

International Kitchen Exhaust Cleaning Association (IKECA)

Technical Standards Development Committee (SDC) Operating Procedures

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1. Introduction

International Kitchen Exhaust Cleaning Association is a non-profit organization that provides a national forum for the development and publication of voluntary consensus standards for the inspection, cleaning and maintenance of commercial kitchen exhaust systems and related mechanical components and building materials, for purposes of cleanliness, proper system operation and fire safety.

Its mission is to be the foremost developer and provider of voluntary consensus kitchen exhaust inspection, cleaning and maintenance standards, related technical information, and services having recognized quality and applicability that promote facility fire safety, public safety, and the reduction of property loss.

IKECA operates in accordance with procedures outlined in the *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

2. Notification of Standard Development and Coordination

At the start of each project, a Project Initiation Notification System (PINS) shall be submitted to ANSI by the Secretariat.

The information supplied to ANSI by the Secretariat shall include all relevant material required by ANSI as outlined in the *ANSI Essential Requirements*. If the secretariat does not submit the PINS to ANSI within a reasonable period of time, any member(s) of the consensus body may make the submittal.

- 2.1 The IKECA Board of Directors will approve the initiation of a new standard, or a revision thereof. Notification of standards activity shall be made by the Secretariat to ANSI via the Project Initiation Notification System (PINS) in accordance with section 2.5 *ANSI Essential Requirements* (see 2.4 below).
- 2.2 A 30 day period for resolution shall be given to the written views and objections and comments that proposed standard duplicates or conflicts with an existing American National Standard (ANS) or previously announced candidate ANS.
- 2.3 A 30 day period shall be given to the written views and objections of all participants, including those commenting on the PINS announcement or formal public review of IKECA's standards in ANSI's *Standards Action*.
- 2.4 Notification of standards development, including response to comments received in response to the filing of PINS and BSR-8 forms with ANSI, and coordination shall comply with the requirements contained in clause 2.5 of the ANSI Essential Requirements.

3. Organization of the Committee

IKECA will strive for balance so that no single interest category constitutes more than one-third of the membership of a consensus body. By adhering to ANSI's due process of openness, balance and consensus, IKECA's standards will serve and protect the public.

The IKECA Technical Standards Development Committee shall consist of its Committee Officers, the Secretariat and a consensus body. The consensus body shall be sufficiently diverse to ensure reasonable balance in accordance with the *ANSI Essential Requirements*. If the consensus body lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken. The consensus body shall be created from persons who express interest in serving IKECA's SDC and shall be required to fill out an application. The IKECA Board of Directors will oversee the initial approval of the consensus body.

3.1 Responsibilities of the Committee and Consensus Body

- a) Reviewing proposals for standards within the scope of IKECA
- b.) Creating and approving standards to be submitted to ANSI
- c) Maintaining the standards developed by IKECA in accordance with the *ANSI Essential Requirements*;
- d) Adopting IKECA policy and procedures for interpretations of the standard(s) developed by the consensus body (see Addendum A.)
- e) Responding to requests for interpretations of the standard(s) developed by IKECA;
- f) Adopting IKECA procedures and revisions thereof;
- g) Other matters requiring consensus body action as provided in these procedures.

3.2 Secretariat

The secretariat shall be responsible for:

- a) Overseeing the consensus body's compliance with ANSI procedure;
- b) Maintaining a roster of the consensus body and a list of standards for which the consensus body is responsible;
- c) Providing a secretary to perform administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- d) Submitting candidate standards approved by the consensus body, with supporting documentation, for ANSI review and approval as American National Standards;
- e) Performing other administrative functions as required by these procedures;
- f) The administrative secretariat shall provide a written agreement to ANSI defining explicit division of these responsibilities if composed of more than one organization (i.e., co-secretariats).

4. Committee Officers

There shall be a chair and a vice-chair appointed by the secretariat from the individual members or representatives of the consensus body, subject to approval by majority vote of the consensus

body. The chair and vice chair shall be reaffirmed by consensus body ballot every year, with the first reaffirmation ballot to be conducted in 2009.

Should either of the positions become vacant and be filled during the interim period between reaffirmation ballots, the reaffirmation of this position will be held during the next scheduled affirmation ballot, even though the officer may have served less than 1 year. Each will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so. The secretary shall be appointed by the secretariat.

5. Committee Membership

Members of the consensus body shall consist of organizations, companies, government agencies, individuals, etc., having a direct and material interest in the activities of IKECA and those dealing with inspection, cleaning and maintenance of commercial kitchen exhaust systems and related equipment. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the consensus body after the application has been processed in accordance with 5.1. The termination of members shall be subject to approval by majority vote of the consensus body after a review of the membership in accordance with 5.2.

5.1 Application

A request for membership on the consensus body shall be addressed to the secretariat and shall indicate the applicant's direct and material interest in IKECA and its supporting organizations, qualifications and willingness to participate actively. In addition, if the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired).

In recommending appropriate action to the consensus body on applications for membership, the secretariat shall consider the following:

- a) Need for active participation by each interest category;
- b) Potential for achieving or maintaining balance;
- c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d) Representative identified by the applicant organization, company, or government agency.

5.2 Review of Membership

The secretariat shall review the consensus body membership list annually with respect to the criteria of Clause 5.1. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the secretariat shall direct the matter to the consensus body for appropriate action, which may include termination of membership to the consensus body.

5.2.1 Consideration of Removal of Committee Membership

Committee members may be removed after:

5.2.1.1 After not attending three consecutive meetings a member will receive a communication from the secretariat asking if the member is interested in continuing membership. The secretariat will present the correspondence to the

consensus body for consideration and voting.

52.1.2 After not returning three consecutive ballots, a member will receive a communication from the secretariat asking if the member is interested in continuing membership. The secretariat will present the correspondence to the consensus body for consideration and voting.

52.1.3 Attendance, either telephonically or electronically, will be considered attendance.

5.2.2 Recommendation of Removal from Committee

The Secretariat may recommend removal of committee member for misconduct.

5.3 Observers and individual experts

Individuals and organizations having an interest in IKECA's SDC work may request listing as observers. The consensus body may also select individual experts to assist it. Individual experts shall serve for a renewable term of one year and shall be subject to approval by vote of the consensus body. Observers and individual experts shall be advised of the IKECA SDC activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

5.4 Interest categories

All appropriate interests that are directly and materially affected by the standards activity of IKECA shall have the opportunity for fair and equitable participation. Each member shall propose its own interest category as appropriate and in accordance with the consensus body's established categories.

The interest categories shall be established or revised by a vote of the consensus body. The rationale for the selection of categories shall be included in the consensus body ballot and submitted to ANSI as part of the accreditation requirements.

Interest Categories include: the restaurant industry; fire prevention authorities; insurance industry; contract cleaning industry; code enforcement authorities; and kitchen exhaust system designers, engineers, installers, manufacturers and end-users. Definitions are as follows:

1 – Cleaning Contractor – an individual who provides commercial kitchen exhaust cleaning services or is a designated representative of an organization which provides commercial kitchen exhaust cleaning services

2 – HVAC Contractor – an individual who provides heating, ventilation, and air conditioning (HVAC) services or is a designated representative of an organization which provides heating, ventilation, and air conditioning (HVAC) services

3 – Fire Suppression Contractor – an individual who provides automatic fire suppression systems and services that control and extinguish fires without human intervention or is a designated representative of an organization which provides automatic fire suppression systems and services that control and extinguish fires without human intervention

4 – Food Service Industry – an individual who provides services related to making, transporting or selling prepared foods to restaurants, hospitals, schools and other commercial kitchen establishments or a designated representative of an

organization which provides services related to making, transporting or selling prepared foods to restaurants, hospitals, schools and other commercial kitchen establishments.

5 – Fire Analysis Expert – an individual who provides fire investigation and analysis to the commercial kitchen industry or related industries or is a designated representative of an organization which provides fire investigation and analysis to the commercial kitchen industry or related industries

6 – Designer – an individual who designs commercial kitchen equipment or a designated representative of an organization which designs commercial kitchen equipment

7 – Manufacturer – an individual who represents a maker of commercial kitchen ventilation equipment

8 – Fire Prevention Authority – an authority having jurisdiction for fire prevention and life safety or a designated representative of an authority having jurisdiction for fire prevention and life safety

9 – Insurance – an individual who provides loss control and risk management services to an insurance carrier or broker or a designated representative of an organization which provides loss control and risk management services.

10 – Users – An individual who is an owner, operator or manager of a facility or a representative of a facilities management company

[Secretariat Note: The consensus body may vote to change these categories and definitions at its next meeting]

5.5 Membership rosters

The secretariat shall maintain a current and accurate consensus body roster and shall distribute it to the members and their consensus body representatives at least annually, and otherwise on request. The roster shall include the following:

- a) Title of the standard and its committee
- b) Scope of the committee;
- c) Secretariat: name of organization, name of secretary, and address(es);
- d) Officers: chair and vice-chair;
- e) Members: name of person, organization or agency, its representative and alternate (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- f) Interest category of each member;
- g) Tally of interest categories: total of voting members and subtotals for each interest category;
- h) For each subgroup: title, chair, and names and addresses of all members.

6. Subgroups created by the consensus body

When one or more subgroups are formed to expedite the work of the consensus body, their formation (and later disbandment) requires approval by a majority vote of the consensus body and appropriate public notice. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval by the consensus body. The charge to the subgroup shall clearly state whether:

a) The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections thereon. Such subgroups shall maintain a membership roster in accordance with 5.5 (a) through 5.5 (g) and shall comply with the provisions in 5.4, 6.1, and Section 7 as applied to voting on the standard(s); or

b) The subgroup is responsible for assisting the consensus body (e.g. drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

6.1 Chairperson and members of subgroups

Members of a subgroup shall apply in writing for membership and shall be approved by a majority of the subgroup members. The chair, co-chair, or vice chair of a subgroup shall be appointed by the IKECA SDC Committee and Secretariat and shall be approved by a majority of the subgroup membership. The officers and members of a subgroup need not be members of the consensus body.

6.2 Approval of standards

Draft standards and any substantive change (see Annex A of the *ANSI Essential Requirements*) in the content of a standard proposed by a subgroup shall be referred to the IKECA SDC consensus body for approval.

7. Meetings

Consensus body meetings shall be held, as decided upon by the consensus body, the chair, the secretariat, or by petition by a majority of members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

7.1 Open Meetings

Meetings of the consensus body and all subgroups shall be open to all members and others having a direct and material interest. At least three weeks' notice of regularly scheduled meetings of the consensus body shall be given by the secretariat in ANSI's *Standards Action*; or in other media designed to reach directly and materially affected interests; or in both. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The secretariat may maintain a mailing list of other interests.

7.2 Quorum

A majority of the members of the consensus body shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by letter ballot (electronically is acceptable) or vote at a future meeting.

8. Voting

Votes may be obtained by letter, fax, recorded votes at a meeting or electronic means.

8.1 Vote

Except in regard to votes on membership and officer-related issues, each member shall vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain, with reasons.

For votes on membership and officer-related issues, the yes/no/abstain method of voting shall be followed.

8.1.1 Vote of alternate

An alternate's vote is counted only if the principal representative fails to vote.

8.1.2 Single vote

Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the secretariat that they are aware of and will accept the results.

Additionally, representation of more than one organization by the same individual shall require approval by a majority of the consensus body, excluding the vote of that individual.

8.1.3 Voting period

The voting period for letter ballots shall end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

A follow-up communication (including letter and/or e-mail) requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

8.2 Actions requiring approval by a majority

The following actions require approval by a majority of the membership of the consensus body either at a meeting or by letter ballot:

- a) Confirmation of officers appointed by the secretariat;
- b) Formation of a subgroup, including its procedures, scope, and duties;
- c) Disbandment of subgroups;

- d) Addition of new consensus body members and designation of their interest categories;
- e) Approval of withdrawal by formal recorded vote of an existing standard;
- f) ANSI shall be notified when a standards project is discontinued.

8.3 Actions requiring approval by two-thirds vote

The following actions require a letter ballot or an equivalent formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- a) Revisions of IKECA Standard Operating procedures and/or interest categories
- b) Approval of a new standard or reaffirmation of an existing one;
- c) Approval of revision or addendum to part or all of a standard;
- d) Approval for submission to ANSI of change of IKECA's scope.

8.4 Authorization of letter ballots

Letter balloting may take place electronically, by facsimile and/or by postal mail. A letter ballot shall be authorized by any of the following:

- a) Majority vote of those present at a consensus body meeting;
- b) The chair;
- c) The executive committee (if one exists);
- d) The secretariat;
- e) Petition of the majority of the consensus body.

8.5 Disposition of views and objections

When the balloting has been closed, the secretary shall forward the ballot tally to the chair of the consensus body or, if appropriate, of the subgroup.

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS announcement or public comment listing in *Standards Action*.

8.6 Report of final review

The final result of the voting shall be reported, by interest categories, to the consensus body.

9. Communications

Correspondence of IKECA's officers and committee members representing IKECA SDC should be on IKECA letterhead or, if by electronic means not in the format of a letter or memorandum, it must be clear that they are communicating in their role as an officer of IKECA or as a committee member of IKECA SDC.

9.1 Formal internal communication

If correspondence (by letterhead or electronic means) between subcommittees or between working groups of different subcommittees involves issues or decisions (i.e., non-routine matters) affecting other subcommittees, copies shall be sent to all affected subcommittee chairs, the secretariat, and the consensus body officers.

9.2 External communication

Inquiries relating to IKECA's SDC should be directed to the Committee and Secretariat, as well as committee members. All replies to inquiries shall be made through the Secretariat within 30 days.

9.3 Requests for interpretation of standards

Written inquiries requesting interpretation of IKECA's approved American National Standards shall be responded to in accordance with the IKECA's Interpretation Policy (see Annex A). Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

10. Disposition of Views and Objections

10.1 Upon close of balloting, prompt consideration will be given to all written views and objections including those resulting from the public review announcement in Standards Action

10.2 The objection shall be reviewed with the voter and efforts shall be made to resolve the objection.

10.3 The objector will be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore.

10.4 All unresolved objectors shall be informed in writing (including electronic communications) that an appeals process exists within procedures used by the Secretariat. If an item has had prior discussion, i.e., substantially the same comment is repeated that was previously made on the same issue within the same revision cycle of a particular standard, it shall not be necessary to reconsider it unless new information has been introduced. If no new information is submitted, the previous decision of the consensus body standard committee shall stand, and the objectors shall be so advised.

10.5 If clear instruction is provided on the ballot, and a negative vote unaccompanied by reasons/comments related to the proposal is received notwithstanding, no further resolution shall be required, the vote shall be counted and recorded as "negative without reasons", and the vote shall count for the purposes of establishing a quorum.

10.6 Negative votes accompanied by reasons not related to the proposal under consideration need not be resolved, and the vote shall count for the purposes of establishing a quorum.

10.7 If comments not related to the proposal are submitted, the comments shall be documented and considered in the same manner as submittal of a new proposal. However, such votes (i.e., negative vote without reasons/comment or negative vote accompanied by reasons/comment not related to the proposal) shall not be factored into the numerical requirements for consensus. The consensus body standard

committee is not required to solicit any reasons/comment from a negative voter. The consensus body standard committee is not required to conduct a recirculation ballot of a negative vote submitted without reasons/comment or with reasons/comment not related to the proposal.

- 10.8 In addition, each negative vote and objection submitted by a voting member of the consensus body and/or public review objector which is not resolved must be reported to the ANSI BSR. Unresolved objections, attempts at resolution and any substantive change made in a proposed standard shall be reported to the consensus body standards committee within 28 days in order to afford all voting members of the consensus body an opportunity to respond, reaffirm, or change their vote.
- 10.9 If resolution is not achieved, the consensus body and/or public review objector will be informed in writing (including electronic communications) of his right to an appeal in accordance with *ANSI Essential Requirements*.
- 10.10 Substantive changes to a standard revision will undergo a public review in accordance with ANSI procedural requirements. A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard.

11. Appeals

Persons who have directly and materially affected interests and who have been or may be adversely affected by a technical or procedural action or inaction of the consensus body or the secretariat shall have the right to appeal.

- 11.1 **Complaint**
The appellant shall file a written complaint with the secretariat within thirty days after the date of 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 clause(s) of these procedures or the standard that is at issue, actions 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) and the outcome of each shall be noted.
- 11.2 **Response**
Within thirty days after receipt of the complaint, the respondent (chair or secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint.
- 11.3 **Hearing**
If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretariat shall schedule a hearing with an appeals panel on a date established by the secretariat, giving at least fourteen days notice.

11.4 Appeals panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. If the appellant and respondent cannot agree on the composition of the appeals panel, the IKECA Board of Directors will appoint the panel.

11.5 Conduct of the hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the consensus body and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals 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.

11.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefore, based on a prevalence of the evidence presented to the appeals panel. Consideration shall be given to the following positions, among others, in formulating the decision:

- a) finding for the appellant, remanding the action to the consensus body 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 the appellant's objections;
- c) finding that new, substantive evidence has been introduced, and remanding the entire action to the consensus body or the secretariat for appropriate reconsideration.

12. Parliamentary procedures

On questions of parliamentary procedure not covered in this document, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

13. Record Keeping

All records, including minutes, ballots, correspondence, etc shall be filed with the secretariat.

- 13.1 Records shall be kept for five (5) years or until approval of subsequent revision or reaffirmation of the complete standard.
- 13.2 Records concerning a withdrawal of an American National Standard shall be retained for five (5) years from the date of withdrawal.

14. Metric Policy

Metric (SI) units shall be the preferred unit of measure in all standards developed International Kitchen Exhaust Cleaning Association's Standard Development Committees.

If desired, non-SI units may be indicated in parentheses following the SI units, or may be provided in a table of equivalent values in an informative annex.

When non-SI units are those used throughout the U.S. industry for the specific application, the non-SI units may be used in the standard. If desired, SI units may be indicated in parentheses following the non-SI units, or may be provided in a table of equivalent values in an informative annex.

15. Commercial Terms and Conditions

IKECA will follow the ANSI procedures for and will strictly adhere to ANSI's Commercial Terms and Conditions as it is stated in Item 3.2 of the most recent *ANSI Essential Requirements: Due Process Requirements for American National Standards*.

Addendum A: Procedure for Interpretation of Published Standards

In the process of using any standard, it is possible for questions to arise. There is a need, therefore, for a uniform approach to the responsibility for developing and disseminating interpretations to such standards. The procedure for processing such requests is as follows:

a. All requests for interpretation or clarification shall be submitted in writing to the IKECA SDC Secretariat for central registry and review before action by any IKECA SDC subgroup is initiated. The IKECA SDC Secretariat shall issue an interim acknowledgment of the inquiry within seven (7) days of receipt.

b. Simple requests for information about a standard shall be answered by the IKECA SDC Secretariat, in consultation with the relevant IKECA SDC subgroup Chair, as appropriate.

c. Other requests shall be forwarded by the IKECA SDC Secretariat to the Chair of the IKECA SDC subgroup that developed the standard. The Chair shall appoint an ad hoc advisory group to draft a recommended response for review by the subcommittee. If that IKECA SDC subgroup or its successor is no longer active, the IKECA SDC Secretariat shall request not less than four (4) members or former members of the originating IKECA SDC subgroup or other available experts to serve as an ad hoc advisory group to consider (usually by correspondence) the request.

d. The IKECA SDC subgroup Chair shall immediately take the following actions on the request:

- 1.) Schedule the request on the agenda for the next meeting of the IKECA SDC subgroup,
- 2.) Invite the originator to the meeting at which the inquiry will be discussed.

Effort will be made to circulate the request and draft a response to the members before the meeting.

e. After appropriate discussion, approval of the technical recommended response shall be by formal motion. This committee motion must be approved by at least two-thirds of the IKECA SDC subgroup, taken on a roll-call (recorded) vote.

f. The IKECA SDC subgroup Chair shall expeditiously return the recommended response to the IKECA SDC Secretariat with the following documentation:

- 1.) Transmittal letter summarizing the IKECA SDC subgroup,
- 2.) Debate, if any (including minority views), and
- 3.) Resulting motion;
- 4.) Response to the technical question(s); and
- 5.) A record of the vote of each member.

g. The IKECA SDC Secretariat shall review the response and issue a 14-day letter ballot of IKECA SDC for approval of the response. The IKECA SDC subgroup documentation shall be included. The necessary votes for approval and procedures for resolution of negative votes shall be the same as for IKECA SDC ballots on approval of a proposed standard.

h. Upon completion of the previous step, the IKECA SDC secretariat shall transmit a copy of the interpretation to the originator of the request in writing. The IKECA SDC Secretariat shall also publish the interpretation to the general public.

Addendum B: Patent Policy - - Inclusion of Patents in American National Standards

IKECA shall be in compliance with ANSI's patent policy as stated in Item 3.1 of *ANSI Essential Requirements*.