



Request for Interpretation of a Standard Procedure

Purpose/Subject

The purpose of this Standard Operating Procedure is to define the process for volunteer-submitted requests for interpretation of the language in NSF Standards. NSF reserves the right to charge a reasonable fee for the processing of interpretation requests.

Procedure

1. The requestor (NSF staff or external user) obtains a request for interpretation form (Attachment 1) from the NSF Online Workspace (NOW) or from an NSF Standards staff member.
2. The requestor completes the request for interpretation form, including the Standard impacted, the section of the standard in question and a clearly stated suggested interpretation or question for consideration. The request for interpretation form shall be submitted to the JC Secretariat.
3. The Secretariat, in consultation with the JC Chair, shall determine if the interpretation may be issued by the Secretariat or if at the JC Chair's request the JC should consider the request.
4. The JC Chair will advise the Secretariat within 30 days what action(s) will be taken. The Chair has the following options:
 - Agree that the requestor's interpretation is consistent with the intent of the JC.
 - Disagree with the Interpretation and provide an explanation of the intent of the JC for the specified section.
 - Refer the request to the JC for consideration.
5. The Secretariat shall provide the interpretation in writing to the requestor either as a response in the request for interpretation form or in a written letter.
6. The interpretation shall be made publicly available on the NOW and included in the Interpretations Annex of the standard document, until revision of the document makes the interpretation no longer necessary.
7. If the requestor is not satisfied with the interpretation provided by the Secretariat, the requestor may submit an Issue Paper for consideration by the JC at any time.

Reference Documents

Standards Development and Maintenance Policies (SDMP) #2419

Attachments

1. *Joint Committee Request for Interpretation*



Attachment 1



A request for interpretation of a standard may be submitted at any time. A separate request for interpretation form is required for each interpretation submitted. The Secretariat of the appropriate Joint Committee will respond within 30 days of receipt of the interpretation form advising whether the submitted interpretation reflects the intention of the Joint Committee or not. If dissatisfied with the interpretation, the requester may file an Issue Paper for further consideration of the matter by the full Joint Committee.

NSF Standard(s) Impacted: _____

Section of the Standard for Interpretation:

Provide the reference for the specific section(s) of the standard(s) for which interpretation is requested.

Requestor's Interpretation of the Section:

Provide the proposed interpretation of the section listed above. You may also want to provide an example of the situation in which you are applying this section of the standard.

I hereby grant NSF International the non-exclusive, royalty free rights, including non-exclusive, royalty free rights in copyright; in this item and I understand that I acquire no rights in any publication of NSF International in which this item in this or another similar or analogous form is used.

Signature*: _____

Company: _____

Telephone Number: _____ E-mail: _____

Submission Date: _____

Please submit to: Joint Committee Secretariat or standards@nsf.org

**Type written name will suffice as signature*

Is the Interpretation consistent with the intent of the Joint Committee?
(For NSF internal use only)

Yes

No

Explanation of the Interpretation Decision:

Joint Committee Chairs provide an explanation for their decision regarding the Interpretation, which references any specific section(s) of the standard(s) that are related to the issue, as appropriate.

Joint Committee Chair: _____ Date: _____