

Standard Development Volunteer Application



Please complete this application and return via the contact information provided.

Name _____ NGWA ID number (if known) _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip code _____

Phone _____ Fax _____ Email _____

Standard Development Oversight (SDO) Task Group responsibilities

Your responsibilities as an SDO member will include:

- Developing proposed standards within the scope of the SDO, with the agency of specialized task groups as needed
- Acting as the consensus body for NGWA standards
- Acting on other matters requiring SDO effort as provided in the NGWA Standard Development Operating Procedures, such as appeals
- Cooperating with other appropriate standards development organizations including resolving potential conflicts with existing and candidate American National Standards, as described by ANSI.

Active participation is required for efficient standard development. An SDO member shall be considered inactive and dropped from the roster for one of the following:

- Failure to return or to respond to three (3) consecutive ballots
- Failure to attend or otherwise participate in at least three (3) SDO meetings
- After three (3) attempts to contact the member without a response.

Further information is provided in the NGWA Standard Development Operating Procedures, Section 2.2.3.

Interest category

Select one of the following that most closely describes your material interest.

- Contractor** — Those who complete the physical groundwater work

Examples of this interest category include:

- Water well drillers
- Pump installers.

- Manufacturer/supplier** — Those who make the equipment to install the materials to retrieve the groundwater or provide the contractors with this equipment or these materials

Examples of this interest category include:

- Sales professionals
- Equipment designers
- Equipment distributors
- Equipment engineers.

- Other** — Those who have a demonstrable material interest in a proposed or existing standard that do not identify with the other interest categories listed

Examples of this interest category include:

- Groundwater regulators
- Groundwater consumers
- Public water systems operators
- Industry trade associations
- Product certifiers/testing labs
- Public agencies
- Scientists/engineers not affiliated with manufacturers/suppliers.

Experience

Number of years of experience in topics to be covered by NGWA standard _____

Experience in other standard development activities _____

Please attach a brief outline of any unique qualifications that are associated with your participation.

Task group membership

Task groups are formed in accordance with ANSI's requirements for a balance of interest categories. If you are qualified for membership on a task group, but membership is currently unavailable for your interest category, are you interested in being placed on a waiting list?

- Yes, please include my name on a waiting list in the event that further participation from my interest category is required.
- No, please do not include my name on a waiting list.

Terms and conditions of task group membership

In consideration of my appointment to serve on an NGWA task group, I agree as follows:

1. I acknowledge the requirements for participation as set forth in this application and the NGWA Standard Development Operating Procedures.
2. I affirm that in my duties as a task group member I shall represent only the interest category and role under which my membership was granted. If I am unable to comply with this requirement, I shall abstain from active discussion and voting relative to the issue in question.
3. I recognize that all volunteer activities must comply with the NGWA Code of Regulations and all NGWA board policies.
4. I will not at any time, during or subsequent to this agreement, disclose or use in any way any confidential business information, knowledge, or data I receive or develop while serving as an NGWA task group member. Confidential business information

may include, but is not limited to, business plans, prospect lists, and trade secrets of NGWA or its members. It is understood that confidential information may be disclosed to an accreditation body that is also under a nondisclosure agreement with NGWA. Such disclosure shall not occur without first informing the NGWA president and board of directors.

5. NGWA agrees to inform task group members when a document is of a confidential business nature. I agree that once the immediate activity related to the document is completed, the document will be returned to NGWA and will not be disclosed to others during the time the document is in my possession. If I will be unable to maintain the document in a confidential manner, I agree to immediately return the document to NGWA staff.
6. If I am removed as a task group member, or my authorization to access confidential business information is removed, I am still under obligation not to reveal confidential business information previously received.
7. I understand that each individual volunteer must have a completed copyright assignment form¹ on file with NGWA prior to engaging in document writing activities.
8. I understand that my participation and votes are to be based upon the best interests of NGWA and its members rather than my company or individual interests.
9. I agree at all times to comply with the antitrust policy of NGWA and to avoid any conduct that may be construed as anticompetitive or give rise to any appearance of impropriety.

I understand this application is a voluntary request and that NGWA must follow their ANSI-accredited standard development operating procedures and that this application does not guarantee selection.

I certify that all information contained in this application is correct to the best of my knowledge and I understand that false statement or misrepresentation on this application may result in denial or revocation of any NGWA approval.

Applicant's signature _____ Date _____
(A digital or typewritten signature will be accepted.)

Thank you for your interest. You should receive acknowledgement of your application within 10 business days of its arrival at NGWA.

Mail: NGWA, c/o Jessica Michell, 601 Dempsey Rd., Westerville, OH 43081

Fax: (614) 898-7786

Email: jmichell@ngwa.org

Web: NGWA.org

Questions: Contact Jessica Michell at (800) 551-7379, or (614) 898-7791, ext. 1511.

The more background on your qualifications, the better we can match you to an opportunity to serve. A resume or CV is invited to be submitted.

¹The NGWA copyright assignment form is submitted once per individual. Please check with NGWA staff to ensure this is on file and, if not, a form can be provided to you.

