



# Standards

*The Newsletter that keeps you informed!*

Volume 2, Issue 1

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## Standards Development – Part 1

“What is the process for developing documents?” This question is frequently asked by new and seasoned working group members, industry users, and other interested parties; it can be a confusing and multi-faceted process that doesn’t have a simple answer. The next few issues of this Newsletter will describe the process of developing an EOS/ESD Association, Inc. American National Standard. In this issue we will describe how an identified need becomes a work-in-progress (WIP) document.

The process of developing a work-in-progress (WIP) is as follows:

1. A proposal of an identified need is brought to the standards administrator and standards business unit manager. This proposal can be from a current working group (WG), work group member, or an interested party.
2. The proposed need is then reviewed by the technical and administrative support (TAS) committee. Upon TAS approval it is assigned to a WG or task team. A new ad hoc WG may be formed to support the new topic.
3. Initial research is started to determine the scope of the document.
4. A work statement is completed by the WG in order to identify the proposed scope and purpose of the new document. Completed work statements are submitted for approval by TAS.
5. A project initiation notification system (PINS) form is filed with ANSI by the standards administrator.
6. Upon approval of the work statement, the WG begins writing a WIP document.

In the summer issue we will cover the process of a WIP document becoming a draft document.

## Standards Working Group Web Pages

Each working group (WG) has a webpage on the EOS/ESD Association, Inc. website at <https://www.esda.org/committees/standards-working-groups/>. Here, you can find upcoming and past meeting agendas, a report of past meeting activities, as well as a list of published documents the WG is responsible for maintaining. This is an excellent opportunity to plan your personal meeting schedule for an upcoming meeting series or to learn more information about the activities that a particular working group is focusing on.

All of our Standards working groups are open to the public. To become a member of a working group you must attend at least two consecutive meetings as a guest; membership to a committee is by individual not by company. After attending two consecutive meetings you may request membership to the working group through Christina Earl ([standards@esda.org](mailto:standards@esda.org)). Once you are approved for membership to a committee you must attend at least two out of three consecutive meetings to retain your membership.

On the website you can also find the complete upcoming meeting schedules for our fall and spring face-to-face meetings and our winter and summer virtual meeting series, as well as the anti-trust, confidentiality, and patent policies that apply to all of our meetings. We have also provided a copy of the slides that are presented during our Standards Development Overview presentation offered at the beginning of each virtual meeting series.



EOS/ESD Association, Inc.  
7900 Turin Rd., Bldg. 3  
Rome, NY 13440

Phone: 315-339-6937  
E-mail: [standards@esda.org](mailto:standards@esda.org)

## Five Year Review of ANSI/ESD STM7.1 – Flooring

Working group 7.0 – Flooring will convene at the July virtual meeting series to kick off the five year review of ANSI/ESD STM7.1, ESD Association Standard Test Method for the Protection of Electrostatic Discharge Susceptible Items - Floor Materials - Resistive Characterization of Materials. The working group is seeking all interested parties, including but not limited to users and manufacturers of ESD flooring, to participate in the review and revision process for this document. If you are interested in more information or to join please contact [standards@esda.org](mailto:standards@esda.org).

## Future Meeting Schedule

July 17-28, 2017	Summer Virtual Meeting Series
September 6-15, 2017	Westin La Paloma, Tucson, AZ (\$139/Night)
January 15-26, 2018	Winter Virtual Meeting Series
April 10-15, 2018	Peppermill Resort & Casino, Reno NV (\$95/Night)
Sept. 20-28, 2018	Peppermill Resort & Casino, Reno NV (\$130/Night)
April 1-7, 2019	Riverside Convention Center, Riverside, CA Marriott Riverside at the Convention Center, Riverside, CA (\$141/Night)
September 11-20, 2019	Riverside Convention Center, Riverside, CA Marriott Riverside at the Convention Center, Riverside, CA (\$141/Night) The Mission Inn Hotel & Spa, Riverside, CA (\$140/night)
September 10-18, 2020	Peppermill Resort & Casino, Reno NV (\$129 or \$149/Night)
Sept. 26-Oct. 1, 2020	Westin La Paloma, Tucson, AZ (\$149/Night)
Sept 15-23, 2021	Peppermill Resort & Casino, Reno NV (\$129 or \$149/Night)

## Standards Packages

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