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ACGIH Scientific Committees Operations Manual

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ACGIH®
Scientific Committees
Consolidated Operations Manual

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OVERVIEW

Scope. The Scientific Committee Operations Manual applies to the established ACGIH Scientific Committees, including the:

- Bioaerosols Committee
- Biological Exposure Indices Committee
- Industrial Ventilation Committee
- Threshold Limit Values for Chemical Substances Committee
- Threshold Limit Values for Physical Agents Committee

Type of Committee. The ACGIH Scientific Committees are standing committees established by the ACGIH Board of Directors.

Charter. Section 6.3 of the ACGIH Bylaws establishes the scientific committees. ([Bylaws](#))

Background and Authority

Board of Directors. The ACGIH Scientific Committees report directly to the ACGIH Board of Directors. The board of directors has the authority and responsibility to:

- Appoint scientific committee leadership.
- Appoint scientific committee members.
- Establish or discontinue scientific committees.
- Provide oversight of the scientific committees, with the specific purpose of ensuring the integrity and independence of the processes used in the development of the scientific committees' recommendations, products, and services.
- Ensure scientific committees operate in accordance with the ACGIH Bylaws and organizational policies, including ensuring a simple majority of the scientific committees' members are professionally affiliated with academia or government.
- Ensure scientific committees are in compliance with ACGIH Bylaws and the organization's policies and procedures for conflict of interest.
- Review and approve scientific committee annual plans and budgets.
- Ensure organizational resources are appropriately allocated to support the scientific committees.

Purpose and Missions. The ACGIH Scientific Committees contribute to the global protection of workers by establishing occupational exposure guidelines that are scientifically valid and supported by professional judgment, up-to-date, well-documented, understandable and clear, and produced by a clearly defined process that is balanced and free of conflict of interest and by

providing high-impact education to support professionals in industrial hygiene, environmental health and safety, and allied industries.

The issuance of Threshold Limit Values (TLVs), Biological Exposure Indices (BEIs), and their supporting Documentation is one crucial mechanism for disseminating these guidelines. Committees may also use educational media and publication projects to highlight worker safety issues.

Bioaerosols Committee. To compile and disseminate information on biologically derived contaminants that may become airborne, to develop recommendations for assessment, control, remediation, and prevention of such hazards, and to establish criteria for bioaerosol exposure limits.

Biological Exposure Indices Committee. To develop occupational biological exposure guidelines based on toxicology and epidemiology studies, including toxicokinetics, adverse outcomes pathways, and aggregate exposure pathways analyses and to develop educational products on BEIs.

Industrial Ventilation Committee. To provide a safe and healthful environment by integrating state-of-the-art information from government and industry sources, using them to develop and recommend ventilation and other engineering controls to capture, collect, filter, and remove airborne contaminants from the workplace.

Threshold Limit Values for Chemical Substances Committee. To recommend airborne concentrations and surface limits of agents and exposure conditions for use in the practice of industrial hygiene and by other qualified professionals to protect worker health.

Threshold Limit Values for Physical Agents Committee. To develop occupational exposure guidelines for physical agents, including but limited to, those of an acoustic, electromagnetic, radiological, ergonomic, mechanical, and thermal nature.

SCIENTIFIC COMMITTEE STRUCTURE

Overview ([Bylaws Guidance Section 6.3](#)). A scientific committee develops scientific products and services for the organization. Members of scientific committees shall be selected primarily for their professional expertise as required by the products and services of a committee. The overall make-up of a scientific committee shall be similar to that of the board, but at a minimum, a simple majority must be professionally affiliated with academia or government, and a range of professional affiliation is necessary to ensure a balance of expertise and bias. Committee members serve in their individual capacity and do not serve as representatives of their organization or their employer. Members may not serve if they have a significant level of conflict with the products and services of their committee. Scientific committee members must

be approved by the board but are not required to be voting members of the organization. A scientific committee member is any duly appointed member of the committee regardless of whether they are a voting member of the organization.

Scientific Committee Leadership

Committee leadership (chair and vice chair) must be Voting Members of the organization and must be approved by the board ([ACGIH Bylaws Section 6.3](#)).

Committee Chair

Selection and Appointment. The chair is appointed through an internal committee selection and voting process, the results of which are sent to the board of directors for ratification. Potential candidates may be the vice chair or current committee members. A candidate must meet the membership criteria of the committee and be a voting member of ACGIH in good standing.

Committee leadership or the applicable subcommittee seek nominations from the committee; screen nominees; and present names, background information, and a nominee statement to the full scientific committee for vote. Only full voting committee members may submit a vote. The votes are tallied by the committee chair or applicable subcommittee chair with staff assistance. The slate of nominees and number of votes received by each nominee are submitted to the board of directors for final approval.

Transition Management. The outgoing chair manages the transition process and ensures the incoming committee chair is fully informed on current issues, committee workplans, work products in progress or planned, membership, operations, and all aspects of scientific committee management. The transition management is an internal committee process, and may include the chair-elect serving as the vice chair during the last year of the chair's term.

Succession. If the chair position becomes vacant before the end of the term, the vice chair will assume the role of the chair and serve the remainder of their predecessor's term. At the end of the term, a chair will be selected following the selection and appointment process described above.

Chair Responsibilities and Duties. The chair leads and is responsible for the overall management of the committee, working closely with the vice chair and, if applicable, the Steering Subcommittee, to ensure the committee's progress toward fulfilling its mission and goals. The chair:

- Prepares and submits the committee's annual plan to the ACGIH Board of Directors. ([Annual Plan](#))
- Approves proposed committee meeting schedule for the year.

- Creates committee meeting agendas and presides over all committee meetings.
- Ensures the committee complies with the bylaws and policies and procedures of ACGIH.
- Oversees and manages committee membership and recruitment, ensuring appropriate balance of experience and expertise among committee members and positioning and developing new members in anticipation of potential member turnover.
- Oversees and participates in orientation of new members and assignment of mentors.
- Recommends committee members for appointment to the board of directors.
- Oversees and assists committee and subcommittee activities.
- Monitors the annual selection of substances, agents, or other projects.
- Monitors the overall workload and makeup of the committee.
- Ensures the committee completes work products in a timely manner accordance with the committee annual plan.
- Oversees budget management, spending, and meeting plans with assistance from staff.
- Assures regular, clear communications with the staff and the board of directors by interacting with the board liaison or staff liaison, as necessary.
- Assures regular, clear communications with external parties by reviewing all correspondence received and providing input to replies prepared by the staff liaison.
- Ensures communication between all members of the committee and that the committee is functioning according to guidelines and policies.
- Consults regularly with the vice chair and, if applicable, subcommittee chairs to ensure the proper functioning of internal committee activities.
- Represents their committee to the ACGIH Board of Directors and communicates and consults regularly with the committee's board liaison.
- Represents their committee to outside parties in accordance with the ACGIH Public Affairs and Communication Policy and ACGIH Information Release Policy (*Reference: [ACGIH Scientific Committee Operations – Policy References](#)*).

Term. The chair will hold the appointment for no more than two consecutive 3-year terms; however, the board of directors may grant an exception and allow an additional consecutive term

under extenuating circumstances. A scientific committee member may serve as chair in nonconsecutive terms. Terms run annually from January 1 to December 31. The chair will hold the position contingent upon annual reappointment by the board of directors.

Reporting. The chair reports directly to the board of directors of ACGIH and the committee's board liaison.

Committee Vice Chair

Selection and Appointment. The committee chair, in consultation with the current committee members, recommends the vice chair to the board of directors, which approves the recommendation and appoints the vice chair. Potential candidates may be current committee members. The vice chair must be a voting member of ACGIH in good standing and will hold the position contingent upon annual reappointment by the board of directors.

Duties. The vice chair is responsible for assisting the chair, supporting the management and oversight of internal committee functions. The vice chair will undertake the responsibilities of the chair when they are unable or unavailable to do so. Specifically, the vice chair assists the chair in managing operational committee activities, including workplan development and tracking, strategic planning, and performance metrics assessment. The vice chair:

- Supports documentation preparation and general project management.
- Fulfills the responsibilities of the chair when they are unable or unavailable to do so.
- Seeks opportunities for extending the impact of committee activities.
- Works with the chair to ensure an appropriate mix of members on subcommittees, if applicable.

Term. Terms run annually from January 1 to December 31. The vice chair will hold the position contingent upon annual reappointment by the board of directors.

Reporting. The vice chair will report to the chair of the committee and provide periodic updates on their individual activities.

Standing Subcommittee Chair

Selection and Appointment. A scientific committee may establish formal subcommittees to accomplish specific tasks. Each subcommittee is headed by a chair appointed by the committee chair in consultation with the committee vice chair. The committee chair will review the activities of each subcommittee chair regularly, seeking input from members of the subcommittee.

Duties. Subcommittee chairs are members of committee leadership. It is essential that the subcommittee chair communicates and consults regularly with the subcommittee vice chair, the committee chair, other committee leadership, staff liaison, and members of their subcommittee.

Subcommittee chairs manage and participate in their subcommittee's Documentation or other project preparation activities, and they are responsible for their subcommittee's productivity in the quality and quantity of Documentation or other projects. In this capacity, they will arrange regular subcommittee meetings throughout the year, establish meeting agendas in consultation with members, and run well-organized and productive meetings. They will also review the formal minutes taken for all meetings and ensure copies are provided to all subcommittee members and the scientific committee chair. Subcommittee chairs are responsible for ensuring communication within the full committee, particularly among leadership, other subcommittees, and with the staff liaison. In this capacity, the subcommittee chair:

- Assigns a mentor to all new subcommittee members and member candidates.
- Assigns substances, agents, or projects to individual members, following the guidance in the ACGIH Conflict of Interest Policy ([ACGIH Scientific Committee Operations – Policy References](#)).
- Ensures that each member meets the expectations for Documentation or project preparation.
- Assists members, when necessary, with aspects of Documentation or project development.
- Informs subcommittee members of relevant decisions of the committee leadership or other subcommittees.
- Tracks the progress of Documentation preparation or projects.
- Provides feedback to members about their activities concerning membership expectations.
- Reviews communications received from external parties, ensuring that members of their subcommittee can review and discuss correspondence.
- Promptly responds to questions from the staff.
- Directs all questions and comments received from external parties directly to staff. Subcommittee chairs are not to contact external parties; they are expected to respond to all external parties by directing them to ACGIH staff.

- Works with the other relevant subcommittees on activities not directly related to the preparation of Documentation or projects.

Term. There is no established term for a subcommittee chair.

Reporting. The subcommittee chair reports to the scientific committee chair.

Standing Subcommittee Vice Chair

Selection and Appointment. Subcommittee chairs should select, in consultation with the committee chair, another individual within their subcommittee to serve as the vice chair. This person should become versed in the management of the subcommittee and should be given opportunities to play a leadership role.

Duties. The subcommittee vice chair will work closely with the subcommittee chair to assist in leadership, mentorship, project management, and decision making. In the subcommittee chair's absence, the subcommittee vice chair will take on those duties. The subcommittee vice chair participates fully in all committee leadership activities.

Term. There is no established term for a subcommittee vice chair.

Reporting. The subcommittee vice chair reports directly to the subcommittee chair.

Workgroup Lead

Selection and Appointment. Scientific committees may establish ad hoc workgroups to develop or revise a specific TLV, BEI, Position Statement, Feasibility Assessment, Documentation, or project; prepare a special report or white paper; prepare and present an educational session; or another specific task. These workgroups are task-focused and are of short duration. Workgroup leads are appointed by the scientific committee chair in consultation with the vice chair.

The committee chair will review the activities of each workgroup regularly, seeking input from members of the workgroup. While continuity is vital in ensuring the ongoing productivity of these workgroups, it is also important to build leadership skills among all members who demonstrate skill and interest.

Duties. The workgroup lead communicates and consults with the committee chair on the assigned task planning, progress, status, and required support. The workgroup lead conducts workgroup meetings and develops, manages, supervises, and executes the plan to accomplish the specific task.

Term. There is no established term for a workgroup lead. The term expires when the specific task is accomplished and accepted by the committee chair.

Reporting. The chair of a workgroup reports to the committee chair and provides updates on the activities and progress regularly.

Board Liaison

Background and Scope. The board liaison is a non-voting, ex-officio member of the scientific committee, serving as a direct link between the committee and the board of directors. The board chair appoints a board member to serve as the liaison to a scientific committee each year. The board chair considers areas of interest, technical expertise, logistical issues, as well as any potential conflicts of interest in appointing board liaisons.

The board liaison facilitates communication between the scientific committee and the board of directors. The board liaison communicates information from the board of directors to the committee and conveys concerns, issues, accomplishments, and activities of the committee to the board of directors. The board liaison represents the board of directors at the scientific committee meetings. The board liaison is responsible for ensuring that the committee complies with the bylaws and all policies and procedures of ACGIH.

The board liaison provides a board of directors report to the committee at each committee meeting. The board liaison (or another member of the board of directors) must be present when the committee completes the annual conflict of interest declaration. The board liaison is responsible for presenting committee Votes to Recommend (VTRs) to the ACGIH Board of Directors. The board liaison recommends either approval or disapproval of the VTR and provide the reasons for the recommendation (approval or disapproval) to the board of directors. In some cases, it may be appropriate for the committee chair to address the board directly and speak for the VTR.

Responsibilities. The Scientific Committee Board Liaison:

- Informs committee chairs of their appointment and role as liaison.
- Attends committee meetings and teleconferences.
- Keeps committee chairs apprised of relevant short- and long-term ACGIH goals.
- Assists committees with procedural and budgetary matters.
- Communicates with committees following any board action affecting them.
- Meets or confers with committees, as required, to maintain effective communication lines with chairs, the board, and relevant staff.

- Represent the assigned committee’s viewpoints and interests on specific issues to the board.
- Assists in the establishment of objectives and time frames for the year, which are incorporated into the annual plan.
- Ensures that annual plans and budgets are prepared and submitted on time.
- Ensures the committee operates in compliances with all ACGIH policies and procedures.

Inter-Committee Liaison

Background and Scope. The inter-committee liaison serves as a link between scientific committees. This position may be an established position between committees routinely addressing similar substances or exposures or an ad hoc position to address a specific area of overlap between committees. The inter-committee liaisons ensure consistency among the scientific committees in their exposure recommendations.

The committee chair appoints a committee member to serve as the committee’s liaison to another scientific committee either annually for established positions or as needed during the year. The chair considers the committee members’ areas of interest, technical expertise, as well as any potential conflicts of interest in appointing the committee’s liaison. The selection of the inter-committee liaison is documented in the meeting minutes to be accepted and ratified at the following ACGIH Board meeting.

Responsibilities:

- Facilitate communications between scientific committees.
- Report on committee actions and annual plan.

ACGIH Scientific Committee Staff Liaison

The ACGIH Executive Director as an ex-officio member of the board of directors will assign an ACGIH staff member to coordinate and align the work of the committees with the needs of the organization.

Responsibilities. The ACGIH Staff Liaison:

- Ensures timely submission of the committee’s annual plan by committee chair.
- Collaborates with the committee chair in meeting planning and scheduling.
- Distributes committee meeting announcements, reminders, agendas, and materials.

- Plans and supports committee meeting requirements, including facilities, amenities, and digital requirements.
- Provides technology support and troubleshooting for online and in-person meetings.
- Communicates and coordinates with committee members to ensure meeting materials are completed and submitted in advance of deadlines.
- Facilitates, supports, and records the annual completion of the ACGIH Conflict of Interest declarations for all committee members.
- Ensures minutes for committee meetings and subcommittee meetings are accurately recorded and archived.
- Tracks, records, and maintains committee work metrics and reviews committee member productivity with committee chair and board liaison.
- Maintains and archives committee electronic files, records, and minutes.
- Provides onboarding for new committee candidate members.

Scientific Committee Membership

The scientific committees consist of volunteers representing the range of disciplines and expertise necessary for:

- Establishing TLVs and BEIs
- Preparing Position Statements or Feasibility Assessments on exposures to identify an area of concern and provide recommendations if there is insufficient research to support establishing a TLV or BEI
- Developing publications and educational projects to enhance and extend the reach and impact of workplace exposure values and occupational health
- Completing related activities, including education, established by ACGIH or the committee.

The size of scientific committees may fluctuate depending on the work being performed by the committee at any given time and the ACGIH resources available to support the committee. The committee consists of a simple majority of individuals professionally affiliated with academia or government. Committee members serve as individuals and do not represent their organization or employer.

Recruitment of New Committee Members. ACGIH encourages eligible individuals to serve on scientific committees and supports the proactive recruitment of new committee members.

Committee chairs oversee and manage member recruitment, ensuring the committee's balance of experience and expertise in anticipation of member turnover.

Member Application and Selection.

Individuals interested in joining a scientific committee must complete an application and provide a current resumé or curriculum vitae. All applications for committee membership are processed through ACGIH staff. All individuals applying for membership receive a written response to their application in a timely manner from ACGIH staff. Committee leadership will review applications on a rolling basis and hold interviews with applicants to assess whether they fit the current needs of the committee. This task may be delegated to a committee's steering or membership subcommittee, if applicable.

Scientific committee members must be approved by the board but are not required to be voting members of the organization.

Ideal volunteers will have:

- A PhD/ScD, MD/DO, or equivalent degree and 1-2 years of relevant experience; a master's degree and 3-5 years of relevant experience; or a bachelor's degree and 7-10 years of relevant experience,
- A professional background in industrial hygiene, medicine, environmental health and safety, toxicology, or other fields related to the work of a scientific committee,
- An ability to work well in diverse teams, both in person and remotely, and
- A great attitude.

The following criteria will be used to assess the overall membership of the committee and whether a particular applicant fits with the committee's current goals and activities:

- Professional background,
- Breadth and depth of experience (multidisciplinary is a plus), and
- Demonstrated skills in writing and communication, including presentations, articles, or other activities.

Member Terms. There is no limit on the number of consecutive terms, the total number of terms, or the total number of years a single individual may serve on a scientific committee. This latitude facilitates the efficient and effective work of the committees; however, the committee chairs are responsible for ensuring a strong balance of experience and expertise and managing turnover.

The chair, in consultation with vice chair and ACGIH staff liaison, provides recommendations for committee members' annual reappointment to the board of directors, considering each

member's contributions to the committee's work, progress on assignments, attendance at meetings, tenure on the committee, and adherence to expectations.

The board of directors reappoints committee members annually. The committee membership term is effective January 1 to December 31.

Scientific Committee Member Categories

Member Candidate. Member candidates are volunteers participating with a scientific committee on a trial basis. This practice allows the volunteer to become acquainted with the committee and allows the committee to evaluate the potential member. Member candidates attend and participate in meetings and assist in projects in collaboration with a committee mentor but do not have voting privileges. Member candidates typically complete a one-year candidacy term before membership eligibility; however, the committee Chair may submit a formal request and justification to the Board for an expedited appointment to Full Member.

The board of directors approve committee member candidates, and the member candidates must be mentored by a member of the committee. Member candidates do not need to be members of ACGIH, but they must follow all ACGIH bylaws, policies, and procedures, including complying with the ACGIH Conflict of Interest.

Member. Members are volunteers who complete their candidacy term and are approved for appointment by the board of directors. Members have voting privileges to conduct committee business.

Emeritus Member. Emeritus members are former long-time (>10 years) volunteers who wish to continue contributing to the committee. To be eligible for emeritus membership, the member must contribute substantially, including mentorship, publication or writing, or education. Emeritus members do not have voting privileges and attend meetings only at the chair's invitation.

Consultant. Consultants are volunteers called upon by the committee to provide technical expertise and advice for projects as needed. These consultants are identified and vetted by committee members similarly to member candidates and are recommended by the committee for review and appointment by the ACGIH Board of Directors. The committee chair may recommend consultants for annual reappointment by the board of directors or may recommend the Consultant for Member Candidate appointment. Consultants do not have voting privileges, attend meetings only at the chair's invitation, and must follow all ACGIH policies and procedures, including the Conflict of Interest Policy.

Committee Member Responsibilities and Expectations

Committee members are expected to attend all committee meetings and to complete work projects of the committee. Committee members are expected to comply with the bylaws and all policies and procedures of ACGIH.

Members participate in a variety of different tasks, including but not limited to preparing and reviewing Documentation, attending meetings for quorum and voting, participating on standing subcommittees or ad hoc workgroups, producing and delivering educational content, research and writing statement papers, or other projects as determined by committee leadership and ACGIH.

As members serve additional terms, they may be expected to take on a greater role within their committee, including mentoring new candidates and members, serving as a reviewer for additional Documentation, or leading a subcommittee. A scientific committee may have additional specific responsibilities or expectations of its volunteers. Committee leadership will coordinate activities with members to ensure effective strategic planning.

Participation on the committee is a privilege that must be earned through ongoing productivity and consistent participation. Volunteers will treat each other and ACGIH staff with courtesy, respect, and dignity. Harassment, bullying, or other poor behavior is not tolerated under any circumstances and will lead to removal from all scientific committees

Conflict of Interest

All committee members, emeritus members, member candidates, and consultants, must follow the ACGIH Policy and Process on Bias and Potential Conflicts of Interest (COI) ([ACGIH Scientific Committee Operations – Policy References](#)). Any member with a potential, perceived, or actual conflict of interest related to a chemical, biological, or physical agent, project, or issue under consideration by a committee or subcommittee must orally disclose the conflict of interest to the full committee and that member's respective subcommittee. In addition, each member must complete an oral and written COI disclosure annually. Members must identify potential, perceived, or actual conflicts of interest and recognize their particular technical or scientific biases so that these differing perspectives can be balanced during committee deliberations. Selected information regarding the conflict of interest process of specific relevance to members is described below; refer to the ACGIH Policy and Process on Bias and Potential Conflicts of Interest (COI) for the full policy and to complete the annual declaration.

Both oral and written COI declarations must include information about funding sources, 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 a committee. In addition, members should disclose their publication history and identify any technical biases. This declaration is required annually and when material changes occur in a member's status.

It may not always be in the best interests of a committee for a member who has significant conflicts of interest to remove themselves entirely from the development of a TLV, BEI, or project because they may be very knowledgeable about that particular substance. In these cases, the committee or subcommittee chair, as applicable, should work directly with the member to ensure these conflicts are minimized while allowing for as much participation as possible.

An open and honest discussion of conflicts of interest is vital to this process. The degree of potential, perceived, or actual conflict of interest can range from low to high. The classification of conflict and the selection of the appropriate action should not be left to the individual but is based on a consensus of the whole committee or subcommittee. If there is no consensus, the appropriate action is at the discretion of the committee or subcommittee chair. The committee chair, board liaison, and ACGIH staff liaison should be informed of all levels of conflict and proposed action.

Failure by any member to report a conflict of interest is grounds for immediate termination of that member's service on the committee. The chair will conduct a review with other committee leadership or the steering subcommittee and make a recommendation to the board.

Volunteer Agreements

All committee members, emeritus members, member candidates, and consultants, must complete ACGIH agreement forms on confidentiality and assignment of copyright (ACGIH Policy on Confidentiality and Public Disclosure Agreement and ACGIH Committee Work Made for Hire and Copyright Assignment Agreement ([ACGIH Scientific Committee Operations – Policy References](#))). Completion of the agreement forms is required for participation in any work on behalf of ACGIH.

SCIENTIFIC COMMITTEES' PROCESSES AND WORK PRODUCTS

Scientific Committee Meetings

Scientific committees meet at least semi-annually with additional meetings called by the scientific committee chair, as necessary. The meetings may be conducted by video teleconference. ([Reference ACGIH Bylaws Section 6.6 Meetings](#))

The staff liaison prepares the notice of the scientific committee meeting and meeting materials and provides these to all committee members in advance of the meeting.

A simple majority of committee voting members, including the Committee Chair, constitute a quorum at any meeting. Although member candidates and consultants participate in discussions, they do not have voting privileges and are not included in the determination of quorum.

(Reference [ACGIH Bylaws Section 6.5 Quorum](#))

The meeting agendas are prepared by the scientific committee chair, in collaboration with the ACGIH staff liaison. All committee members are expected to review the agenda and meeting materials prior to the committee meeting.

The scientific committee chair or, in the absence of the chair, the vice-chair, presides at all meetings of the committee. The committee uses parliamentary procedures based on Robert's Rules of Order Newly Revised. Appendix A provides a summary of the parliamentary procedures ([ACGIH Parliamentary Procedures and Voting Guidelines](#)). The committees may adopt their own rules of procedure which may not be contradictory to the ACGIH Bylaws or any approved policies and procedures of ACGIH. (*Reference [ACGIH Bylaws Section 6.8 Procedures and Article X, Roberts Rules of Order](#)*).

Meeting minutes of the prior meeting are approved at the scientific committee meeting and are submitted to the board of directors for review and acceptance. The minutes of the scientific committee meetings are confidential documents saved on ACGIH Sharefile accessible by board members; the executive director; scientific committee chairs, vice chairs, and members; and select ACGIH staff members. (*Reference [ACGIH Policy on Confidentiality and Public Disclosure](#)*).

Voting Procedures

Each scientific committee voting member has one vote. The Chair does not vote unless it is to make or break a tie. Voting by email or other electronic means is allowed. (*Reference [ACGIH Bylaws Section 6.7 Manner of Acting](#), [ACGIH Electronic Voting Policy](#), and [ACGIH Parliamentary Procedures and Voting \(ACGIH Scientific Committee Operations – Policy References and Appendix A\)](#)*).

Communications, Confidentiality, and Public Disclosure

Committee Activities.

All discussions, correspondence, handouts, deliberations, and decisions (motions, votes, etc.) of the ACGIH Scientific Committees are confidential unless determined to be unrestricted by the ACGIH Board of Directors or Executive Director. Disclosure of any confidential information to a nonparticipant by any scientific committee member, member candidate, consultant, emeritus member, chair, or vice chair is prohibited, except by explicit authorization (Reference [ACGIH Public Affairs and Communication Policy](#)). All scientific committee members, member

candidates, consultants, and emeritus members are required to sign the [ACGIH Policy on Confidentiality and Public Disclosure Form](#) annually.

Minutes are required for every scientific committee meeting and are taken by the assigned ACGIH Staff Liaison. These minutes record the activities and formal votes of the committee, typically without identification of individual names attributed to actions or opinions. At a minimum, minutes indicate the date, members present and absent, important points of discussion, major decisions taken, and future activities planned. Meeting minutes and associated documents are available on Sharefile for committee members and members of the ACGIH Board of Directors.

Committee meetings are closed to the public. A committee may invite subject experts to present or speak at committee sessions to share experience and expertise, but they are not permitted to participate in committee deliberations. The meeting minutes will reflect when guests were present and detail the extent of their participation.

External Party Presentations to Scientific Committees.

ACGIH periodically receives requests from external parties to make a presentation to a committee about specific substances or issues. It is by exception that such proposals are granted. A committee may grant a request to present when the data are significantly new, have received peer review, are the best vehicle for receipt of the information, and are essential to the committee's deliberations. The presentation is not a forum to voice opinions about existing data. For a committee to evaluate such a request, the external party must submit a request in writing that, at a minimum, addresses the following elements: (a) a detailed description of the presentation; (b) a clear demonstration of why the information is important to the committee's deliberations; and (c) a clear demonstration of why a meeting is the necessary method of delivery. This request must be sent to the [ACGIH Science and Education Group](#).

Information Release and Public Comment.

The [ACGIH TLV/BEI Development Process](#) establishes two public comment periods per year to allow external parties an opportunity to provide input to the Scientific Committees on substances, agents, or other issues under review or of importance to worker health and safety. Externally provided comments and input are submitted to the [ACGIH Science and Education Group](#). All correspondence with the external parties is managed by the ACGIH Science and Education group. Committee chairs, vice chairs, members, member candidates, consultants, and emeritus members do not communicate directly with any external party concerning their comments or input.

Every submitted comment must be addressed during the TLV/BEI Development Process and the completed Correspondence Response (CR) Table submitted with the draft TLV/BEI for board review and approval.

Public Disclosure.

Scientific committee members are not authorized to speak as representatives of ACGIH about ACGIH or the TLVs, BEIs, and other ACGIH guidelines that are under development without the written consent from the ACGIH Executive Director or the Chair of the ACGIH Board of Directors.

If a scientific committee member wishes to speak at an educational event, conference, or symposia, the committee member should inform the scientific committee chair and the ACGIH Board Liaison to the committee. The scientific committee chair or board liaison will bring the matter to the executive director and the chair of ACGIH Board of Directors for authorization. Any public comments or presentations should comply with accordance the [ACGIH Public Affairs and Communication Policy](#) and the [ACGIH Information Release Policy](#).

Committee members, acting in an individual capacity, are free to share their personal and professional opinions about ACGIH, TLVs, or the TLV process; however, when doing so they should indicate that the opinions being expressed are theirs and do not necessarily represent the opinions of ACGIH.

All correspondence and exchange of information between ACGIH and other entities must be coordinated through the ACGIH Executive Director and the assigned staff liaison. Scientific committee members should refer public requests for information to the ACGIH Science Group. All media or public requests for information shall be directed to the executive director or staff liaison in accordance with [ACGIH Public Affairs and Communication Policy](#) and the [ACGIH Information Release Policy](#).

ACGIH Position Statements of TLVs/BEIs.

Any public discussion of the ACGIH TLVs and BEIs must include a reference to or hyperlink to the [ACGIH Statement of Position on TLVs and BEIs](#) and the [ACGIH Policy Statement on the Uses of TLVs and BEIs](#).

Scientific Committees Annual Plans and Workflow Management

Annual Plans

Each ACGIH Scientific Committee Chair submits an annual plan to the ACGIH Board of Directors before November 15th of each year. This plan maps out the committee activities for the upcoming year and is important to ensure sufficient staff and financial resources are allocated to

the scientific committees to support the work of the committees. The annual plan tracks the tasks, assignments, and progress of the committees ([ACGIH Scientific Committee Annual Plan template](#)).

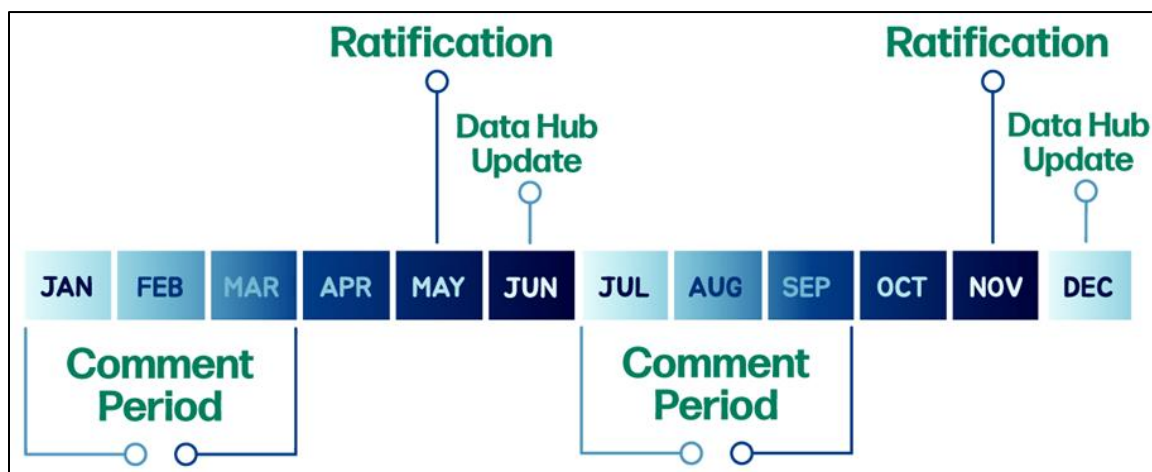
All committee annual plans, budgets, and operating procedures must be approved by the board of directors. (Reference *ACGIH Bylaws Section 6.8 Procedure*).

	A	B	C	D	E
1	Percent with Academic/Govt Affiliation				
2	(Enter Percentage Committee with Academic or Government Affiliation)				
3					
4	Substance/Topic/Project	Author	Subcommittee (if applicable)	Projected Completion Date	What do you need to accomplish this goal?
5					
6					
7					
8					
9					

Sample Annual Plan Template

Committee Work Flow

ACGIH has two semi-annual TLV/BEI comment and ratification periods. The comment period for an NIC draft Documentation and its respective TLV(s), notation(s), or BEI(s) are limited to a firm 3-month period twice a year, running from January 1 to March 31 and July 1 to September 30. All comments received before March 31 will be considered in the spring meeting, and those received before September 30 will be considered in the fall meeting.



ACGIH TLV/BEI Comment and Ratification Schedule

The scientific committees may adopt their own meeting schedule and rules of procedure as long as the schedule and procedures are not contradictory to the ACGIH Bylaws or any approved ACGIH policies and procedures (Reference *ACGIH Bylaws Section 6.8 Procedure*). The committee meetings and work should be scheduled to comply with the ACGIH TLV/BEI Comment and Ratification schedule.

Recommended Annual Planning Calendar for ACGIH Scientific Committees

<p>January-April (January-March Comment Period. Board Ratification: May) July-October (July-September Comment Period. Board Ratification: November)</p>
<p>Recommended full committee meetings schedule: last two weeks of April and October. At least two full committee meetings will be held every year. Additional full committee meetings may be held as needed.</p>
<p>Subcommittee and ad hoc workgroup meetings may also be held, as needed, at least 1 month before the full committee meeting to allow time for consolidation, dissemination, and the full committee to review the work products.</p>
<p>Final Documentation drafts should be uploaded to Sharefile a minimum of 2 weeks before full committee meetings. Recommended in mid-April and mid-October.</p>
<p>Final Documentation should be sent to the staff liaison a maximum of 1 week after the meeting, approximately the 1st or 2nd week of May and November.</p>
<p>Committees have a maximum of 2 weeks to respond to the editor's comments, approximately mid-May and mid-November.</p>
<p>Committees have 1 week to complete CR tables. Recommended by the 2nd week of April and October, with the understanding that lengthy comments will take longer and may result in the Documentation remaining on the NIC.</p>
<p>From June to September, Committees should begin drafting annual plans for the following year.</p>
<p>Final annual plans should be submitted by November 15th.</p>
<p>Committee leadership should complete and submit required membership assessment and reappointment reports to ACGIH staff for board review and approval by November 15th.</p>

Document Development - ACGIH Style Guidance

All ACGIH documents must comply with the ACGIH style guidance, specifically the [Technical Style Guide for ACGIH Publications](#) and the [Endnote Manual for ACGIH Publications](#). The [Guidelines and Services for ACGIH Authors webpage](#) is intended to help authors with the publication process and provides our users with more transparency about our editorial style and

process. It states what resources are available to volunteers with and includes major points from the Technical Style Guide.

Copyright Assignment

All the work of the scientific committees is created under the direction and control of ACGIH. This work falls under the United States Copyright Laws which classifies the volunteer work products as 'work for hire' and identifies ACGIH as the owner of the work, with all rights, copyright interests, and title assigned to ACGIH. The [ACGIH Copyright Assignment Policy](#) requires all scientific committee members, emeritus members, member candidates, and consultants complete the ACGIH agreement form on assignment of copyright (ACGIH Committee Work Made for Hire and Copyright Assignment Agreement) ([ACGIH Scientific Committee Operations – Policy References](#)). This policy protects the work of the scientific committees and allows ACGIH to produce, publish, and distribute the work in the US and worldwide.

Scientific committee members, emeritus members, member candidates, or consultants who may wish to present, discuss, or share the work of the Scientific Committee should refer to the previous section on [Public Disclosure](#).

ACGIH Annual Awards

ACGIH has established organizational awards to recognize professional excellence in occupational and environmental health and safety. The scientific committees nominate, review, and vote on ACGIH awardee recommendations annually or on a rotating basis. The recommended awardee nomination packet is submitted to the board of directors for approval. The awards are presented at the annual ACGIH Membership Meeting.

Award	Basis	Committee(s)
William D. Wagner Award	Rotating (every 3 years for each committee)	TLV-CS, TLV-PA, BEI
Robert T. Hughes Memorial Award	Annual	Industrial Ventilation
Philip R. Morey Memorial Award	Annual	Bioaerosols

WILLIAM D. WAGNER AWARD

The William D. Wagner Award was established in 2003 and is presented annually to honor any person in the field of national and international worker health and safety who has been an outstanding example of commitment and dedication to the creation and dissemination of occupational exposure values (OEVs). The award recipient will be recommended by the TLV-CS, TLV-PA, and BEI Committees on a rotating basis. The award will be presented at the annual ACGIH Membership Meeting and the awardee will be invited to speak on some aspect of national and international health and safety.

ROBERT T. HUGHES MEMORIAL AWARD

The Robert T. Hughes Memorial Award was founded in 2015 to honor Mr. Hughes, who passed away in late 2014. Robert T. "Bob" Hughes joined the ACGIH Industrial Ventilation Committee in 1976. He served as its Chairperson for 11 years before stepping down in 2001, though he remained dedicated and active on the Committee until his death. This award was established by the ACGIH Board of Directors to recognize outstanding individuals in the field of industrial ventilation.

PHILIP R. MOREY MEMORIAL AWARD

The Philip R. Morey Memorial Award was established in 2020 to honor Dr. Morey who, with more than 30 years of work experience as an indoor air quality scientist, provided expert analysis on microbial investigations and bio-contamination control. Dr. Morey chaired the ACGIH Bioaerosols Committee in the late 1980s and was one of the original authors of the ACGIH publication *Bioaerosols: Assessment and Control*. He was a member of the International Academy of Indoor Air Sciences and a Fellow of the American Industrial Hygiene Association. He was also a member of the World Health Organization's Committee on Guidelines for Biological Agents in the Indoor Environments. In 2014, he was honored with AIHA's J. Baier Award for technical achievement. He was a frequent presenter to professional conferences and co-authored more than 200 publications. His body of work made an enduring contribution to public health. The Bioaerosols Committee votes on the recommended awardee annually and submits the nomination packet to the ACGIH Board of Directors for approval.

APPENDIX

Appendix A. Parliamentary Procedures and Voting Guidelines

ACGIH PARLIAMENTARY PROCEDURES AND VOTING GUIDELINES

Background. This ACGIH Guide to Parliamentary Procedures provides basic information and guidance on voting processes from Robert's Rules of Order. Refer to Robert's Rules of Order for additional guidance on parliamentary procedure.

When to Vote

A vote should be taken for:

- Any committee business that may require formal committee approval or approval by the board of directors. When in doubt, use the voting process.
- Documentation and their respective TLVs, BEIs, and notations for substances or agents that are proposed for committee approval and board ratification to:
 - Adopt as final.
 - Add to the Notice of Intended Changes (NIC)
 - Retain on the NIC.
 - Withdraw from the NIC.
 - Remove an existing substance or agent from the adopted TLV/BEI list.

Note: If a proposal to remove is approved and ratified, the substance or agent must remain on the adopted TLV/BEI list and the proposed action listed on the NIC for public notification and comment. The reason(s) for the proposed removal must be stated.

- Documentation for an adopted TLV or BEI that was significantly revised (not simply an editorial change). A note should be added to the history section of the Documentation indicating the date and what type of change(s) was made.
- Revision(s) to the TLVs and BEIs book (e.g., appendices) that may warrant public comment or addition to the NIC listing.

A vote is not necessary for:

- Revisions (i.e., additions or deletions) to the Under Study list.
- Editorial changes or updates made to adopted TLV/BEI Documentation when they are minor, supportive of the adopted value(s)/notation(s), or expected to be otherwise noncontroversial based on the best judgment of the committee. When such changes are made:

- They should be brought to the committee's attention.
- A note should be added to the Documentation's history or chronology indicating the date and a summary of changes.

Requirements for Full Committee Vote on Draft Documentation and TLV(s), BEI(s), or Notation(s).

- The draft Documentation with its numerical TLV(s), BEI(s), and notation(s) must be in final (or near final) form. Specifically, it must meet the [ACGIH Technical Style Guide for ACGIH Publications](#) guidelines and any comments received from previous committee reviews should be addressed. The Documentation should be of sufficient quality to prevent the need for an inordinate amount of discussion or rushed review by the full committee before the vote.
- The draft Documentation with its numerical TLV(s), BEI(s), and notation(s) should be circulated in advance of the meeting to allow for full review by the committee members.
- The principal author should be available to the committee when the Documentation and its numerical TLV(s), BEI(s), and notation(s) are up for final full committee vote.

Motion and Voting Process

- **Establish a Quorum.** ACGIH requires a majority (>50%) of voting committee members to establish a quorum. Although member candidates, emeritus members, and consultants are full participants in discussions, they do not have voting privileges.
- **State the Motion.** The committee chair ensures that motions are presented clearly and concisely and that all voting members are aware of the exact language and fully understand intent of the motion. Any motion that requires board of directors approval must begin with a "Vote To Recommend" (VTR).
- **Handling the Motion.** ACGIH procedure for handling a motion:
 - Voting member (not chair) makes motion ("*I move that . . .*").
 - Another voting member seconds the motion.
 - Members debate the motion. When a motion is on the table, keep remarks to the motion under consideration. Committee members are entitled and encouraged to express differing opinions.
 - Committee chair puts question to voting members for vote. All voting members present have an obligation to cast a vote and/or abstain. The committee chair only votes to make or break a tie. A passing vote is defined as a simple majority of voting members present.
 - Chair announces the result of the vote.
- **Recording Motions and Votes.**
 - The meeting minutes do not record the identity of who makes or seconds a motion.

- The number of yes and no votes is not recorded in the meeting minutes.
- Abstention votes are recorded in the meeting minutes as follows:
 - When abstentions are for reasons other than conflict of interest (COI), the number of members abstaining is recorded. Names of abstaining members and reasons for the abstention are not recorded. **Note:** Members should rarely abstain from voting unless there is a COI.
 - When abstentions are for COI, the names of members abstaining are recorded along with a note that the abstentions are for COI.

Other Motions and Procedures.

- **Withdrawing or Modifying/Amending a Motion.** Before a motion has been stated by the committee chair, it can only be withdrawn or modified by the maker with agreement by the seconder. Once the motion is stated by the chair, it can only be withdrawn or modified by general consent or a majority vote by the members.
- **Motion to Reconsider.** Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by an individual who voted on the prevailing side and must be made on the same day or the next succeeding day after the original vote was taken (not counting a day which no business meeting is held during a session).
- **Motion to Table.** A motion to table can be made at any time an issue is before the committee. The objective is to postpone the vote on the main motion. The motion can not specify a time for resumption; if it did, it would be equivalent to a motion to postpone definitely (which might be in order and even preferable.) Such a motion is not in order when another member has the floor. The motion is not debatable, requires a second and a majority vote to pass. If passed, the issue before the committee cannot be discussed further until another item has been considered and voted upon. Motions to table are designed to be temporary in nature and merely reschedule the decision of an issue for a later time. When the board wishes to resume consideration of a tabled motion, any member may move to take a motion from the table. Such a motion requires a second, is not debatable, and requires a majority vote. If passed, the chair announces the main motion and consideration is resumed. A tabled motion will expire if not acted on during the same session (if the committee meets less than quarterly) or by the conclusion of the next session (if the committee meets more than quarterly).
- **Call the Question (Call the Vote).** A committee member may desire to have the vote taken before the chair calls for the vote or before all members have finished discussing the issue. Rationale for this action could include moving a meeting along in a timely manner or determining how many members already formed a conclusion. The motion (I call the question) is not in order when another member has the floor. The motion requires a second, is not debatable, and requires a 2/3 vote for passage. This vote determines if the discussion continues (No vote) or if the discussion ends (Yes vote). If passed, there can

be no further discussion, and the chair will ask for the vote on the motion under question.
Note: Members must be very cautious about employing this method as it can restrict open dialogue.

Vote Options and Terminology – Definitions.

In general, votes state what the committee wants to do, have done by others, or what it believes, proposes, or opposes. Votes should not deal with who, how or why. Those matters should be addressed in the text of the minutes, if necessary. To provide a clear and accurate record of a particular meeting, it is important to recognize the meaning of terms used and the authority that a particular panel may have for taking action. The following defines terms and authorities.

- **Vote.** A committee can vote only for actions for which it has final authority and for which its official approval is required (i.e. Approve meeting minutes, Appoint subcommittee, etc.). Generally speaking, committees are not empowered to approve any action but may vote to recommend a particular action to the board of directors.
- **Vote to Recommend.** This is generally the purview of a committee, which usually votes to recommend particular action to the board; for example, a scientific committee may recommend Documentation or a special report to the board, which has authority to vote to approve.
- **Vote to Approve.** A vote to approve should be used to signify favorable action on a particular item. For example, if a committee has been charged with developing a training program or a symposium, it may have authority to approve a final document. If, however, the board has reserved unto itself the final approval, the committee would vote to recommend approval to the board of directors.
- **Vote to Accept.** In some instances, an approval is not appropriate or not required. In such instances the action is to accept the item, without implying approval or disapproval, positive or negative stance, or opinion on the validity of the action, report, etc. Commonly, for example, the board accepts the minutes of committees.
- **Vote to Disapprove.** This word is used for negative action or reaction to the matter at hand
- **Vote to Not Approve.** This phrase suggests a neutral position on the matter at hand or a desire not to be on record as having either approved or disapproved the matter.
- **Vote to Endorse.** This verb is used to express approval of actions or statements with which the committee concurs, but for which the committee has no true authority, for example, a statement made, or an action taken by another committee.
- **Vote to Reaffirm.** This word is used when the issue has been approved previously and there is need to restate the prior approval
- **Other Actions**
 - To offer.
 - To suggest.

- To request.
- To direct.
- To rescind.
- To discontinue.
- To modify.
- To ratify.