

Organization & Procedures for the Committee on Pipeline Standards

Policy Document

First Edition

February 2017

Updated February 2018

1 Scope

1.1 Purpose

This document provides information on policies and procedures for the Committee on Pipeline Standards (COPS), its activities, and guidelines for its conduct, as well as for voting and task groups reporting to it, and their relationship with API's policy groups. API policies and the API *Procedures for Standards Development* establish uniform procedures for the conduct of API standards activities. Standards under the jurisdiction of this committee shall be developed, adopted, maintained, and interpreted in accordance with the requirements described in the API *Procedures for Standards Development*.

1.2 Authorization

The Committee on Pipeline Standards (COPS) is a stand-alone committee reporting to the American Petroleum Institute (API) Board of Directors through the Pipeline Subcommittee (PL SC) to the Midstream Committee (MC).

2 References

The following references are cited in this document and are indispensable for the application of the requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the reference document (including any amendments) applies.

API Procedures for Standards Development

API Antitrust Compliance Guide

3 Definitions and Abbreviations

3.1 Definitions

The following definitions apply for the purposes of this document.

3.1.1 API corporate member

An organization that has paid the required fees for current membership in API.

NOTE 1 This term applies to persons on the policy groups, COPS, voting groups, and standards task/work groups.

NOTE 2 API membership is not required to participate in the standards development process, but is encouraged to strengthen governance.

3.1.2 consensus body

The group that approves the content of a standard by ballot and by its approval, demonstrates evidence of consensus.

3.1.3 company

A legally defined entity.

NOTE "Company" also refers to a parent company and its wholly owned subsidiaries or affiliates.

3.1.4 consultant

A self-employed professional.

3.1.5 contracted expert

A subject matter expert under contract to API for standards development activities.

3.1.6 interest category

Classification reference to participants in the API standards process used to determine the balance of materially affected groups on a committee, subcommittee/voting group, task group or work group (see Annex A).

3.1.7 member

A person who has been officially designated by the appropriate appointing authority (see Table 1) to represent their company or interest in the standards development activities of the committee, subcommittee/voting group, or group to which they are appointed..

3.1.8 participant

Any non-member who attends meetings or is involved in the standards development activities of a committee, subcommittee, or group.

NOTE Participants contribute to the consensus building process, but are not eligible to vote.

3.1.9 policy group

A group comprised of API Corporate Members who assist in directing policy.

NOTE These groups include the OTG, PLIG, EHSG, and PAG

3.1.10 recommended practice

A document that communicates proven industry practices.

3.1.11 specification

A document that facilitates communications between purchasers and manufacturers.

3.1.12 standard

A document, established by consensus that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards typically include elements of both specifications and recommended practices.

NOTE For the purposes of this document, the term “standard” is used as a generic description for all document types.

3.1.13 standards committee

A committee with the overall responsibility for developing, maintaining and approving API standards for a particular category or categories of equipment, materials, or practices in accordance with the API *Procedures for Standards Development*.

NOTE 1 A standards committee may be responsible for an entire standards program or industry sector.

NOTE 2 Responsibility for standards programs may be assigned to intermediate committees or groups, with authority to form, guide, and coordinate standards committees as needed.

3.1.14 standards policy committee

A committee with overall responsibility for standards program management in a particular subject area.

NOTE 1 A standards policy committee may be established by the API Board of Directors, an API General or Segment Committee or an authorized subordinate level committee.

NOTE 2 Membership on standards policy committees is limited to representatives of API member companies.

3.1.15 technical report

A document that conveys technical information on a specific subject or topic and is usually issued on a one-time basis.

NOTE A bulletin is a type of technical report.

3.1.16 voting member

Any member of a standards committee or voting group designated by their company to vote on consensus issues.

3.2 Abbreviations

API	American Petroleum Institute
ANSI	American National Standards Institute
COPS	Committee on Pipeline Standards
EHSG	Environment, Health, and Safety Group
GIS	API's Global Industry Services
GISC	Global Industry Services Committee
MC	Midstream Committee
NWI	New Work Item
OGC	API's Office of General Council
OTG	Operations and Technical Group
PAG	Public Awareness Group
PLIG	Pipeline Integrity Group
PL SC	Pipeline Subcommittee
SR3	Standards Resource and Research Request form

4 General Policies

4.1 Antitrust Laws

It is API policy to strictly comply with state and federal antitrust and trade regulation laws. Antitrust laws are intended to protect and foster the efficient operation of the free enterprise system by assuring the preservation of competition among business firms at all levels of trade. Antitrust laws promote the rigor of a competitive market by prohibiting activities among competitors that have the effect of fixing prices, limiting production, dividing markets, or allocating customers.

API employees shall have the duty to take reasonable steps to ensure that all activities satisfy antitrust law and this policy. API's Office of General Counsel (OGC) should be consulted if there are questions concerning antitrust laws or the application of these requirements. OGC may assist staff or committee members by reviewing agendas and minutes and providing counsel at meetings. OGC can also prepare written antitrust guidance suited for the specific nature and scope of a meeting and for use by meeting participants. It is the responsibility of every committee member or participant, officer and employee of API to comply with the antitrust regulations. All API communications (e.g. letters, emails, telephone conversations, telephone conferences) are subject to these regulations.

An Antitrust Compliance Guide has been developed by the OGC, and may be obtained from API or is available on-line at the API committee website to assist in identifying situations which may have antitrust implications. Any antitrust questions should be resolved with OGC.

4.2 National and International Standardization

API Standards and the API standardization program are recognized worldwide, and API encourages representatives of companies and organizations involved in the oil and gas pipeline industry in any country to actively participate in the API standardization program.

API is a member of the American National Standards Institute (ANSI), which coordinates the adoption of American National Standards, and is the United States' member body of the International Organization for Standardization (ISO). API standards are processed through ANSI for adoption as American National Standards whenever practical and industry is supportive of this action. API standards shall be conducted in full conformance with applicable laws.

5 Committee Organization

5.1 General

Figure 1 illustrates the organization of voting groups and the relationship between the standards policy and standards committees.

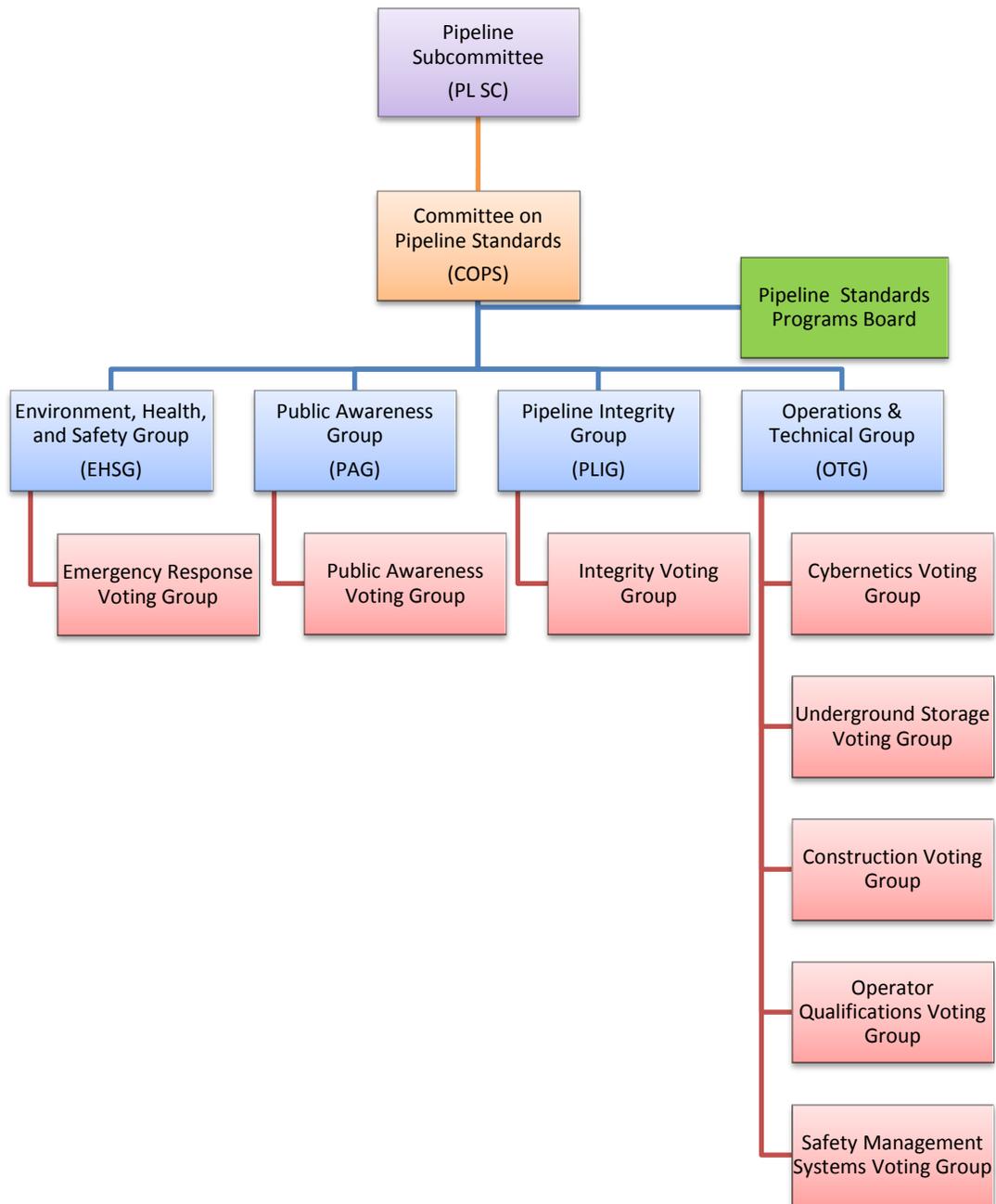


Figure 1—Pipeline Standards Organization Chart, showing voting groups

5.2 Pipeline Subcommittee (PL SC)

5.2.1 Function

The PL SC supervises groups reporting to it, directs general policy relative to the administrative aspects of the standards program, and when necessary, reviews the scope, priorities, and resource commitments of particular standards and programs.

The PL SC may issue recommendations to the API Global Industry Services Committee (GISC) and API Staff regarding the pipeline standards work program and resources.

5.2.2 Appointing Authority

The Chair of the PL SC shall appoint the Chair and Vice-Chair of the COPS.

5.3 Committee on Pipeline Standards (COPS)

5.3.1 Function

The Committee on Pipeline Standards serves as a standards policy committee (3.1.14) and is the final authority for pipeline standardization activities. Subcommittees designated as voting groups shall be created and discharged by the COPS as warranted. If there is no voting group established as the consensus body (3.1.2) with responsibility for a particular standard, one must be created.

The COPS coordinates with the API GISC for budget and resource issues relating to standards and programs.

Functions of the COPS include, but are not limited to the following:

- a) Issuing recommendations to the GISC and API Staff regarding the pipeline standards work program and resources;
- b) Prioritizing and management of research, content specialists and contracted experts, and other resources budgeted for pipeline standards activities;
- c) Participating on the Appeals Board in the review of appeals of standards actions pursuant to the *API Procedures for Standards Development*, as required;
- d) Managing the approval of the pipeline standards work plan;
- e) Maintaining the "Organization and Procedures for the Pipeline Standards Committee" policy document;
- f) Creating and assigning responsibilities for Voting Groups; and
- g) Overseeing the Pipeline Standards Programs Board.

5.3.2 Officers

The chair of the COPS shall be appointed by the chair of the PL SC, and at the PL SC's discretion, one or more vice-chairs may be appointed. Officers shall be representatives of API corporate member pipeline operators unless the PL SC approves an exception.

5.3.3 Membership

Members of the COPS shall be representatives of API corporate member companies which are directly and materially affected by the activities and standards of the standards program and who operate pipeline systems, unless the PL SC approves an exception. Members of the COPS shall be appointed by the COPS Chair.

5.4 Pipeline Standards Programs Board

5.4.1 Pipeline Standards Programs Board Objective

The objective of the Pipeline Standards Programs Board is to ensure that pipeline standards certification and training programs meet the needs of the pipeline industry as well as operate in compliance with API's policies and procedures. Within the work program approved by the COPS, the Pipeline Standards

Programs Board oversees the API Pipeline Certifications Program, as well as other initiatives used to ensure implementation of industry standards, and provides policy direction for these activities. The Pipeline Standards Programs Board may set up designated Work Groups for specific programs, often referred to as Implementation Teams.

5.4.2 Pipeline Standards Programs Board Function

The Pipeline Standards Programs Board is created and discharged by the COPS as warranted. The functions of the Pipeline Standards Programs Board include, but are not limited to, the following:

- a) Establish, review, and approve policies relating to the API Pipeline Certifications and Training Programs;
- b) Identify needed improvements in the delivery and advancement of the API Pipeline Certifications and Training Programs to meet the current and future industry needs;
- c) Establish designated Work Groups, referred to as Implementation Teams, to oversee particular Certifications and Programs.

5.4.3 Officers

Officers shall be a chair, a vice-chair, and a secretary (non-voting API Standards Staff position). The chair and vice-chair are appointed by the COPS chair.

5.4.4 Members

Pipeline Standards Programs Board voting members shall be nominated by members of the COPS and shall be employees of API corporate members, with membership limited to one representative per company, including its affiliates or subsidiaries, although others who bring special skills, experience, or viewpoints to the group may be appointed after consultation with API staff. Members may include users and manufacturers of products covered by the standards, plus other particularly qualified individuals, such as organizations that provide services associated with pipelines. They shall be qualified by reason of training, experience, and company responsibilities. The chair should review Pipeline Standards Programs Board membership periodically to ensure balance and may request members to resign from the Board if balance issues dictate such action.

5.4.5 Program Management

Pipeline standards programs and certifications shall be managed by API Global Industry Services staff.

5.5 Policy Groups

5.5.1 Functions

Functions of the policy groups that report to the PL SC include, but are not limited to the following with respect to the standards under their purview:

- a) issue recommendations to the COPS, Pipeline Standards Programs Board, and API Staff regarding the pipeline standards work program and resources;
- b) prioritize and management of the annual research, content specialist/contracted expert, and other resources budget for pipeline standards activities within their responsibility;
- c) manage the approved, relevant pipeline standards work plan;
- d) coordinate with other pipeline policy groups.

5.5.2 Operations and Technical Group (OTG)

The OTG functions as a policy group to manage and direct the development and maintenance of standards and practices of the Cybernetics Voting Group, Underground Storage Voting Group, Construction Voting Group, and Operator Qualifications (OQ) Voting Group, which in turn supervise task groups reporting to them. The OTG is the authority over cybernetics, underground storage, construction, and OQ standardization activities; determines policy relative to all formative and administrative aspects of these standards; and reviews and approves the scope, priorities, and resource commitments of the

associated standards. The OTG reports to the COPS for standards policy direction and coordinates with the COPS for standards budget and resource issues.

5.5.3 Pipeline Integrity Group (PLIG)

The PLIG functions as a policy group to manage and direct the development and maintenance of standards and practices of the Integrity Voting Group, which in turn supervises task groups reporting to it. The PLIG is the authority over pipeline integrity standardization activities; determines policy relative to all formative and administrative aspects of these standards; and reviews and approves the scope, priorities, and resource commitments of the associated standards. The PLIG reports to the COPS for standards policy direction and coordinates with the COPS for standards budget and resource issues.

5.5.4 Public Awareness Group (PAG)

The PAG functions as a policy group to manage and direct the development and maintenance of standards and practices under the Public Awareness Voting Group, which in turn supervises task groups reporting to it. The PAG is the authority over public awareness standardization activities; determines policy relative to all formative and administrative aspects of these standards; and reviews and approves the scope, priorities, and resource commitments of the associated standards. The PAG reports to the COPS for standards policy direction and coordinates with the COPS for standards budget and resource issues.

5.5.5 Environment, Health, and Safety Group (EHSG)

The EHSG functions as a policy group to manage and direct the development and maintenance of standards and practices under the Emergency Response Voting Group, which in turn supervises task groups reporting to it. The EHSG is the authority over environment, health, safety, and emergency response standardization activities; determines policy relative to all formative and administrative aspects of these standards; and reviews and approves the scope, priorities, and resource commitments of the associated standards. The EHSG reports to the COPS for standards policy direction and coordinates with the COPS for standards budget and resource issues.

5.6 Standards Voting Groups

5.6.1 General

Standards activities are open to all parties (persons and organizations) that have a direct and material interest in the subject of a standard. Standards are balloted and approved through consensus bodies (3.1.2) referred to as Standards Voting Groups. Standards Voting Groups receive policy direction from policy groups (5.5).

5.6.2 Membership

Members of voting group shall be representatives of companies or other interests, which are directly and materially affected by the activities and standards under the voting group's jurisdiction. Members may include users and manufacturers of products covered by the standards, plus other particularly qualified individuals, such as organizations that provide services associated with pipelines, or other groups, such as regulators, academics, and other interested parties with subject matter expertise. API corporate membership is not a requirement for membership on Voting Groups, but is encouraged to strengthen governance.

Assignment of voting status in a consensus body is determined by the Voting Group Chair in consultation with API Staff, as described in the *API Procedures for Standards Development*.

5.6.3 Composition

Voting groups shall be composed of the officers (chair and vice chair(s), if applicable), voting members, and non-voting members, subject to the limitations described in 5.6.6.

5.6.4 Officers

Officers of standards voting groups are appointed by the chair of the policy group overseeing their activities, in consultation with the COPS Chair. Officers consist of a chair and a vice chair, at the policy

group's direction. Officers shall be representatives of API corporate member pipeline operators unless the COPS approves an exception.

5.6.5 Voting Privileges

Companies or individuals that are members of a task group may request voting privileges within a voting group, and others who bring special skills, experience, or viewpoints to the voting group may also be appointed as voting members by the chair. A company/entity shall provide API staff with a written notification of the designated voting member. If granted, voting shall be limited to ballots issued within a particular voting group. Appointments shall be coordinated with API staff and the voting group chair. Active participation in standards activities shall be the minimal requirement for maintaining voting privileges, subject to the limitations outlined below.

5.6.6 Limitations

API's one-company-one-vote policy shall apply at all times within any voting group. For the purposes of determining voting rights, a company shall be defined as an organization that includes its affiliates and/or subsidiaries.

A company may assign the same individual to vote on any or all pipeline standards voting groups or may elect to assign different individuals to each voting group depending on the scope of activities or documents assigned to a particular voting group.

At the voting group chair's discretion, voting membership within a voting group may be limited to ensure balance (see 5.6.9).

5.6.7 Alternates and Non-voting Members

Voting members may designate one alternate member from their company for each voting group.

Alternates shall be notified of all relevant letter ballots and may provide additional comments but shall not vote unless formally designated by the voting member.

NOTE The alternate does not automatically succeed to voting group membership upon the voting member's resignation.

A company may permit several individuals to participate in voting group activities. If a company already has designated a voting member for all applicable voting groups under the purview of the COPS, the additional individuals shall be designated as non-voting members. Furthermore, non-voting members (if a company is already represented on the voting group) may be from the related COPS work group(s) or task group(s). However, voting rights shall reside with the company-designated voting representative in accordance with API's one company-one vote policy.

Alternates and non-voting members from the same company shall coordinate their comments with their voting members such that any comments submitted are not contradictory.

Alternates and non-voting members shall be designated as guests on group attendance sheets. Alternates and non-voting members shall be entitled the right to comment on any ballot assigned to a voting group within the COPS per API's policies and procedures on balloting.

5.6.8 Participation Review and Loss of Voting Privileges

Voting in the COPS and its voting groups is a privilege and maintaining that privilege requires voting on a regular basis. Voting on a regular basis is defined as the following:

- a) Voting on a minimum of two in any three consecutive ballots; and
- b) Voting on a minimum of 50 % of the ballots from any sample of ten consecutive ballots.

Member companies not voting regularly will either be put on probation or suspended from voting and notified accordingly. Probation is triggered by not meeting condition a) and suspension is triggered by not meeting condition b).

Companies with suspended voting privileges may request reinstatement after six months of suspension. The request will be submitted to the COPS Chair and API Staff. Any suspended company being

reinstated will be on probation. Once a member company on probation votes regularly (per condition a) above) they will be removed from probation.

5.6.9 Interest Group Representation in Voting Groups

Voting groups will strive to maintain balance between their constituent interest categories. API seeks broad input to its standardization activities including the participation of all parties representing interest categories appropriate to the nature of the standard, and allows for open attendance at standards meetings. API strives for balanced representation in an effort to avoid a bias towards any one interest category (3.1.6). The criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.

The voting group chair should review a voting group's membership periodically to ensure balance of interest categories and targeted outreach conducted to under-represented interest categories.

See Annex A for further discussion of interest categories.

5.7 Standards Work/Task Groups

5.7.1 Function

Standards Work/Task groups perform the detailed standards development work (e.g. drafting a new standard, review and revising an existing standard, supervising a contracted expert or research project in support of standards development activities, etc.). Work/Task groups are formed and discharged by the pertinent policy group, as needed.

Standards Work/Task groups shall confine their activities within the limits of their assignments unless their assignments are revised. Standards Work/Task groups are expected to meet as often as necessary to complete their assignments. The COPS determines the assignments and any revisions to them.

5.7.2 Officers

Officers shall be a chair and, at the chair's discretion, a vice-chair and secretary. Standards Work/Task group chairs shall be appointed by the chair of the appropriate voting group (see Table 1), and shall be representatives of API corporate members unless the COPS approve an exception. The Work/Task group chair shall pursue timely completion and submittal of the Work/Task group's assignment, as determined by the COPS, and provide regular progress reports to the COPS and their parent voting group. The chair shall submit progress updates at other times at the call of the chair of the parent voting group.

5.7.3 Member Selection

Members may be selected by the task group chair, parent voting group chair, or COPS chair in order to meet the needs of the task group assignment. Work/Task group membership does not convey membership on the parent voting group, the parent policy group, or the COPS.

5.8 API Staff

API staff shall be responsible for communicating API standards policy and providing procedural guidance and administrative support to the policy groups, COPS, voting groups, and work/task groups, as necessary. The API Policy staff person shall be also responsible for the preparation of the minutes, record of attendance of all meetings of the policy groups, and the API Standards staff person shall do the same for the COPS, the Pipeline Standards Programs Board, and voting groups. The API staff shall maintain files and records in accordance with the appropriate API policies and procedures. API Standards staff shall be responsible for ensuring the collection of the meeting agendas, filing minutes, and the records of attendance for Standards Work/Task groups.

The API Standards staff person shall give timely written notice to each voting group chair of the need to revise or reaffirm any publication in their portfolio, handle correspondence related to standard development or revision, and maintain all records of requests for interpretations of API standards, specifications, and recommended practices.

Table 1—Appointing Authorities

Committee	Officers/Members to be Appointed	Appointing Authority^a
Committee on Pipeline Standards ^b (COPS)	Chair	PL SC Chair
	Vice-Chair (optional)	PL SC Chair
	Secretary	Position held by API Standards staff
	Members	COPS Chair
	Non-Voting Members	COPS Chair
Pipeline Standards Programs Board ^b	Chair	COPS Chair
	Vice-Chair	COPS Chair
	Members	Pipeline Standards Program Board Chair
	Secretary	Position held by API Standards staff
COPS Voting Groups ^b	Chair	Appropriate Policy Group Chair in consultation with COPS Chair
	Vice-Chair	Appropriate Policy Group Chair in consultation with COPS Chair
	Secretary	Position held by API Standards staff
	Members	Voting Group Chair, unless appointed by COPS Chair ^a
	Non-Voting Members	Voting Group Chair, unless appointed by COPS Chair ^a
Standards Work/ Task Groups	Chair	Voting Group Chair in consultation with COPS Chair
	Vice-Chair	Voting Group Chair in consultation with COPS Chair
	Members	Work/Task Group Chair, unless appointed by Chair of the parent group or COPS ^a
	Non-Voting Members	Work/Task Group Chair, unless appointed by Chair of the parent group or COPS ^a
^a In consultation with API Staff		
^b To be established		

6 Committee Operations

6.1 Appointments

6.1.1 Appointing Authorities

Table 1 defines authorities for appointing officers and members of the COPS, the Pipeline Standards Programs Board, voting groups, and work groups. All appointing authorities shall inform the API Standards staff of appointments and resignations to the COPS, voting groups, or Work/Task Groups.

6.1.2 Tenure of Appointments

The chair of the COPS and the standards voting groups serve a two-year term, unless service is terminated sooner by resignation. The vice-chairs for the COPS and voting groups normally succeed the chair.

6.2 Project Justification and Assessment

A Standards Resource and Research Request (SR3) form shall be completed for all new work items (NWIs). An NWI may include the drafting of a new document for publication, or the revision of an existing document. NWIs may also include requests regarding research proposals, and the withdrawal of a document. A copy of the form can be found in Annex B. Any person, organization, committee, or subgroup may submit an SR3 form.

SR3 forms shall be reviewed and approved by the appropriate policy group, and submitted for final approval by the COPS, in coordination with the API Standards Staff.

7 Publications—API Standards Staff Responsibilities

7.1 Issue of Standards and Revisions

The API Standards staff shall issue new standards or revisions as soon as practical after the close of the letter ballot, resolution of comments, and approval by API legal. Revisions shall be in the form of new editions, addenda, or errata. The API staff shall be responsible for ensuring that standards and revisions conform to the requirements of this document and the *API Procedures for Standards Development*.

7.2 Notice of Availability of Standards, Specifications and their Revisions

Notice of the availability of new standards, specifications, and their revisions should be sent to the parent voting group and COPS by API Standards staff.

7.3 Standards and Specifications Incorporated by Reference

Where available standards and specifications are incorporated by reference in other API standards and/or specifications, only those aspects of the document included by reference that are absolutely necessary to fulfill the purpose of the host API standard or specification shall be referenced.

The latest editions of reference documents should be specified unless the responsible subcommittee or committee determines a specific edition is more appropriate for the purpose of the API standard or specification. The normative reference section of the document shall include the following statement:

"For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies."

The following statement shall be included in the foreword of API standards and specifications developed by organizations external to the API process and nationally adopted by the API, and may be included in any other API document:

"Standards referenced herein may be replaced by other international or national standards that can be shown to meet or exceed the requirements of the referenced standard."

Annex A

(informative)

Interest Categories

Current interest categories are:

- a) Gas Operations; pipeline operators who are primarily engaged in operating gas pipelines
- b) Liquids Operations; pipeline operators who are primarily engaged in operating liquid pipelines
- c) Liquids & Gas Operations; pipeline operators who operate a mixture of both gas and liquid pipelines
- d) General User (Government/Engineering Companies/Consultants); pipeline stakeholders who are not pipeline operators

Pipeline Standards Voting Groups will transition to using the following interest categories as membership in these groups increases and diversifies:

- a) Operator—the entity that is using the product specified in the standard or performing the operations or practices described in the standard. In this case, pipeline operating companies.
- b) Manufacturer—the entity that is fabricating a product specified in the standard or used in performing the operations or practices described in the standard or the entity that is providing a service in compliance with the standard. In this case, pipeline construction, inspection, and manufacturing companies.
- c) General Interest—an entity that is neither of the above but has a direct and material interest in the product, operation, or practice described in the standard. Consultants are typically included in this category.

Other interest categories such as the following may be established within a Voting Group in order to ensure adequate levels of representation.

- d) Government—Federal, state, or other regional regulatory body.
- e) Academia—College or university-affiliated expert.
- f) Association—Professional society or non-governmental authority.
- g) Non-Governmental Organization (NGO)—Labor, consumer interest.

Annex B

(informative)

Standards Resource & Research Request (SR3) Form



File Name:

Standards Resource & Research Request (SR3) Form Committee on Pipeline Standards

Document Information

Standard Designation:							
Title:							
Edition:							
Budget Year:							
Committee/Voting Group: (check all that apply if a joint project)	COPS		Public Awareness VG		Cybernetics VG		Operator Qualifications VG
	Integrity VG		Emergency Response VG		Construction VG		Underground Storage VG
Priority Matrix Ranking: (to be completed by API)		Priority 1 (Rank 10-15)		Priority 2 (Rank 7-9)		Priority 3 (Rank ≤6)	
Proposed Action:	New Standard			Revise Current Standard			
	Withdraw Current Standard			Research Only			
Proposed Funding Type:	Budget Request			Special Solicitation			
Total Funding Request (Parts A & B):	\$						
Name of Submitter(s):							
Date:							

Part A – Resource Plan

I. Background and Information:

1. Explain the business need for the proposed action. Indicate potential cost savings to industry where possible.

2. What is the scope of the standard?

3. Is this standard on the work program of another standards development organization (SDO)?

Yes		No	
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If yes, specify SDO and standard designation/project title/contact

If yes, is the work being coordinated with the appropriate group? Are there special circumstances that would justify independent API initiation of the proposed action?

4. Are a volunteer chair and group of experts available to perform the proposed action?

Please include names and company affiliation and indicate chair, if available.

5. Is there a need to commit resources to supplement the development of the draft? Would a paid content specialist accelerate progress on the development/revision? Is there a readily available content specialist?

6. Are there special format requirements for final document, i.e. knowledge of ISO template required), significant graphics, photos or equations) required that would need extraordinary resources?

Yes No

If Yes, please provide details:

7. Please provide any other information that is pertinent to the proposed action.

8. What are the implications of not initiating the proposed action? Include potential safety, reliability, environmental and financial impacts that may arise.

9. Is there research proposed to accomplish the proposed action?

Yes No
 If yes, complete Part B of this form.

II. Project Timing

Proposed start date:		Proposed date draft will be ready for letter ballot:	
TG/WG: (estimated number of volunteers needed)		Content Management: (\$ amount "if needed" or volunteer)	

PART B – Research Plan

I. Background and Information

1. Proposed Research Title:

2. Proposed Project Scope:

3. Research Amount:

\$	
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4. What is the business need for the proposed research?

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5. Is the proposed research edition-specific for a single standard or will it result in technology enhancement for multiple standards?

Yes		No	
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If multiple standards, please cite the standards effected:	
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6. Research Timing:

	Research is necessary prior to scheduled revision.
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	Research can be done concurrent with revision.
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7. How does the research support the proposed action identified in Part A?

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8. Is a joint industry project (JIP) a possibility?

Yes		No	
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If Yes, with whom?	
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9. Are there opportunities for leveraged research with other organizations?

Yes		No	
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What organizations?	
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10. What are the implications of not performing the proposed research?

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II. Dates and Funding:

Estimated Completion Date	Prior Research Funding Requested	Anticipated Future Research Funding Needs					
		Year 2: \$		Year 3: \$		Year 4: \$	
	\$						

PART C – Proposal Feedback/Approval Information

For API Use ONLY

COPS comments to Proposer/WG:	
Date approved by COPS:	
Date entered into API Publications DB:	