

**U.S. National Work Group Meeting
for the
Development of Commercial Hydrogen Measurement Standards**

AGENDA SUBMISSION FORM

Date:	Date Received by Technical Advisor:
Name of USNWG Member: Title: Organization: Street Address: City/State/Zip/Country: Phone: Email: Fax:	
Agenda Item	Proposed item includes language for consideration in the: <input type="checkbox"/> Device Standards and Test Procedures Subcommittee <input type="checkbox"/> Fuel Quality Specifications Subcommittee <input type="checkbox"/> Administrative Proceedings <input type="checkbox"/> USNWG Guidelines <input type="checkbox"/> Other (list): _____ _____ <p style="text-align: center;">Be sure to include all applications that apply.</p>
Agenda Item:	
Please attach any background information, test data, research or additional documentation that will help the USNWG in its discussion of the agenda item.	
Does the agenda item propose changes to current weights and measures handbook requirements or procedures or require the USNWG to submit comments to other SDOs or CDOs developing related standards or procedures, if yes complete items (1) through (7)?	
Critical Information	Proposal Criteria Checklist
(1) Proposal: Include the proposed new or modified handbook language.	Information Checklist Proposal includes language for: <input type="checkbox"/> Date(s) of Enforcement <input type="checkbox"/> Definitions <input type="checkbox"/> Method of Sale Requirements <input type="checkbox"/> Multiple Device Codes (list): _____ <input type="checkbox"/> References to other standards (specify code(s)) <input type="checkbox"/> Specifications <input type="checkbox"/> Test Notes

	<input type="checkbox"/> Tolerances <input type="checkbox"/> User Requirement <input type="checkbox"/> Other (list standard or code name and number): <hr/> <hr/>
<p>(2) Problem/Justification: Include a rationale that explains the national need for modifying the standard or providing input to other SDOs or CDOs about related standards or procedures.</p>	<p>Be sure to include all applications that apply.</p> <p>Attach all that apply:</p> <input type="checkbox"/> Cost Analysis <input type="checkbox"/> Commercial Equipment Affected <input type="checkbox"/> Test Standard(s) Affected <input type="checkbox"/> Training/Education (consumer, official, service, other) <input type="checkbox"/> Data (describe) <input type="checkbox"/> Implementation Plan <input type="checkbox"/> National Issue (list other locales/agencies experiencing this issue): _____ <input type="checkbox"/> Private or Public Sector Impact Statement(s) <p>If no boxes were checked, explain why this information is not relevant to this issue:</p>
<p>(3) Comments: Include comments from all stakeholders.</p>	<p>What methods were used to contact affected parties? Announcement of proposed changes posted in the following (indicate date of posting and address):</p> <input type="checkbox"/> Federal Register (list date posted): <input type="checkbox"/> Internet Bulletin Board (list web site and date posted): <input type="checkbox"/> Other (list): _____ <hr/> <p>Party(s) contacted (check and list all that apply):</p> <input type="checkbox"/> SDO/CDO (name/contact) <input type="checkbox"/> Business/Trade Association (name/contact) <input type="checkbox"/> Consumer Interest Group (name/contact) <input type="checkbox"/> Government Agency (name/contact) <input type="checkbox"/> Regional Weights and Measures Association <input type="checkbox"/> CWMA <input type="checkbox"/> NEWMA <input type="checkbox"/> SWMA <input type="checkbox"/> WWMA <input type="checkbox"/> Technical Committee (name/contact)

	<input type="checkbox"/> Other (list): _____ _____ If no notices posted or groups contacted, explain why was this agenda information was not made available:
<p>(4) Reasons for: Summarize reason(s) for changing or providing input on the standard or procedure.</p>	<input type="checkbox"/> Misinterpretation (explain) <input type="checkbox"/> New Technology/Practice (circle all that apply and describe) <input type="checkbox"/> Significant Legal Impact (check all that apply and see "Priority" Issue criteria outlined in the Handbook's "Exception to Policy for Submission of Issues to Committee Agenda"): <input type="checkbox"/> Conflict with International Standard <input type="checkbox"/> Court Case/Attorney General Ruling <input type="checkbox"/> Health and Safety <input type="checkbox"/> Pre-emption by Federal Statute <input type="checkbox"/> Other (describe): _____ _____
<p>(5) Reasons against: Summarize reason(s) that may arise in opposition to the agenda item if the item modifies an existing or creates a new standard or requires the USNWG to provide input on a related standard or procedure.</p>	<input type="checkbox"/> Conflict (specify) <input type="checkbox"/> Costs (specify) <input type="checkbox"/> Opposition (specify group and its rationale) <input type="checkbox"/> Other (explain): _____ _____ If no boxes were checked, explain why this proposal in this agenda item will go unopposed.
<p>(6) Background Data: Provide research data (historical and empirical) on the proposed standard.</p>	Searches were conducted in the following: <input type="checkbox"/> Data (statistical, etc.) <input type="checkbox"/> Handbook(s) (list related code and section): <input type="checkbox"/> Industry Standard(s) (list related code and section): <input type="checkbox"/> International Standard(s) (list related code and section): <input type="checkbox"/> Special Publication(s) (list year and section): <input type="checkbox"/> Studies (list and provide summary(s)) <input type="checkbox"/> Other (also list): _____ _____

	<p>Provide all data, analysis, etc. relevant to the proposal. Summarize why data, etc. supports the proposal or makes it necessary to submit input to a SDO or CDO on a related standards or procedure.</p>	
<p>(7) Recommended Action: Summarize the recommended action that should be taken on the proposed agenda item.</p>	<p>The (name group) recommends:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend the agenda item as a: <ul style="list-style-type: none"> <input type="checkbox"/> "Priority" Issue requiring immediate action by ballot of the USNWG <input type="checkbox"/> USNWG's discussion item on its next agenda <input type="checkbox"/> Language for consideration by the appropriate SDO or CDO <ul style="list-style-type: none"> <input type="checkbox"/> As Written Only <input type="checkbox"/> USNWG's Information Only item <input type="checkbox"/> Other (specify some other action): <input type="checkbox"/> Request: <ul style="list-style-type: none"> <input type="checkbox"/> USNWG's opinion/interpretation only <input type="checkbox"/> Other (specify other actions): _____ <p>_____</p>	
<p>Submit Agenda Items by email to: Juana Williams juana.williams@nist.gov</p>	<p>Submit Agenda Items by postal mail to: NIST WMD 100 Bureau Drive, Mail Stop 2600 Gaithersburg, MD 20899-2600</p>	<p>Submit Agenda Items by fax to: 301-975-8091</p>