

GTESS Interpretations Policy

1. ANSI Reference	<i>ANSI Essential Requirements: Due Process Requirements for American National Standards(current version)</i>	
	Section(s):	<i>3.5—Interpretations policy</i>
2. Related Documentation	<i>GTESS Due Process and Procedural Compliance Policy GTESS Interpretation Request Form</i>	
3. General Requirements	<p>a) Official interpretations of American National Standards developed by GTESS shall be made by the GTESS Interpretations Committee.</p> <p>b) The GTESS Interpretations Committee shall include representatives from the GTESS Standards Development Organization (SDO) and the GTESS Consensus Board.</p> <p>c) No interpretation of a standard developed by GTESS will be issued by ANSI or any other person in the name of the American National Standards Institute.</p>	

4. Procedure	Responsible Party	Requirement(s)	Action(s) Required	GTESS Records
4.1 Submitting a Request for Interpretation	Requester	Requests for interpretations shall be submitted using the GTESS Interpretation Request Form (available from the GTESS Standards Coordinator at energy@innovate.gatech.edu).	Complete the GTESS Interpretation Request Form and submit electronically or via mail or fax to the GTESS Standards Coordinator.	Completed GTESS Interpretation Request Forms
4.2 Receipt of Request for Interpretation	GTESS Standards Coordinator	Receipt of requests for interpretations shall be acknowledged.	<p>Send Requester a written acknowledgement that their Interpretation Request has been received.</p> <p>Forward the Interpretation Request to the GTESS Interpretations Committee.</p>	<p>Written acknowledgement to Requester</p> <p>Notification to Interpretations Committee</p>
4.3 Consideration of Requests for Interpretation	GTESS Interpretations Committee	<p>Considerations shall include the intent of the standard and the specific situation. Other considerations may include views related to the implementation, maintenance or auditing of the system.</p> <p>The Interpretations Committee may decide (with explanation) that an interpretation is not warranted.</p>	<p>The Interpretations Committee shall consider requests for interpretations within thirty (30) days of receiving the request.</p> <p>A minimum of four members of the Interpretations Committee shall be present for a quorum.</p>	Interpretations Committee Records

4. Procedure	Responsible Party	Requirement(s)	Action(s) Required	GTESS Records
4.4 Preliminary Interpretations	GTESS Standards Coordinator	<p>If available, preliminary interpretations shall be communicated to the Requestor and communicated to the Consensus Board.</p> <p>Preliminary interpretations may change based on further Interpretation Committee deliberations.</p>	Any preliminary interpretations shall be provided to the Requestor within ten (10) days of the Interpretations Committee meeting.	<p>Written communications to Requestor</p> <p>Preliminary Interpretations</p>
4.5 Final Interpretations	GTESS Standards Coordinator	<p>Final interpretations will be documented, provided in writing to the Requestor and made available to the Consensus Board and upon request to the Standards Coordinator at energy@innovate.gatech.edu.</p> <p>A postal address for requests for interpretations shall be available from the Standards Coordinator at energy@innovate.gatech.edu</p>	<p>Provide Requestor and Consensus Board with written final interpretations within ten (10) days of their issuance.</p> <p>Make official interpretations and postal address available upon request to the Standards Coordinator at energy@innovate.gatech.edu within ten (10) days of the final determination by the Interpretations Committee.</p>	<p>Written communications to Requestor</p> <p>Written communications to Consensus Board</p> <p>Final Interpretations</p>

REVISION HISTORY	
Revision	Summary of Changes
07 August 2012	Procedure approved by reaccreditation of GTEEMC by ANSI, effective August 7, 2012.
26 February 2013	Revised for SDO name change from GTEEMC to GTESS.
30 December 2014	Modified Section 4.4 Preliminary Interpretations and Section 4.5 Final Interpretations to include Preliminary Interpretations and written communications to Consensus Board as records to be retained.