



# theiicrcstandards

## The IICRC Standards Membership Application and Agreement for BSR-IICRC S400 Standard for Professional Cleaning, Maintenance, and Restoration of the Built Environment

USE ADDITIONAL SPACE FOR ANY ITEM AS NECESSARY.  
PLEASE BE AS COMPLETE AS POSSIBLE.  
IICRC WILL NOT ACKNOWLEDGE RECEIPT OF APPLICATION.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applying for (check one):  Regular Member  Subject Expert  Reviewer  Advisory

*Definitions: See below in Guidelines for Membership (page 5)*

Consensus Body/Subcommittee applying for (if applicable and known): \_\_\_\_\_

Ad Hoc Subcommittee applying for (if applicable and known): \_\_\_\_\_

Proposed Alternate if unable to attend meetings (if applicable): \_\_\_\_\_

Proposed Organization to be represented by Applicant (if applicable): \_\_\_\_\_

If selected, or appointed, I would qualify in the following Interest Category (select only one – see Definitions below on page 6):  **User**  **Producer**  **General Interest**

# IICRC S400 Membership Application and Agreement *Continued*

Describe areas of interest: \_\_\_\_\_

\_\_\_\_\_

Describe areas of expertise: \_\_\_\_\_

\_\_\_\_\_

Describe related qualifications, training, education and experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what you hope to achieve as a member: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Potential Sources of Bias and Conflict of Interest**

(Note: Qualified candidates will generally have information pertinent to this section)

**Organizational Affiliations.** Disclose relevant present, past or planned business relationships (e.g., employee, owner, officer, director, consultant, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest groups, etc.). Disclose any sources of funding for your time and/or expenses to participate in the activities applied for. Disclose any sources of your income for professional activities related to the subject matter of the activities applied for within the last two years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Public Statements and Positions.** Briefly describe you and your affiliated organizations position(s) related to the subject matter of the committee(s) applied for:

\_\_\_\_\_

\_\_\_\_\_

## IICRC S400 Membership Application and Agreement *Continued*

**Other Standards.** Disclose any standard, reference guide, guideline or similar work that you have worked on or contributed to, your capacity in such activities, and for whom or for what organization:

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**Current Work on Other Standards:** Are you currently working on any standard, reference guide, or guideline similar to the committee for which you have applied? If so, please describe:

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### **Other Existing or Potential Conflict of Interest or Bias:**

*Note: Once selected, or appointed and throughout Applicant's tenure, the Applicant must notify IICRC Standards Director in writing of any significant changes in information reported on this form or any new information relevant to questions of potential bias and conflict of interest. Failure to fully disclose is grounds for removal.*

References: Name: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

If selected, or appointed by the IICRC to serve, I agree to fully comply with the **Non-Disclosure and Confidentiality Requirements** attached and incorporated herein fully by this reference, and with the policies and procedures of the Standard Committee and the IICRC.

If selected, or appointed by the IICRC to serve, I agree to contribute at least \_\_\_\_\_ hours each month in support and furtherance of committee activities (on an annual basis a minimum of 2 or 3 in-person meetings, 10 online meetings, correspondence, and ballots); to respond to written requests within the response period; to complete assignments as agreed; to treat other participants with respect; to fully and diligently comply with the obligations of this Agreement; and to do my best to perform and provide input that helps create growth and prosperity for the inspection, cleaning and restoration industry.

If selected, or appointed by the IICRC to serve, this application and attachments become an Agreement entered into as of the date of acceptance by The IICRC set forth below, by and between **the IICRC** and the Applicant. If the Applicant represents an organization, the Applicant attests that they have authorization to bind the organization or will otherwise confirm and provide organizational authorization or approval before participation.

## IICRC S400 Membership Application and Agreement *Continued*

All right, title and interest in and to any “proprietary information” and all project/committee work product and the project itself shall be and remain vested exclusively in the IICRC. Neither this Application and Agreement nor the anticipated contributions and activities of the Applicant are intended to grant Applicant any license or right of any kind or nature with respect to the “proprietary information” or any project/committee work product or the project itself. If selected, or appointed by the IICRC to serve, the Applicant hereby grants the IICRC the non-exclusive, royalty-free rights, including non-exclusive, royalty rights in copyright, to any activities or contributions the Applicant makes to standards or documents prepared by the Standard Committee for the IICRC publication, and the Applicant acquires no rights in publication of such standards or documents in which the Applicant’s contributions or other similar analogous form are used. The Applicant hereby attests that they have the authority and are empowered to grant this release.

Failure to comply with the terms and conditions of this Application and Agreement may be grounds for removal from the position or activities to which the Applicant is appointed or selected.

If applying for participation in more than one capacity, please complete a separate application form for each activity.

I agree to notify the IICRC of any changes to the information provided on this application.

# GUIDELINES FOR MEMBERSHIP ON AN IICRC STANDARDS CONSENSUS BODY

## MEMBERSHIP

Membership on IICRC CBs shall be open to all persons who are directly and materially affected by the standard activity in question. However, this does not mean that all who apply must be accepted. Participation shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

Members of sub-committees of any IICRC CB (section/chapter committee and sub-committees) need not be members of the parent committee. However, the Chair of any CB sub-committee shall be a member of the parent committee. Sub-committees of CBs need not be balanced.

### Types of Committee Memberships

- a) **Regular:** A member of a CB, sub-committee, or section/chapter committee, charged with the task or project to draft and adopt standards, reference guides, guidelines, similar documents or portions thereof. Regular members have voting rights on the committee or sub-committee in which they serve and must attend meetings.
- b) **Subject Matter Expert:** A member who is a qualified expert in the applicable subject area who may attend meetings and participate, but does not have voting power.
- c) **Reviewer:** A member who does not attend meetings or have voting power, but who agrees to be involved in the review, critique and/or editing of Standards and related documents.
- d) **Advisory:** A member having an interest in the work of a particular committee, and who attends meetings and participates for the purpose of offering advice and counsel, to observe, or for other purposes authorized by the CB Chair.

### Interest Categories

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. Interest categories shall be discretely defined, cover all available materially affected/interested parties and differentiate each category from the other categories. In defining the interest categories appropriate to the development of standards in the installation industry, consideration shall be given to at least the following interest categories:

- a) **Producer (Code 100):** A person or organization producing, manufacturing or supplying the goods and/or services such as carpet manufacturers, cushion manufacturers, adhesive manufacturer, tools and equipment manufacturers, carpet retailers, etc.
- b) **User (Code 200):** A person or organization using the goods and/or services, rather than producing or selling them such as carpet installers, carpet retailers, architects, various consumers. Where appropriate, additional user sub-categories should be considered, including but not limited to the following: User-consumer; user-commercial; user-industrial; user-institutional; user-government; user-labor.

- c) **General Interest (Code 300):** A person or organization directly and materially affected and otherwise interested in the goods and/or services or the subject standard including all others.

In some circumstances not all of the above listed interest categories will apply. Furthermore, where appropriate, additional interest categories should be considered. For example, additional interest categories or General Interest sub-categories that may be considered include, but are not limited to, the following: professional society; trade association; researcher, academician, educators and trainers; directly affected public; distributor, retailer or franchisor; regulatory agency; testing laboratory; insurance; financial; legal; medical.

Appropriate representative user views will be sought and considered in standard development activities. Whenever possible, user participants shall be those with the requisite technical knowledge, but other users may also participate. User participation should come from both individuals and representatives of organized groups.

### **Membership Nomination and Application**

A nomination or request for membership on an IICRC CB or any associated sub-committee may be made to the Secretariat, the Chair of the SC, or the designee of the Chair of the SC, and shall indicate the applicant's direct and material interest in the CB's work, the material interest category represented, the qualifications and willingness to participate actively, and an alternate if desired. In addition, if the nominee or applicant is from an organization, company or government, it shall identify a contact representative of that organization, company or government. Applicants shall complete and submit the *IICRC Standard Consensus Body Application and Agreement*, or similar form in use by the IICRC.

If distinct divisions of an organization demonstrate independent interests and authority to make independent decisions, each is permitted to apply for membership.

The Chair of the SC, in consultation with the Chair of the respective CB, shall have the authority to select and appoint the members of the IICRC CB and associated sub-committee, and designate their respective interest categories, subject to the right of the Secretariat to remove or replace appointments. The SC or Secretariat retains the right to adjust the membership of the CB to maintain objectives and balance. In addition, a CB may recommend members for appointment to its committee and associated sub-committee, with a proposed designation of their respective interest categories. In acting on nominations, applications or recommendations for membership, the Chair of the SC shall consider the following:

- a) The need for active participation by each interest category;
- b) The potential dominance by a single interest category;
- c) The achievement of committee balance;
- d) The extent of interest expressed by the nominee/applicant and willingness and ability of the nominee/applicant to participate actively; and
- e) Professional qualifications, including education, training and experience.

All IICRC CB members and associated sub-committee members shall comply with applicable IICRC rules, regulations, requirements and policies, including the IICRC Code of Ethics and Conduct, the IICRC Confidentiality/Non-Disclosure/Bias Policy, the IICRC Conflict of Interest Policy, and the IICRC Email Policy. Copies of these policies shall be distributed to members upon appointment with written acknowledgement of receipt. It shall be a condition of membership on any CB that each member applicant shall agree in writing to fulfill the obligations of committee membership before becoming a member.

## **Obligations of Membership**

The members of all IICRC CB and associated sub-committees shall faithfully fulfill the participation, attendance, voting, communication and other obligations of membership, and shall comply with these policies and all other rules, regulations and policies of the Secretariat. Members shall notify the Chair of the SC of any changes in employment affecting representation and shall submit a new application if continued membership is desired. The Secretariat, and the Chair and Vice-Chair of the CB, shall review the membership list of all IICRC CBs no less than annually to determine compliance with CB membership obligations.

Active participation of members, including attendance at meetings, is important to the function of the CB. Habitual non-attendance at meetings, with or without justifiable reason or excuse, may be grounds for membership termination.

### **Alternates**

Alternate members of the IICRC Standard Consensus Body and associated subordinate bodies must be approved by the member and approved by the SC Chair. If both the member and alternate are present at a meeting, the alternate shall not vote.

### **Advisory Non-Voting Members**

Individuals having an interest in the work of a particular Standard Consensus Body may apply for participation as observers or advisory non-voting members. The Secretariat, the SC or the sub-committee chair may also select experts to assist it in the standard development process. Advisory members and experts shall be notified of the activities of the Standard Consensus Body, may attend and participate in meetings, and may submit comments for consideration, but shall have no vote.

### **Membership Roster**

The Secretariat, with the assistance of the Committee Secretary if one is appointed along with the Chairs of any applicable CB, shall prepare and maintain annually an updated membership roster. The roster shall list the title of the SC, the name of the respective CB committee, the name and contact information of all members, membership business and organizational affiliations, the capacities in which they serve, the positions held, the classification of each CB member, and the tally of classifications (the total of voting members and subtotals for each interest category).

### **Membership Term**

Membership on a Standards CB will continue through the Standard development process, approval and publication of the Standard. Once the Standard has been published, the general CB membership will be disbanded, but the Chair and the Vice-Chair of the Standards CB will continue in their position, and will remain as members of the SC.

### **Membership Termination**

The Chair of the SC or the Secretariat can terminate the membership, or request the resignation of any member of the SC, any CB, or any sub-committees, with cause, including a default of their membership obligations.

In addition, any CB may require the resignation or termination of membership of any member of its sub-committee or any of its sub-committees (except for the Chairs appointed by the Secretariat) upon approval of

at least two-thirds of the voting membership, with cause, including a default of the obligations of membership.

## **Defining "Bias" and "Conflict of Interest"**

**Bias:** The question of potential sources of "bias" ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of committee service. It is necessary, in order to ensure that a committee is fully competent, to appoint members in such a way as to represent a balance of potentially biasing backgrounds or professional or organizational perspectives.

**Conflict of Interest:** It is essential that the work of committees not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of a committee or anyone associated with the work of a committee. For this purpose, the term "conflict of interest" means any financial or other interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest ordinarily disqualifies an individual from service.

## **How can conflicts of interest arise?**

Conflicts of interest can occur when:

- project committees are not balanced and include individuals with strong personal, financial, or professional interests in seeing that the project produce a particular outcome;
- an agency, a sponsor, or a private organization or company attempts either to influence individual project committee or staff members or to skew the body of information reviewed by the committee.

The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For some projects, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the committee. Such situations are resolved by selecting a carefully balanced consensus forming body so that all points of view can be represented.

## **What is done to avoid conflicts of interest?**

Several things, the most important of which is adhering to the Policies and Procedures For Developing and Maintaining the IICRC Approved Standards, and adhering to the procedures and direction of the IICRC Standards Committee. These procedures include specific questions and assessments at the formation stage of the project committee membership to bring possible conflicts of interest to the surface. Two essential parts of this process at the time of appointment are completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and discussion of this information at the committee's first meeting, and periodically thereafter.

## **Thank You**

The IICRC wants to thank you for taking the time and applying for the volunteer positions on the Standard Consensus Body. We are working diligently to build the Sciences of the industries in which we work and contribute. Your volunteering actions assist in contributing to the written science.



**To Be Completed By IICRC**

\_\_\_\_\_ Accepted      \_\_\_\_\_ Rejected

Date: \_\_\_\_\_

Approved Applicant Position:

\_\_\_\_\_  
\_\_\_\_\_

Assigned Interest Category: \_\_\_\_\_

\_\_\_\_\_

**IICRC:**

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

Its: \_\_\_\_\_

Notes:

**Applicant:** \_\_\_\_\_

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

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

Company/Organization: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Alternate:** \_\_\_\_\_

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

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

Company/Organization: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**All completed Committee Membership Applications and Agreements are not to be distributed beyond the IICRC staff and members of the affected Committee without the written consent of the Applicant, and will be retained on file at the IICRC Headquarters. The IICRC Standards Application Form Last Revised 02/2016**