

Standards Advisory Panel

2019 Charter

Role and Responsibilities

Standards Advisory Panel (SAP) Charter

BACKGROUND

In November 2011 the AIHA Board voted to discontinue AIHA's role as a consensus Standards Developing Organization. This decision was made to allow the best use of limited resources to yield a broader impact and a greater voice in consensus standards related to occupational and environmental health and safety. At the same time, consensus standards remain one of the most important and promising tools to implement best practices into human activities, having significant impact on public health and health of workers. Therefore, it is critical for AIHA to have ongoing and relevant representation in the nationwide and international processes of consensus standards' development and implementation.

PURPOSE

The AIHA's standards activities are housed under the [AIHA Guideline Foundation \(AGF\)](#). The AGF Board of Directors appointed the SAP. The SAP is responsible for making prioritized recommendations regarding AIHA's involvement in consensus standards setting activities to ensure that industrial hygiene and occupational/environmental health and safety (IH/OEHS) is represented. The SAP should assist the AGF Board and AIHA in tracking the involvement of AIHA into consensus standards process.

The purpose of the SAP is to advise the AGF Board on standards issues and outline a consensus standards strategy that will allow AIHA to:

- Identify those consensus standards issues that are important to AIHA, its members, and stakeholders.
- Track those activities pertaining to consensus standards development that have an impact on the IH/OEHS profession.
- Determine and manage the appropriate level of AIHA involvement in any such consensus standard.
- Help the AGF Board in the choice and appointment of AIHA representatives for various consensus standards bodies.

The SAP SCOPE

The SAP is responsible for ensuring a systematic and ongoing effort to identify significant trends, issues and developments for national and international H&S consensus standards that can impact the future of IH/OEHS. Priority areas for engagement will be reviewed annually by the SAP in combination with information provided by the Volunteer Groups (VGs). Where possible, the SAP engagement areas will align with [Content Priority Advisory Group \(CPAG\) priorities](#). The SAP will prepare annual reports to the AGF Board regarding AIHA involvement in various consensus standards activities.

STRUCTURE

The SAP is composed of 9 members representing a cross-section of the AIHA membership. Each member serves a three-year term. As a rule, terms are staggered so that three members of the Panel rotate off and are replaced with three new members each year. The membership in the SAP can be prolonged for its members if needed for the continuity of specific tasks (e.g., for Chair and Vice-Chair of the Panel).

The Chair of the SAP is selected from the members of the Panel and appointed by the AGF President (in consultation with the AGF Board) for a three-year term. The AGF President also appoints Vice Chair

proposed from among those Panel members entering their second year of service, by recommendation from the Chair. As a rule, the Vice-Chair becomes the Chair of the SAP after the expiration of the Chair's term.

The AGF Board president will also appoint an AIHA board member to serve as the Board Liaison to the SAP. The Board Liaison is not considered a member of the Panel but is a conduit of communication between the Panel and the Board.

Terms commence and end at the SAP face-to-face meetings at the yearly AIHce conferences.

Selection and Qualifications

The process of selecting the new SAP members begins with an open call for applications to the AIHA membership. Applications are reviewed, and selections are made by the SAP chair and vice-chair with guidance from the SAP board liaison and AIHA staff. The selection of SAP members shall be approved by AGF Board. Selections are made to ensure that the Panel maintains a broad diversity of representation as is reasonably possible.

Panel members must be current and active members of AIHA and are selected to provide a balanced representation of:

- Industry sectors (corporate, academia, consulting, government);
- Early, mid and late-career professionals;
- History of involvement in various AIHA volunteer groups;
- Areas of professional practice and specialty.

Panel members should:

- Have knowledge and expertise in U.S. and international consensus standards development and implementation;
- Demonstrate solid leadership skills with the ability to be thoughtful, deliberative, and decisive;
- Work collaboratively in a group setting;
- Professionally handle differences of opinion with peers;
- Speak "as with one voice," supporting decisions once made;
- Represent the profession as whole and not just one practice area or specialty;
- Envision goals, both long term and strategically, as well as short-term and tactically;
- Perform their duty in a fair, consistent, defensible, and transparent manner;
- Attend periodic conference call meetings;
- Attend AIHce face-to-face annual meeting.

DUTIES

AGF Board:

- Is responsible for setting the overall direction and providing the resources needed for effective engagement in consensus standards development activities. The Board also receives and reviews the SAP reports on the standards development activities;
- Approves the selection of the SAP members;
- Approves the appointment of AIHA representatives to consensus standards developing bodies;

- Appoints the SAP Chair;
- Appoints the SAP Vice-Chair by recommendation of the SAP Chair.

The SAP Chair:

- Coordinates the activities of the SAP;
- Organizes the SAP review of various consensus standards, collects the voting results from the SAP members, and prepares a combined SAP decision for the requested standards review;
- Initiates open-call process for AIHA representatives for the relevant standards developing bodies and organizes a selection of the representatives after the open-call;
- Participates in the selection of the new SAP members and establishment of the rotation schedule;
- Prepares and submits an annual report on the AIHA consensus standards activities;
- Makes a recommendation about the appointment of the Vice-Chair.

The SAP Vice-Chair:

- Assists the SAP Chair in performance of their duties;
- Participates in the selection of new SAP members;
- Prepares the minutes of the SAP conference calls.

SAP Members:

- Keep abreast with the most recent information about consensus standards;
- Attend in-person meetings as identified and agreed to by the SAP members, as well as participate in periodic conference calls throughout the year;
- Participate in votes for relevancy of the consensus standards for IH community, as well as representation of AIHA on different consensus standards developing bodies;
- Represent the SAP on various volunteering groups of AIHA, promoting the policy and procedure of the SAP;
- Can wear special AIHA SAP insignia/ribbons at AIHce.

Volunteer Groups (VG): Through their focused body of work are in the best position to have knowledge relative to current and future consensus standards activities in their area of expertise.

Therefore, VG will:

- Suggest potential engagement of AIHA in development of consensus standards;
- Communicate to the SAP the consensus standards the VG is actively tracking, who the VG member is that is conducting the tracking or participating in the standards development, and whether the VG member is representing AIHA or their employer;
- Provide an annual update to SAP about these activities.

AIHA Staff:

- Assists the SAP activities, including facilitation of the annual budget;
- Preliminary review the requests for the evaluation of consensus standards;
- Organizes open calls for the new members of SAP and for the AIHA representatives on various bodies and participates in the selection of the candidates;
- Helps in preparation of the minutes of the conference calls

PROCEDURES AND PROCESSES

Process for evaluating a consensus standard's relevance:

The SAP is tasked to evaluate the relevance of various developing consensus standards for the IH community and AIHA members and the need for AIHA to engage in that development. The request for evaluation can be done by (a) AIHA members, (b) volunteer groups, (c) the AGF Board, (d) AIHA staff, or (e) by the initiative of the SAP members as it is described in **Appendix A**.

The form includes the information about the standard, initial evaluation of its content and possible implications for the IH/OEHS community. The SAP processes the request no more than 15 business days after receiving the request. The request is preliminarily reviewed by AIHA Staff. After this, the Chair of the SAP will send a message to each member of the SAP requesting their scoring.

Each member should complete the [SAP Consensus Standard Engagement Scorecard](#), including 8 criteria (**Appendix B**). SAP members should complete the scorecards based only on the merits of the standard, not on the budget available. Average score is calculated for each member, and then the average between all the members who completed the form. At least 5 responses are needed for the conclusion to be made. The SAP Chair, with the help of AIHA staff, will tally the averages between all the numbers and determines the average score.

The decision logic applied for the levels of average score is described in **Appendix B**.

The SAP chair prepares a report with the voting results and conclusions and sends it to AIHA staff, the party which requested the review, and SAP members. If the standard is evaluated as having the Level I for relevance, the chair request AIHA staff to organize an open call announcement for appointment of the AIHA representative. If the Level II is determined, the communication should be made with the AIHA volunteering group that should track the standard.

AIHA Representatives to consensus standards setting bodies:

The SAP will oversee the activities of AIHA's representatives to consensus standards setting bodies. AIHA may have representatives either on the committees developing specific standards or on the technical (voting) committees overseeing the development of several standards.

The SAP will select representatives for relevant consensus standards engagement through an open call which can be found on the Standards page of the AIHA Website, Synergist, and e-newsletters.

The applicants should complete the form indicating the status of the consensus standard activity, duration of their previous term on the body, the person's qualification, and other important parameters. The previous reports to AIHA about a standard of interest or a relevant technical committee should be attached if the person previously was an AIHA representative for the standard developing body. After the open call, SAP members review the applications, discuss and vote for the most suitable person as a representative. As a rule, a simple majority of voting persons should be enough for the selection of the representative. Based on the results of voting, the SAP Chair prepares a recommendation to the AGF President, who should consult with the AGF Board and approve the nomination. The representatives, as a rule, are selected for three years tenure.

The AIHA representatives shall:

- Participate in the scheduled meetings of the consensus standard body/group;
- Support the interests of AIHA during the development and implementation of the standards including the acknowledgement of AIHA participation if feasible;
- Avoid conflict of interests during the representation;
- Consult with the SAP, relevant VG, and AGF Board regarding possible problems and general AIHA position;
- Report annually to AIHA regarding the results of their activities (the reports are directed to SAP);
- Promptly communicate to the SAP any development or direction within the body/group that indicates a significant change in direction, policy, or any overall aspects that affects AIHA.

The SAP will review the annual reports of the Representatives to:

- Determine if the work in this area is still a priority for continued AIHA participation;
- Capture information that may impact future standard development activities;
- Ensure that the information has been shared with the appropriate stakeholders;
- Develop recommendations for the appropriate level of financial support to be allocated for the next budget cycle;
- Ensure that there is an AIHA position on any standard for which we are providing comment;
- Prepare a report of activities for the AGF Board.

Budgeting of consensus standards activities:

To be included to the annual budget, the representatives of AIHA on different consensus standards bodies and/or the leadership of AIHA volunteering groups should fill in the budget request for the:

- Annual AIHA fees to the standards body;
- Travel expenses (not more than 2 trips per year).

On occasion where the number of standards evaluated as Level I and II exceed the annual SAP budget to support travel to committee meetings, organization annual dues, purchasing standards, etc., the available SAP budget will be divided among the Level I and II standards.

The Chair of SAP can also request annual budget inclusion for:

- Travel expenses;
- Specific project needs;
- Contingency for the unexpected consensus standard activities.

APPENDIX

Appendix A. Request form for the Standard Advisory Panel (SAP) assessment of a consensus standard relevance for the Industrial Hygiene (IH) profession

The [Request for Evaluation of a Consensus Standard form](#) is used to request evaluation of the consensus standard for its relevance to IH/OEHS profession and community. The entire review process could take approximately 15 business days from the time a proposal is submitted to when a final decision is made.

Requesting parties can be from either/or/and the AGF leadership, AIHA management, volunteering group (VG), SAP member, member of AIHA). Once this form is submitted, it will go to the SAP for review.

Appendix B. Standard Advisory Panel (SAP) Consensus Standard Engagement Tracking Scorecard

The [SAP Consensus Standard Engagement Scorecard](#) is used by SAP members to evaluate a proposed consensus standard. This section describes how SAP scores submitted proposals and makes recommendations to the Board. The purpose of this rating matrix is to determine and rank engagement in consensus standard activity.

Scoring:

Each SAP member scores each of the questions 0 to 5 for each question in the scorecard. If an SAP member is uncertain, the average will be Score 3. The SAP decision logic in this scorecard is used to evaluate the proposed consensus standard (see below).

0 = Issue does not apply 1 = Low 2 3 4 5 = High

Decision Logic:

The following decision logic is applied for the levels of average score:

- 0 – 1.25– Standard is **not** relevant, tracking not recommended (Level IV).
- > 1.25 – 2.5, Standard **minimally relevant**, re-evaluation in 1 year (Level III).
- > 2.5– 3.75 - Standard **moderately relevant**, tracking can be recommended at the level of the voluntary group, budgeting support is possible through the budget plan of the VG (Level II).
- > 3.75 -5 - Standard **highly relevant**, AIHA should appoint a representative, budgeting support is recommended (Level I).

Example of the final decision of SAP:

Proposal: XYZ Standard

Recommendation:	Not Relevant (Level IV)	Minimally Relevant (Level III)	Moderately Relevant (Level II)	Highly Relevant (Level I)
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Comment: SAP recommend this Standard for the tracking at the level of a volunteering group.

Average score: _____.

Rationale: The standard can be relevant for health and safety of workers, but its content does not relate to occupational health and safety directly. SAP recommends the standards to be tracked by the VG, with the opportunity to reevaluate in 1 year.

Questions?

For more information, please contact Senior Project Manager, Technical Initiatives of AIHA, Stacy Calhoun at scalhoun@aiha.org or +1 703-846-0797.