2211 Newmarket Parkway, Suite 110 Marietta, Georgia 30067 800.427.9681 www.greenguard.org



GREENGUARD Environmental Institute's Leadership Standard Public Review and Comment Process

Comments on this document should be directed to info@greenguard.org

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1. Purpose

This document outlines procedures for public review and comment on non-ANSI standards that have been newly-drafted and proposed by the GREENGUARD Environmental Institute (GEI). These procedures do not apply to the development, approval, revision, and maintenance of GEI standards that are approved by the American National Standards Institute (ANSI), as these procedures are documented in *GG ANSI1002.2010*.

2. Scope

This procedure applies to all non-ANSI GREENGUARD Environmental Institute (GEI) standards.

3. Definitions

- 3.1 "Product" is a raw or manufactured ingredient or finished sample (one ingredient or substrate) or complex (multiple ingredients or substrates) substance, material, structure, or equipment. Examples of products include construction materials, finishes, furnishings, buildings (and related structures), chemicals, cleaners, electronic equipment, appliances, print devices, and the ingredients related to all of these products.
- 3.2 "Stakeholder" is a person, persons, or organization with a direct or indirect interest in the application and/or content of the standard.
- 3.3 "Peer Review Panel" is the open and balanced group of qualified individuals that is not dominated by any single viewpoint or interest. Individuals serving on this panel must have advanced experience and education relating to toxicology, chemistry, emissions testing or other relevant expertise related to product emissions.

4. Standards Development and Review

- 4.1 GEI will draft new standards based on existing public health and market place needs.
- 4.2 GEI will post the proposed standard and a 30 day public comment period will begin.
- 4.3 Concurrent with the public comment period, peer reviewers will be selected to review the standard. The peer review itself will focus on the technical aspects of the standard (i.e. the scientific methodology, exposure assessment and criteria) and will not focus on any ancillary aspects of the standard. Reviewers must have relevant experience. The peer reviewers shall consist of individuals from academia, industry, government agencies, standard developing bodies, and other organizations that are directly and materially affected by the standard or test method. GEI shall comply with Section 1.2 of

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ANSI Essential Requirements regarding Lack of Dominance.¹ GEI will accept requests from the public to participate in the peer review of GEI standards but reserves the right to restrict direct participation in the peer review based on qualifications, balance and lack of dominance. Please send email requests to info@greenguard.org.

- 4.4 To be considered, comments on the standard or test method must be received prior to the established deadline for the public comment period. GEI will respond directly to all comments from individuals and peer reviewers. Where comments are found to be persuasive, GEI will revise the standard or test method as appropriate. GEI will publicly post responses to relevant comments, along with a revised version of the standard. Comments posted online that are similar in nature will be grouped together and GEI will provide a single, collective response.
- 4.5 In the event that substantive changes to the standard are made as a result of the stakeholder comment and/or peer review process, and GEI determines that these revisions warrant another round of stakeholder review, GEI will initiate a new round of stakeholder review, and proceed with the standards develop process starting with clause 4.2.
- 4.6 Upon request, any individual(s) who feels that GEI has not adequately responded to their comments will be given the opportunity to further discuss their comments with GEI.
- 4.7 GEI will publicly post responses to relevant comments, along with a revised version of the standard. Comments posted online that are similar in nature will be grouped together and GEI will provide a single, collective response.

5. Normative Policies

5.1 Peer Reviewers

No two consecutive standards may rely on the same identical group of peer reviewers.

- 5.2 Composition
 - 5.2.1. A peer review panel may consist of balanced group of qualified individuals that is not dominated by any single viewpoint or interest. Individuals serving on this panel must have advanced experience and education relating to toxicology,

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¹ ANSI Essential Process, Section 1.2: The standards development process shall not be dominated by any single interest category, individual or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

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chemistry, emissions testing or other relevant expertise related to product emissions.

- 5.2.2. GEI shall select and approve all peer reviewers based on their qualifications in the relevant field. All individuals interested in reviewing the standard may express their interest in serving as a peer reviewer by email. All interested parties will be considered.
- 5.2.3. For each standard, there shall be a limit of one (1) peer reviewer from any given company, organization or industry.

6. Withdrawal of a Proposed Standard

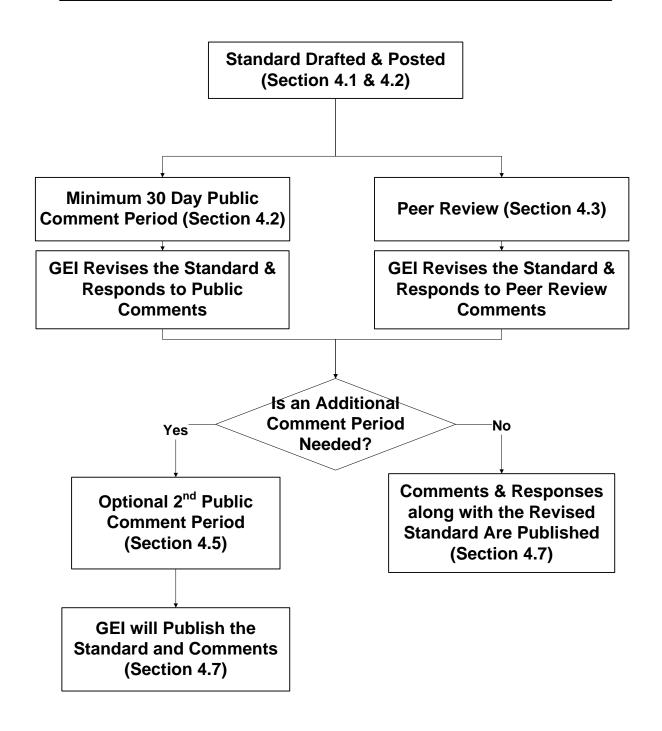
6.1 GEI reserves the right to cease development of a proposed standard. The determination of whether the standard should move forward in its development will rest solely with GEI.

7. Standard Updates

7.1 GEI standard and test method updates will be publicly posted for a period of at least 30 days. GEI will respond to all comments that are germane to the proposal. GEI will publicly post the revised standard, along with all germane comments and responses.



Figure 1. GEI Standard Review and Comment Process



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Table of Revisions

Rev. No.	Rev. Date	Description of Revision
0	8/19/2011	Original Release