



## **Cool Roof Rating Council**

### **Procedures for the Development, Revision, and Withdrawal of CRRC Standards**

*Approved by the Board of Directors with modifications on June 10, 2008*

#### **1. Purpose**

This procedure shall govern the activities of the Cool Roof Rating Council (CRRC) related to the development, approval, revision, reaffirmation and withdrawal of standards for the rating of radiative properties of roofing materials.

The scope is to develop and maintain consensus standards for maintaining a credible and accurate rating system for the solar reflectance and thermal emittance of roofing products.

#### **2. Organization**

*2.1 Proposal Developer-* Proposals for revision to or reaffirmation of the standard and proposals for new standards may be proposed by any individual or organization and shall be submitted to CRRC staff. The Proposal Developer shall serve on the Standards Committee.

*2.2 Standards Committee-* When a new standard or revision of an existing standard is to begin this process for consensus approval, the Board of Directors shall form a Standards Committee consisting of at least one Board Member who shall serve as the Chairman of the Committee. The Committee shall be responsible for the formation of the Consensus Body and for responding to all comments on the proposed standard.

*2.3 Consensus Body-* The Consensus Body shall approve all proposed revisions to and reaffirmation of CRRC standards and new standards before the revised or new standard takes effect. This body serves as a way for the CRRC to gain public input from all stakeholders and ensure that due process requirements are met.

Membership on the Consensus Body shall be open to all interested parties and not limited to CRRC Members nor will membership to any organization be a requirement for serving on the Consensus Body. There shall be no undue financial barriers to participation. The Consensus Body shall be composed of interested parties from all three stakeholder groups such that no one group constitutes a majority of the committee. The stakeholder groups are defined as follows:

**(1) Users:** entities that use the CRRC Product Rating Program to specify products either for installation, for regulatory purposes or for a voluntary program. This category includes building owners, facilities personnel, government bodies that

may use the CRRC Product Rating Program as the basis for regulation, organizations that have green building certification programs or roof rebate programs, roofing specifiers and consultants, building inspectors. This category also includes organizations that provide testing and weathering services for CRRC licensees (Accredited Independent Testing Laboratories and Accredited Test Farms).

**(2) Producers:** entities that produce or sell products than may be rated by the CRRC and their trade associations. This category includes organizations that produce and sell roofing materials that may be rated with the CRRC and organizations that represent companies producing and selling roofing materials.

**(3) General Interest:** entities that do not use the rating system directly and do not produce or sell roofing materials. This category includes independent research organizations, government agencies with an interest in energy or environmental issues, but which do not set regulations pertaining to cool roofs, distributors and contractors. This category also includes any non-profits and other organizations which do not directly profit from roofing product sales but have a general interest in cool roofing, energy-efficiency and other related issues.

*2.4 Withdrawal-* If CRRC wishes to withdraw its support of one or more of its American National Standards, it may do so by a vote of the CRRC Board of Directors and without a vote of the relevant consensus body. CRRC shall notify ANSI immediately and the standard shall be withdrawn as an ANS and announced in Standards Action.

### **3. Process**

*3.1 Proposal Submittal-* The Proposal Developer shall submit the proposed new or revised standard to CRRC administrative staff. Revisions shall be in the form of proposed language revisions to the standard document. Administrative staff shall determine if the new standard or proposed revision is complete and ready for Consensus Body review.

*3.2 Standards Committee Formation-* Staff shall present the proposed standard to the Board of Directors and the Board shall form a Standards Committee.

*3.3 Consensus Body Formation-* The Standards Committee shall seek out representatives of diverse interests such that all interests are fairly represented on the Consensus Body. The Standards Committee shall develop of list of potential Consensus Body Members consisting of those entities known to be, or who have indicated that they are, directly and materially affected by the standard. The Standards Committee shall evaluate this list to ensure that all stakeholder groups are represented and that no area of interest dominates. The Standards Committee shall aim to include 15-30 potential participants on the Consensus Body.

The Chairman of the Standards Committee shall also serve as the head of the Consensus Body and shall automatically be granted membership on the Consensus Body. Other members of the Board of Directors may serve on the Consensus Body, but will not be granted membership automatically.

Also in conjunction with the Consensus Body formation, CRRC shall notify ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*, in order to seek interested parties to participate in the development of the standard. If CRRC receives written comments within thirty (30) calendar days from the publication date of a PINS announcement in *Standards Action* asserting that CRRC's proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, CRRC shall respond as outlined in the ANSI Essential Requirements.

CRRC staff shall inform the potential Consensus Body Members in writing (email or mailed letter) about the proposed new standard or standard revision and the function of the Consensus Body and inquire about their willingness to serve on the committee. The time for response will be thirty (30) days from the time the notification is sent and will be noted in the letter. Additionally, CRRC staff shall post an announcement of the proposed standard and the formation of the Consensus Body on the CRRC website and, if appropriate, include this information in a quarterly newsletter.

Once the thirty day response time has been reached, the Standards Committee shall review the list of interested parties and ensure that all stakeholder groups are represented and that no area of interest dominates. If this balance has not been reached, the Standards Committee and CRRC staff shall seek out individuals to represent interests lacking representation until an appropriate composition of the Consensus Body has been reached.

For revisions of an existing standard, once the composition of the Consensus Body has been determined for a cycle of standard revisions, the process need not be repeated for subsequent balloting. Members shall serve on the committee at will for the duration of the revision process, from when a revision is proposed to when it is approved. For a new standard, a new Consensus Body shall be formed.

#### *3.4 Consensus Review*

Members of the Consensus Body shall receive a copy of the standard. For revisions to existing standards, the proposed revisions shall be clearly marked. For revisions and new standards the Consensus Body shall receive a written description of the proposal and any other relevant information, including:

- (1) The purpose and intended application of the standard and revision (if applicable);
- (2) A brief explanation of how and why the standard and revision (if applicable) was developed;
- (3) An explanation of ANSI's function and the use of the Consensus Body process in the voluntary consensus standards system;

- (4) A copy of the Consensus Body Member list, consisting of the name, affiliation, and category of interest of each member;
- (5) A copy of the complete proposed standard document or the relevant portion under consideration when the Member has previously received the complete standard;
- (6) Official letter ballot(s) to all members;
- (7) Information regarding procedure for approval and comment and the right to appeal and the appeals process.

If necessary, CRRC staff shall arrange a meeting by conference call for the Members of the Consensus Body to ask clarifying questions. After this meeting, Members shall have thirty (30) calendar days to return their ballot. Each member of the Consensus Body, including organizational members, will have only one vote. This balloting process shall determine the vote of the Consensus Body in accordance with the Voting Procedure (section 4 below).

At least one follow-up (electronic or telephone) shall be sent to any Member not responding to a ballot request. Members may indicate on the ballot if they wish to be removed from the Consensus Body list. Any change in vote shall be submitted to CRRC in writing within the allotted time.

*3.5 Public Comment Period-* At the same time as the Consensus Body review, the proposed standard revision shall be made available for public comment. CRRC staff shall post the proposed revision with appropriate explanation on the CRRC website for a minimum of forty-five (45) days and shall include a notice of the proposal in the CRRC quarterly newsletter.

All members of the public shall have the opportunity to comment on the proposal. Comments must be submitted to CRRC staff in writing (either by email or letter) and received by the end of the designated public comment period in order to be considered. Comments must be accompanied with the commentator's name, contact information and company affiliation (if applicable).

*3.6 Response to Comments and Continuing Objections-* The Standards Committee shall respond in writing (either by email or letter) to all comments submitted. Based on these comments, the Committee shall determine if substantive changes to the proposal are necessary. If changes are necessary, the Proposal Developer shall revise the proposal accordingly and the revised proposal shall undergo Consensus Body review and public comment again.

The response to Consensus Body Member comments shall include the opportunity to notify the Standards Committee and CRRC staff of continuing objections. If a Member registers a continuing objection, the Consensus Body shall be re-balloted. CRRC staff shall resend the written description of the proposed changes, all unresolved objection resulting from public review and from the vote of the Consensus Body, information regarding attempts at resolution, and any other relevant information, including the text of

the comment and continuing objection to members of the Consensus Body, who shall have the opportunity to respond to the objection and to reaffirm or change their vote.

If the Consensus Body votes to approve the proposed standard despite the objector's comments, the objector has the opportunity to appeal in accordance with section 5 below.

*3.7 Consensus Achievement-* The Standards Committee shall determine if the Consensus Body and public review approves the proposed new CRRC standard or standard revision. Approval of a revision or reaffirmation of an existing standard shall require at least 75 percent of the members to return their ballot and approval by at least two-thirds of voting Members of the Consensus Body, excluding abstentions. CRRC staff shall post the proposed standard or revision with appropriate explanation on the CRRC website for a minimum of thirty (30) days.

If the Consensus Body does not approve the standard, the Proposal Developer may revise the proposal and restart the process.

*3.8 Board Approval-* Once the Consensus Body approves the proposal, the Board of Directors shall vote to confirm the change. Voting by the Board of Directors shall occur in accordance with the Bylaws. If the Board does not approve the standard revision, the Proposal Developer may revise the proposal and restart the process.

*3.9 Revised Standard Effective-* Once the Board of Directors votes to approve the change, CRRC staff shall publish the revised document on the CRRC website.

#### **4. Voting Procedure**

*4.1 Right to Vote-* All Consensus Body Members shall have the opportunity to vote on the approval of a standard.

*4.2 Ballot Form-* The ballot form used shall provide opportunity for the Consensus Body Member to indicate his/her position (i.e., approval, objection (with reasons), abstention (with comment), or nonparticipation) with the advice that, in order to receive consideration, objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised. Consensus Body Members shall vote one of the following positions (or the equivalent):

- (1) Affirmative
- (2) Affirmative, with comment
- (3) Negative, with reasons
- (4) Abstain

*4.3. Objections-* Objections submitted without comment or objections with comments not pertaining to the proposal under consideration shall be recorded as "negative without comments" without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as submittal of a new proposal.

*4.4 Documentation-* CRRC staff shall document all votes received and maintain records of evidence. All negative votes accompanied by relevant comments shall be noted and responded to.

*4.5 Change of Vote-* The vote summated by a Consensus Body Member shall not be changed unless CRRC staff is instructed to do so by the voter. To change a vote, written confirmation of the change shall be submitted to staff during the voting period.

## **5. Appeals**

*5.1 Opportunity to Appeal-* All persons who have been affected by any action or inaction of the Standards Committee or Consensus Body shall have the right to appeal such action or inaction. The appellant shall file a written complaint with CRRC staff within thirty (30) days of notification of the action or at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The written complaint shall state the nature of the objection, the sections of the standard that are at issue, and the specific remedial action that would satisfy the appellant's concern.

*5.2 Response-* The Board of Directors shall respond within 60 days of receipt of the complaint, specifically addressing each allegation in the complaint to the extent possible. The Board of Directors shall attempt to resolve the complaint of the appellant informally.

*5.3 Appeals Panel and Hearing-* If the complaint cannot be resolved informally by the Board of Directors, the Board shall convene an appeal panel to hold a hearing on a date agreeable to all participants. The panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two members shall be acceptable to the Board of Directors.

The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects there from and the efficacy of the requested remedial action. The Board of Directors has the responsibility to demonstrate that the Standards Committee took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

*5.4 Decision-* The appeals panel shall render its decision in writing within 30 days, stating its findings with reasons therefore. CRRC staff shall notify the appellant of the decision of the appeals panel, which shall be binding and final.