

**U.S. National Work Group Meeting  
for the  
Development of Commercial Hydrogen Measurement Standards**

**Guidelines**

**General**

This work group shall be known as the “United States National Work Group for the Development of Commercial Hydrogen Measurement Standards” and is sponsored by the U.S. Department of Energy and the U.S. Department of Commerce’s National Institute of Standards and Technology through an Interagency Agreement and NIST funding from the American Competitiveness Initiative. Throughout this document the work group shall be known as the USNWG. The guidelines in this document describe the structure, responsibilities, and procedures for technical work by the USNWG.

**Objectives**

The objectives of the USNWG are to promote, encourage, and participate in the establishment of a comprehensive set of standards for commercial measurement of hydrogen for vehicle and other refueling applications, including (1) device design, accuracy, installation, and use; (2) method of sale requirements; (3) test procedures; and (4) fuel quality standards. The USNWG provides a forum for the development of uniform and appropriate legal metrology standards that harmonize, where possible, with related national and international standards. The USNWG will submit draft commercial hydrogen measurement standards for recognition by the U.S. Weights and Measures community.

**Membership**

The membership shall consist of individuals from regulatory and other government agencies; the service industry; automobile and metering equipment and component manufacturers; consumers; laboratories; fuel suppliers; and other industries, organizations, and businesses related to commercial refueling applications. To the extent possible membership shall be drawn from these groups and other interested parties. Individuals may represent more than one category (except during the voting process).

Each candidate must request membership (email or postal mail) from the USNWG Chair and Technical Advisor. Members must represent one of the groups listed above. Each

Candidate must state their intent to either participate or observe the USNWX work. A Candidate that participates in the work is a P-Member, which includes the responsibility of commenting and voting on committee documents and procedures or possibly serving as a subcommittee Chair. A Candidate may elect to follow the work as an observer or an O-Member, by receiving and commenting on documents and/or attending in-person meetings, video-, audio-, web-, or teleconference, or by email or postal mail correspondence.

P-Members must participate in committee work either through in-person meetings, video-, audio-, web- or teleconference, or by email or postal mail correspondence to indicate either concurrence with the USNWX actions or to provide input on specific issues. A period of inactivity should not exceed more than two consecutive USNWX project/technical meetings. After an extended period of nonparticipation defined as three consecutive meetings the Chair will contact a member to assess whether or not it is appropriate to change that member's status from participant (P-Member) to observer (O-Member). Each entity (company, agency, organization, etc.) may designate an alternate representative to participate on the USNWX after notifying the Subcommittee Chair and Technical Advisor of its intent. Members may resign from the USNWX or its Subcommittees by notifying the Chair and Technical Advisor of their decision.

## **Officers**

The USNWX and all of its subcommittees shall have a Chair, Vice Chair, and Technical Advisor.

### ***Chair***

The Chair shall be selected from the membership (P-Members) and be approved by a majority (51 %) of the USNWX membership. The Chair ensures that work progresses according to established target dates and to an appropriate and satisfactory conclusion. The Chair acts in a national capacity giving equal attention to all proposals and suggestions by USNWX members and other stakeholders. The Chair may represent an individual organization's views by indicating that the position taken is on behalf of a separate entity. A suitable new or alternate Chair should be selected by the USNWX if the incumbent Chair is unable to fill the unexpired two-year term.

### ***Vice Chair***

The Vice Chair shall be selected from the membership (P-Members) and be approved by a majority of the USNWX membership. The Vice Chair ensures that work progresses according to established target dates and to an appropriate and satisfactory conclusion when the Chair is unable to fulfill their duties. The Vice Chair acts in a national capacity giving equal attention to all proposals and suggestions by USNWX members and other stakeholders. The Vice Chair may represent an individual organization's views by indicating that the position taken is on behalf of a separate entity. A suitable new or alternate Vice Chair shall be selected by the USNWX if the incumbent Vice Chair is unable to fill the unexpired two-year term.

### ***Technical Advisor***

The Technical Advisor shall act technically and administratively to coordinate and promote the development of legal metrology standards. The Technical Advisor shall prepare agendas and facilitate the work of the USNWG by ensuring the proper analysis and development of agenda items and summaries of the USNWG findings. The Technical Advisor shall represent the USNWG position in the standards development process in International Committee of Legal Metrology. Typically, the role of Technical Advisor is held by a NIST representative.

### **Term of Office**

#### ***Chair***

The term for the Chair shall be two years. A Chair may be reappointed with the approval of a majority of the USNWG membership.

In the case of a vacancy the membership shall act to appoint a new Chair within 30 days of the vacancy. The Vice Chair may serve in the Chair's capacity in the interim period or until a new Chair is appointed. The USNWG Membership may select the Vice Chair as a candidate for Chair; however, the appointment must be approved by a majority of the USNWG membership.

#### ***Vice Chair***

The term for the Vice Chair shall be two years. A Vice Chair may be reappointed with the approval of a majority of the USNWG membership. In the case of a vacancy the membership shall act to appoint a new Vice Chair within 30 days of the vacancy.

The USNWG should act to ensure both seats are not simultaneously vacant.

### **Technical Subcommittees**

The formation of a special technical subcommittee from the USNWG membership may occur when the scope of the work on legal metrology standards requires a separate or special focus to achieve its goals. A subcommittee may be disbanded by a majority vote of the USNWG and/or when the group has successfully completed its project.

### **Meetings**

The USNWG will convene a meeting of its members either in-person, by video-, audio-, web-, or teleconference, at any time when all of the following conditions are met:

- (1) The meeting is within the budget,
- (2) One-fourth or more of the membership agrees that a meeting should be called,
- (3) Seven USNWG members must be present, and
- (4) A sufficient number of issues of technical merit require that the USNWG meet.

A notice of the meeting date and location must be distributed to all USNWG members at least 21 days prior to the meeting.

### ***Agendas***

The Technical Advisor or an appointed alternate and the Chair will develop meeting Agendas. Any USNWG member may submit an agenda item to the Chair and Technical Advisor.

Submission of an agenda item should be on the USNWG Agenda Item Submission Form. Members are encouraged to submit well-developed agenda items in advance of the meeting. Early submission of an agenda item allows for (1) proper analysis of the item by the Technical Advisor; (2) the USNWG membership to study and distribute the item among their stakeholders; (3) more thorough discussions at the meeting; and (4) due process of the issue(s). Each submission should be accompanied by a description of the issue and any supporting documentation. Items submitted less than 21 days before and up to the day of the meeting must include sufficient background information. Members who are unable to participate in a meeting must provide a well-developed agenda item that can be evaluated on its own merit or have an alternate present the issue. In the absence of the submitter the USNWG will need to determine why the item is relevant and what should be the outcome of the issue. Prior to the beginning of each meeting items submitted after distribution of the meeting agenda will be considered for inclusion on the agenda on a case-by-case basis depending on the national need to address that issue, their complexity, and size of the existing agenda. Priority items should be marked urgent and include a narrative explaining why the issue requires a priority status. Priority items are considered issues that involve a court case, pre-emption by a federal statute, conflicts with an international standard, or one that could affect health and safety. A majority vote of the USNWG is required, for an item to receive priority status and be placed ahead of other items already on the agenda.

### **Summary of Work**

A draft summary must be available within 21 days of the conclusion of a technical meeting or project for review, input, and approval of the USNWG. The summary should include the group's findings and recommendations. A new or revised standard shall include a summary of changes and the rationale for making those changes and a corresponding list of any associated comments. A final draft summary must be distributed within 45 days of a completed project or end of a technical meeting. USNWG members must indicate approval, submit questions, or request corrections to a summary within 14 days of receipt of that document.

### **Voting**

In the event that a consensus cannot be reached on an issue or when substantial changes are made to a meeting summary or any technical document, then the USNWG must approve that project/action by a vote. In the event that a majority of the USNWG membership are not present for a vote the Technical Advisor shall ballot the entire

USNWG for their vote. USNWG members may vote in-person during the conduct of a meeting or be balloted electronically or by a postal mail ballot. A majority vote is required to approve a project/action under these circumstances. Each entity (company, agency, organization, etc.) represented on the USNWG has one vote. A response from a majority of the USNWG members is necessary for a valid vote. No proxy votes are accepted (to ensure each vote is cast based on an examination of the latest data, discussions, etc. by all groups affected by a(n) project/action). An O-Member may not vote. No response to a balloted vote after 21 days constitutes a yes vote.

### **Fees**

Members of the USNWG are not assessed fees for participation in the work group or its subcommittees.

### **Amendment of the Guidelines**

The guidelines may be amended by a vote at any meeting when the proposal outlining changes to the guidelines are distributed to the membership at least 30 days prior to the meeting.

### **Timelines for Projects and Tasks**

This table sets limits for the duration of specific USNWG projects and tasks.

Timetable for USNWG Tasks	
Submit an Agenda Item*	21 days prior to meeting**
Distribute Draft Meeting Summary to USNWG for Review and Approval	21 days after meeting concludes
USNWG Provide Input on Draft Meeting Summary or Project Summary	14 days after receipt of the document
Distribute Final Summaries to USNWG	45 days after meeting or project is complete
Distribute Notice of Meeting to USNWG	21 days prior to meeting event
<p>*<a href="http://ts.nist.gov/WeightsAndMeasures/Developing-Commercial-Hydrogen-Measurement-Standards.cfm">http://ts.nist.gov/WeightsAndMeasures/Developing-Commercial-Hydrogen-Measurement-Standards.cfm</a> (to obtain a submission form)</p> <p>**A Priority Item that falls into the categories of an urgent issue requires a majority vote of the USNWG to be placed ahead of other items on the agenda. Additional items submitted less than 21 days before or during the meeting must be well developed and will be considered on a case-by-case basis by the USNWG at that meeting.</p>	