written” and “in writing” includes electronic communications.

## 2. ORGANIZATION

### 2.1 Basic Structure

The GPTC is made up of the following:

- Main Body
- Operational Sections:
  - Executive Section
  - Editorial Section
  - Liaison Section
  - Regulations Section
- Divisions:
  - Distribution Division
  - Manufacturers Division
  - Transmission Division
- Task Groups:
  - Damage Prevention / Emergency Response Task Group
  - Design Task Group
  - Integrity Management Program / Corrosion Task Group
  - Operations & Maintenance / Operator Qualification Task Group
  - Plastic Pipe Task Group
- Ad Hoc Task Groups
  - As created by the Main Body, Operational Sections, Divisions, or Task Groups
  - Public Appeals

Election of members to each of the groups listed above is subject to the requirements addressed in this Section 2.

### 2.2 GPTC Officers

2.2.1 Officers - The officers of the GPTC shall be as follows:

- GPTC Chairperson
- First Vice Chairperson
- Second Vice Chairperson
- GPTC Secretary (without vote)

***[NOTE: As GPTC officers, the practice in these Procedures is to consistently address the GPTC Chairperson and GPTC Secretary***

*accordingly in order to differentiate from the chairpersons and secretaries of the organizational entities. However, "GPTC" is dropped from titles of the First Vice Chairperson and Second Vice Chairperson to reduce repetitive title length since these titles only exist at the GPTC officer level.]*

#### 2.2.2 Term of Service

The GPTC Chairperson, First Vice Chairperson, and Second Vice Chairperson shall be elected by the Main Body for a term of three (3) years. Officers may serve succeeding terms in office subject to re-election by the Main Body. If vacancies occur during the three (3) year term, a special election shall be held to elect a person to complete the un-expired term of the vacated office.

#### 2.2.3 Election

The GPTC Chairperson, First Vice Chairperson and Second Vice Chairperson shall be elected from the membership of the Main Body. Nominations for these offices shall be made by an Ad Hoc Nominating Task Group appointed by the Executive Section.

#### 2.2.4 Voting

Voting for GPTC officers shall be done during meetings, provided a quorum of the Main Body is present. If a quorum is not present, then at the discretion of the Chair, either the GPTC Secretary administers the voting process via letter ballot (would not be a secret ballot but would still require weighted voting), or voting is postponed until a future meeting at which a quorum is present.

The voting process for election of each GPTC officer shall consist of four parts:

- Voting shall be by secret ballot if held during a meeting;
- Weighted voting [three (3) for first choice, two (2) for second choice, and one (1) for third choice] by the Main Body for the purpose of selecting the top three candidates;
- Weighted voting among those top three candidates to select the top two candidates; and,
- Majority vote by the Main Body between the top two individuals.

NOTE: Weighted voting need not be conducted if there are fewer than three (3) nominees for a position.

#### 2.2.5 GPTC Secretary

The GPTC Secretary shall be a member of the AGA staff (without vote).

### 2.3 Duties of Officers

#### 2.3.1 GPTC Chairperson

The GPTC Chairperson shall be the executive officer of the GPTC, shall perform the usual duties of a Chairperson, shall preside at all meetings of the Main Body, and when necessary, as provided for in these procedures, shall act for the GPTC between meetings. The GPTC Chairperson shares

responsibility with the GPTC Secretary for the format of meetings, meeting dates, and other associated committee matters.

#### 2.3.2 First Vice Chairperson

The First Vice Chairperson shall, in the absence of the GPTC Chairperson, perform the duties of the GPTC Chairperson. The First Vice Chairperson shall also be the Chairperson of the Executive Section.

#### 2.3.3 Second Vice Chairperson

The Second Vice Chairperson shall, in the absence of the GPTC Chairperson and First Vice Chairperson, perform the duties of the GPTC Chairperson and First Vice Chairperson. The Second Vice Chairperson shall be responsible for assigning transaction (TR) numbers, ensuring that TR requests from external sources (non-GPTC members) are acknowledged by the GPTC Secretary, oversight of updating GPTC TR files including the TR status log, and ensuring that TR updates are distributed by the GPTC Secretary to the membership by the specified deadline. In the event that the Second Vice Chairperson position is vacant, the GPTC Chairperson may assign the duties related to TRs to any Main Body member until the position is filled.

#### 2.3.4 GPTC Secretary

The GPTC Secretary, in consultation with the Executive Section, shall be responsible for 1) selection of meeting sites, making appropriate meeting arrangements, preparing and distributing meeting notices, agendas, minutes, and TR packages; 2) various ballots, to include draft Guide Material; 3) receiving and maintaining records of the GPTC; 4) executing official correspondence; 5) maintaining official membership lists; and 6) coordinating with the Second Vice Chairperson on administrative matters. The GPTC Secretary shall also be responsible for the Executive Section and Main Body minutes.

In the absence of the GPTC Chairperson, First Vice Chairperson, and Second Vice Chairperson at the meeting of the Main Body, the GPTC Secretary shall take the chair to preside over the nomination and election of a Chairperson pro tempore, who shall then preside at the meeting.

#### 2.3.5 Ex-Officio Membership

In addition to the duties and memberships delineated in these procedures, the GPTC Chairperson, First Vice Chairperson, Second Vice Chairperson and GPTC Secretary shall be non-voting ex-officio members of all other groups within the GPTC. A GPTC officer may serve on any Section, Division or Task Group in a capacity other than ex-officio with the approval of the Executive Section.

## 2.4 Main Body

### 2.4.1 Purpose and Responsibilities

The Main Body shall act as the final decision making body within the GPTC structure. It is responsible for the following:

- Approving the intent and technical content of all actions performed by the Divisions, Sections, and Task Groups.
- Creating, abolishing, or changing the scope of Divisions, Sections, and Task Groups within the GPTC organization.
- Reviewing the assignment (by Executive Section) of TRs to the Divisions, Sections or Task Groups within the GPTC organization. The Main Body may also create and assign a TR as appropriate.
- Approving, by letter ballot of the Main Body members, all proposals for additions, deletions, or revisions to the Guide, Technical Reports registered with ANSI, or any other actions proposed to be taken by the GPTC.
- Providing a forum for its members and guests to exchange technical information relating to natural gas gathering, storage, transmission, and distribution piping systems.

### 2.4.2 The Main Body Members

The Main Body, exclusive of the GPTC Secretary, shall consist of:

- GPTC Chairperson
- First Vice Chairperson
- Second Vice Chairperson
- Distribution, Manufacturers, and Transmission Division Chairpersons
- Editorial, Liaison, and Regulations Section Chairpersons
- Seven (7) members from each of the Divisions (elected by each Division, subject to the approval of the Main Body).
- Not more than ten (10) members constituting the General or Regulatory Interest Groups (selected by the GPTC Chairperson, subject to the approval of the Main Body).
- Not more than 1/3 of the total Main Body shall be in any one Interest Group.
- No more than two (2) representatives from any one organization unless organizational or other circumstance (e.g., geographic diversity, unique expertise) justify additional representative(s). An explanation to justify the additional representative(s) shall be provided by the Division or Chair seeking approval. The representative and explanation shall be approved by the Executive Section prior to Main Body ballot.

### 2.4.3 Terms of Service

The members of the Main Body shall serve for three (3) years, except as otherwise prescribed in these procedures. Division and Section memberships for Main Body members shall be coterminous with their Division and Section membership as appropriate. Division and Section members may serve succeeding terms in the Main Body subject to re-

election by the respective Division or Section they represent.

#### 2.4.4 Interest Groups

Main Body members shall have recognized background experience in natural gas gathering, storage, transmission, or distribution piping systems and shall be chosen from the following interest categories:

- **Distribution** – technical experience in the design, construction, operation, or maintenance of natural gas distribution systems (i.e., local distribution companies or gas utilities). Knowledge and skills related to steel, cast iron, plastic, copper, or other materials.
  - **Manufacturers** – technical experience in the design, manufacture, or application of materials, equipment, and tools utilized on natural gas gathering, storage, transmission, or distribution systems.
  - **Transmission** – technical experience in the design, construction, operation, or maintenance of natural gas transmission systems (e.g., interstate pipeline companies) and natural gas storage facilities and gathering systems. Knowledge and skills related primarily to steel pipelines operating at high pressures and storage facilities and gathering system operations.
  - **Regulatory** – technical experience in varying areas of the natural gas regulations (e.g., Federal and State pipeline safety regulators).
  - **General** – technical experience in the natural gas industry and includes the interests of the public.
- 2.4.5 Change in Interest Classification

If the member's Interest Group changes because of a change in employment or other reason, action shall be taken by the Main Body to:

- Reaffirm the membership to complete the present term in the Interest Group, or
- Appoint the member to a new Interest Group with a new term, or
- Terminate the membership.

Pending Main Body action, the member may continue to serve.

The effects of a new Interest Group appointment or termination on the balance of interest shall be considered.

The GPTC Secretary shall monitor each member's Interest Group.

## 2.5 Organization - General

### 2.5.1 Balance of Membership within GPTC

Balancing of membership in Interest Groups within the GPTC is preferred but not required, subject to the 1/3 limitation for the Main Body in Section 2.4.2.

### 2.5.2 Default of Membership

Main Body: The membership of Main Body shall be annually reviewed by the GPTC Chairperson or his or her designee. Those members who habitually fail to execute and return letter ballots, are lax in replying to

important correspondence, fail to attend a significant number of meetings or fail to effectively participate in activities of the GPTC may be found in default and are to be reported to the GPTC Secretary. The GPTC Chairperson or GPTC Secretary shall direct such matters regarding the Main Body members to the Executive Section for recommended action by the Main Body that may include termination of membership as appropriate.

Section, Division, Task Group: The performance of a member proposed for reappointment to a Section, Division or Task Group shall be reviewed by the respective Chairperson. Those members who habitually fail to effectively participate in activities of the GPTC may be found in default and are to be reported to the GPTC Secretary. The GPTC Secretary shall direct such matters regarding Section, Division or Task Group members to the Executive Section.

## 2.6 Operational Sections

### 2.6.1 Executive Section

#### 2.6.1.1 Purpose and Responsibilities

The Executive Section shall be responsible to the Main Body for the expedient and efficient handling of the business of the GPTC in all routine and ongoing matters as follows:

- The Executive Section shall accept/modify/reject and assign new TRs for action to the appropriate group, subject to rejection or modification by the Main Body.
- When assigning new TRs, the Executive Section shall determine whether a TR is to be developed as Guide Material, as a Technical Report registered with ANSI, or as other action document (e.g., petition, response to NTSB, correspondence).
- The Executive Section shall review any TR that is five (5) years or older, and shall take appropriate action to expedite it or to terminate it.
- The Executive Section shall also be responsible to advise the GPTC Chairperson on membership issues for the Divisions and Task Groups.

#### 2.6.1.2 Chairperson

The Executive Section shall be chaired by the First Vice Chairperson. If the First Vice Chairperson is unable to attend a meeting, then he or she shall appoint a Chairperson pro tempore for the purpose of conducting the meeting. Should a Chairperson pro tempore not be designated or be unable to serve, the Second Vice Chairperson shall assume the Chair as Chairperson pro tempore.

#### 2.6.1.3 Members

The Executive Section shall be composed of the following GPTC members:

- GPTC Chairperson
- First Vice Chairperson
- Second Vice Chairperson
- GPTC Secretary (serves as Secretary to the Executive Section)
- Each Operational Section Chairperson
- Each Division Chairperson
- Each Task Group Chairperson

#### 2.6.1.4 Organization

The Executive Section shall form ad hoc task groups from the GPTC membership as needed to perform its administrative, advisory, and nominating responsibilities.

### 2.6.2 Editorial Section

#### 2.6.2.1 Purpose and Responsibilities

The Editorial Section shall be responsible for maintaining consistent format and high structural standards for Guide Material (as published in the Guide) and in Technical Reports registered with ANSI. The Editorial Section may take what other actions are necessary to assure logical consistency of material but is not empowered to make substantive changes. A substantive change is defined in Section 10.3.1.9.

#### 2.6.2.2 Chairperson

The Editorial Section Chairperson shall be appointed by the GPTC Chairperson, subject to the approval of the Main Body, and shall serve for a term of three (3) years and be coterminous with the GPTC Chairperson.

If the Editorial Section Chairperson is unable to attend a meeting, then he or she shall appoint a Chairperson pro tempore for the purpose of conducting the meeting. Should a Chairperson pro tempore not be designated or be unable to serve, the Editorial Section Secretary shall assume the chair for the purpose of electing a Chairperson pro tempore.

#### 2.6.2.3 Secretary

The Editorial Section shall have a Secretary. The Secretary shall be appointed by the Editorial Section Chairperson. The Secretary or designee shall be responsible for preparing and submitting meeting minutes and other records to the GPTC Secretary as required in Section 7 (Work Flow Timetable).

#### 2.6.2.4 Members

Editorial Section members shall be appointed by the Editorial Section Chairperson, subject to the approval of the Main Body. Members shall serve for a term of three (3) years and may succeed themselves.

In making appointments and selections, the Editorial Section Chairperson shall attempt to have all applicable interests represented within the Section, shall determine if the appointment may be made without creating a significant imbalance of these interests, and ensure that the membership of the group does not become excessive so that it cannot function in a reasonable manner. If the appointment would create such an imbalance or excess, thereby impeding the functioning of the Section, he or she shall withhold appointment pending an appropriate vacancy.

### 2.6.3 Liaison Section

#### 2.6.3.1 Purpose and Responsibilities

The Liaison Section shall be responsible for presenting GPTC actions to the appropriate government bodies and other groups in an effective manner. This Section shall also be responsible for determining what GPTC actions might be helpful to these bodies and report this information to the Main Body. All material officially presented to any government body must first be approved in accordance with Section 6 of these procedures. The Liaison Section shall be responsible for identifying conflicts in substance of GPTC resolutions that may arise between proposed GPTC action and that of external organizations that deal with the same or similar subject matter.

#### 2.6.3.2 Chairperson

The selection process and term of office for the Liaison Section Chairperson shall be the same as described for the Editorial Section Chairperson (Section 2.6.2.2).

#### 2.6.3.3 Secretary

The selection process and term of office for the Liaison Section Secretary shall be the same as described for the Editorial Section Secretary (Section 2.6.2.3), except that a Secretary shall not be required for the Liaison Section.

#### 2.6.3.4 Members

The selection process and term of office for the Liaison Section members shall be the same as described for the Editorial Section members (Section 2.6.2.4).

### 2.6.4 Regulations Section

#### 2.6.4.1 Purpose and Responsibilities

The Regulations Section shall be responsible for developing GPTC responses to Notices of Proposed Rulemaking (NPRMs) and to other regulatory Notices. This shall include coordinating actions between meetings when due dates for such responses do not allow for handling business at the normally scheduled meetings of the GPTC (see Sections 6.11 and 6.12).

Recommended responses from this Section are to be submitted to the Chairperson of the Liaison Section for review and comment, and to the GPTC Chairperson for Main Body balloting. If the 21-day letter ballot process will not meet the response requirement, an expedited letter ballot of the Main Body may be used as described in Section 10.3.2. If a TR number has not yet been assigned, then the next available TR number will be obtained from the Second Vice Chairperson and assigned as the GPTC action in the expedited letter ballot.

#### 2.6.4.2 Chairperson

The selection process and term of office for the Regulations Section Chairperson shall be the same as described for the Editorial Section Chairperson (Section 2.6.2.2). The Chairperson shall be responsible for coordinating the development of appropriate responses to NPRMs or other regulatory Notices, with the Regulations Section members. This may be accomplished through communications such as telephone, mail, e-mail, or by facsimile.

If the Chairperson is unable to fulfill this responsibility for a given NPRM or other notice, the GPTC Chairperson shall appoint a Chairperson pro tempore from the Regulations Section membership to coordinate the response.

#### 2.6.4.3 Secretary

The selection process and term of office for the Regulations Section Secretary shall be the same as described for the Editorial Section Secretary (Section 2.6.2.3), except that a Secretary shall not be required for the Regulations Section.

#### 2.6.4.4 Members

The Regulations Section shall consist of one (1) member selected from the Liaison Section and each of the Divisions and Task Groups. The Regulations Section members shall be appointed by the Chairperson of the respective bodies they represent, subject to the approval of the Main Body. Members shall serve for a term of three (3) years and may succeed themselves.

When time is of the essence, the Chairperson of the Regulations Section may appoint an Ad Hoc Task Group from the membership of the Section to handle a particular rulemaking or other Notice, and avoid polling the entire task group prior to submitting a proposed response to the Main Body for letter ballot.

## 2.7 Divisions

### 2.7.1 Purpose and Responsibilities

The Divisions shall be responsible for technical review of all materials and

take appropriate action before the material goes to the Main Body. There shall be three Divisions: Distribution, Manufacturers, and Transmission.

#### 2.7.2 Chairperson

Division Chairpersons shall be elected to a three (3) year term by their respective Division membership, subject to the approval of the Main Body. If a vacancy occurs during the three (3) year term, a special election shall be held to elect a Chairperson to complete the un-expired term. Division Chairpersons may succeed themselves in office.

If the Chairperson is unable to attend a meeting, then the Division Chairperson shall appoint a Chairperson pro tempore for the purpose of conducting the meeting. Should a Chairperson pro tempore not be designated or be unable to serve, the Division Secretary shall assume the Chair for the purpose of electing a Chairperson pro tempore.

#### 2.7.3 Secretary

Each Division shall have a Secretary. The Secretary shall be appointed by the Division Chairperson. The Secretary, or designee, shall be responsible for preparing and submitting meeting minutes and other records to the GPTC Secretary as required in Section 7 (Work Flow Timetable).

#### 2.7.4 Members

Members of the Divisions shall be appointed by the Division Chairperson, subject to the approval of the Main Body, upon request of a prospective member and the submission of a resume, and completed forms as required by the Secretariat. Division members shall serve for a term of three (3) years and may succeed themselves. If the appointment would create an excessive number of members, thereby impeding the functioning of the Division, the Division Chairperson shall withhold appointment pending an appropriate vacancy.

#### 2.7.5 Division Nominating Committee

The Chairperson of each Division shall appoint a nominating committee, as necessary, from among the membership of the Division for the purpose of determining members of the Division willing to serve as Division Chairperson and/or Main Body members, to present to the Division a list of eligible members willing to serve in the respective positions, and to conduct the election by the Division. The nominating group shall serve for only one election.

#### 2.7.6 Procedure for Election of Division Chairpersons

The procedure for election of Division Chairpersons shall be the same as for GPTC Officers (Section 2.2.4).

#### 2.7.7 Procedure for Election of Main Body Members by the Divisions

Voting for Main Body Representatives from the Divisions shall be done during meetings provided a quorum of the respective Division is present. If

a quorum is not present, then the Division Chairperson shall decide either to have the GPTC Secretary administer the voting process via letter ballot or the voting is postponed until a future meeting at which a quorum is present.

The procedure for election of main body members elected by the Divisions shall consist of the following:

- Voting shall be by secret ballot if held during a meeting.
- Majority vote for the top candidates for the number of positions open. For example, if there are 4 slots open for a Division, with 7 candidates, the Division members will vote for their top 4 candidates (no weighted voting). The top 4 candidates who receive the most votes become the Main Body Representatives.
- Main Body letter ballot is required to confirm the Main Body Representatives for the Divisions.

## 2.8 Task Groups

### 2.8.1 Purpose and Responsibilities

The Task Groups are responsible for developing Guide Material, Technical Reports registered with ANSI, and other technical material as directed by the Main Body.

### 2.8.2 Chairperson

Task Group Chairpersons shall be elected to a three (3) year term by their respective Task Group membership, subject to the approval of the Main Body. If a vacancy occurs during the three (3) year term, a special election shall be held to elect a Chairperson to complete the un-expired term. Task Group Chairpersons may succeed themselves in office.

If the Chairperson is unable to attend a meeting, he or she shall appoint a Chairperson pro tempore for the purpose of conducting the meeting. Should a Chairperson pro tempore not be designated or be unable to serve, the Task Group Secretary shall assume the chair for the purpose of electing a Chairperson pro tempore.

The Task Group Chairpersons shall review the TRs that have not moved forward in their Task Group within three (3) years since assignment by the Executive Section. The Task Group Chairperson shall recommend appropriate action to the Task Group to expedite such TRs or to terminate them.

### 2.8.3 Task Group Secretary

Each Task Group shall have a Secretary. The Secretary shall be appointed by the Task Group Chairperson. The Secretary or designee shall be responsible for preparing and submitting meeting minutes and other documents to the GPTC Secretary as required in Section 7 (Work Flow Timetable).

#### 2.8.4 Members

Task Group members shall be appointed by the Task Group Chairman subject to Main Body approval, shall serve for a term of three (3) years, and may succeed themselves.

In making appointments and selections, the Task Group Chairperson shall attempt to have all applicable interests represented within the group, determine if the appointment may be made without creating a significant imbalance of these interests; and ensure that the membership of the group does not become excessive so that it cannot function in a reasonable manner. If the appointment would create such an imbalance or excess, thereby impeding the functioning of the group, the Task Group Chairperson shall withhold appointment pending an appropriate vacancy.

#### 2.8.5 Task Group Nominating Committee

The Chairperson of each Task Group shall appoint a nominating committee, as necessary, from among the membership of the Task Group for the purpose of determining members of the Task Group willing to serve as Task Group Chairperson, to present to the Task Group a list of eligible members willing to serve in the position, and to conduct the election by the Task Group. The nominating group shall serve for only one election.

#### 2.8.6 Procedure for Election of Task Group Chairpersons

Election of the Task Group Chairperson shall be the same as for the GPTC Officers process (Section 2.2.4.)

### 2.9 Ad Hoc Task Groups

#### 2.9.1 Purpose and Responsibilities

Ad Hoc Task Groups shall be formed as needed to perform specialized tasks for the Main Body, Operational Sections, Divisions, or Task Groups, and shall be formed as needed to research and develop TR requests or suitable responses to TRs, in order to recommend appropriate actions to their respective bodies.

See Section 12.1.4 for the Public Appeals Ad Hoc Task Group membership requirements.

#### 2.9.2 Chairperson

Each Ad Hoc Task Group Chairperson shall be appointed by the Chairperson of the Main Body, Operational Section, Division, or Task Group to whom they are responsible. The term of office shall be coterminous with the existence of the Ad Hoc Task Group.

#### 2.9.3 Members

Ad Hoc Task Group members shall be appointed by the Chairperson of the Main Body, Operational Section, Division, or Task Group to whom they are responsible. The length of service shall be coterminous with the existence of the Ad Hoc Task Group.

### **3. REMOVAL FROM OFFICE**

- 3.1 Removal from office shall be for nonfeasance, misfeasance, or malfeasance. Persons appointed to the Main Body by the GPTC Chairperson may be removed by the GPTC Chairperson, subject to the approval of the Main Body. Persons appointed to other positions by the GPTC Chairperson may be removed by the Main Body upon recommendation by the Executive Section.
- 3.2 No person may be removed from office by the Main Body or removed subject to the approval of the Main Body without first being advised that such action is pending and being afforded a reasonable opportunity to present any relevant information to the Main Body. Any person removed from office may appeal their removal to the Executive Section for possible reconsideration by the Main Body.
- 3.3 The Main Body, by letter ballot approved by two-thirds of its members, may remove from office the GPTC Chairperson, First Vice Chairperson, or Second Vice Chairperson for nonfeasance, misfeasance, or malfeasance. The letter ballot shall contain supporting rationale for the action and, at the option of the person subject to the vote and with a timely submittal, a statement from such person as to the facts of the matter. Any individual removed from office may appeal the action to the Executive Section for possible reconsideration by the Main Body. Appeals may only be made if there is new information or extenuating circumstances not previously known by the Main Body. A majority vote of the Executive Section members voting is needed to approve an appeal for Main Body re-ballot.
- 3.4 The termination of membership of a Main Body member for cause shall be approved by the Main Body via letter ballot approved by two-thirds of its members. The letter ballot shall contain supporting rationale for the action and, at the option of the person subject to the vote and with a timely submittal, a statement from such person as to the facts of the matter. Any individual removed from office may appeal the action to the Executive Section for possible reconsideration by the Main Body. Appeals may only be made if there is new information or extenuating circumstances not previously known by the Main Body. A majority vote of the Executive Section members voting is needed to approve an appeal for Main Body re-ballot.

### **4. CREATING, REORGANIZING, AND ELIMINATING DIVISIONS AND TASK GROUPS**

The GPTC Chairperson, with the advice of the Executive Section and the concurrence of the Main Body by letter ballot, may create, reorganize, and eliminate Operational Sections, Divisions, and Task Groups to further the execution of the business of the GPTC.

### **5. CONTINUOUS MAINTENANCE**

GPTC Z380.1, *Guide for Gas Transmission, Distribution, and Gathering Piping Systems (Guide)*, shall be under continuous maintenance in accordance with Clause 4.7.2 of the ANSI Essential Requirements.

- 5.1 A new edition of the *Guide* shall be published or the existing edition shall be reaffirmed a minimum of every five (5) years. An addendum shall be published as frequently as necessary between editions. Revisions resulting from public proposals shall be published in an addendum or the new edition, whichever is published first. If no changes are made within four years of the ANSI approval date, the committee shall apply for reaffirmation of the *Guide*.
- 5.2. The *Guide* shall contain a proposal submittal form and the following statement:
- “GPTC Z380.1, Guide for Gas Transmission, Distribution, and Gathering Piping Systems”, is maintained using the continuous maintenance process. Proposals to revise any part may be submitted to the committee at any time. Written proposals shall be submitted using the proposal submittal form provided at the end of the document. The form may also be obtained on the GPTC website at [www.aga.org/gptc](http://www.aga.org/gptc). Proposals shall be sent to: GPTC Secretary, American Gas Association, 400 N Capitol St NW, Washington, DC 20001.”*
- 5.3. Public proposals shall be processed in accordance with Section 6 of these procedures. The proposals shall be added to the Executive Section agenda for consideration at the next regularly scheduled meeting after receipt.

## **6. ROUTING PROCEDURE FOR GPTC ACTION**

The following represents the normal sequence of events for routing items for GPTC action.

- 6.1 All external communications that may require GPTC action and public proposals received by the GPTC Secretary shall be forwarded to the Second Vice Chairperson. All internal communications that may require GPTC action shall be forwarded to the Second Vice Chairperson, including:
- TR request from Task Group, Section, Division, or Main Body.
  - TR request from a GPTC member.
  - TR request from the GPTC Secretary to initiate a review of a Technical Report registered with ANSI with a purpose to reaffirm, revise, supplement or withdraw. The request is to be completed five (5) years after ANSI approval and at five (5) year intervals thereafter until the Technical Report is withdrawn.
- 6.2 The Second Vice Chairperson shall assign a TR number, to all communications and public proposals.
- 6.3 The GPTC Secretary shall ensure that each TR request is acknowledged, except when the TR is initiated by official GPTC action or by a GPTC member. The Second Vice Chairperson shall ensure that each TR is included in the TR package and provided to the membership (such as by posting on the GPTC Committee website) prior to each meeting in accordance with Section 7.
- 6.4 The Executive Section shall accept, modify, reject, or eliminate TRs and assign TRs to the appropriate group for action.

- 6.5 The GPTC Chairperson shall report the Executive Section actions to the Main Body. The Main Body may reject or modify any such Executive Section action.
- 6.6 Each TR shall be acted upon by the group assigned the responsibility by the Executive Section or Main Body.
- 6.7 Each TR shall then be forwarded to each of the Divisions for action.
- 6.8 Division Action:
  - If all Divisions approve the same action (except for minor changes) as reported at the Main Body meeting, the Main Body shall assign the TR to the Editorial Section (Guide Material and Technical Reports registered with ANSI) or Liaison Section (other matters) and authorize a letter ballot to the Main Body.
  - If all Divisions do not approve the same action, the Second Vice Chairperson in consultation with the GPTC Chairperson or First Vice Chairperson, shall review the actions of the Divisions and may either assign the TR to the appropriate group with appropriate instructions, or to the Executive Committee for consideration and assignment with appropriate direction.
- 6.9 After approval by the Main Body via letter ballot, the TR shall be forwarded to the Editorial Section, Liaison Section, or any other group determined by the Executive Section for final formatting if needed.
- 6.10 TRs containing Guide Material or Technical Report material shall be forwarded to the GPTC Secretary for review by AGA legal staff and for public review prior to publishing or other appropriate disposition. In order to ensure the integrity of the Guide and Technical Reports registered with ANSI, proofs of all changes to the documents shall be submitted to the Editorial Section for final review. Any substantive changes made after Main Body letter ballot must be approved by the Main Body.
- 6.11 With respect to any TR involving petitions for rulemaking, comments on DOT notices, or other external correspondence, the Liaison Section shall communicate with outside organizations, as appropriate, for the purpose of ensuring that all parties are aware of each other's position and have had access to all available and relevant data on the subject.
- 6.12 TRs containing material other than items in Sections 6.10 and 6.11 shall be forwarded to the GPTC Secretary for transmittal. Liaison matters may be forwarded from the GPTC Secretary to the Liaison Section, as deemed appropriate by the Liaison Section, for ultimate transmittal. A copy of the transmittal package shall be forwarded by the GPTC Secretary to the Second Vice Chairperson.

- 6.13 All public proposals received by the GPTC Secretary shall be acknowledged and the submitter informed as to the expected time frame for consideration and the assigned TR number. The GPTC Secretary shall provide a final response to the initiator of the TR, unless the TR was initiated by internal GPTC action.
- 6.14 The GPTC Secretary shall ensure that Guide Material and Technical Reports registered with ANSI, along with their ANSI forms, are submitted to ANSI as required by ANSI procedures.

## **7. WORK FLOW TIMETABLE**

Task Group, Division, and applicable Section Secretaries shall forward to the Second Vice Chairperson a record of all actions taken on each TR and minutes of their meeting. The TR actions will be entered into the appropriate electronic repository when available, and the minutes shall identify the TRs that were acted upon, as well as other appropriate items. This material must be received by the Second Vice Chairperson, or entered into the appropriate electronic repository when available. Specific effort will be made to provide reports no later than thirty (30) days after the group meeting. Because of the unique nature of the operation, should the Editorial Section be unable to meet the deadline, it shall do so as soon as reasonably possible. Notice of personnel and other actions shall be forwarded to the GPTC Secretary. Minutes shall be kept and issued for all group meetings to group members and to those meeting guests requesting minutes.

The Second Vice Chairperson shall prepare an updated TR Package, or ensure the TR actions have been entered into the appropriate electronic repository, including a TR status report. The Second Vice Chairperson shall forward the updated TR package to the GPTC Secretary such that the package can be distributed to all members approximately fourteen (14) days prior to the GPTC meeting date. The GPTC Secretary shall distribute the package within the specified time frame.

## **8. MEETINGS**

### **8.1 Meeting Schedule**

The GPTC will normally meet three (3) times a year. The format of the meetings, meeting dates, and associated matters shall be developed by and be the responsibility of the GPTC Chairperson and GPTC Secretary.

The GPTC may charge a registration fee for attendance at meetings. The registration fee may be waived for any member or guest who claims a financial hardship. All funds shall be subject to control of the Executive Section, which may directly assign such funds or may delegate such assignments by a two-thirds vote.

### **8.2 Parliamentary Procedure**

For any questions of Parliamentary procedure not covered in these procedures, "Robert's Rules of Order" shall prevail.

## **9. EXPEDITED PROCEDURE**

When a situation exists where GPTC action is desirable and the effectiveness of GPTC action might be jeopardized by the time required for routine balloting or normal GPTC procedures, the GPTC Chairperson may direct use of an expedited letter ballot or procedure to establish action.

### **9.1 Expedited Letter Ballot**

See discussion under Section 10.3.2.

### **9.2 Ad Hoc Task Group Appointments**

The GPTC Chairperson may appoint an Ad Hoc Task Group and an Ad Hoc Task Group Chairperson to formulate a proposal for GPTC action. The GPTC Chairperson shall choose persons for the Ad Hoc Task Group according to the expertise necessary to address the situation. When the GPTC Chairperson chooses to use this expedited response procedure, this shall be announced to the general membership, including the name and contact information of the person appointed to chair the Ad Hoc Task Group. Interested parties will be invited to send comments to the Ad Hoc Task Group Chairperson.

## **10. VOTING**

### **10.1 Quorum**

A quorum is defined as a majority of the group membership. A group is either a Task Group, Division, Operational Section, or the Main Body.

### **10.2 Voice Vote**

The voice vote shall be used in the Main Body, Operational Sections, Divisions, and Task Groups during meetings.

The following items can be approved by voice vote:

- Approval of minutes.
- Adoption or rejection of new TRs (Executive Section / Main Body).
- Termination of existing TRs.
- Approval of action on a TR.
- Authorization for a letter ballot (Main Body).
- Adoption of change in method of operation not covered in these procedures.
- Administrative matters.

A quorum must be present during a voice vote only if called for by the GPTC, Operational Section, Division, or Task Group Chairperson. Otherwise, the vote will be decided by a majority of the members present and voting. A close vote will be decided by a show of hands.

### **10.3 Letter Ballot**

Letter ballots shall be used by the Main Body to decide the following actions:

- New Guide Material or changes in Guide Material.
- Publication of new Guide edition.

- New or revised Technical Reports registered with ANSI.
- GPTC procedures or revisions to procedures.
- Responses or submittals to government agencies or other organizations.
- Membership appointments.
- Other matters when directed by voice vote.

#### 10.3.1 Balloting Procedure

Each letter ballot will be subject to the following procedure:

10.3.1.1 After authorization in accordance with Section 10.2, the GPTC Secretary shall prepare and distribute the letter ballot to members of the Main Body. The GPTC Secretary shall maintain a ballot numbering system for identification of all letter ballots.

10.3.1.2 The ballot period shall be for at least 21 days from the date of issue unless it is an expedited letter ballot (see Section 10.3.2). The GPTC Secretary shall send a reminder notice within 7 days before the close of the ballot to Main Body members who have not returned their ballot. Main Body members shall submit ballots to the GPTC Secretary.

10.3.1.3 Responses to a non-membership letter ballot will be one of the following:

- Approved
- Approved with comment
- Disapproved, with reason
- Abstain, with reason

“Disapproved” and “Abstain” ballots shall be accompanied by an explanation. “Disapproved” ballots shall also contain proposed alternative wording or action, if appropriate. Comments received with “Approved with comment” ballots will be considered, but a decision to not implement the comments will not impede approval. “Abstain” ballots signify neither approval nor disapproval, but the total committee voting membership count remains unaffected. A comment that raises a new subject not covered by the item being balloted shall be forwarded by the GPTC Secretary to the Second Vice Chairman to be assigned as a new TR in accordance with Section 6.1.

Responses to a membership letter ballot will be one of the following:

- Yes
- No
- Abstain

Explanations are not accepted on any membership ballot.

10.3.1.4 The GPTC Secretary shall tally the ballots. A summary of the results of this review shall be prepared by the GPTC Secretary

for consideration by the Main Body that will include the following:

- Tally of approved ballots
- Tally of disapproved ballots and associated comments.
- Tally of approved with comment ballots and associated comments.

A concerted effort will be made to resolve all outstanding issues from the ballots. The disapproved and approved with comment ballots shall be reviewed by the originating group for consideration and action. Substantive changes to the proposal shall be approved in accordance with normal procedures (e.g., Task Group, Division, Main Body for letter ballot and Main Body Letter Ballot). Editorial changes are forwarded to the Editorial Section and may be accepted.

- 10.3.1.5 Ballots with no Disapprovals or ballots where Disapprovals have been resolved without requiring substantive changes to the balloted material and approved by at least a majority of the Main Body members and at least two-thirds of those voting (excluding abstentions) shall be considered approved by the Main Body.
- 10.3.1.6 All changes of votes on ballots shall be confirmed in writing by the voter.
- 10.3.1.7 Ballots with one or more Disapprovals that remain unresolved with no changes recommended to the balloted material shall be re-balloted. Reasons for Disapprovals along with attempts at resolution, shall be circulated to the Main Body members for use in re-balloting. At least 14 days shall be allowed for the re-ballot.
- 10.3.1.8 Approval by at least a majority of the Main Body members and at least two-thirds of those voting (excluding abstentions) demonstrates consensus of the Main Body membership on the re-ballot and approves the material.
- 10.3.1.9 All substantive changes, as determined by the appropriate Task Group, Division, Operational Section, or Ad-Hoc Task Group Chairperson, subject to the approval by the GPTC Chairperson, to balloted material caused by resolving Disapprovals or Approvals with comment shall be sent to all three Divisions for approval, and then re-balloted. Substantive changes shall be offered for public comment in accordance with Section 11.

A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:

- “shall” to “should” or “should” to “shall”;
- addition, deletion, or revision of technical requirements,

- regardless of the number of changes;
- addition of mandatory compliance with referenced standards

### 10.3.2 Expedited Letter Ballots

Expedited letter ballots may be used when it is necessary to complete a GPTC action within a limited period, such as a reply to a DOT Notice of Proposed Rulemaking. The GPTC Chairperson shall decide when an expedited letter ballot is to be used. Expedited letter ballot shall not be used to vote on Guide Material or Technical Reports registered with ANSI.

Expedited letter ballots shall follow the Balloting Procedure (see 10.3.1) except that the ballot period shall be set by the GPTC Chairperson but may not be less than 14 days and the resolution of “Disapproved” and “Approved with comments” ballots may be waived by the GPTC Chairperson as long as consensus is otherwise maintained.

### 10.3.3 Right of Appeal

Members of the Main Body have the right to appeal for further consideration of their positions as expressed by a Disapproved ballot. The appeal should be in writing and submitted to the Executive Section for further action. The GPTC Secretary shall notify Main Body members of their right to appeal in writing, if their Disapproved ballot has not been addressed under Section 10.3.1.7.

## 11. PUBLIC NOTICE

All meetings held in accordance with Section 8 shall be open to the public. Notice of the meetings shall be announced on the GPTC website at [www.aga.org/gptc](http://www.aga.org/gptc).

All material for inclusion in the Guide and Technical Reports registered with ANSI shall be offered for public comment, in accordance with ANSI practice. All public comments shall be forwarded to the responsible group by the GPTC Secretary as discussed in Section 10.3.1.4, unless the comment can be easily answered. That group shall handle public comments in the same manner as Main Body votes. The disposition shall include a response to the commenter by the GPTC Secretary. Persons with unresolved objections have the right to appeal and shall be notified in writing.

## 12. APPEAL PROCEDURE

### 12.1 Committee Member and Public

Committee members and 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 GPTC Secretary shall have the right to appeal such action or inaction.

#### 12.1.1 Complaints

The appellant shall file a complaint with the GPTC Secretary in writing within 30 days 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 material and/or the Committee procedures that are at issue, actions and/or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) shall be noted, including the outcome of each. Five (5) identical copies of all documents pertaining to the appeal shall be supplied by the appellant.

#### 12.1.2 Initial Response

Within 45 days after receipt of the complaint, the respondent (GPTC Chairperson or GPTC Secretary) shall respond in writing to the appellant addressing the complaint to the extent of the respondent's knowledge.

#### 12.1.3 Hearing

If the appellant and the respondent are unable to resolve the complaint informally in light of the written complaint and response, the GPTC Chairperson shall form a Public Appeals Ad Hoc Task Group and arrange to convene a hearing on a date agreeable to all participants.

#### 12.1.4 Public Appeals Ad Hoc Task Group

The Public Appeals Ad Hoc Task Group shall consist of no less than three (3) persons who have not been directly involved in the matter in dispute, and will not 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. If the parties to the appeal cannot agree on a Public Appeals Ad Hoc Task Group within six weeks, the matter shall be referred to the GPTC Chairperson and GPTC Secretary, which together shall appoint the members of the Public Appeals Ad Hoc Task Group.

#### 12.1.5 Conduct of Hearing

The appellant should participate in the hearing. However, if circumstances should prohibit his or her participation, the appellant shall designate a representative to participate on their behalf or submit sufficient written documentation to allow the Public Appeals Ad Hoc Task Group to knowledgeably evaluate the appeal and reach a decision. The appellant has the burden of demonstrating adverse effects, improper actions/inactions, and the appropriateness of requested remedial action. The respondent has the burden of demonstrating that the Committee and the GPTC Secretary 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 introduce other pertinent arguments, and members of the Public Appeals Ad Hoc Task Group 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.

#### 12.1.6 Decision

The Public Appeals Ad Hoc Task Group shall render its decision in writing within 45 days, stating findings of fact and conclusions, with reasons

therefore, based on a preponderance of the evidence to the Public Appeals Ad Hoc Task Group. Consideration may be given to the following positions, among others, in formulating the decision:

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

### **13. CHANGES IN PROCEDURES**

Any member of GPTC may recommend changes in the procedures and submit these changes to the Executive Section. The Executive Section shall act on the recommendation. In addition, the Executive Section shall review the operations of the GPTC and develop recommended changes to these procedures as necessary. Recommended changes shall be submitted to the Main Body for approval not less than thirty (30) days prior to action. Changes to procedures shall be submitted by the GPTC Secretary to ANSI for approval. Changes shall become effective following approval by ANSI. However, GPTC may implement revised procedures before receiving ANSI approval, when allowed under the ANSI Essential Requirements.

### **14. SAVINGS CLAUSE**

These procedures shall govern the GPTC from the date of their approval by the GPTC and ANSI. All existing appointments and elections shall continue in effect. Any reference herein to the Secretariat shall mean the current group or any successor group.

### **15. INTERPRETATIONS**

Written requests from the public for interpretations of committee documents such as the Guide material, Technical Reports registered with ANSI, or other material, shall be processed by the Executive Section with final approval by the Main Body.

#### **15.1 Committee Interpretations**

##### **15.1.1 Editions to be interpreted**

Interpretations shall be rendered only on the text of the latest edition of the committee documents, except at the discretion of the GPTC Chairperson.

##### **15.1.2 Method of Requesting Interpretations**

A request for an interpretation shall be directed to the GPTC Chairperson or GPTC Secretary. The request shall provide a statement to include

specific references to the need for an interpretation, and shall identify the portion (section, paragraph, etc.) of the committee document and the edition on which an interpretation is requested. Such a request shall be in writing and indicate the interest of the requester. Brochures, photographs or other such material necessary to consider the request shall be provided by the requester. Where applications involve actual field situations, they shall so state and all parties involved shall be named.

#### 15.1.3 Qualifications for Processing

A request for an interpretation may be processed if it:

- (a) Complies with Section 15.1.2;
- (b) Does not involve a determination of compliance with the GPTC document of a design, installation, or product or equivalency of protection;
- (c) Does not involve a review of plans or specifications, or require judgment or knowledge that can only be acquired as a result of onsite inspection; and
- (d) Does not involve text that clearly and decisively provides the requested information.

The GPTC Officers shall determine whether a request for an interpretation meets the above qualifications. The GPTC Secretary will notify the requester of the request status and how it will be processed.

#### 15.1.4 Editing of Interpretation Request

A request for an interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester for agreement.

#### 15.1.5 Processing of Interpretations

If accepted for consideration, each request shall be routed for GPTC action in accordance with Section 6. When an interpretation is rendered, it shall be routed in accordance with Section 6 to determine if any change in the Committee document is warranted. When an interpretation is rendered, the GPTC Secretary shall provide the requester with a written copy of the interpretation. The GPTC Secretary shall maintain a record of interpretations.

#### 15.1.6 Applicability of Interpretations

An interpretation shall apply to the edition of the committee document for which the interpretation is made, and to any subsequent edition where the involved text is identical unless superseded by a later interpretation.

#### 15.1.7 Appeal of Interpretation

An interpretation may be appealed in accordance with Section 12.

### 15.2 Personal Interpretations

The Interpretations Procedure does not prevent the GPTC Officers or any

member of the Committee from commenting on the meaning or intent of any provision of the committee documents provided:

- (a) The person rendering the opinion, orally or in writing, clearly states, "The opinion is personal and does not represent the position of the Committee and may not be considered to be relied on as such." or words to that effect and,
- (b) Written opinions are rendered only in response to written requests and a copy of the request and the response are sent to GPTC Secretary.

## **16. METRIC POLICY**

The GPTC shall follow the guidelines listed below when developing the GPTC Guide and Technical Reports registered with ANSI.

- (a) Maintain the Federal Standards (49 CFR Parts 191 and 192) as the identified regulatory requirement, which includes the presentation of English measures and the metric equivalents.
- (b) Present related material in English measures, consistent with the common use of and practice by natural gas pipeline operators.
- (c) Maintain a Guide appendix with a list of metric units for use with the Guide, if so desired.

## **17. RECORD RETENTION**

The Secretariat shall retain all records for a minimum of five years after final action or one complete standards cycle, whichever is longer. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal or for duration consistent with the audit schedule.

## **18. COMMERCIAL TERMS AND CONDITIONS**

GPTC will comply with the ANSI Commercial Terms and Conditions Policy contained in Clause 3.2 of the ANSI Essential Requirements (available at [www.ansi.org](http://www.ansi.org)).

## **19. PATENT POLICY**

Where the GPTC Guide requires the use of a patented item, it shall be permitted in accordance with Clause 3.1 of the ANSI Essential Requirements.

## **20. WITHDRAWAL OF THE GPTC ANSI STANDARD**

20.1 The ANSI Essential Requirements specify the process for withdrawal of an American National Standard. An application for withdrawal of an American National Standard may be submitted by any "materially interested party". The following are causes for withdrawal:

20.1.1 Discontinuance of a Standards Project The committee may abandon the processing of a proposed new or revised American National Standard or portion thereof if it has followed its accredited procedures. A written

justification for such an action shall be made available upon receipt of any written request received by the accredited standards developer within 60 days of the date of the final action. Appeals of such actions shall be made to the ANSI Executive Standards Council based on procedural noncompliance.

#### 20.1.2 Withdrawal by the ANSI Accredited Standards Developer (ASD)

The standard can be withdrawn if the ASD (e.g., American Gas Association) no longer wishes to support the standard.

#### 20.1.3 Administrative Withdrawal

The standard shall be withdrawn if it has not been revised or reaffirmed within 5 years of ANSI approval. This is typically initiated by the ANSI Executive Standards Council.

#### 20.1.4 Withdrawal for Cause

This is typically initiated by the ANSI Executive Standards Council and includes:

- (a) Violation of ANSI's Patent Policy;
- (b) ANSI requirements for designation, publication, and maintenance were violated;
- (c) An American National Standard is contrary to the public interest;
- (d) An American National Standard contains unfair provisions;
- (e) An American National Standard is unsuitable for national use;
- (f) The ASD has failed to make a good faith effort to resolve conflicts; or
- (g) If it is determined by ANSI as a result of an audit or appeal that ANSI's due process provisions were not satisfied.

20.2 The processes, notifications, and appeals for withdrawal of the standard are detailed in the ANSI Essential Requirements.

## 21. ANTI-TRUST GUIDELINES

The Committee follows the AGA Anti-Trust Guidelines. The current revision of these guidelines can be viewed on the GPTC website at [www.aga.org/gptc](http://www.aga.org/gptc).