

ESTA Technical Standards Program Standards Request

1. Document Title

2. Date of request

3. Type of Document (Please check one)

- a. Standard
- b. Recommended Practice
- c. Guide

4. Type of Project (Please check one)

- a. New standard
- b. Revision of existing standard (indicate Number and year existing standard was published)

5. Does this proposed standard fit the scope of an existing TSP Working Group?

Which Group?

6. If it does not fit the scope of an existing Working Group then please complete the following

Contact information of proposed new Working Group Chair

Name of Working Group(WG) :

Name of Working Group Chair:

First Name: Last Name:

Telephone:

FAX:

e-mail:

7. Project dates and staffing:

- a. Projected Completion Date for Submittal to TSP
- b. Have you identified the people who are prepared to work actively on the project? (Please give names and affiliations)

- c. How many times a year will the working group meet in person? (ESTA recommends at least four times)
- d. How frequently will a draft version be circulated to the working group via electronic means?
- e. How much of any current Draft is stable (%)?
- f. How many significant working revisions has any current Draft been through?
- g. Briefly describe what the development group has already accomplished, and what remains to be done:

8. Scope of Proposed Project

[Projected output including technical boundaries. REVISED STANDARDS - Projected output including the scope of the original standard, amendments and additions. Please be brief (less than 5 lines).]:

9. Purpose of Proposed Project:

[Intended users and user benefits. REVISION STANDARDS - Purpose of the original standard and reason for the standard's revision. Please be brief (less than 5 lines).]:

10. Intellectual Property {Answer each of the questions below}

Has the Working Group reviewed the TSP patent policy?

Is the Working Group aware of any patents relevant to this project?

Is the Working Group aware of any copyrights relevant to this project?

Is the Working Group aware of any trademarks relevant to this project?

11. Are there other existing standards or projects with a similar scope?

If 'Yes', please answer the following:

Issuing Organization:

Project Number:

Project Date:

Project Title:

12. International Standards Organizations

Is there potential for this standard (in part or in whole) to be submitted to an international organization for review/adoption?

If Yes, please answer the following questions:

International Committee Name and Number:
International Organization Contact Information:
Contact First Name:
Contact Last Name:
Contact Telephone Number:
Contact FAX Number:
Contact E-mail address:

13. Which of the following describes the high level intent of this project?

- a) Addresses Health & Safety or Environmental concerns.
- b) Addresses interoperability of equipment or systems.
- c) Other (Note – if this is selected a full explanation and rationale must be given, ESTA does not usually administer standards outside of the above two areas)

14. Do you anticipate incurring any expenses over and above normal meeting costs?

If 'Yes', please give details:

15. Additional Explanatory Notes: {Item Number and Explanation}

Instructions and Notes

This guide has been prepared to assist in the submittal of the Standards Request for consideration by ESTA TSP Working Groups and approval by the Technical Standards Committee (TSC). Submitters should also refer to the latest edition of the TSC Policies and Procedures Manual.

A Standards Request must be received by the Working Group or TSC as appropriate at least 30 calendar days before the next meeting.

It is important to be always mindful of ESTA's Anti-trust policy as embodied in the following statement which is read out by the chair at the beginning of every Working Group meeting:

"The ESTA Board of Directors, the Technical Standards Committee, and the leadership of this working group will reject or nullify any actions that unlawfully restrain trade. Anyone who feels that such an action is being or has been taken is requested to bring that matter to the attention of the chair immediately. Anyone who feels that actions in restraint of trade have been taken and not properly annulled is requested to notify the TSC chair or ESTA president immediately.

ESTA legal counsel has informed us that violations of the anti-trust laws can have serious consequences. Individuals engaged in certain unlawful conduct can be found criminally liable. An individual convicted of a criminal violation of the Sherman Act may be fined as much as \$100,000 and imprisoned for up to three years. An easy to read pamphlet describing restraint of trade issues is available from the Technical Standards Manager."

1. Document Title

Enter the title of the document.

The project title should include the type of document. For example:

1. Standard Test Method for...
2. Recommended Practice for...
3. Guide for...

All acronyms should be spelled out.

3. Type of Document

The following descriptions are commonly used, however applicants should realize that ANSI and the ESTA TSP consider that a 'Standard' and a 'Recommended Practice' are essentially the same. They both need to go through the same rigorous public review process and both have the same legal standing.

- a. A Standard is a document stressing the verb "shall"
- b. A Recommended Practice is a document stressing the verb "should"
- c. A Guide is a document in which good practices are suggested, stressing the verb "may"

4. Type of Project

Indicate whether this work will result in a new standard or a revision of an existing standard (indicate standard number and year)

8. Scope of Proposed Project

The submittal should clearly and concisely define the scope of the document. The scope generally describes "what" will be done, i.e. the technical boundaries of the project. For example:

"Scope: This project will develop a standard protocol for the control of printers. This protocol will be independent of the underlying datastream or page description language used to create the printed page. This protocol will be usable by all classes of printers. This project is limited to management and control of printers and will not include management or control of printing systems or subsystems."

9. Purpose of Proposed Project

The submittal should clearly and concisely define the purpose of the document. The purpose generally describes "why" a project will be done. For example:

"Purpose: There is currently no defined, independent standard for controlling printers. Each vendor builds some control into the underlying page description language or datastream. Without an independent, openly defined protocol, applications and operating systems cannot automatically determine the type of printer being addressed. This protocol will provide a minimum implementation subset which will allow automatic identification and configuration of printers and vendor extensibility to provide for growth and product differentiation."

If this is a proposal to revise a standard, explain here why changes are being made to the standard. This may be due to a change in industry, the introduction of new technology, etc.

10. Intellectual Property

If an ESTA standards-developing committee chooses to include patented technology in its standard, early disclosure of these patents is valuable. Early disclosure notifies the standards developers and ESTA of the patent in the most timely manner and gives participants the greatest opportunity to evaluate the benefits the patented technology may offer a draft standard. However, the standards developers should not take any action that could be interpreted as requiring any participant in the development process to undertake a patent search of its own portfolio or of any other. The objective is to obtain early disclosure concerning the existence of patents, where known.

If the proposed standard uses copyrighted material, copyright releases must be obtained by the working group and included in the final package submitted to the TSC.

If the proposed standard uses any trademarked terms, permission for use must be obtained from the owner.

For your information the following Intellectual Property statement is read out at the beginning of every working group meeting:-

"ESTA intends to publish no standard that contains protected intellectual property, unless that property can be licensed by anyone for a reasonable fee. ESTA uses a process of open patent disclosures to implement this intent. ESTA does not conduct patent searches and does not warrant that its standards contain no protected intellectual property.

In keeping with the open disclosure policy, I ask if anyone present wishes to notify the working group of the existence of a patent or copyright that might protect material in a standard being developed by the working group. You need not be the holder of the patent or copyright in order to notify the working group of its existence."

11. Are there other Standards or Projects with a Similar Scope?

Identify any standard(s) or project(s) of similar scope(s), both within or outside of ESTA, and explain the need for an additional standard in this area.

12. International Standards Organizations

If the project is intended to be submitted to the appropriate international technical committee as the basis of or for inclusion in an international standard, or if this standard is intended to be adopted as the international standard, this should be noted here. It is important for all working group members to be aware of international activity within their area of technical expertise.

13. Will this Project focus on Health, Safety or Environmental Issues?

No intensive research required; only obvious or general health, safety, or environmental issues that would be affected by this work need to be cited.

14. Do you anticipate incurring any expenses over and above normal meeting costs?

ESTA would budget for normal meeting costs, however any other expenditure needs to be predicted and explained. Possible expense areas might include:-

- a. Use of external paid consultants
- b. Laboratory tests
- c. Site visits by ESTA Technical Standards Manager
- d. Purchase of specialized test equipment