

APPENDIX J: PRESERVATIVES REVIEW BOARD PROCEDURES

Maintained by the AWPA Executive Committee

This Appendix to AWPA's Technical Committee Regulations is not an AWPA Standard. It is a non-mandatory procedure designed to aid the proponent of a new wood protection system in obtaining standardization of that system. No product can be considered to conform with an AWPA Standard until it has been subjected to complete technical review and voting by AWPA's Technical Committees, and procedural review and final action by the AWPA Executive Committee pursuant to the AWPA Technical Committee Regulations.

OVERVIEW

The AWPA Preservatives Review Board (PRB) is an expedited means for the proponent of a preservative system to obtain expert review of data supporting a proposal for standardization. If the PRB is not used, the proponent of a preservative system attends a meeting of the appropriate Subcommittee, expressing their desire to bring forward a system for standardization. The Subcommittee chair establishes a Task Group to work with the proponent, assisting them in determining the amount and type of information needed to submit a viable data package to the Subcommittee. The Task Group then presents its findings to the Subcommittee for discussion. The proponent next submits a proposal for consideration by the Subcommittee, and if the proposal is approved, the proposal is balloted at the general Committee level. This process requires at least one complete standardization cycle if the relevant information has been developed prior to the time when the proponent first approaches the Subcommittee, longer if the data has not yet been developed.

The PRB is extremely beneficial to the proponent who has already developed the supporting data. The proponent submits its proposal and supporting data package for review by the PRB to AWPA, which performs a cursory screen to determine if the information meets the basic requirements of Appendix A to the Technical Committee Regulations. After this step, the proponent may elect to proceed to PRB review. The PRB will be selected and will produce a complete report to the proponent within 30 calendar days. The proponent may then choose to work with AWPA in submitting a proposal for Standardization at least 45 days in advance of the next Technical Committee Meetings for final consideration and a vote to send the proposal to ballot at the General Committee level.

SELECTION OF THE PRESERVATIVES REVIEW BOARD

The PRB for each preservative system shall be selected from a pool of 10-15 reviewers qualified and appointed by the Committee on Committees (ConCs). Individuals interested in serving on the PRB shall submit curriculum vitae to AWPA for distribution to members and advisors of the ConCs. All such applicants shall be "General Interest" AWPA members from academia, independent consultancies, government, or independent laboratories in North America. The ConCs reviews all CVs and is authorized to add reviewers to the pool if the applicant is deemed qualified to

serve in this capacity by unanimous vote of the ConCs.

The pool of qualified reviewers shall be randomly ordered and a board of three reviewers shall be assigned in order to each PRB review request. Each member of the three-person PRB is required to sign a statement indicating that they have no financial or commercial interest in the preservative system under review, as well as to affirm that they will provide a fair, unbiased judgment using their expertise in comparing the proposed preservative system to other preservative systems already specified for a given Use Category in terms of efficacy. In the event one or more reviewers is unable to attest the foregoing, their selection will be deferred until the next round of review and the next person in the order will be selected. This process continues until a complete three-person PRB is seated.

When the membership of the PRB has been finalized, AWPA shall appoint a chair by lottery. The chair shall be responsible for organizing the efforts of the PRB and ensuring that the comments of all reviewers are included in the final report. Each member of the PRB shall be compensated as outlined below.

PRB SUBMISSION PROCESS

The proponent of a preservative system shall contact AWPA to express their intent to have their proposal and data reviewed utilizing the PRB process. The proposal shall include recommended retention values for each Use Category for which the preservative is intended. Upon receipt of applicable fees and the proposal, AWPA shall perform a front-end screen to compare the data to that listed in Appendix A for completeness. If the data package is complete, the proponent shall be so notified, the PRB shall be empanelled, and the proposal with all data shall be submitted to the PRB for a review period not to exceed 30 calendar days. If the data package is incomplete, the proponent shall be so notified and will be given the option to correct any deficiencies and re-submit the proposal, or to proceed with a 30 day PRB review as described above. The PRB shall submit its completed report to AWPA on or before the end of the 30 day period.

CONFIDENTIALITY OF SUBMISSION

Proposals and data submitted to AWPA for consideration by the PRB, and the resulting PRB report shall be held in confidence by AWPA and the reviewing PRB until such time that the proponent submits the formal proposal to AWPA for standardization by a subcommittee

REPORT OF THE PRB

Within 30 calendar days of receiving the assignment, the PRB shall submit to AWPA for delivery to the proponent a report, which shall include at a minimum the following information:

1. A decision as to whether or not the proposal is supported with appropriate commentary. If the proposal is not supported, commentary outlining the reasons for not supporting the uses or retention values for each use category shall be provided. The PRB is encouraged to achieve consensus, but if it fails to do so and the proposal is supported by only two reviewers, the person not in support of the proposal is permitted to develop a dissenting opinion to be included in the final report.
2. A matrix of the proponent's recommended retention values for each Use Category and an evaluation as to whether or not the data supports the proposed retentions. If proposed retention values are deemed insufficient, the report shall suggest a minimum value appropriate for each Use Category.
3. Any other relevant information which may be of use to the Subcommittee during deliberations.

Upon receipt of the PRB report, the proponent shall have 15 days to review the report. If the proponent does not request reconsideration within the 15 day period, the report shall be considered final. If, however, the proponent desires to request reconsideration by the PRB, the proponent shall submit a written response and/or provide additional information to AWPA within the 15 day period. The information shall be provided to the PRB, which shall be given 15 days to either amend their report based on the information provided, or to provide an explanation as to why the proponent's response or supplementary information does not change their opinion. At this point, the report shall be considered final. The PRB report shall be considered property of the proponent. Note: Administrative time is allowed before and after each review period.

SUBMISSION OF THE PROPOSAL TO TECHNICAL COMMITTEES

After the PRB final report has been received by AWPA, delivered to the proponent, and considered final, the proponent may then make a formal proposal for Standardization. If deemed necessary by the proponent, the proposal submitted to the PRB may be amended and

submitted to AWPA, which will assist the proponent in assembling and placing the proposal in the proper format for submission as a formal proposal. Otherwise, the proponent may proceed directly to the formal proposal and AWPA will likewise assist in assembling and formatting the proposal. In any case, the contents of the proposal as determined by the proponent and the PRB report in its entirety must be received by AWPA in its final form at least 45 days prior to the meeting of the Subcommittee to which said proposal is being made. The proposal shall then be considered by the Subcommittee during its meeting. If the proposal is approved, it shall move forward to ballot at the general Committee level.

Any assistance, guidance, or comments provided to the proponent by AWPA or by the PRB are for the sole purpose of assisting the proponent in complying with the Technical Committee Regulations. Such assistance does not constitute an endorsement or approval in any manner of the proposed preservative system by AWPA or the PRB, nor does any recommendation in any manner bind the actions of the Technical Committees to those recommendations. Ultimately, the contents of all proposals are the responsibility of the proponent alone.

FEES FOR PRB SERVICES

The proponent will be required to pay to AWPA a fee of USD \$4,000.00 prior to consideration of any proposal by the PRB. The standard fees for the review of new preservative systems are allocated as follows:

- \$500.00 – Administrative Fee (nonrefundable)
- \$3,500.00 – Reviewer Fees (refundable only if the proposal and supporting data package does not pass the front-end screen and the proponent chooses to completely withdraw the proposal from consideration.) These fees are distributed to the reviewers in the following amounts: \$1,500.00 to the PRB Chair; \$1,000.00 to each of the two other PRB members.

For preservative systems that are currently listed and a proponent desires to propose retention recommendations for use category/product combinations not currently listed in AWPA Standards, Reviewer Fees shall be reduced to 50% of the standard fees if AWPA determines that the PRB workload will be significantly less than that for a new preservative system submittal.