

Instructions For Submitting Proposals on WSTDA Technical Committee Standards

Contact WSTDA for final date for receipt of proposals on a specific document.
Use a separate proposal form for submitting each proposed amendment.

1. Type or print legibly in black ink.
2. Indicate the number, edition year, and title of the standard or document. Also indicate the specific section or paragraph that the proposed amendment applies to.
3. Check the appropriate box to indicate whether this proposal recommends adding new text, revising existing text, or deleting text. If proposing new standard, please contact WSTDA office for further instructions.
4. In the space identified as "Proposal" indicate the exact wording you propose as new or revised text, or the text you propose to be deleted.
5. In the space titled "Statement of Problem and Substantiation for Proposal" state the problems that will be resolved by your recommendation and give the specific reason for your proposal. Include copies of test results, research papers, experience, or other materials that substantiate your recommendation.
6. Check the appropriate line to indicate whether or not this proposal is original material, and if it is not, indicate the source of the material if known; if not, please so state.
7. Sign the proposal.

If supplementary material (*photographs, diagrams, reports, etc*) is included, you may be required to submit sufficient copies for all members of the technical committee. The technical committee is authorized to abstract the "Statement of Problem and Substantiation for Proposal" if it exceed 200 words for publication in the Report on Proposals.

NOTE: Each proposal shall be submitted to WSTDA and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e. web sling technical committee, tie down technical committee, organization, company).
- (b) Identification of the document, edition of the document, and paragraph of the document to which the proposal is directed.
- (c) Proposed text of the proposal, including the wording to be added, revised (and how revised), or deleted.
- (d) Statement of the problem and substantiation for proposal.
- (e) Signature of the submitter
- (f) Two copies of any document(s) (other than a WSTDA standard/document) being proposed as a reference standard or publication.

WSTDA Standards Comment/Proposal Form

For further information on the standards-making process,
please contact WSTDA Headquarters 443-640-1070.

For Office use Only

Log #: _____

Date Rec'd _____

Date _____ Name _____
Telephone _____ Fax _____ E-mail _____
Company _____
Address _____ City _____ State _____ Zip _____

Please indicate organization represented (if any) _____

1. **WSTDA Standard Title:** _____
No. & Edition (Yr): _____
Section/Paragraph: _____

2. **Proposal Recommends** (check one): new text revised text deleted text

3. **Proposal** (include proposed new or revised wording, or identification of wording to be deleted.) (Note: Proposed text should be in legislative format, that is, use underscore to denote wording to be inserted (inserted wording) and strike-through to denote wording to be deleted (~~deleted wording~~).

4. **Statement of Problem or Substantiation for Proposal.** (Note: State the problem that will be resolved by your recommendation. Give the specific reason for your proposal including copies of tests, research papers, etc. If more than 200 words, it may be abstracted for publication.)

5. **Comments** _____

6. **This Proposal Is Original Material.** Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought, or research and, to the best of his/her knowledge, is not copied from another source.

This Proposal Is Not Original Material; Its Source (if known) is as Follows: _____

I hereby grant WSTDA all and full rights in copyright to this proposal, and I understand that I acquire no rights in any publication of WSTDA in which this proposal in this or another similar or analogous form is used.

Signature (Required) _____

Mail: WSTDA, 2331 Rock Spring Road, Forest Hill, MD 21050

Fax: 443-640-1031

Email: info@wstda.com