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# Standards Advisory Panel (SAP): Roles and Responsibilities

Amended June 2022

Amended October 31, 2022

Amended March 15, 2023

Amended August 9, 2023

## BACKGROUND

In November 2011, the AIHA Board voted to discontinue AIHA's role as a 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 (OEHS). At the same time, consensus standards remain one of the most essential and promising tools to implement best practices into human activities, significantly impacting workers and public health. Therefore, AIHA must have ongoing and relevant representation in the U.S. and international consensus standards' development and implementation processes.

## 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 prioritizing AIHA's involvement in consensus standards-setting activities to ensure that AIHA's members are represented. The SAP should assist the AGF Board and AIHA in tracking AIHA participation in the 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.
- Determine and manage the appropriate level of AIHA involvement in any such consensus standards.
- Inform the AGF Board in the selection and appointment of AIHA representatives for various consensus standards bodies.
- Track those activities on consensus standards development that have an impact on the OEHS profession.
- Communicate relevant standards activities to AIHA membership (e.g., Synergist, webpage, PDCs, etc.)



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## CONFLICT OF INTEREST

SAP members must have a current AIHA Guideline Foundation Conflict of Interest (GF COI) form on file. SAP members only need to submit a GF COI form once unless potential conflicts arise. Once a year, all members will be contacted and asked to update their form if any changes have occurred since the previous submittal. This form is now linked to your AIHA member profile.

## STRUCTURE

The SAP is comprised of nine voting members and the Past Chair who is a non-voting member, representing a cross-section of the AIHA membership. Each member serves a three-year term. As a rule, terms are staggered so that as members rotate off, they are replaced with new members each year. If selected to serve as Vice-Chair, their tenure on SAP will be extended. For example, if an SAP member serves as Vice-Chair in their third year, they would be expected to serve an additional two years; one year as Chair and one year as Past Chair.

SAP members will self-identify if they are interested in being Vice-Chair of the SAP and communicate that information to the current SAP Chair. After discussion by the Chair, Vice-Chair, Past Chair, and Board Liaison, a recommendation will be provided for approval to the AGF Board President for the incoming Vice-Chair.

The SAP Chair, Vice-Chair, and Past Chair serve a one-year term (only the Vice-Chair is selected). As a rule, the Vice-Chair automatically becomes the Chair of the SAP after the Chair's term expiration, and the current Chair becomes the Past Chair of the SAP. If the Chair cannot complete their term, the Vice-Chair immediately becomes the Chair, and a new Vice-Chair is identified.

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 Panel member but is a conduit of communication between the Panel and the Board.

Terms commence and end at the SAP meeting held at the yearly AIHce conference.

## SELECTION AND QUALIFICATIONS

Selecting 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 AGF Board shall be kept informed as to the selection of SAP members. 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)
- Various levels of OEHS work experience
- History of involvement in various AIHA VGs



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- 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 a 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 AIHA Connect (AIHA's annual meeting)

## DUTIES

**AGF BOARD:**

- Responsible for setting the overall direction and providing the resources needed for effective engagement in consensus standards development activities
- Reviews the SAP reports on the standards development activities
- Is kept informed as to appointment of new SAP members as recommended by SAP leadership
- Is kept informed as to the appointment of AIHA representatives to consensus standards developing bodies as recommended by SAP leadership
- By proxy of the Board President who approves appointment to the SAP Vice-Chair as recommended by the SAP Chair, current Vice-Chair, and Past Chair

**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
- Monitors SAP members and AIHA representatives' attendance at meetings and voting activity to gauge participation and engagement.
- Recommends replacement of SAP members and representatives who are not fulfilling their responsibilities.
- Prepares and submits an annual report on the AIHA consensus standards activities
- Makes a recommendation about the appointment of the Vice-Chair
- Serves as a Member of SAP as well, with the additional member duties noted below



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#### **SAP VICE-CHAIR:**

- Assumes the role of Chair in the event the Chair is not able to serve
- Assists the Chair in the performance of their duties
- Exercises the general direction and evaluates the performance of the AIHA representatives and alternates to consensus standard committees.
- Participates in the selection of new SAP members
- Prepares the agenda and minutes of the SAP conference calls
- Serves as a Member of SAP as well, with the additional Member duties noted below

#### **PAST CHAIR:**

- Works with the Chair in their leadership capacity to ensure continuity of the SAP operations
- Participates in the development of AGF strategic plan and other materials pertinent to the mission of the SAP
- Serves as a Member of SAP as well, with the additional Member duties noted below
- Serves in an ex-officio role and, therefore, has no vote

#### **SAP MEMBERS:**

- Keep abreast of the most recent information about consensus standards
- Serve as liaison between the SAP/VGs and the appointed representatives. The SAP member will report significant findings from each standard at each SAP meeting (Six times per year).
- Draft communication concerning significant new standards activity.
- Follow the process by the SAP to ensure that reporting occurs on a periodic basis
- Attend in-person meetings as identified and agreed to by the SAP members, as well as participate in periodic conference calls throughout the year
- Communicate with Standards Developing Organizations: 1) initially, to ensure the selected AIHA representatives (and alternates if allowed) are placed on the rosters of the committees as voting representatives of AIHA, and 2) at least annually, to ensure that the reps and alternates continue in this capacity.
- Participate in votes for relevancy of the consensus standards for the OEHS community, as well as representation of AIHA on different consensus standards developing bodies
- Make presentations as requested to various volunteering groups of AIHA, promoting the policy and procedure of the SAP
- Can wear special AIHA SAP insignia/ribbons at AIHA Connect

**VOLUNTEER GROUPS (VGs):** 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, VGs should:

- Suggest potential engagement of AIHA in the 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 another entity



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- Provide an annual update to SAP about these activities
- Communicate the VG's position (where applicable) on standards that AIHA is represented on - to the SAP, the AGF Board Liaison, and the AIHA standard representative and alternate. This is a mutual duty - the AIHA standard representative must consult with the VG on AIHA's positions, and the VG must develop positions where applicable or when requested.

#### AIHA STAFF:

- Assist the SAP activities, including facilitation of the annual budget
- Conduct a preliminary review of the requests for the evaluation of consensus standards
- Organize open calls for the new members of SAP and the AIHA representatives
- Help in preparation of the minutes of the conference calls
- Serve as a liaison to the AGF Board

#### Standards Representatives and Alternates

- Serve a period of 3-years
- Represent the interests of AIHA on standards that they are assigned
- Report standards activities to the designated SAP member
- Alternates shall follow <https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Get-Involved/AIHA-Representatives-to-Consensus-Standards-Setting-Bodies-Policy-5.20.21.pdf>

## PROCEDURES AND PROCESSES

#### PROCESS FOR EVALUATING A CONSENSUS STANDARD'S RELEVANCE:

The SAP is tasked to assess the relevance of various developing consensus standards for the OEHS community and AIHA members and the need for AIHA to engage in that development. The request for AIHA's involvement in relevant consensus standards begins with feedback from the AIHA volunteering groups on the consensus standards (ranked in order of importance) impacting the volunteer group's work that should be prioritized for AIHA tracking and appointment of a representative. The SAP reviews the feedback from the AIHA volunteering groups and determines which standards warrant an official AIHA representative. This request is repeated as deemed necessary by the SAP to ensure that the most important voluntary consensus standards impacting the OEHS profession are prioritized. Additionally, evaluations can be submitted by (a) AIHA members, (b) Volunteer Groups, (c) SAP members as described in **Appendix A**.

The form in Appendix A includes information about the standard, initial evaluation of its content, and possible implications for the OEHS community. The SAP leadership and AIHA staff will review the form, and AIHA staff will send a message to each SAP member requesting their scoring as described in Appendix B.



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SAP members should complete the scorecards based only on the standard's merits, not the available SAP budget. The average score is calculated for each member and then between all the members who completed the form. As a rule, a quorum of voting members must be established before finalizing the score. With the help of AIHA staff, the SAP Chair will tally the averages between all the numbers and determine the average score.

The decision logic applied for the levels of the 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 Level I for relevance, the Chair requests AIHA staff to organize an open call announcement for the AIHA representative's appointment. If Level II is determined, the communication should be made with the AIHA volunteering group to track the standard.

The process outlined in Appendices A and B only applies to standards suggested by individual AIHA or SAP members. For standards suggested by Volunteer Groups, it is assumed that the VG already vetted the standard and its level of relevance using their voting procedures.

#### **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 on the committees developing specific standards or committees overseeing the development of several standards (or both as applicable).

The SAP will select representatives for relevant consensus standards engagement through an open call on the AIHA Website. The previous reports completed by the candidate about a standard of interest or a relevant technical committee should be attached if the candidate 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 candidate as a representative and an alternate. An alternate should be selected even if the standard developing body does not recognize alternates, so the alternate can quickly replace the representative if needed. As a rule, a quorum of voting members must be established before finalizing the vote. Based on voting results, the SAP Chair prepares a recommendation to the AGF Board to review and approve the nomination(s).

#### **The AIHA Representative shall:**

- Participate in the scheduled meetings of the consensus standard body/group
- Support AIHA interests during the development and implementation of the standards
- Avoid conflict of interests during the representation
- Consult with the SAP, relevant VGs, and AGF Board regarding possible problems and general AIHA position
- Report annually to AIHA Guideline Foundation regarding the results of their activities (the reports are directed to SAP)



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- Promptly communicate to the SAP any development or direction within the body/group that indicates a significant change in direction, policy, or overall aspects that affect AIHA
- Report at least annually to AIHA regarding the results of their activities (the reports are directed to SAP)

**The AIHA Alternate shall:**

- Participate with the consensus standard body/group the same as the representative, to the extent allowed by the body/group.
- Cast a vote on behalf of AIHA in the event the representative is unable to vote
- Work with the AIHA representative as needed/requested to prepare an annual report to SAP regarding the results of the standard activities (the representative has the primary responsibility to ensure the report is submitted)
- If applicable, disclose any conflict of interests during the representation
- Report at least annually to AIHA regarding the results of their activities (the reports are directed to SAP)

**The SAP will review the annual reports of the Representatives and Alternates 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
- Prepare a report of activities for the AGF Board

**Budgeting of consensus standards activities:**

To be included in the annual budget, the representatives and alternates (if funded) of AIHA on different consensus standards bodies and/or the leadership of AIHA volunteering groups are to fill in the budget request for the:

- Annual AIHA fees to the standards body
- Travel expenses (not more than two trips per year)
- Copies of standards to be tracked

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

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

By August 15, the SAP will submit a request to their primary staff liaison for annual travel expenses anticipated for AIHA standards liaisons representatives to attend their respective standards consensus committee meetings throughout the next Fiscal Year. The requested budget will include the total amount of the proposed budget and additional funds for expenses associated with representation on standards identified during the year from the



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AIHA Guideline Foundation. This request shall be reviewed by both the Guideline Foundation Board and Finance Committee.

The AIHA Guideline Foundation will request the budget from AIHA which is subject to review by the Finance Committee.

Acknowledging that the approved fiscal year budget for SAP may not cover all desired expenses or may be reduced during the fiscal year due to changes in the economic outlook, the SAP leadership will exercise appropriate judgment in how funds are allocated taking into consideration the following conditions:

1. Priority will be given to funding non-travel related costs, for instance requests for membership fees to the standards developing organizations, and copies of Level II standards to be tracked.
2. Priority for funding will be given to in-person meetings that do not have a virtual option.
3. Priority for funding will be given to representatives who also hold a leadership position on the committee for which they represent AIHA.
4. AIHA representatives shall participate in virtual meetings when available or if budget constraints prevent in person attendance.
5. If a primary representative and the alternate both apply for funding, the primary will be given priority for funding unless they give up their spot for the alternate.
6. For standards developing organizations where standards must be approved by both a subcommittee and a committee (for instance ASTM), preference will be given to funding the committee representative. The rationale for this is that the committee representative would have the opportunity to vote on more standards, and could also serve as a “backstop” to standards that were approved over the objections of the AIHA representative at the subcommittee level.
7. For meetings that involve representatives to multiple committees or subcommittees (for instance ASTM “Committee Weeks”), consideration in funding decisions will be given to maximizing AIHA’s impact. For instance, preference would be given to representatives that represent AIHA: on more than one committee during the meeting, on committees that are discussing issues more relevant to AIHA’s interests, on committees that are developing multiple relevant standards, etc.
8. Consideration should be given to reserving a portion of the budget for new representatives (i.e. those who were not representatives when the budget request was submitted).
9. When 1-8 have been addressed to the extent feasible, consideration should be given to funding as many representatives as possible over time, for instance by considering representatives whose past funding requests may have been denied, denying funding of multiple in-person meetings for a representative in a fiscal year, etc.
10. No travel will be funded once the budget is depleted.



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## APPENDIX

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### **Appendix A. Request form for the Standard Advisory Panel (SAP) assessment of a consensus standard relevance for the OEHS profession**

The [Request for Evaluation of a Consensus Standard](#) form is used to evaluate the consensus standard for its relevance to the OEHS profession and community.

Requesting parties can be any AIHA member or SAP member. Once this form is submitted, it will go to the SAP for review. (Volunteer Groups are also encouraged to suggest standards. The SAP will actively solicit their suggestions, but it will be assumed that the VG has already vetted the standard and its level of relevance using their voting procedures.)

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

SAP members use the SAP Consensus Standard Engagement Scorecard to evaluate a proposed consensus standard submitted per Appendix A. 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. (Volunteer Groups are also encouraged to suggest standards. The SAP will actively solicit their suggestions, but it will be assumed that the VG has already vetted the standard and its level of relevance using their voting procedures.)

#### **Scoring:**

Each SAP member scores each of the questions 0 to 5 for each question in the scorecard. The SAP decision logic in this scorecard evaluates the proposed consensus standard (see below).  
0 = Issue does not apply 1 = Low 2 3 4 5 = High



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### 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)
- 1.26 – 2.50 Standard **minimally relevant**, re-evaluation in 1 year (Level III)
- 2.51– 3.75 Standard **moderately relevant**, tracking can be recommended at the VG level; budgeting support is possible through the budget plan of the VG (Level II)
- 3.76 -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

<b>Recommendation:</b>	<b>Not Relevant (Level IV)</b>	<b>Minimally Relevant (Level III)</b>	<b>Moderately Relevant (Level II)</b>	<b>Highly Relevant (Level I)</b>
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**Comment:** SAP recommends this standard for tracking at the level of a volunteering group.

**Average score:** 2.75

**Rationale:** The standard can be relevant for workers' health and safety, but its content does not directly relate to OEHS. SAP recommends that the VG tracks the standard, with the opportunity to re-evaluate in 1 year.

### Questions?

For more information, please contact AIHA Staff CIH, Michele Twilley, DrPH, CIH  
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