

## ASHRAE HANDBOOK COMMITTEE

# MANUAL OF PROCEDURES

### 1.0 HANDBOOK CONTENT AND PHILOSOPHY

1.1 The ASHRAE Handbook is the recognized authority on current engineering procedures and practices in the fields of heating, refrigeration, air conditioning, and ventilation. The Society publishes the handbook primarily to provide technical information and data for the design engineer. The information is directed at those who understand engineering principles and use the information as a checklist of procedures, for design data, and to review current industry practices. Typical users include consulting engineers, design engineers, plant engineers, contractors, and engineering students.

1.2 The handbook is published each year in electronic form as the eBook. In addition, a hard copy series, which also includes all four volumes, is published in a four-year, repeating sequence as follows:

Fundamentals

Refrigeration

HVAC Applications

HVAC Systems & Equipment

One paper volume is published each year as a "snapshot" of the printable portion of the related current volume in the eBook. The handbook, both electronic and paper, is published in two editions. One edition contains Inch-Pound (I-P) units of measurement and the other contains the International System (SI) of units.

1.3 The general content and philosophy of the volumes are as follows:

1.3.1 **Fundamentals** covers the basic principles and data for the entire technology of the industry, including the following:

Theories and engineering concepts

Data on general subjects applicable to many specific fields

Data on basic working materials

Methods of calculating load requirements

Established data on such relatively unchanging subjects as pressure loss data and duct and pipe sizing

1.3.2 **Refrigeration** covers refrigeration equipment and systems in a particular application, process, or cold storage facility and addresses current design for specific applications.

1.3.3 **HVAC Applications** describes the use of heating, air-conditioning, and ventilation equipment and systems that provide desired conditions in a particular building occupancy or accomplish a specific purpose, and the use of equipment in particular applications.

1.3.4 **HVAC Systems and Equipment** describes both the combinations of equipment and the components or assemblies that perform a particular function either individually or in combination.

## **2.0 COMMITTEE RESPONSIBILITIES**

**2.1** The Handbook Committee is responsible for preparing and publishing the ASHRAE Handbook. This committee formulates editorial policies and establishes the overall philosophy and guidelines for the Handbook to ensure a well-rounded, authoritative publication consistent with the mission of ASHRAE. The Committee or its representative shall reply in writing to all comments received that pertain to Handbook content or procedures. The Handbook Committee assigns the preparation of chapters to appropriate TCs.

2.1.1 The TCs establish the scope of the chapter(s) assigned to them and select reviewers and revisers. The reviewers suggest deletions and additions. The revisers organize the material and rewrite it within the guidelines established by the Handbook Committee. The volume subcommittees shall determine if the guidelines have been followed and shall have authority to change or delete material if the TC is unwilling to do so. The final arbiter in a dispute is the Handbook Committee (see the procedure described in section 3.6).

2.1.2 The Manual of Procedures for Technical Committees, Task Groups and Technical Resource Committees states:

“Each TC/TG/TRG is charged with the responsibility of reviewing Handbook chapters within its field of interest and making appropriate recommendations to the Handbook Committee. The TC/TG/TRG is responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee.”  
(Para. 3.2.1)

## **2.2 Subcommittees for Handbook Volumes**

2.2.1 Each Handbook volume subcommittee has responsibility for preparing a specific Handbook volume.

2.2.2 Subcommittee members find individuals or groups to write and revise chapters. TCs are the primary sources for reviewers and revisers.

2.2.3 The volume subcommittee member works with each author or reviser to transmit comments, criticism, and suggestions so the chapter will reflect current practice.

2.2.4 At the annual meeting, the incoming volume subcommittee chair meets with the incoming volume subcommittee

(a) to review duties and responsibilities of the subcommittee,

(b) to review and finalize chapter assignments, and

(c) to review and discuss commentary forms for each chapter as prepared by the prior volume subcommittee liaisons.

## **2.3 Executive Subcommittee**

2.3.1 The executive subcommittee consists of the chair of the Handbook Committee, the chairs of the volume subcommittees, and the DAL of the Handbook Committee. The chair of the Handbook Committee is the chair of the executive subcommittee.

2.3.2 The executive subcommittee:

- (a) Develops the strategic plans of the full committee;
- (b) Continually reviews the operation of the committee and suggests revisions to the BAR and Manual of Procedures;
- (c) Develops recommendations for full committee action;
- (d) Meets before the main committee meeting at the Winter and Annual meetings of the Society.

## **2.4 Committee Personnel**

- 2.4.1 The Handbook Committee chair is appointed by the president and is usually the retiring subcommittee chair for the volume most recently published. The chair
- (a) Chairs all Handbook Committee meetings
  - (b) Prepares the agenda for these meetings in consultation with the Handbook editor
- 2.4.2 The Handbook Committee vice chair usually is the chair of the subcommittee responsible for the volume published in that fiscal year. The vice chair chairs Handbook Committee meetings in the absence of the chair
- 2.4.3 The chair for each volume subcommittee
- (a) Assigns Handbook Committee members as liaisons for specific chapters
  - (b) Monitors and keeps the Handbook editor informed of the progress on chapters being prepared
  - (c) Regularly reports to the Handbook Committee on all matters pertaining to the assigned volume
- 2.4.4 The Handbook Committee member:
- Monitors progress,
  - Acts as a liaison between the editor and revisers,
  - Arranges for adequate review, and
  - Submits final, technical committee approved manuscripts to the editor.

## **2.5 Staff Support**

- 2.5.1 The handbook editor and staff support the Handbook Committee. The editor prepares and distributes meeting notices, agendas, minutes, and any other material required for committee use.
- 2.5.2 The Handbook editor and supporting staff:
- (a) Edit chapters according to committee member's suggestions. (It is sometimes necessary to delete and combine parts or whole chapters.)
  - (b) Suggest new chapters that conform to Section 1.0, Handbook Content and Philosophy.
- 2.5.3 The editor grants permission to quote, reprint, or otherwise reproduce material from Handbook volumes, based on policy established by the BOD. If any request is not clearly covered by such policy, the editor submits it to the BOD for a decision.

## **2.6 Interaction with Other Committees**

- 2.6.1 The Handbook Committee shall seek coordination with other society committees whose interests may interface with the committee, including, but not limited to, appropriate TCs.
- 2.6.2 In the event TCs are not able to or do not provide the necessary review and revision, the committee shall seek other appropriate means to complete the reviews and revisions in a timely manner.
- 2.6.3 The committee works with the editors of the ASHRAE *Journal* and ASHRAE *Insights* to publish articles containing handbook material of current value.

- 2.6.4 The committee gives the ASHRAE Program Committee (APC) suggestions for program material that develops during review and revision of chapters. The APC provides the committee with author's comments on reviewed papers' impact on handbook information and with abstracts for potential inclusion with relevant chapters.
- 2.6.5 The incoming chair shall appoint the incoming Handbook volume subcommittee chair or an alternate to lead a workshop. The purpose of the workshop is to help the TCs in their duties of revising and/or authoring Handbook chapters. The leader is responsible for planning, scheduling, and announcing the workshop.

## **2.7 Mentoring Program (ROB 100-128-003)**

- 2.7.1 During the final meeting of the fiscal year, the chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:
- 2.7.2.1 Before the next meeting of the Committee, the mentor should contact the new member by telephone, letter, fax, or email to introduce himself/herself and explain the relationship and its purpose.
- 2.7.2.2 When working with the new member, the mentor should:
1. Inform of the committee functions, focus, and objectives
  2. Review the Board Approved Rules (BAR) and Manual of Procedures (MOP)
  3. Discuss the typical meeting format and member duties and responsibilities.
- 2.7.2.3 The mentor should meet the new member before the meeting starts and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
1. Member's field of expertise and employer
  2. Chapter and city of the new member
  3. Former chapter, region, and Society positions previously held by the new member
- 2.7.3 Staff will send new members a copy of the Board Approved Rules (BAR), Manual of Procedures (MOP), and minutes for the most recent meeting.
- 2.7.4 The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.
- 2.7.5 The chair shall:
1. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
  2. Assess at a later meeting the effectiveness of the mentor/new member relationship.
  3. Provide any assistance to enhance the mentor/new member relationship.
  4. Include an objective for mentoring in the committee's Management by Objectives (MBO).
- 2.7.6 Completion date: The relationship terminates at the end of the new member's first year in the group.

## **2.8 Changes to Board Rules (ROB and BAR)**

- 2.8.1 Changes to Rules of the Board (ROBs) and Board Approved Rules (BARs) are submitted by the committee to the Publishing Council in the following manner.

- (a) *Proposing a change to an existing rule.* Present a two-column comparison showing the *current* ROB or BAR number and wording and the *proposed* wording. A proposed change, as a minimum, includes the rule number, the proposed change, and the reason for the change.
- (b) *Proposing a new rule.* Present the wording for the new rule and suggest where it should be placed within the ROB organization or BAR paragraph.
- (c) *Proposing the rescinding of a rule.* Identify the ROB book or BAR section in which the rule is located, the rule number or other identification code, the wording of the rule, and the reason for rescinding it.
- (d) To propose changes to Society-wide policies and procedures, follow the same procedures as for proposing changes to ROB or BARs.

## 2.9 Changes to the Manual of Procedures (MOP)

2.9.1 Changes to the Handbook Committee MOP shall be submitted to the Publishing Council after an **affirmative vote of the Handbook Committee**.

2.9.2 Appendices are part of the MOP and, therefore, require Publishing Council approval.

## 2.10 Reports

2.10.1 Prior to the Society annual meeting, the vice chair will prepare objectives for the committee for the next year and present these objectives to the committee for review at its meeting held during the Society annual meeting. The objectives will be included in the committee's report to the Publishing Council at the annual meeting as an information item, and a copy of the objectives will be sent to the staff assistant to the Board of Directors.

2.10.2 If any committee does not submit its objectives to the Publishing Council at the annual meeting, the assigned DAL (BOD Ex Officio) will work with the incoming chair to complete objectives.

2.10.3 Each objective should be measurable and should include a projected completion date, fiscal impact (if any), and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.

2.10.3 A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, and a copy of the objectives will be sent to the staff assistant to the Board of Directors.

2.10.4 A final report of the objectives will be included in the committee report submitted to the Publishing Council at the Society annual meeting, and a copy of the objectives will be sent to the staff assistant to the Board of Directors. The objectives prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report (see 2.9.1).

## 3.0 HANDBOOK PROCEDURES

Handbook chapters are under continuous maintenance, may be revised annually and also receive both a **review** and a **revision** on a four year cycle.

### **3.1 Continuous Maintenance**

- 3.1.1 On its own initiative, a TC may revise an assigned chapter at any time. Upon approval by the TC and acceptance by the liaison, the revised chapter will appear in the next scheduled publications of the eBook and the printed volume.
- 3.1.2 When the author of peer reviewed program material indicates the material applies to a handbook chapter, the TC will be asked to review the paper. By the end of the next following Society meeting, the TC may agree to include the paper's abstract at the end of the chapter, pending chapter revision. Or, the TC may incorporate the material in a revision. Or, the TC may explain why the material does not belong in the handbook. In the absence of TC action, the Handbook Committee will add the abstract to the chapter.
- 3.1.3 The TCs note any identified conflict of the Handbook information with proposed Society Standards or Guidelines during the public review period. The TC takes one of the following steps:
- (a) Comment on the draft to eliminate the conflict;
  - (b) Revise the chapter to eliminate the conflict;
  - (c) On publication of the Standard or Guideline, revise the chapter to explain the conflict;
  - (d) On publication, revise the chapter to reference the Standard or Guideline, if there is no conflict.
- 3.1.4 When the author of other Society published work indicates the material applies to a handbook chapter, the TC will be asked to review the work. The TC may include the abstract at the end of the chapter, pending chapter revision, or the TC may incorporate the material in a revision.

### **3.2 Chapter Review**

- 3.2.1 The TCs review their assigned chapter within six months of publication of the print version and begin to plan the next revision during this period.
- 3.2.2 Steps in the review process are:
- (a) Shortly after publication of a printed volume, the Handbook editor sends (1) a reviser's manual with a report form and checklist, (2) copies of the chapter (tear sheets), and (3) a revision schedule to the appropriate volume subcommittee members.
  - (b) The members then fill in the forms with the deadlines and send them with an explanatory cover letter to the appropriate TCs. Volume subcommittee members may ask nonmembers of the TC or the Society to review chapters. If a TC cannot find reviewers for a chapter, the subcommittee member or editor will assist in this area.
  - (c) The TC handbook subcommittee chair or the TC chair collects the Reviewer's Reports and sends copies to the volume subcommittee liaison.

### **3.3 Chapter Revision**

- 3.3.1 Revision follows the review and lasts up to two years. The revised chapter then receives TC approval and is sent to the volume subcommittee liaison between February and July of the year

before publication of the printed volume following the schedule set by the Handbook editor in consultation with the volume subcommittee chair.

### 3.3.2 Steps in the revision process are:

- (a) The volume subcommittee liaison confirms the revisers suggested by the reviewers and forwards reviser names to the Handbook editor.
- (b) The liaison checks with the reviser (at least every six months) to be sure revision is on schedule and notifies the editor if the schedule needs to be adjusted.
- (c) The reviser sends draft revisions to reviewers and shall send copies to the volume subcommittee liaison. The liaison should try to reconcile any controversy that develops as a result of reviewers' comments.
- (d) On receiving the final version of the revised chapter, the volume subcommittee liaison checks that it has been reviewed and approved by the TC. If nonmembers of the TCs revised the chapter, the liaison arranges for review by the responsible TC.
- (e) The liaison checks the final draft to ensure that it complies with the reviser's guide.
- (f) The volume subcommittee liaison acknowledges receipt of the final draft and thanks the revisers for their work.
- (g) The liaison sends the final draft approved by the TC to the editor.
- (h) The liaison completes a commentary form for each chapter and sends a copy to the outgoing volume subcommittee chair who passes them to the incoming volume subcommittee chair and the Handbook editor for the information of the incoming liaisons.

## 3.4 Addition of a Chapter

- 3.4.1 Anyone may request that a chapter be added to the Handbook by writing to the Handbook Committee chair or the Handbook editor. If the Handbook Committee approves the request, it will assign its preparation to the appropriate TC.

## 3.5 Deletion of a Chapter

### 3.5.1 Chapters are deleted in the following manner:

- (a) Any TC may request that a chapter be deleted by writing to its volume subcommittee liaison member.
- (b) Any Society member may request that a chapter be deleted by writing to the chair of the TC assigned to prepare the chapter. The request should include reasons and technical data, if any, for deleting the chapter.
- (c) The TC shall review the request and forward recommendations to the volume subcommittee liaison who shall recommend action by the Handbook Committee.
- (d) The Handbook Committee may delete any chapter on its own initiative.
- (e) A reference to a deleted chapter may be included in the current handbook to alert readers of the location of the material in a prior handbook.

## 3.6 Resolution of Disputes

- 3.6.1 A dispute is defined as a major difference of opinion or fact with part or all of a chapter that is brought to the attention of the Handbook Committee and which could impact on the credibility or reputation of ASHRAE.
- 3.6.2 The Handbook Committee shall ensure that the dispute is handled professionally, fairly, and without bias.
- 3.6.3 The following procedure shall be followed to resolve a dispute:
- 3.6.3.1 The Handbook Liaison determines that a conflict is occurring within a Technical Committee.
- 3.6.3.2 The Handbook Liaison brings the concern to the Handbook Volume Chair, who notifies the Handbook Committee Chair.
- 3.6.3.3 The Handbook Volume Chair and Handbook Liaison meet with the conflicting parties to attempt to resolve the situation.
- 3.6.3.4 If at this stage the conflict is unresolved, a Handbook Committee Resolution Team consisting of Handbook Chair, Volume Chairs, and DAL is formed.
- 3.6.3.5 The Handbook Committee Resolution Team meets with the conflicting parties.
- 3.6.3.6 It is hoped the conflict will be resolved within one of the above steps; however, if the conflict is still continuing, the Handbook Committee Resolution Team will vote on one of the following:
1. Accept one side, with overwhelming technical evidence.
  2. Remove the chapter entirely.
  3. Republish the previous chapter.
- 3.6.3.7 The results of the dispute are reported to Publishing Council.

### GUIDELINES FOR AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.