

TABULATION



STANDARD-SPECIFIC INTEREST GROUP BALLOT STANDARD PRACTICE

DATE: 09/03/2019

Please return report to: Standards Department
TAPPI

TO: Chris Czyryca
Working Group Chairman

DUE DATE: **NA**

15 Technology Parkway South
Peachtree Corners, GA 30092
standards@tappi.org
FAX: (770) 446-6947

RE: T 1211, WI #150800.02, Draft 2

The results of the SSIG ballot of the subject document are as follows:

AFFIRMATIVE 16 NEGATIVE 0 ABSTENTION 3

19 ballots returned = 66% / 100% affirmative; Standard may proceed to SARG after resolution of comments and negatives

No comments received. Standard is being balloted for the SARG.

Copies of comments from the SSIG ballots are attached.

Please review and return this form with recommendations and dispositions of comments and negatives, along with your **MARKED UP COPY** for preparation of the next ballot. **DO NOT RE-TYPE.**

Please indicate whether the method is to be:

re-balloted to the SSIG,
 or balloted for the SARG.

RECOMMENDATIONS AND DISPOSITIONS OF COMMENTS AND NEGATIVES:
(MUST be in BLACK or RED ink for reproduction)

Changes indicated in the SARG draft. Standard ready for SARG

Continuation on attached sheet(s)-PLEASE DO NOT WRITE ON REVERSE

Your completion of this form constitutes the working group chairman's report. Please send copies of your resolution of comments to those SSIG members who made comments. This form and attachments should be returned to the Standards Department.

STANDARDS COORDINATOR Deborah Dodson
Signature

09/03/2019
Date

T 1211 - Draft 2, due Monday, October 8, 2018

Voting Summary by Option

<i>Option</i>	<i># Votes</i>
Affirmative	16
Negative	0
Abstention	3
TOTAL VOTES RECEIVED	19

Voting Statistics

Total Members of SSIG	29
Percent return	66%
Votes received	19
Total votes minus abstentions	16
Percent affirmative	100%

Voting Details

<i>Voter Name</i>	<i>Interest Category</i>	<i>Vote</i>
Allen, Philip	General Interest	Affirmative
Carlson, David	Consultant	Affirmative
Coyle, William	Converter	Affirmative
Crawshaw, Dennis	Producer	Affirmative
Czyryca, Christopher	General Interest	Affirmative
De Groot, Wilco	Supplier - equipment	Affirmative
Frank, Benjamin	Producer	Affirmative
Lundeen, Jeff	Producer	Affirmative
Lyons, Tony	Consultant	Affirmative
Popson, M. Todd	Supplier - equipment	Affirmative
Rantanen, Walter	Supplier - service/general	Affirmative
Ross Sutherland, Nancy	General Interest	Affirmative
Schabel, Samuel	Educator	Affirmative
Schaeufele, Charles	Converter	Affirmative
Staal, Thomas	Converter	Affirmative
Trotter, Janice	General Interest	Affirmative
Buchanan, Mike	General Interest	Abstention
Gedrich, Sarah	General Interest	Abstention
Trepanier, Roland	Supplier - equipment	Abstention
Chawla, Rohit	Supplier - equipment	Did not vote
Edens, Rhonda	Producer	Did not vote
Guay, Donald	Producer	Did not vote
Jenkins, Raymond	General Interest	Did not vote
Lin, Lang-Dong	Educator	Did not vote
Neuman, David	Producer	Did not vote
Rosenberger, Roy	Supplier - equipment	Did not vote
Swinehart, Dirk	General Interest	Did not vote
Thurman, R. Gary	General Interest	Did not vote
Tucker, John	General Interest	Did not vote

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Voter Comments Collected During Ballot Voting

No comments were made on this ballot

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Voting Summary by Voter Interest Category

<i>Interest Category</i>	<i>Affirmative</i>	<i>Negative</i>	<i>Abstention</i>	<i>Not Returned</i>	<i>Total</i>	
					<i>Qt.</i>	<i>%</i>
Consultant	2	0	0	0	2	6.9%
Converter	3	0	0	0	3	10.3%
Educator	1	0	0	1	2	6.9%
General Interest	4	0	2	4	10	34.5%
Producer	3	0	0	3	6	20.7%
Supplier - equipment	2	0	1	2	5	17.2%
Supplier - service/general	1	0	0	0	1	3.4%
Total	16	0	3	10	29	100.0%

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WI _____ 150800.02 _____

T _____ 1211 _____

DRAFT NO. _____ 03 SARG _____

DATE _____ October 2, 2019 _____

WORKING GROUP
CHAIRMAN _____ Chris Czyryca _____

SUBJECT _____ Process and Product
CATEGORY _____ Quality General _____

RELATED
METHODS _____ See "Additional Information" _____

CAUTION:

This Test Method may include safety precautions which are believed to be appropriate at the time of publication of the method. The intent of these is to alert the user of the method to safety issues related to such use. The user is responsible for determining that the safety precautions are complete and are appropriate to their use of the method, and for ensuring that suitable safety practices have not changed since publication of the method. This method may require the use, disposal, or both, of chemicals which may present serious health hazards to humans. Procedures for the handling of such substances are set forth on Material Safety Data Sheets which must be developed by all manufacturers and importers of potentially hazardous chemicals and maintained by all distributors of potentially hazardous chemicals. Prior to the use of this method, the user must determine whether any of the chemicals to be used or disposed of are potentially hazardous and, if so, must follow strictly the procedures specified by both the manufacturer, as well as local, state, and federal authorities for safe use and disposal of these chemicals.

**Self-certification practice ~~Acceptance procedures~~ for
organizations ~~laboratories~~ providing reference
materials for TAPPI Standards
(Proposed REVISION of T 1211 sp-11)
(Strikeouts and underlines indicate revision)**

1. Introduction

This standard practice establishes acceptance procedures for the listing of organizations as calibration laboratories or providers of standardized materials in ~~the~~ TAPPI Standards. Such organizations are involved with the maintenance of master instruments, calibration of test instruments and the issuance of calibration materials or transfer standards.

2. Scope

2.1 This standard practice establishes the “self certification” procedures for an organization to nominate itself, and be accepted, as a TAPPI calibration laboratory for inclusion in the [Reference Material List](#) ~~listing of such sources~~ within the published TAPPI Standards. Organizations that have national or international recognition as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or issuers of transfer standards are considered to meet the requirements of [T1211](#) ~~T-1211~~ for listing as a calibration laboratory (see Section 5.3). All organizations requesting a listing must be willing to sell or provide the materials to any other company or organization that has a legitimate interest in using the method in conjunction with testing activities. The organizations so accepted by TAPPI will be listed as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or the issuers of transfer standards.

2.2 Once listed, this standard practice will provide procedures whereby such calibration laboratories will maintain their acceptability. This standard practice represents a guide for the listing of a calibration laboratory; however, the ultimate responsibility for monitoring the quality of any work performed is between the supplier and the consumer.

3. Significance

3.1 The need to replicate measurements between laboratories and within laboratories is paramount to the credibility and acceptance of test data. The TAPPI Standards provide a mechanism for consistency in procedural matters for the performance of the test. However, the accuracy of the test results [often requires](#) ~~is only as good as~~ the calibration of the test instrument. Calibration of the test instrument may be through calibration standards based on fundamental measurements of distance, time, etc. Calibration may also depend on the establishment and maintenance of a master test instrument to which user instruments may be compared directly or through the issuance of standard materials or transfer standards.

3.2 The guidelines for TAPPI Standards provide for the listing of organizations that can provide calibration services or can provide calibration or transfer standards. The issuance of this standard practice establishes the guidelines for the ~~evaluation and~~ acceptance of such calibration laboratories for inclusion within either the Reference Materials List or listing of laboratories that maintain “Master Instruments” for the purpose of producing calibration standards or to calibrate other instruments.

4. Definitions

4.1 *Calibration Laboratory* - A laboratory meeting the requirements of this standard practice that is listed as supplier of standardized materials or for the direct calibration of testing instruments used in TAPPI Test Methods.

4.2 *Master Instrument* - An instrument maintained by a recognized laboratory complying with this standard practice that is considered to be one of the instrument(s) to which all other instruments can be calibrated.

5. General criteria for acceptance (procedure)

5.1 Laboratories must certify to the TAPPI Standards Manager that they meet the criteria for inclusion in the reference materials listing for a published TAPPI Standard. Submissions of acceptance shall be made at the time of a test method's review or on a yearly basis prior to the issuance of the latest volume of Standards as appropriate. At the time of revision of a method, the TAPPI Standards Manager will notify existing listed laboratories that they must reapply or reaffirm [their listing](#) ~~if they desire to be listed~~ as a reference supplier for that method in the [Reference Material List](#). ~~list which will appear in the next revised volume of Standards or on line through the TAPPI web page.~~ The TAPPI Standards Administrator will seek out new listing by on line notices or articles in the *Standards and TIPS Action Report (STAR)*-outlining the acceptance procedures.

5.2 The requesting organization shall submit, in writing, a request for listing in the appropriate section of the "TAPPI Standards." This application shall state how the organization complies with the following criteria:

5.2.1 The organization is a source of a) reference materials, b) provide calibration services, and/or c) a master instrument maintained for the purpose of providing calibration services.

5.2.2 The organization maintains its instrumentation in keeping with TAPPI Standards procedures and/or procedures as specified by other relevant internationally recognized standardization procedures. The organization has participated, where possible, in at least one [interlaboratory](#) ~~inter-laboratory~~ check annually for the purpose of providing a comparative measurement. The results of said comparison must be available for inspection upon request by TAPPI in the case of any disputes.

5.2.3 The organization maintains and provides for the traceability of relevant calibration standards used in the calibration of user instruments.

5.2.4 The calibration laboratory maintains and provides documentation, for inspection by TAPPI or users of the calibration services, on the following:

5.2.4.1 The procedures and instruments used for the calibration of user instrumentation.

5.2.4.2 The sources for instruments used in the preparation of and checking the assigned values of standardized materials distributed for calibration of field instruments. Such documentation of traceability shall be available as part of the distribution of reference or standardized materials.

5.2.5 *Organizational structure.*

5.2.5.1 The organization shall provide documentation showing commitment to the task of maintaining the master instruments and/or the production of calibration standards.

5.2.5.2 The organizational staff has reasonable financial resources to carry out necessary duties in the development of standardized materials and for the maintenance of the necessary instrumentation.

5.2.5.3 The organizational management is organized in such a manner that there are clear lines of authority over the calibration functions and that integrity is maintained at all times.

5.2.6 *Organizational staff/supervision requirements.*

5.2.6.1 The organization staff and supervision must have the necessary education and experience to carry out their required duties.

5.2.6.2 The organization must maintain the staff and supervision skill levels through continued education.

5.2.6.3 The organization must maintain personnel training records to document the skills and training required by 5.2.6.1 and 5.2.6.2.

5.3 Any laboratory will be automatically deemed acceptable for listing in the TAPPI [Reference Material List Standards](#) as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or ~~the~~ issuers of transfer standards if [the organization meets they meet](#) any one of the following conditions: [\(1\) the organization is accredited to ISO 17034 “General requirements for the competence of reference material producers”](#); [\(2\) the organization is accredited to ISO 17025 “General requirements for the competence of testing and calibration laboratories” for the relevant material or measurement](#); [\(3\) the organization is accredited to ISO 4094 “Paper, board and pulps -- International calibration of testing apparatus -- Nomination and acceptance of standardizing and authorized laboratories”](#); ~~laboratory has certification under the current ISO/IEC standard for laboratory certification (i.e., ISO/IEC 17025 or transitioning from the former ISO/IEC Guide 25 to ISO/IEC 17025)~~; [\(4\) the laboratory has certification under NIST 150](#); or [\(5\) the laboratory has been otherwise certified as a Standardizing or Authorized Laboratory by ISO.](#)

6. Keywords

Standard practice, Laboratories, Standards, Calibration, Instrument characteristics, Measuring instruments

7. Additional Information

7.1 Effective date of issue: to be assigned.

7.2 This standard practice was developed to provide a means of enabling laboratories or other organizations to qualify for listing as sources of standard materials, calibration services, or for those organizations that maintain master instruments for the above purposes.

7.3 Related Methods: ISO 4094 “Paper, board and pulps - International calibration of testing apparatus - Nomination and acceptance of standardizing and authorized laboratories,” and [ISO 17034 “General requirements for the competence of reference material producers.”](#) ~~ISO 17025 as a general guide for the competence of calibration and testing laboratories.~~

[7.4 This standard practice was revised in 2017. The title of the practice was changed from, “Acceptance procedures for laboratories providing reference materials for TAPPI Standards,” to Self-certification practice for organization providing reference materials for TAPPI Standards.” Accreditation to ISO 17034 was added as an acceptance criterion in Section 5.3 and ISO 4094 was specifically named in Section 5.3.](#)

Your comments and suggestions on this procedure are earnestly requested and should be sent to the TAPPI Standards Department. ■

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DATE _____ October 2, 2019 _____

WORKING GROUP
CHAIRMAN _____ Chris Czyryca _____

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CATEGORY _____ Quality General _____

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CAUTION:

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Self-certification practice for organizations providing reference materials for TAPPI Standards (Proposed REVISION of T 1211 sp-11) (Strikeouts and underlines indicate revision)

1. Introduction

This standard practice establishes acceptance procedures for the listing of organizations as calibration laboratories or providers of standardized materials in TAPPI Standards. Such organizations are involved with the maintenance of master instruments, calibration of test instruments and the issuance of calibration materials or transfer standards.

2. Scope

2.1 This standard practice establishes the “self certification” procedures for an organization to nominate itself, and be accepted, as a TAPPI calibration laboratory for inclusion in the Reference Material List within the published TAPPI Standards. Organizations that have national or international recognition as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or issuers of transfer standards are considered to meet the requirements of T1211 for listing as a calibration laboratory (see Section 5.3). All organizations requesting a listing must be willing to sell or provide the materials to any other company or organization that has a legitimate interest in using the method in conjunction with testing activities. The organizations so accepted by TAPPI will be listed as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or the issuers of transfer standards.

2.2 Once listed, this standard practice will provide procedures whereby such calibration laboratories will maintain their acceptability. This standard practice represents a guide for the listing of a calibration laboratory; however, the ultimate responsibility for monitoring the quality of any work performed is between the supplier and the consumer.

3. Significance

3.1 The need to replicate measurements between laboratories and within laboratories is paramount to the credibility and acceptance of test data. The TAPPI Standards provide a mechanism for consistency in procedural matters for the performance of the test. However, the accuracy of the test results often requires the calibration of the test instrument. Calibration of the test instrument may be through calibration standards based on fundamental measurements of distance, time, etc. Calibration may also depend on the establishment and maintenance of a master test instrument to which user instruments may be compared directly or through the issuance of standard materials or transfer standards.

3.2 The guidelines for TAPPI Standards provide for the listing of organizations that can provide calibration services or can provide calibration or transfer standards. The issuance of this standard practice establishes the guidelines for the acceptance of such calibration laboratories for inclusion within either the Reference Materials List or listing of laboratories that maintain “Master Instruments” for the purpose of producing calibration standards or to calibrate other instruments.

4. Definitions

4.1 *Calibration Laboratory* - A laboratory meeting the requirements of this standard practice that is listed as supplier of standardized materials or for the direct calibration of testing instruments used in TAPPI Test Methods.

4.2 *Master Instrument* - An instrument maintained by a recognized laboratory complying with this standard practice that is considered to be one of the instrument(s) to which all other instruments can be calibrated.

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5.2.2 The organization maintains its instrumentation in keeping with TAPPI Standards procedures and/or procedures as specified by other relevant internationally recognized standardization procedures. The organization has participated, where possible, in at least one interlaboratory check annually for the purpose of providing a comparative measurement. The results of said comparison must be available for inspection upon request by TAPPI in the case of any disputes.

5.2.3 The organization maintains and provides for the traceability of relevant calibration standards used in the calibration of user instruments.

5.2.4 The calibration laboratory maintains and provides documentation, for inspection by TAPPI or users of the calibration services, on the following:

5.2.4.1 The procedures and instruments used for the calibration of user instrumentation.

5.2.4.2 The sources for instruments used in the preparation of and checking the assigned values of standardized materials distributed for calibration of field instruments. Such documentation of traceability shall be available as part of the distribution of reference or standardized materials.

5.2.5 *Organizational structure.*

5.2.5.1 The organization shall provide documentation showing commitment to the task of maintaining the master instruments and/or the production of calibration standards.

5.2.5.2 The organizational staff has reasonable financial resources to carry out necessary duties in the development of standardized materials and for the maintenance of the necessary instrumentation.

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5.2.6.1 The organization staff and supervision must have the necessary education and experience to carry out their required duties.

5.2.6.2 The organization must maintain the staff and supervision skill levels through continued education.

5.2.6.3 The organization must maintain personnel training records to document the skills and training required by 5.2.6.1 and 5.2.6.2.

5.3 Any laboratory will be automatically deemed acceptable for listing in the TAPPI Reference Material List as maintainers of master instruments, calibrators of test instruments to either master instruments or to calibration standards, issuers of calibration standards, and/or issuers of transfer standards if the organization meets any one of the following conditions: (1) the organization is accredited to ISO 17034 “General requirements for the competence of reference material producers”; (2) the organization is accredited to ISO 17025 “General requirements for the competence of testing and calibration laboratories” for the relevant material or measurement; (3) the organization is accredited to ISO 4094 “Paper, board and pulps -- International calibration of testing apparatus -- Nomination and acceptance of standardizing and authorized laboratories”; (4) the laboratory has certification under NIST 150; or (5) the laboratory has been otherwise certified as a Standardizing or Authorized Laboratory by ISO.

6. Keywords

Standard practice, Laboratories, Standards, Calibration, Instrument characteristics, Measuring instruments

7. Additional Information

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7.2 This standard practice was developed to provide a means of enabling laboratories or other organizations to qualify for listing as sources of standard materials, calibration services, or for those organizations that maintain master instruments for the above purposes.

7.3 Related Methods: ISO 4094 “Paper, board and pulps - International calibration of testing apparatus - Nomination and acceptance of standardizing and authorized laboratories,” and ISO 17034 “General requirements for the competence of reference material producers.”

7.4 This standard practice was revised in 2017. The title of the practice was changed from, “Acceptance procedures for laboratories providing reference materials for TAPPI Standards,” to Self-certification practice for organization providing reference materials for TAPPI Standards.” Accreditation to ISO 17034 was added as an acceptance criterion in Section 5.3 and ISO 4094 was specifically named in Section 5.3.

Your comments and suggestions on this procedure are earnestly requested and should be sent to the TAPPI Standards Department. ■