

OPERATIONS MANUAL

THRESHOLD LIMIT VALUES FOR PHYSICAL AGENTS COMMITTEE

Adopted by ACGIH[®] Board of Directors: April 2005



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1.0 COMMITTEE MISSION

The Threshold Limit Values for Physical Agents (TLV®-PA) Committee is a Committee established by the Board of Directors of the American Conference of Governmental Industrial Hygienists (ACGIH®) to develop occupational exposure guidelines for physical agents, including those of an acoustic, electromagnetic, ergonomic, mechanical, and thermal nature. The issuance of Threshold Limit Values (TLVs®) and their supporting *Documentation* is the principal mechanism for the dissemination of these guidelines, although the Committee may also develop more general positions, instructional materials, or topical symposia to focus on issues or agents of concern. TLVs® provide guidance to the practicing industrial hygienist and other allied health professionals on the levels of occupational exposure to physical agents to which nearly all workers may be repeatedly exposed, day after day, without adverse health effects. Other, more general, positions on classes of physical agents or work-related disorders (e.g., musculoskeletal disorders) provide guidance as to the expected standards of care for the professional evaluating an occupational environment.

The mission of the Physical Agents Committee is to develop and disseminate occupational exposure guidelines (i.e., TLVs®) that are evidence-based, rigorously reviewed, and scientifically valid. TLVs® are based on the best available data and, whenever possible, peer-reviewed literature on human health effects resulting from industrial, occupational or other exposure situations; from experimental human and animal studies; human epidemiological studies; and when possible, from a combination of all these sources. The basis on which the values are established may differ from agent to agent — protection against physical impairment may be a guiding factor for some, whereas impairment to health or well-being may form the basis for others. TLVs® are established at exposure levels sufficient to minimize or eliminate adverse effects on human health or physiological function in average healthy workers. Because of wide variations in individual susceptibility, exposure of an individual at, or even below, the TLV® may result in annoyance, aggravation of an existing condition, or occasionally even physiological impairment. The Physical Agents Committee operates under the Bylaws of ACGIH® and the administrative policies and procedures approved by the ACGIH® Board of Directors.

2.0 COMMITTEE STRUCTURE AND FUNCTION

The Physical Agents Committee is composed of volunteer members representing various scientific disciplines and is supported by ACGIH® administrative staff. The Committee strives for a balance of experts within its membership to support those technical areas of Committee interest. The Committee vets prospective members and nominations for membership and forwards the nominations that have the support of the Committee to the ACGIH® Board of Directors for appointment.

2.1 Eligibility

Members of the Committee must be members (regular, associate, student or retired) of ACGIH®. Under current ACGIH® policy, a committee must maintain a simple majority of Regular members. All members of the Committee will have full voting rights for the purposes of the business of the Committee. To maintain their eligibility, each member is required to participate in the Committee's Conflict of interest (COI) process and to make a COI declaration on an annual basis.

2.2 Selection

Anyone interested in joining the Committee is required to submit a resume or curriculum vitae and application form (Appendix A). The Committee will review the qualifications, experience, and credentials of the applicant and determine whether the applicant is eligible and fits the needs of the Committee. Such needs may be long-term (to provide a particular expertise for continuing Committee activities), or short-term, to fill a particular technical niche for the development of a TLV® for a specific physical agent.

Applicants will be reviewed for their training and education, professional background and accreditation, and past relevant experience. Frequently, an applicant may be asked to join an upcoming Committee meeting or participate as a candidate member for several meetings for the Committee to evaluate the individual further. Applicants accepted as candidates or provisional members will be subject to the Committee's operating procedures and all ACGIH® Bylaws and policies.

After an appropriate probationary period, the Committee will decide whether to nominate the candidate for full membership on the Committee. In such cases, the Committee Chair will forward that recommendation (along with the individual's resume) to the Board for review and appointment. The ACGIH® Board will inform the candidate that they have been appointed to the Committee. Individuals not recommended for Committee membership will be so notified by the Committee Chair or the Staff Liaison.

2.3 Member Responsibilities

Each member of the Committee is expected to participate in the development of TLVs® (and their associated *Documentation*) and to contribute to other Committee education and outreach programs. Each member is expected to participate in the periodic meetings of the Committee, development and internal review of proposed TLVs® and *Documentation* and in appropriate outreach programs sponsored by the Committee. Members are expected to comply with all policies of ACGIH® and to interact at all times in a collegial fashion with other members of the Committee and Staff.

2.4 Consultants

Periodically the Committee may need specialized technical expertise or assistance in completing a particular TLV[®] and may utilize the help of volunteer Consultants to the Committee. These Consultants are identified and vetted by Committee members — in a similar fashion to candidates for Committee membership — and nominated by the Committee Chair for review and appointment by the ACGIH[®] Board of Directors. Consultants are utilized when the expertise needed is of short duration and not present within the current Committee membership. Consultants may participate in the technical discussions surrounding the development of a particular TLV[®] but are not eligible to vote on Committee actions.

2.5 Terms

Members serve three-year terms, generally beginning January 1, but must be reappointed annually by the Board of Directors upon recommendation by the Chair of the Committee. A member may be re-nominated to an additional three-year term. The Committee Chair will determine re-nomination, and make recommendations to the ACGIH[®] Board. Committee members who are not fulfilling their Committee responsibilities may not be re-nominated for membership on the Committee.

2.6 Committee Chair/Vice Chair

The Chair and Vice-Chair must be regular members of ACGIH[®] and are appointed by the Board. These positions are held for three-year terms. Every three years, a Chair and Vice-Chair are nominated by the Committee, and their names are forwarded to the Board of Directors for consideration and appointment.

The Chair is responsible for overall Committee direction and management and oversees the annual budget and work plan development process. The Chair regularly communicates with the ACGIH[®] Board of Directors and coordinates communication with external parties and groups in a manner consistent with the ACGIH[®] Communication Policy. The Vice-Chair assists the Chair in overseeing internal Committee functions and fulfills the responsibilities of the Chair when the Chair is unable or unavailable to do so.

2.7 Administrative Positions

The ACGIH[®] Chair appoints from within the Board of Directors membership a Board Liaison to assist the Committee in its activities and to communicate activities, initiatives and directives of the Board that may affect the Committee. The ACGIH[®] Executive Director appoints various ACGIH[®]-Headquarters staff personnel to assist the Committee in completing its objectives. Staff's role is to help create an appropriate atmosphere for committee deliberations, but Staff does not participate in the drafting of the TLVs[®] or *Documentation*. Conclusions and recommendations are those of the Committee.

3.0 CONFLICTS OF INTEREST AND BIAS

Committee members and Consultants are required to follow the ACGIH® Policy and Process on Bias and Potential Conflicts of Interest, published on the website at www.acgih.org. Any Committee member or Consultant with a potential, real, or perceived conflict of interest with respect to an agent or issue under consideration by the Committee must disclose the conflict of interest to the full Committee. It is essential that potential, real, or perceived conflicts of interest be identified before the TLV® process begins. Likewise, it is important that Committee members recognize and identify their particular technical or scientific biases, so that these differing perspectives can be balanced during Committee deliberations.

All Committee members and Consultants must complete an annual declaration that includes information about their sources of funding, including professional services and consultancies, professional affiliations, service on boards or committees, legal testimonies, and other activities that may represent a potential conflict of interest for participation in the affairs of the Committee. In addition, the individual should disclose their publications history and identify any technical biases. This declaration is due annually and when material changes in their status occur. Near the beginning of each meeting the Chair will inquire about material changes in each member's COI and bias status.

The decision concerning authorship or review of a TLV® (or its *Documentation*) in such cases will rest with the Committee Chair, with input from the individual and the full Committee. In circumstances where an individual's conflict of interest is significant enough to impact the member's objectivity (i.e., high degree of conflict), that member may participate in general discussions, but not in specific discussions that may influence the value of the TLV®, nor vote on that TLV®. A member faced with a high degree of conflict of interest or bias may serve as a scientific expert or consultant and the Chair will manage a balanced discussion. If a member has a high degree of conflict of interest concerning a particular substance, that member may consider recusing herself or himself from the discussions after consultation with the Committee Chair.

Any issue regarding a member's possible conflict of interest should be referred to the Committee Chair. Failure by any member to report a conflict of interest is grounds for immediate termination of that member's service on the Committee. In such a case, the Chair's recommendation will be communicated to the respective Committee member and the ACGIH® Board of Directors. If the Chair is conflicted, the Vice-Chair will assume this role.

Committee members can be involved in the development of a particular TLV® but usually will always be involved in the review and discussion of any TLV® being considered for recommendation to the Board. The participation of an individual Committee member in either of these functions will depend on any conflicts of interest the individual may have. A conflicted individual's participation in the review and discussion of a proposed TLV® can be managed by insuring that adequate alternate perspectives are included in the process. If the conflicts are serious or substantial, the individual will be recused from the deliberations. A conflicted individual's participation

in the development of a TLV[®] can be accommodated, but requires strong oversight by the Chair.

Committee members most knowledgeable in the area of the TLV[®], and declaring a COI, will be allowed to be involved in the writing of the TLV[®] as long as appropriate remedies are put in place. The selection of remedies used will depend on the situation and the nature of the COI. Remedies for having a member with a COI working on the TLV[®] might include:

- having external reviewers evaluate the TLV[®] and *Documentation*,
- having an internal Committee member who has no conflict of interest participate in the development of the *Documentation* and facilitate discussion for conflicting viewpoints,
- increasing the size of the Committee to incorporate additional expertise,
- bringing in external consultants to present balancing viewpoints to the Committee, as a short-term remedy.
- sponsoring an open Symposium on the TLV[®] where alternate views are represented,
- not permitting highly conflicted members to vote on the TLV[®], or
- selecting co-authors for a TLV[®] and *Documentation*.

Refer to Table 1, Conflict of Interest Levels Guidelines for TLV[®]-PA Committee as guidance on what constitutes slight, moderate, and high degrees of conflict of interest.

Table 1: Conflict of Interest Level Guidelines for TLV[®]-PA Committee

The degree of conflict will be determined by the:

1. Potential for personal financial gain
2. Working for an organization that could materially benefit from the setting or value of the TLV[®]
3. Having a regulatory role related to the specific TLV[®]
4. Having a prior documented position on the nature or value of directly related guidelines

Examples of situations where a member may be considered highly conflicted in the development of a particular TLV[®] include:

He/she stands to have personal or financial gain or interest as a result of the TLV[®] adoption

The organization or educational institution for which he/she works, or is affiliated with, stands to benefit materially from, or be substantially affected by, the TLV[®] adoption

He/she is the author of a large part of the cited literature on which the TLV[®] is based

He/she has authored or participated in the development of occupational exposure guidelines on the same agent for their employer or other organizations, or has a documented position on what the guidelines for this agent should be

He/she has regulatory responsibilities related to the TLV[®] agent

Examples of situations where a member may be considered moderately conflicted in the development of a particular TLV[®] include:

He/she works for an organization that has a commercial or regulatory interest in the subject

He/she has contributed to the scientific literature on which the TLV[®] is based, but is viewed as being one voice among others

The organization for which he/she works has published occupational health exposure guidelines or standards on the subject matter

Examples of situations where a member may be considered slightly conflicted in the development of a particular TLV[®] include:

He/she is the author of some of the science on which the TLV[®] is based, but not on specific threshold limits

The organization for which he/she works has an interest in the subject, but will not benefit materially from, or be substantially affected by, the TLV[®] adoption.

4.0 COMMITTEE PRIORITY SETTING

4.1 TLV[®]/Workplan and Agent Selection Process

The Committee work plan will be updated annually and presented to the Board of Directors for approval. The work plan will identify the TLVs[®] the Committee is proposing to develop, as well as other products the Committee is planning to work on.

Existing TLVs[®] will be considered for revision if there is new scientific data available to indicate the need to revise the existing TLV[®] or update its *Documentation*. The determination as to the need to consider the development of new TLVs[®] will be based on three criteria: the preponderance of evidence suggesting an agent is harmful to humans, a substantive risk of exposure to the agent in occupational environments, and sufficient scientific data to permit the development of a reasonable, defensible TLV[®].

The Committee will consider options for work assignments over the next year (and beyond), and the resources that may be available to the Committee to complete the necessary reviews. The Committee Chair may designate individual members to further examine the need for developing new TLVs[®] and request the support from ACGIH[®] Staff. Based on the resources available to the Committee, the Chair will establish work assignments for the next year and request resources from the ACGIH[®] Board of Directors to complete that process through the budget submission/review process. The ACGIH[®] Board of Directors budget and resource allocation decisions will confirm (or require revision of) the Committee's priorities for the ensuing year.

4.2 Position Statements

Although TLVs[®] are the primary product of the Committee, there are situations where sufficient or definitive scientific evidence is not available to establish a specific TLV[®] for a recognized occupational hazard, or that the situation is so complex that a TLV[®] cannot be issued. In those situations, the Committee may choose to recommend that the organization approve a position statement until more definitive information becomes available to establish a TLV[®]. In these situations, the Committee will indicate that the preponderance of evidence suggests a hazard, but that the levels to which that agent needs to be controlled is unclear.

The weight of scientific evidence to support the issuance of a position statement is less defined than that typically required for the development of a TLV[®], but there should be strong evidence that a problem exists.

4.3 Postings for Agents on Under Study List, Notice of Intent to Establish (NIE), or Notice of Intended Change (NIC) Lists

Each year, the Committee identifies agents for which TLVs[®] are being proposed or recommended for change. These agents are listed on the Committee's *Under Study*, *Notice of Intent to Establish* (NIE), or *Notice of Intended Change* (NIC) lists and are posted on a variety of ACGIH[®] dissemination vehicles. These postings allow the general public and various advocacy groups to know what the priorities and schedules of the Committee are and to offer comments and suggestions. It is the expectation of the Committee that parties with an interest in these agents will take advantage of these opportunities and submit to the Committee information or data in

the form of peer-reviewed literature that the Committee can use in its TLV[®] decision-making process, according to the process described in the TLV[®]/BEI[®] Development Process: An Overview, posted on the ACGIH[®] website (<http://www.acgih.org/TLV/DevProcess.htm>).

5.0 TLV[®] DEVELOPMENT PROCESS: New TLV[®] (NIE) or Revised/Updated TLV[®] (NIC)

The TLV-PAC[®] Committee follows the *TLV[®]/BEI[®] Development Process: An Overview*, posted on the ACGIH[®] website (<http://www.acgih.org/TLV/DevProcess.htm>).

Once an agent has been identified as a candidate for a new or revised TLV[®] or *Documentation*, the Committee as a whole will determine the development path appropriate for that agent, consistent with Board guidance. Note that, from time to time, the Committee may make editorial changes or add clarifying statements within existing TLVs[®] or their supporting *Documentation*. If those modifications are considered editorial and do not materially affect the TLV[®] value(s), those changes can be made at the discretion of the Committee (with suitable *Documentation* in the minutes of the meeting in which those changes were agreed to).

5.1 Author Selection

An individual Committee member may volunteer or be assigned (by the Chair) the role of primary author for a TLV[®] under development, based on the individual's interest, availability, expertise, and possible conflicts of interest. The Committee will try to make the best possible use of the expertise of its members, balancing differing scientific perspectives within the Committee.

The primary author is responsible for assembling the available scientific information pertinent to the topic and the development of the TLV[®] and associated *Documentation*. The primary author may use input from other Committee members or consultants as appropriate, but is responsible for marshalling the agent through the TLV[®] development process. The primary author will work with the co-author throughout the process to ensure that all viewpoints and scientific data are considered.

In the case of the consideration of a significant change in a current TLV[®] or *Documentation*, a primary author will be assigned. In cases where Conflict of Interest is a concern, the Chair may assign a co-author, who will have the responsibility to insure all technical positions and perspectives are represented in the document and during subsequent Committee deliberations.

Designation of authorship for a TLV[®] is an internal designation within the Committee since the final product reflects the actions and scientific judgments of the entire Committee and not the individual author. No individual shall claim individual authorship of a TLV[®] or *Documentation*. Authorship of *Documentation* is a confidential matter and generally not known by members external to the Committee.

5.2 Development of Symposia or Seminar

From time to time, the Committee may wish to organize a technical symposium or seminar on a particular topic or TLV[®] in order to obtain additional information or points of view. The Committee will work with ACGIH[®] Staff to organize events such as symposia or seminars as needed by the Committee. Initiation of the planning process requires completion of the "Tab P, ACGIH[®] Educational Event Planning Worksheet." The Tab P must be approved by the Board of Directors. The overall

objective of these symposia is to insure a thorough vetting of the scientific data and perspectives available for Committee consideration.

5.3 Development of Documentation

The designated author conducts a comprehensive review of pertinent scientific literature and assembles the materials in terms of relevance and scientific merit. The author will work closely with the co-author (if one is assigned) throughout the process to ensure that opposing opinions and viewpoints are fairly considered. Original, peer-reviewed, evidence-based studies are the principal sources of information for the *Documentation*; survey or review articles may be used as well. Information submitted to ACGIH® is evaluated for scientific merit and incorporated into the *Documentation* dossier as appropriate. Should the data be from unpublished studies, ACGIH® requires written authorization from the owner of the studies granting ACGIH® permission to (1) use, (2) cite within the *Documentation*, and (3) upon request from a third party, release the information. Typically, the *Documentation* supporting a TLV® position is assembled first, with the eventual determination of the TLV® value(s) based on that foundation. The *Documentation* is focused on summarizing the scientific literature pertinent to setting the TLV®.

5.4 TLV® Determination

The primary author of the TLV® and *Documentation* will develop a defensible TLV® value or function based on the strength of the scientific evidence available. The target organs and health effects of these physical agents vary greatly in their nature; thus, TLVs® are not necessarily single numbers but rather integrations of the measured parameters of the agent, its effect on workers, or both. There may be several target organs or systems affected by the agent at different levels of exposure. The TLV® author should select the critical target organ, or end point, and the critical effects and develop the TLV® on that basis, specifying the choice made and the evidence supporting that determination.

5.5 Review Process

Once the principal author has developed the proposed TLV® and associated *Documentation*, the draft documents will be circulated to all Committee members for review. The Committee as a whole will review the TLV® and draft *Documentation*, focusing on the technical basis of the TLV® and the degree to which the *Documentation* supports the determination; editorial adjustments may be made to the document by ACGIH® Staff for clarity and consistency in presentation.

Additionally, the Committee may seek outside review of the draft TLV®, its supporting *Documentation*, or portions thereof. The decision to refer the TLV® and *Documentation* to outside review will be an explicit decision with a recorded vote to request Board approval.

Substantive comments and concerns raised during this vetting process (internal and external reviews) will be addressed by the TLV® author prior to Committee vote on the proposed TLV® and incorporation into the meeting minutes.

5.6 Vote to Recommend/Notice of Intent to Establish (NIE)/Notice of Intended Change (NIC)

The Committee evaluates the scientific basis of the proposed TLV® and votes to recommend approval of the TLV® (and its associated *Documentation*) to the

ACGIH® Board of Directors. A quorum (defined as a majority of the voting members) of appointed members of the full Committee is required for an official voting tally. Votes will be tallied from voting members during the Committee meeting and can include members participating remotely via telecommunication technologies. A simple majority of those voting is required for passage of the motion put to a vote. How individuals voted will not be reflected in the minutes of the meeting, but the names of individuals recusing themselves from the vote due to conflict of interest will be noted.

The Committee may recommend to the Board of Directors that the TLV® be placed on the NIE (TLV® for a new agent), the NIC (changed TLV® for an existing agent), or be adopted (after approximately a year on the NIC or NIE).

If the Committee votes to recommend the adoption of the proposed TLV® to the Board of Directors, the TLV® and *Documentation* are forwarded to the ACGIH® Board of Directors for review with a recommendation for ratification by the Board, typically at its Fall meeting. If the Board ratifies the TLV®, it is so listed in the *Annual Reports of Committees on TLVs® and BEIs®*, other dissemination vehicles, and the succeeding issue of the ACGIH® *TLVs® and BEIs®* Book. The TLV® and its *Documentation* are available in draft status once they reach the NIE or NIC stage of the process for public comment.

5.7 Discussion of Comments Received

Public comments received during the review period are acknowledged by staff and considered by the Committee. The Committee may develop a response to the comments received and modify the TLV® and/or *Documentation* appropriately. The full Committee then votes on whether to recommend adoption of the TLV®, to modify the TLV® and retain it on the NIE or NIC for another year, or to remove the TLV® from further consideration of ratification. A quorum of the Committee is required for an official vote tally; a simple majority of those voting will carry the motion. Members are permitted to participate in the deliberations and voting process via telecommunications. The Committee will help prepare and review the text of written responses to be sent to those individuals/groups offering technically substantive comments during the public comment period. Once approved, those responses will be forwarded to ACGIH® staff for transmittal back to the responders.

5.8 TLV® Ratification/Adoption

The Committee communicates with the public, its users, and interested parties by the *Annual Reports for the Committees on TLVs® and BEIs®*, the *TLVs® and BEIs®* Book and information posted on the ACGIH® website. The Committee is under no obligation to individually inform any particular group about its activities or decisions. All communications must be in accordance with the ACGIH® Public Affairs and Communication Policy and the ACGIH® Information Release Policy (posted on the ACGIH® website at <http://www.acgih.org/about/Committees.htm>).

If the Committee votes to recommend adoption of the TLV® and *Documentation*, the TLV® and *Documentation* are forwarded to the ACGIH® Board of Directors for consideration. If the Board votes to ratify the TLV®, it is placed on the “adopted” list in various ACGIH® publications.

6.0 COMMUNICATIONS

From time to time, Committee members must communicate with others regarding particular activities, initiatives, or technical positions under consideration by the Committee. On those occasions when potentially sensitive information may be discussed, certain procedures need to be followed to protect the integrity of the TLV® development process.

6.1 *Other groups that set Occupational Exposure Guidelines*

The Committee has undertaken regular communication and interaction with other national and international groups responsible for determining occupational exposure guidelines as one of its goals. Committee members appointed as ad hoc liaisons with these groups are nominated by the Committee Chair and approved by the Board. These relationships will be reviewed on a regular basis to ensure on-going success in sharing scientific information about physical agents relevant to establishing occupational exposure guidelines. A record of these assignments are documented in Committee meeting minutes. All communications must be in accordance with the ACGIH® Public Affairs and Communication Policy and Information Release Policy (posted on the ACGIH® website at <http://www.acgih.org/about/Committees.htm>).

6.2 *Communications External to ACGIH®*

The Committee recognizes that there are many different parties with an interest in the TLV® development process and its outcomes. The Committee has an obligation to follow ACGIH® policies about its process and decisions. At the same time, it is important that these external parties not compromise the Committee's decision process, which is based on scientific information that is accessible in the public domain, or is accessible through right of disclosure provided to ACGIH®. Emphasis is placed on published peer-reviewed scientific information. Thus, the Committee follows the written policies adopted by the Board (reference *ACGIH® Public Affairs and Communication Policy* at <http://www.acgih.org/about/Committees.htm>) that allow input from external groups to the Committee concerning substances currently under review. These policies and procedures are described below.

6.2.1 *Invitations to present at Committee meetings*

For External Party Requests: The Committee may receive requests from external parties to make a presentation about specific substances or issues. It is *strictly by exception* that such requests are granted. The Committee focuses on data that have been peer-reviewed and published and not on data presented in a private forum. The Committee may grant the request according to the guidelines in the *TLV®/BEI® Development Process: An Overview*, published on the ACGIH® website at <http://www.acgih.org/TLV/DevProcess.htm>. This may occur when the data is significantly new, has received peer review, is the best vehicle for receipt of the information, and is essential to the Committee's deliberations. Requests for this type of presentation must be sent, with appropriate materials, to Staff. Staff will forward the information to the Chair and other Committee members as needed. A formal invitation to present, if desired, will be extended by the Chair after review of the issue and materials.

External parties are encouraged to send their comments and input to the Committee, via the ACGIH® Science Group, in writing. The Committee will review all written comments; responses will be prepared if necessary. The Chair, in consultation with the designated author of the TLV® and *Documentation*, will decide if a response is necessary and the nature of such response. The response will be drafted by the Committee (e.g., Chair and author) and sent by ACGIH® staff.

For Committee Requests: The Committee, at its discretion and under the conditions noted below, may invite outside parties to its meetings for the purpose of sharing experience or expertise, to add an additional or international perspective to the development of a TLV® and its *Documentation*, or to present data and research. Guests will not participate in Committee deliberations or votes, and may be asked by the Chair to leave the meeting following their presentation in order to avoid conflict of interest or the suggestion of an outside bias.

6.2.2 External review of technical positions

At times, it may be appropriate to request critical review of specific technical positions from outside experts or groups. This external vetting of Committee technical positions strengthens the TLV® development process by utilizing external peer review and the opportunity for dissenting perspectives to be considered. Such external review of draft *Documentation* or draft TLVs® will be an explicit decision with a recorded vote to request Board approval, so that an official file can be assembled for ACGIH® retention and for the preparation of appropriate responses.

6.2.3 Confidentiality of Committee activities

Committee discussions must be kept confidential. Every member must respect the confidentiality of all other members of the Committee. Draft *Documentation* and positions must not be shared with anyone external to the Committee.

6.3 Communications Internal to ACGIH®

The Committee relies on meeting minutes for documenting its activities and tracking its progress. Minutes shall follow standard ACGIH® format and should indicate the date, members present and absent, important points of discussion, major decisions taken, and future activities planned. Minutes should be taken during any meetings of ad hoc subcommittees and other such groups with copies circulated to all Committee members in a timely manner.

Minutes will not identify the member's name associated with a particular TLV® or *Documentation*. Copies of these minutes must be provided to the Committee Chair.

Other information can be kept in a separate tracking document. An individual will be identified by name only if they abstain from a vote for conflict of interest. No motions or seconds will be recorded. Formal minutes will be taken at all full Committee meetings, generally by a staff person. These minutes are used to document the activities and formal votes of the full Committee. Copies will be sent to all members of the Committee, as appropriate, and the Board Liaison.

The Staff liaison works closely with the Committee Chair on all issues, including budgeting and spending, meeting arrangements, publications, and communications with external parties. The Board liaison also attends full Committee meetings, providing input to the Committee from the Board of Directors and relaying Committee concerns and thoughts to the Board. The Board liaison also works with the Chair during budgeting, policy-making and other issues that bear directly on the organization.

7.0 EDUCATIONAL OUTREACH

Ideas for educational and outreach efforts will come from a variety of sources, including, but not limited to, Committee members, Staff, other TLV[®] and ACGIH[®] Committees, the ACGIH[®] membership, and private and not-for-profit organizations. Since individual members of the Committee are best suited to judge the value of these activities, all such concepts will be discussed during a Committee meeting for initial evaluation.

If the concept is deemed appropriate, the Committee Chair will designate an event coordinator from within the Committee membership whose responsibility will be to work with the staff of ACGIH[®].

Appendix A



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ACGIH® Committee Membership Application For the Following ACGIH® Committees:

Bioaerosols Committee
Infectious Agents Committee
TLV®-Physical Agents (TLV®-PA) Committee
Small Business Committee

(Note: TLV®-Chemicals Substances (TLV®-CS) Committee and Biological Exposure Indices (BEI®) Committee each use a different application form.)

Thank you for your inquiry into membership on an ACGIH® committee. To assist the ACGIH® Committee in its review and selection of new candidates, please provide the following information and **submit your current resume and/or curriculum vitae**. Feel free to expand the size of this application as needed to accommodate responses larger than the space allocated.

Applicant's Name: _____

Address: _____

Phone (s): _____

FAX: _____

Cell: _____

Preferred E-mail: _____

1. Check the Committee that you are applying for?

- A. Bioaerosols Committee
- B. Infectious Agents Committee
- C. TLV®-Physical Agents (TLV®-PA) Committee
- D. Small Business Committee

2. Name of Employer: _____

If employed by a regulatory/government agency, do your current activities relate to the development or setting of occupational health standards?

Yes No

9. Check the number of years experience serving on professional and scientific committees.

_____ < 3 years
_____ 3-5 years

_____ 6-9 years
_____ >9 years

10. What are your primary reasons for wanting to join this Committee?

11. Participation on the Committee requires a considerable amount of your time annually to attend Committee Meetings, participate on conference calls, write/review documents, and prepare/contribute to meetings. If you have questions about the time involved, please contact ACGIH® at the telephone number below. Do you have adequate time to devote to the activities of this Committee?

_____ Yes _____ No

Please submit your application and current resume and/or curriculum vitae in one of the following three ways:

- Mail to the Chair of ACGIH® in care of the Headquarters Office at 1330 Kemper Meadow Dr., Suite 600, Cincinnati, Ohio 45240
- FAX to the Chair of ACGIH® in care of the Headquarters Office at 1-513-742-6170
- E-mail to the Chair of ACGIH® in care of the Headquarters Office at mail@acgih.org

If you have questions, please contact ACGIH® at 1-513-742-2020.

Thank you for offering to serve on an ACGIH® Committee.