Record of Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: North America
Global Technical Committee: EHS
TC Chapter Cochairs: Chris Evanston/Salus, Sean Larsen/KLA, Lucian Girlea/Nikon, Eric Sklar/Safety Guru
Standards Staff: Kevin Nguyen

	Scheduled in Background Statement	Actual
Date	10/15/2026	10/15/2026
Location	San Francisco/CA	San Francisco/CA
Reason for Change of Date and/or Location (if changed)	N/A	

Note: Refer to *Regulations* ¶ 9.5 Exceptions for allowable reason to change.

I. Document Number and Title

Document Number	Document Title
7445A	Line-Item Revision to SEMI S2-0724E Environmental, Health, and Safety Guideline for Semiconductor Manufacturing Equipment (Delayed Revisions related to Fire Protection (§§ 5, 14, and R13-6))

II. Tally

Standards staff to fill in.

Voting Tally: As-cast tally after close of voting period

Note: A minimum of 60% of the Voting Interests that have TC Members within the global technical committee that issued the Letter Ballot must return Votes. (*Regulations* ¶ 9.6.2.1.1)

Note: Refer to *Regulations* § 3.2.1 for definition of Voting Interest.

Voting Interest:	Returned Votes		Distribution		Return Rate	
Letter Ballot	85	÷	141	=	60.28%	≥60%
Intercommittee Ballot	32					
Voting Interest Reject(s)	2		Total Voters with Rejects			3
Voting Interest Accept(s)	88					

III. Rejects

Voting Interest Reject 1 (Voting Interest Name: AMEC)
Voter Reject 1 (Voter: John Wang, AMEC)
Negative 1

Negative	Referenced Section/ Paragraph	*14.5.1.8.1.1.	
		14.5.1.8.1.1 A smoke detector for an exhausted enclosure, should have a minimum sensitivity of 0.65% obscuration/m (0.2% obscuration/ft) and sample an area through which the smoke passes.	
	Negative Text	the required sensitivity is too high	
TF input (optional)		Not clear whether "too high" means "too sensitive" (i.e., number is too low) or "value is too high" (i.e., the detector needs to be more sensitive.) Also, do not know if the Negative was motivated by a concern about false alarms or about availability of such detectors. VD :The current NFPA 318 includes: 11.1.3.5.1 The minimum alert sensitivity for a single sampling port or spot-type detector shall be a maximum value of 0.65 percent/meter (0.2 percent/foot). 11.1.3.5.2* The minimum alarm sensitivity for a single sampling port or spot-type detector shall be a maximum value of 3.2 percent/meter (1.0 percent/foot). The criterion in 11.1.3.5.1 matches the criterion proposed in Doc 7445A. ES will look at what's commercially available. **ES26sep25**: According to Google, the standard range for residential and commercial smoke detectors is 1.1% and 3.5% per foot. Searching for "high sensitivity smoke detector" found numerous sources, including: 1. 0.07 to 6.56%/m @ https://www.ornicom.com/products/analog-detectors/analogue-high-sensitivity-laser-smoke-detector-7251.html?srsltid=AU7gw4XoYzRwj0b4JtBrB3eN-gZhRqu67ir8j270Woczff70dxPzY7r7 2. (0.00046 to 7.62% obscuration/ft. or 0.0015 % ti 25% obscuration/m (Fenwal) @ https://www.suppression.com/catalog/detection/smoke-detection/air-sampling/fenwal-air-intelligence-high-sensitivity-smoke-detector-hssd-high-sensitivity-smoke-detector-hssd 3. 0.01%/m @ https://www.kiddelatam.com/en/products/detection-and-alarm-systems/detection-and-alarm-special/systems-high-sensitivity-hssd That indicates that such detectors are commercially available. **TF26oct08**: 0.65% appears in NFPA 318 and such detectors are commercially available. Negative provided no technical argument. **Recommend that the NA EHS TCC find this Related, but Not Persuasive**	
Withdrawal (check one)		x	No Negative withdrawal made by Voter.	GO TO "Related" subsection
			Withdrawal document received by Standards staff on MM/DD/YYYY.	GO TO "Final" subsection → (A)
Related	Motion and Reason (check one)	x	'Related' is mutually agreed upon. (Needs no motion.)	GO TO "Persuasive" subsection
			Negative is not related. (Needs ≥2/3 votes to pass.)	
			Reason	XXXX
	Motion by/ 2nd by	Name (Company)/Name (Company)		
	Discussion			

	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.		
			[Negative is not related.] < 2/3	**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related.]	**GO TO "Final" subsection → (B)**
Persuasive	**Motion and Reason (check one)**		Negative is related and persuasive. **(Needs >1/3 votes to pass.)**	
		x	Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**	
			Reason	Not clear whether "too high" means "too sensitive" (i.e., number is too low) or "value is too high" (i.e., the detector needs to be more sensitive.) Also, do not know if the Negative was motivated by a concern about false alarms or about availability of such detectors. VD :The current NFPA 318 includes: 11.1.3.5.1 The minimum alert sensitivity for a single sampling port or spot-type detector shall be a maximum value of 0.65 percent/meter (0.2 percent/foot). 11.1.3.5.2* The minimum alarm sensitivity for a single sampling port or spot-type detector shall be a maximum value of 3.2 percent/meter (1.0 percent/foot). The criterion in 11.1.3.5.1 matches the criterion proposed in Doc 7445A. ES will look at what's commercially available. **ES26sep25**: According to Google, the standard range for residential and commercial smoke detectors is 1.1% and 3.5% per foot. Searching for "high sensitivity smoke detector" found numerous sources, including: 1. 0.07 to 6.56%/m @ https://www.ornicom.com/products/analog-detectors/analogue-high-sensitivity-laser-smoke-detector-7251.html?srsltid=AU7gw4XoYzRwj0b4JtBrB3eN-qZhRqu67ir8j270Woczff70dxPzY7r7 2. (0.00046 to 7.62% obscuration/ft. or 0.0015 % ti 25% obscuration/m (Fenwal) @ https://www.suppression.com/catalog/detection/smoke-detection/air-sampling/fenwal-air-intelligence-high-sensitivity-smoke-detector-hssd-high-sensitivity-smoke-detector-hssd 3. 0.01%/m @ https://www.kiddelatam.com/en/products/detection-and-alarm-systems/detection-and-alarm-special/systems-high-sensitivity-hssd That indicates that such detectors are commercially available. **TF26oct08**: 0.65% appears in NFPA 318 and such detectors are commercially available. Negative provided no technical argument. **Recommend that the NA EHS TCC find this Related, but Not Persuasive**
	Motion by/ 2nd by	**By:** Eric Sklar (Safety Guru, LLC) **Second:** Lauren Crane (Lam Research)		
	Discussion			
		13-Y 0-N Voting Result: Pass - 100%		

	Result of Vote (check one)		[Negative is related and persuasive.] > 1/3	**Is a technical change recommended?** (check one)		**Y**	**GO TO "Address by Technical Change Option" subsection**
			[Negative is related and not persuasive.] < 2/3			**N**	**GO TO "Final" subsection → (E)**
		x	2/3 ≤ [Negative is related and not persuasive.] < 90%	**GO TO "Final" subsection → (C)**			
			90% ≤ [Negative is related and not persuasive.]	**GO TO "Not Significant Finding Option" subsection**			

Address by Technical Change Option

Technical Change Recommendations
Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.

Technical Changes	**1**	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)
	2	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)

Motion		Negative is addressed by the technical change(s).		
Motion by/2nd by		Name (Company)/Name (Company)		
Discussion				
Result of Vote (check one)		XX **Y**-XX **N**; Motion passed/failed.		
			2/3 ≤ [Negative is addressed by the technical change(s).]	**GO TO "Incorporation of the Technical Change" subsection**
			[Negative is not addressed by the technical change(s).] < 2/3	**GO TO "Final" subsection → (E)**
Incorporation of the Technical Change	**Motion**	To incorporate the technical change(s).		
	Motion by/2nd by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.		
			90% ≤ [Agree to incorporate.]	**GO TO "Final" subsection → (F)**
			[Disagree to incorporate.]>10%	**GO TO "Final" subsection → (E)**

Not Significan

This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (*Regulations* ¶ 9.6.1.4.5.2)

		It is mutually agreed upon to term the Negative "not significant".	**GO TO "Final" subsection → (D)**

	Use of "Not significant finding option" **(check one)**		It is mutually agreed upon to term the Negative "significant".		**GO TO "Final" subsection → (C)**
			Whether or not the Negative is "not significant" is decided by a vote.		
	Motion	The Negative is "not significant".			
	Motion by/ 2nd by	Name (Company)/Name (Company)			
	Vote		XX **Y**-XX **N**; Motion passed with simple majority		**GO TO "Final" subsection → (D)**
			XX **Y**-XX **N**; Motion failed with simple majority		**GO TO "Final" subsection → (C)**
Final	**(check if applicable)**		**(A)**	Withdrawn **(counted under h in disposition)**	
			(B)	Not related **(counted under i in disposition)**	
		x	**(C)**	Related and not persuasive (significant)	
			(D)	Not significant **(counted under j in disposition)**	
			(E)	Related and persuasive and not addressed by technical change	**DOCUMENT FAILS**
			(F)	Addressed by technical change **(counted under k disposition)**	
	(check if applicable)		*Comment generated.* ***Refer to Section V-(ii) Comment # X.***		

This table is needed for each Negative.

Disposition of Voting Interest Reject 1

Check only when the Document has not been failed.

1	Original number (#) of Negatives			**(g)**
0	Number of Negatives withdrawn			**(h)**
0	Number of Negatives found not related			**(i)**
0	Number of Negatives found not significant			**(j)**
0	Number of Negatives addressed by technical change **(Negative becomes not significant)**			**(k)**
Final			**g** - (**h** + **i** +**j** + **k**) = 0	**Reject is Not Valid and is not included in the denominator of § VI. *Approval Conditions Check***
		x	**g** - (**h** + **i** +**j** + **k**) >0	**Reject is included in the denominator of § VI. *Approval Conditions Check***
			Reject without a Negative	**Not Valid**

This table is needed for each Voting Interest Reject.

Note: If all of the Negatives included with a Reject Vote are withdrawn, determined to be not related, or determined to be not significant, the Reject Vote is not valid. (*Regulations* ¶ 9.4.3.3)
Note: A Negative addressed by a technical change is automatically considered to be not significant. (*Regulations* ¶ 9.6.1.4.5.2)

Voting Interest Reject 2 (Voting Interest Name: Tokyo Electron)

Voter Reject 1 (Voter: Tsutomu Takahashi, TEL)

Negative 1

Negative	Referenced Section/ Paragraph	**14.5.2.5**		
		14.5.2.5 A carbon dioxide fire suppression system for a fully enclosed portion of a piece of SME should be designed using a total flooding basis to achieve a minimum concentration of 50% carbon dioxide in the enclosed portion within one minute from the start of discharge for each protected space with ventilation and exhaust systems in continuous operation. The quantity of carbon dioxide discharged should be sufficient to compensate for the air exhaust flow rate of each protected space.		
	Negative Text	If ventilation and exhaust systems are installed, the area is generally not considered to be a confined space. Furthermore, when the ventilation and exhaust systems are operating, it is considered difficult for the CO_2 concentration within the area to reach or exceed 50%. ====== Please remove the statement regarding the ventilation and exhaust systems, or alternatively, remove the specified CO_2 concentration limit.		
TF input (optional)		Paragraph 14.4.3.5 says "Fire dampers should not be installed in SME". That wording is specific to the SME (i.e., does not pertain to the facility) and was chosen in overt consideration of the reported Japanese fire code requirement to install such dampers in the facility connections to the equipment. As SEMI S14 pertains to equipment, not facilities, there is nothing here that conflicts with any law or regulation known to the TF. The equipment does need to be properly protected in any installation location, not just in the one country known to prefer having combustion byproducts released into occupied space to having them removed by exhaust systems. Does not understand the mention of "confined space". It is not "difficult" to get CO_2 concentration to 50%. It just requires providing more CO_2 than one would need if the exhaust ventilation were stopped. Meeting the ballotted criteria is widely demonstrated. Also, language was carefully structured not to conflict w/ Japanese code prohibition of fire dampers in building ducts. All the ballotted language specifies is the sizing of the CO_2. **Recommend that the NA EHS TCC find this Related, but Not Persuasive**.		
Withdrawal (check one)		x	No Negative withdrawal made by Voter.	**GO TO "Related" subsection**
			Withdrawal document received by Standards staff on MM/DD/YYYY.	**GO TO "Final" subsection → (A)**
Related	**Motion and Reason (check one)**	x	'Related' is mutually agreed upon. **(Needs no motion.)**	**GO TO "Persuasive" subsection**
			Negative is not related. **(Needs ≥2/3 votes to pass.)**	
			Reason: XXXX	
	Motion by/ 2nd by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.		
			[Negative is not related.] < 2/3	**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related.]	**GO TO "Final" subsection → (B)**
Persuasive	**Motion and Reason (check one)**		Negative is related and persuasive. **(Needs >1/3 votes to pass.)**	
		x	Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**	

		Reason	Paragraph 14.4.3.5 says “Fire dampers should not be installed in SME”. That wording is specific to the SME (i.e., does not pertain to the facility) and was chosen in overt consideration of the reported Japanese fire code requirement to install such dampers in the facility connections to the equipment. As SEMI S14 pertains to equipment, not facilities, there is nothing here that conflicts with any law or regulation known to the TF. The equipment does need to be properly protected in any installation location, not just in the one country known to prefer having combustion byproducts released into occupied space to having them removed by exhaust systems. Does not understand the mention of “confined space”. It is not “difficult” to get CO_2 concentration to 50%. It just requires providing more CO_2 than one would need if the exhaust ventilation were stopped. Meeting the ballotted criteria is widely demonstrated. Also, language was carefully structured not to conflict w/ Japanese code prohibition of fire dampers in building ducts. All the ballotted language specifies is the sizing of the CO_2. **Recommend that the NA EHS TCC find this Related, but Not Persuasive**.
Motion by/ 2nd by		**By:** Eric Sklar (Safety Guru, LLC) **Second:** Lauren Crane (Lam Research)	
Discussion			
Result of Vote (check one)		11-Y 0-N Voting Result: Pass - 100%	
		[Negative is related and persuasive.] > 1/3	**Is a technical change recommended? (check one)** Y → **GO TO “Address by Technical Change Option” subsection**
		[Negative is related and not persuasive.] < 2/3	**Is a technical change recommended? (check one)** N → **GO TO “Final” subsection → (E)**
	x	2/3 ≤ [Negative is related and not persuasive.] < 90%	**GO TO “Final” subsection → (C)**
		90% ≤ [Negative is related and not persuasive.]	**GO TO “Not Significant Finding Option” subsection**

Address by Technical Change Option

Technical Change Recommendations
Original section/paragraph number and at least one full sentence are required in “FROM” and “TO” fields.

Technical Changes		
	1	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)
	2	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)

Motion	Negative is addressed by the technical change(s).

	Motion by/2nd by		Name (Company)/Name (Company)		
	Discussion				
	Result of Vote (check one)		XX **Y**-XX **N**; Motion passed/failed.		
				2/3 ≤ [Negative is addressed by the technical change(s).]	**GO TO "Incorporation of the Technical Change" subsection**
				[Negative is not addressed by the technical change(s).] < 2/3	**GO TO "Final" subsection → (E)**
	Incorporation of the Technical Change	**Motion**	To incorporate the technical change(s).		
		Motion by/2nd by	Name (Company)/Name (Company)		
		Discussion			
		Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.		
				90% ≤ [Agree to incorporate.]	**GO TO "Final" subsection → (F)**
				[Disagree to incorporate.]>10%	**GO TO "Final" subsection → (E)**
Not Significant Finding Option	**This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (*Regulations* ¶ 9.6.1.4.5.2)**				
	Use of "Not significant finding option" (check one)		It is mutually agreed upon to term the Negative "not significant".		**GO TO "Final" subsection → (D)**
			It is mutually agreed upon to term the Negative "significant".		**GO TO "Final" subsection → (C)**
			Whether or not the Negative is "not significant" is decided by a vote.		
	Motion	The Negative is "not significant".			
	Motion by/ 2nd by	Name (Company)/Name (Company)			
	Vote		XX **Y**-XX **N**; Motion passed with simple majority		**GO TO "Final" subsection → (D)**
			XX **Y**-XX **N**; Motion failed with simple majority		**GO TO "Final" subsection → (C)**
Final	**(check if applicable)**		**(A)**	Withdrawn **(counted under h in disposition)**	
			(B)	Not related **(counted under i in disposition)**	
		x	**(C)**	Related and not persuasive (significant)	
			(D)	Not significant **(counted under j in disposition)**	
			(E)	Related and persuasive and not addressed by technical change	**DOCUMENT FAILS**
			(F)	Addressed by technical change **(counted under k disposition)**	
	(check if applicable)		*Comment generated.* ***Refer to Section V-(ii) Comment #*** *X.*		

This table is needed for each Negative.

Negative 2

Negative	**Referenced Section/ Paragraph**	***TF/TC Chapter to fill in, including text in the ballot if necessary.**
	Negative Text	***Original complete Negative text (e.g., issue, justification, suggestion) should be copied.**

TF input (optional)							
Withdrawal (check one)			No Negative withdrawal made by Voter.				**GO TO "Related" subsection**
			Withdrawal document received by Standards staff on MM/DD/YYYY.				**GO TO "Final" subsection → (A)**
Related	**Motion and Reason (check one)**		'Related' is mutually agreed upon. **(Needs no motion.)**				**GO TO "Persuasive" subsection**
			Negative is not related. **(Needs ≥2/3 votes to pass.)**				
			Reason	XXXX			
	Motion by/ 2nd by	Name (Company)/Name (Company)					
	Discussion						
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.					
			[Negative is not related.] < 2/3				**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related.]				**GO TO "Final" subsection → (B)**
Persuasive	**Motion and Reason (check one)**		Negative is related and persuasive. **(Needs >1/3 votes to pass.)**				
			Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**				
			Reason	XXXX			
	Motion by/ 2nd by	Name (Company)/Name (Company)					
	Discussion						
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.					
			[Negative is related and persuasive.] > 1/3	**Is a technical change recommended? (check one)**		**Y**	**GO TO "Address by Technical Change Option" subsection**
			[Negative is related and not persuasive.] < 2/3			**N**	**GO TO "Final" subsection → (E)**
			2/3 ≤ [Negative is related and not persuasive.] < 90%	**GO TO "Final" subsection → (C)**			
			90% ≤ [Negative is related and not persuasive.]	**GO TO "Not Significant Finding Option" subsection**			
Address by Technical Change	**Technical Changes**	**Technical Change Recommendations** **Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.**					
	1	**FROM: Section/Paragraph XXX**					
		TO: Section/Paragraph xxx					
		Justification (If necessary)					

		2	**FROM: Section/Paragraph XXX**			
			TO: Section/Paragraph xxx			
			Justification (If necessary)			
	Motion		Negative is addressed by the technical change(s).			
	Motion by/2nd by		Name (Company)/Name (Company)			
	Discussion					
	Result of Vote (check one)		XX **Y**-XX **N**; Motion passed/failed.			
				2/3 ≤ [Negative is addressed by the technical change(s).]	**GO TO "Incorporation of the Technical Change" subsection**	
				[Negative is not addressed by the technical change(s).] < 2/3	**GO TO "Final" subsection → (E)**	
	Incorporation of the Technical Change	**Motion**	To incorporate the technical change(s).			
		Motion by/2nd by	Name (Company)/Name (Company)			
		Discussion				
		Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.			
				90% ≤ [Agree to incorporate.]	**GO TO "Final" subsection → (F)**	
				[Disagree to incorporate.]>10%	**GO TO "Final" subsection → (E)**	
Not Significant Finding Option	**This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (*Regulations* ¶ 9.6.1.4.5.2)**					
	Use of "Not significant finding option" (check one)		It is mutually agreed upon to term the Negative "not significant".		**GO TO "Final" subsection → (D)**	
			It is mutually agreed upon to term the Negative "significant".		**GO TO "Final" subsection → (C)**	
			Whether or not the Negative is "not significant" is decided by a vote.			
	Motion		The Negative is "not significant".			
	Motion by/ 2nd by		Name (Company)/Name (Company)			
	Vote		XX **Y**-XX **N**; Motion passed with simple majority		**GO TO "Final" subsection → (D)**	
			XX **Y**-XX **N**; Motion failed with simple majority		**GO TO "Final" subsection → (C)**	
Final	**(check if applicable)**		**(A)**	Withdrawn **(counted under h in disposition)**		
			(B)	Not related **(counted under i in disposition)**		
			(C)	Related and not persuasive (significant)		
			(D)	Not significant **(counted under j in disposition)**		
			(E)	Related and persuasive and not addressed by technical change	**DOCUMENT FAILS**	
			(F)	Addressed by technical change **(counted under k disposition)**		

	(check if applicable)		*Comment generated.* ***Refer to Section V-(ii) Comment #*** *X.*

This table is needed for each Negative.

Voter Reject 2 (Voter: Supika Mashiro, TEL)

Negative 1

Negative	**Referenced Section/ Paragraph**	**14.5.1.9**			
		14.5.1.9 The fire detection system should be capable of interfacing with the facility's alarm system. It may be preferable for the ~~equipment supplier~~ SME manufacturer to specify the location and performance of detectors, but not provide them, so that the user may better integrate the detection in the equipment with that in the facility. This alternative should be negotiated explicitly ~~with~~ by the SME supplier and the user.			
	Negative Text	Negative to 14.1.5.9 If the SME manufacturer specifies the location and performance of detector but it is the SME supplier to negotiate the option, there should be a information provision between the SME manufacturer and the SME supplier at first. Without such provision the revised criterion can not work.			
TF input (optional)		**Recommend to the TCC that the ballot fail & be returned to TF for rework and reballot,** , as (at least in some cases) the described gap exists.			
Withdrawal (check one)		x	No Negative withdrawal made by Voter.		**GO TO "Related" subsection**
			Withdrawal document received by Standards staff on MM/DD/YYYY.		**GO TO "Final" subsection → (A)**
Related	**Motion and Reason (check one)**	x	'Related' is mutually agreed upon. **(Needs no motion.)**		**GO TO "Persuasive" subsection**
			Negative is not related. **(Needs ≥2/3 votes to pass.)**		
			Reason	XXXX	
	Motion by/ 2nd by	Name (Company)/Name (Company)			
	Discussion				
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.			
			[Negative is not related.] < 2/3		**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related.]		**GO TO "Final" subsection → (B)**
Persuasive	**Motion and Reason (check one)**	x	Negative is related and persuasive. **(Needs >1/3 votes to pass.)**		
			Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**		
			Reason	XXXX	
	Motion by/ 2nd by	**By:** Eric Sklar (Safety Guru, LLC) **Second:** Lauren Crane (Lam Research)			
	Discussion				
	Result of Vote (check one)	14-Y 0-N Voting Result: Pass - 100%			
		x	[Negative is related and persuasive.] > 1/3	**Is a technical change recommended? (check one)**	**Y**	**GO TO "Address by Technical Change Option" subsection**

			[Negative is related and not persuasive.] < 2/3		x	N	GO TO "Final" subsection → (E)
			2/3 ≤ [Negative is related and not persuasive.] < 90%	GO TO "Final" subsection → (C)			
			90% ≤ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection			

Address by Technical Change Option

Technical Change Recommendations
Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.

Technical Changes	**1**	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)
	2	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)

Motion		Negative is addressed by the technical change(s).	
Motion by/2nd by		Name (Company)/Name (Company)	
Discussion			
Result of Vote (check one)		XX **Y**-XX **N**; Motion passed/failed.	
		2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO "Incorporation of the Technical Change" subsection
		[Negative is not addressed by the technical change(s).] < 2/3	GO TO "Final" subsection → (E)
Incorporation of the Technical Change	**Motion**	To incorporate the technical change(s).	
	Motion by/2nd by	Name (Company)/Name (Company)	
	Discussion		
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.	
		90% ≤ [Agree to incorporate.]	GO TO "Final" subsection → (F)
		[Disagree to incorporate.]>10%	GO TO "Final" subsection → (E)

Not Significant Finding Option

This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (*Regulations* ¶ 9.6.1.4.5.2)

Use of "Not significant finding option" (check one)		It is mutually agreed upon to term the Negative "not significant".	GO TO "Final" subsection → (D)
		It is mutually agreed upon to term the Negative "significant".	GO TO "Final" subsection → (C)
		Whether or not the Negative is "not significant" is decided by a vote.	
Motion		The Negative is "not significant".	

	Motion by/ 2nd by	Name (Company)/Name (Company)			
	Vote		XX **Y**-XX **N**; Motion passed with simple majority		**GO TO "Final" subsection → (D)**
			XX **Y**-XX **N**; Motion failed with simple majority		**GO TO "Final" subsection → (C)**
Final	**(check if applicable)**		**(A)**	Withdrawn **(counted under h in disposition)**	
			(B)	Not related **(counted under i in disposition)**	
			(C)	Related and not persuasive (significant)	
			(D)	Not significant **(counted under j in disposition)**	
		x	**(E)**	Related and persuasive and not addressed by technical change	**DOCUMENT FAILS**
			(F)	Addressed by technical change **(counted under k disposition)**	
	(check if applicable)		*Comment generated.* ***Refer to Section V-(ii) Comment #*** *X.*		

This table is needed for each Negative.

Negative 2

Negative	**Referenced Section/ Paragraph**	***TF/TC Chapter to fill in, including text in the ballot if necessary.**			
	Negative Text	***Original complete Negative text (e.g., issue, justification, suggestion) should be copied.**			
TF input (optional)					
Withdrawal (check one)			No Negative withdrawal made by Voter.		**GO TO "Related" subsection**
			Withdrawal document received by Standards staff on MM/DD/YYYY.		**GO TO "Final" subsection → (A)**
Related	**Motion and Reason (check one)**		'Related' is mutually agreed upon. **(Needs no motion.)**		**GO TO "Persuasive" subsection**
			Negative is not related. **(Needs ≥2/3 votes to pass.)**		
			Reason	XXXX	
	Motion by/ 2nd by	Name (Company)/Name (Company)			
	Discussion				
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.			
			[Negative is not related.] < 2/3		**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related.]		**GO TO "Final" subsection → (B)**
Persuasive	**Motion and Reason (check one)**		Negative is related and persuasive. **(Needs >1/3 votes to pass.)**		
			Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**		

			Reason	XXXX			
Motion by/ 2nd by	Name (Company)/Name (Company)						
Discussion							
Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.						
		[Negative is related and persuasive.] > 1/3	**Is a technical change recommended? (check one)**		**Y**	**GO TO "Address by Technical Change Option" subsection**	
		[Negative is related and not persuasive.] < 2/3			**N**	**GO TO "Final" subsection → (E)**	
		2/3 ≤ [Negative is related and not persuasive.] < 90%	**GO TO "Final" subsection → (C)**				
		90% ≤ [Negative is related and not persuasive.]	**GO TO "Not Significant Finding Option" subsection**				

Address by Technical Change Option

Technical Change Recommendations
Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.

Technical Changes		
	1	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)
	2	**FROM: Section/Paragraph XXX**
		TO: Section/Paragraph xxx
		Justification (If necessary)

Motion		Negative is addressed by the technical change(s).		
Motion by/2nd by		Name (Company)/Name (Company)		
Discussion				
Result of Vote (check one)		XX **Y**-XX **N**; Motion passed/failed.		
			2/3 ≤ [Negative is addressed by the technical change(s).]	**GO TO "Incorporation of the Technical Change" subsection**
			[Negative is not addressed by the technical change(s).] < 2/3	**GO TO "Final" subsection → (E)**
Incorporation of the Technical	**Motion**	To incorporate the technical change(s).		
	Motion by/2nd by	Name (Company)/Name (Company)		
	Discussion			
		XX **Y**-XX **N**; Motion passed/failed.		
			90% ≤ [Agree to incorporate.]	**GO TO "Final" subsection → (F)**

	Result of Vote (check one)		[Disagree to incorporate.]>10%	**GO TO "Final" subsection → (E)**
Not Significant Finding Option	**This option can be used only "if the TC Chapter finds a Negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (*Regulations* ¶ 9.6.1.4.5.2)**			
	Use of "Not significant finding option" (check one)		It is mutually agreed upon to term the Negative "not significant".	**GO TO "Final" subsection → (D)**
			It is mutually agreed upon to term the Negative "significant".	**GO TO "Final" subsection → (C)**
			Whether or not the Negative is "not significant" is decided by a vote.	
	Motion	The Negative is "not significant".		
	Motion by/ 2nd by	Name (Company)/Name (Company)		
	Vote		XX **Y**-XX **N**; Motion passed with simple majority	**GO TO "Final" subsection → (D)**
			XX **Y**-XX **N**; Motion failed with simple majority	**GO TO "Final" subsection → (C)**
Final	(check if applicable)		**(A)** Withdrawn **(counted under h in disposition)**	
			(B) Not related **(counted under i in disposition)**	
			(C) Related and not persuasive (significant)	
			(D) Not significant **(counted under j in disposition)**	
			(E) Related and persuasive and not addressed by technical change	**DOCUMENT FAILS**
			(F) Addressed by technical change **(counted under k disposition)**	
	(check if applicable)		*Comment generated. **Refer to Section V-(ii) Comment # X.***	

This table is needed for each Negative.

Disposition of Voting Interest Reject 2

Check only when the Document has not been failed.

#	Original number (#) of Negatives		**(g)**
#	Number of Negatives withdrawn		**(h)**
#	Number of Negatives found not related		**(i)**
#	Number of Negatives found not significant		**(j)**
#	Number of Negatives addressed by technical change **(Negative becomes not significant)**		**(k)**
Final		**g - (h + i +j + k) = 0**	**Reject is Not Valid and is not included in the denominator of § VI. *Approval Conditions Check***
		g - (h + i +j + k) >0	**Reject is included in the denominator of § VI. *Approval Conditions Check***
		Reject without a Negative	**Not Valid**

This table is needed for each Voting Interest Reject.

Note: If all of the Negatives included with a Reject Vote are withdrawn, determined to be not related, or determined to be not significant, the Reject Vote is not valid. (*Regulations* ¶ 9.4.3.3)

Note: A Negative addressed by a technical change is automatically considered to be not significant. (*Regulations* ¶ 9.6.1.4.5.2)

IV. Other Technical Issues

Note: TC Chapter may choose to address a technical issue that is not part of a Negative received on a Letter Ballot (i.e., a Comment or a reason not addressed by a Vote response) by handling it as a Negative and finding it related and technically persuasive. The TC Chapter may then fail the Document or address such technical issue by using the procedure defined in *Regulations* § 9.6.1.4.3 to make a technical change to the Document. (*Regulations* ¶ 9.6.1.4.2.5)

Technical Issue	**Origin**	***TF/TC Chapter to choose** A reason not addressed by a Vote response (product of TF discussion)		
	Referenced Section/ Paragraph	**14.5.1.9**		
		14.5.1.9 The fire detection system should be capable of interfacing with the facility's alarm system. It may be preferable for the equipment supplier SME manufacturer to specify the location and performance of detectors, but not provide them, so that the user may better integrate the detection in the equipment with that in the facility. This alternative should be negotiated explicitly with by the SME supplier and the user.		
	Reason	There's a much larger [than reported in the Negative] problem with this paragraph: It appears to have been intended to be an EXCEPTION to the criterion of providing detection and is interpreted as being one, but it isn't. (There's a similar paragraph, 14.5.2.3 in the suppression section.)		
		TF discussed the solution and found the problem to be convoluted, as the Document text is an improperly-constructed exception to an implicit (i.e., not stated anywhere in the Document) conformance criterion. TF did not feel itself able to construct a proper Technical Change to correct this in the available time and, therefore, **recommend that this be found Related and Persuasive and that 7445A be found to have failed and be returned to the TF for further work.**		
Handle technical issue identified above as a Negative.				
Related	**Motion and Reason (check one)**		'Related' is mutually agreed upon. **(Needs no motion.)**	**GO TO "Persuasive" subsection**
			Negative is not related and assigned to TF. **(Needs ≥2/3 votes to pass.)**	
			Negative is not related and placed on agenda of current TC Chapter meeting as new business. **(Needs ≥2/3 votes to pass.)**	
			Reason	XXXX
	Motion by/ 2nd by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.		
			[Negative is not related.] <2/3	**GO TO "Persuasive" subsection**
			2/3 ≤ [Negative is not related] and assigned to TF.	**GO TO "Final" subsection → (B)**
			2/3 ≤ [Negative is not related] and placed on agenda of current TC Chapter meeting as new business.	

Persuasive	**Motion and Reason (check one)**		Negative is related and persuasive. **(Needs >1/3 votes to pass.)**				
			Negative is related and not persuasive. **(Needs ≥2/3 votes to pass.)**				
			Reason	XXXX			
	Motion by/ 2nd by	Name (Company)/Name (Company)					
	Discussion						
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.					
			[Negative is related and persuasive.] > 1/3	**Is a technical change recommended? (check one)**		**Y**	**GO TO "Address by Technical Change Option" subsection**
			[Negative is related and not persuasive.] < 2/3			**N**	**GO TO "Final" subsection → (E)**
			2/3 ≤ [Negative is related and not persuasive.] < 90%	**GO TO "Final" subsection → (C)**			

Address by Technical Change Option	**Technical Change Recommendations** **Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.**					
	Technical Changes	**1**	**FROM: Section/Paragraph XXX**			
			TO: Section/Paragraph xxx			
			Justification (If necessary)			
		2	**FROM: Section/Paragraph XXX**			
			TO: Section/Paragraph xxx			
			Justification (If necessary)			
	Motion	Negative is addressed by the technical change(s).				
	Motion by/2nd by	Name (Company)/Name (Company)				
	Discussion					
	Result of Vote (check one)	XX **Y**-XX **N**; Motion passed/failed.				
			2/3 ≤ [Negative is addressed by the technical change(s).]			**GO TO "Incorporation of the Technical Change" subsection**
			[Negative is not addressed by the technical change(s).] < 2/3			**GO TO "Final" subsection → (E)**
	Incorporation of the	**Motion**	To incorporate the technical change(s).			
		Motion by/2nd by	Name (Company)/Name (Company)			
		Discussion				
			XX **Y**-XX **N**; Motion passed/failed.			

		Result of Vote (check one)		90% ≤ [Agree to incorporate.]	GO TO "Final" subsection → (F)
				[Disagree to incorporate.] >10%	GO TO "Final" subsection → (E)
Final	(check one)		(B)	Not related	
			(C)	Related and not persuasive	
			(E)	Related and persuasive and not addressed by technical change	DOCUMENT FAILS
			(F)	Addressed by technical change	
	(check if applicable)		Comment generated. Refer to Section V-(ii) Comment # X.		

V. Comments

V- (i) Voters' Comments

Commenter 1 (Name/Company) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.		
Action	**The TC Chapter agreed to do one of the following actions.**		
	*No motion is required in this step.		
	Already addressed by Commenter #, Comment #		
	No further action was taken by the TC Chapter.		
	Refer to the TF for more consideration.		
	New Business		
	Editorial Change		
	Options for editorial change (check one)		**Case 1: No vote in this section:**
			To be included and voted on as a group in § VI. *Editorial Changes Other than Those Voted on in § V.*
			Case 2: Voted in this section:
			Original section number and at least one full sentence are required in "FROM" and "TO" fields.
Editorial Changes	**1**	**FROM: Section/Paragraph xxx**	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
	2	**FROM: Section/Paragraph xxx**	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	

Motion	To approve above editorial change(s)
Motion by/2nd by	Name (Company)/Name (Company)
Discussion	XXXX
Vote	*XX **Y**-XX **N**; Motion passed/failed.*

This table is needed for each Comment accompanied a Vote

Commenter 2 (Name/Company) - Comment 1
Commenter 3 (Name/Company) - Comment 1

V-(ii) Comments Created by Handling Negative

Comment (Created by Handling Negative) NC – 1

Comment	***TF/TC Chapter to fill in**		
Action	**The TC Chapter agreed to do one of the following actions.**		
	***No motion is required in this step.**		
		Already addressed by Commenter #, Comment #	
		No further action was taken by the TC Chapter.	
		Refer to the TF for more consideration.	
		New business	
		Editorial change	
	Options for editorial change **(check one)**		**Case 1: No vote in this section:**
			To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.
			Case 2: Voted in this section:
			Original section number and at least one full sentence are required in "FROM" and "TO" fields.
Editorial Changes	**1**	**FROM: Section/Paragraph xxx**	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
	2	**FROM: Section/Paragraph xxx**	

		TO: Section/Paragraph xxx
		Justification (If necessary)

Motion	To approve above editorial change(s)
Motion by/2nd by	Name (Company)/Name (Company)
Discussion	XXXX
Vote	XX **Y**-XX **N**; Motion passed/failed.

This table is needed for each Comment created by handling Negative.

Comment (Created by Handling Negative) NC – 2
Comment (Created by Handling Negative) NC – 3

VI. Editorial Changes Other than Those Voted on in § V

Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.

1	Origin of this editorial change **(Check one)**		Commenter(s) / Comment(s) #
			Other [ ]
	FROM: Section/Paragraph XXX		
	TO: Section/Paragraph XXX		
	Justification: (If necessary)		
2	Origin of this editorial change **(Check one)**		Commenter(s) / Comment(s) #
			Other [ ]
	FROM: Section/Paragraph XXX		
	TO: Section/Paragraph XXX		
	Justification: (If necessary)		

Motion	To approve the above editorial change(s).
Motion by/ 2nd by	Name (Company)/Name (Company)
Discussion	XXXX
Vote	XX **Y**-XX **N**; Motion passed (or failed)

VII. Approval Conditions Check

VII. - (i). Approval Rate

APPROVAL CONDITION 1: All Negatives have been discussed and were withdrawn, found not related, found not persuasive, or addressed by a technical change. (*Regulations* ¶ 9.6.2.1.2)

APPROVAL CONDITION 2: At least 90% of the sum of valid Voting Interest Accept and Voting Interest Reject Votes must be Accept. (*Regulations* ¶ 9.6.2.1.3)

Note: If both approval conditions are not satisfied, the Document fails.

		Accepts		(Accepts + Valid Rejects)				
Approval Rate	=				=	#DIV/0!		≥90%

VII. – (ii) Approval Level (check one)

Note: Refer to *Regulations* § 9.6.2 for further information.

☐ **Globally Approved (No Ratification Ballot needed):**
The Letter Ballot meets the Letter Ballot approval conditions for the global technical committee.

☐ **Need a Ratification Ballot:**
The Letter Ballot meets the Letter Ballot approval conditions for the TC Chapter and a Ratification Ballot will be issued to validate technical changes.

VIII. Safety Check

Note: Refer to *Regulations* § 15 for further information.

Motion		
	☐	**This is not a Safety Document**, when all safety-related information is removed, the Document is still technically sound and complete. (*Regulations* ¶ 8.7.1)
	☐	**This is a Safety Document**, when all safety-related information is removed, the Document is not technically sound and complete. (*Regulations* ¶ 8.7.2)
	☐	Safety Checklist (*Regulations* ¶ 15.3) is complete and has been included with the Document throughout the balloting process. (*Regulations* ¶ 15.1.2)
Motion by/2nd by		Name (Company)/Name (Company)
Discussion		XXXX
Vote		XX **Y**-XX **N**; Motion passed or failed

IX. Intellectual Property (IP) Check

Note: This Letter Ballot may cover all or part of a Standard or Safety Guideline. Regardless of the coverage, this IP check applies to the entire Standard or Safety Guideline*. Refer to *Regulations* § 16 for further information.

	The TC Chapter meeting chair asked those participating, if they were aware of any patented technology that might be relevant (refer to *Regulations* ¶ 16.3.1.1) to the Standard or Safety Guideline; or, any copyrighted items or trademarks that are used/reproduced (refer to *Regulations* ¶ 16.4.1.2) in the Standard or Safety Guideline. (Also refer to *Regulations* § 8.8)					
		The question is NOT answered in affirmative (No potentially material patented technology or use/reproduction of copyrighted items/trademarks is known.)	**GO TO SECTION X.**			
		The question is answered in affirmative	Is any of the known IPs a patented technology?		**Yes, at least one of them is a patented technology**	**GO TO IX (a) "Patented Technology" subsection**
					No	**GO TO IX (b) "Copyright items" subsection**

IX(a) Patented Technologies subsection

IX(a1) Total numbers of Patented Technologies to be dealt with

# **Fill number**	**(l)** Known Patented Technology that might be relevant to the Standard/Safety Guideline	**#** **Fill number**	**(m)** Number of patented technologies first became known to the TC Chapter on or after the day of the issuance of this Letter Ballot	**Postpone assessment of such patented technologies to be performed at the next scheduled TC Chapter meeting.**
		# **Fill number**	**(n)** Number of patented technologies first became known to the TC Chapter before the day of the issuance of this Letter Ballot	**GO TO IX (a2)**

IX(a2) Assessment of disclosed patented technologies

Disclosed patented technology #1 (***Brief description, e.g., patent title and number***):			**Date of Assessment** **(If different from the date of Letter Ballot adjudication)** MM/DD/YYYY			
Is disclosed patented technology #1 found to be "might be material" to the Standard/Safety Guideline?		YES (It is a PMPT)	Is the use of this PMPT technically justified?		**YES**	**PROCEED to assess NEXT one, or if this is the last one, GO TO IX(a3)**
					NO	**The Document is failed and returned to the TF**
		NO	No further action is needed for patented technology #1			

This table is needed for each disclosed patented technology.

IX(a3) LOA status check of PMPT of which inclusion assessed to be justified

LOA Status of PMPT #1						
Has an LOA for this patented technology been received from every owner ?		YES	**PROCEED to check NEXT one, or if this is the last one, GO TO IX(b)**			
		NO	MOTION		Ask ISC for special permission to publish.	
					Quit activity.	**The Document is failed and returned to the TF**
					Wait for LOA	**PROCEED to check NEXT one, or if this is the last one, GO TO IX(b1)**
			Motion by/ 2nd by		Name (Company)/Name (Company)	
			Discussion		XXXX	
			Vote		XX **Y**-XX **N**; Motion passed (or failed)	

This table is needed for each PMPT of which inclusion assessed to be justified.

IX(b1) Total numbers of copyrighted items to be dealt with

# **Fill number**	**(o)** Known copyrighted items that are used or reproduced to the Standard/Safety Guideline		**o > 0** There is at least one known copyrighted items that might be relevant to the Standard/Safety Guideline	**GO TO IX (b2)**
			o = 0 There is no disclosed copyrighted item	**GO TO IX (c)**

IX(b2) Assessment of disclosed copyrighted items

Disclosed copyrighted item #1 (***Brief description of its use in the Document***):						
Is disclosed copyrighted item #1 used or reproduced in the Standard/Safety Guideline?		YES	Is the use/reproduction of this copyrighted item technically justified?		YES	**PROCEED to assess NEXT one, or if this is the last one, GO TO IX(b3)**
					NO	**The Document is failed and returned to the TF**
		NO	No further action is needed for copyrighted item #1			

This table is needed for each disclosed copyrighted item.

IX(b3) Copyright release status check of copyrighted item of which inclusion assessed to be justified

Copyright release Status of copyrighted item #1					
Has the copyright release been received from its owner ?.		YES	**PROCEED to assess NEXT one, or if this is the last one, GO TO IX(c)**		
		NO	MOTION		Ask ISC for special permission to publish.

					Quit activity.	**The Document is failed and returned to the TF**
					Wait for copyright release letter	**PROCEED to check NEXT one, or if this is the last one, GO TO IX(c)**
			Motion by/ 2nd by		Name (Company)/Name (Company)	
			Discussion		XXXX	
			Vote		XX **Y**-XX **N**; Motion passed (or failed)	

This table is needed for each copyrighted item of which use/reproduction assessed to be justified.

IX(c) Assessment of disclosed (identified) trademark

Is there any trademark in the Standard/Safety Guideline?		YES	Is every instance of trademark use technically justified?		YES	**GO TO** IX(d)
					NO	**The Document is failed and returned to the TF**
		NO	**GO TO IX(d)**			

IX(d) IP check completion condition check

The co-chair checks if any Patented Technologies first become known to the TC Chapter on or after the day of the issuance of this Letter Ballot? i.e., m>0 in IX(a1)		YES	**Sections IX(a2) and IX(a3) shall be completed and recorded for such patented technologies at next scheduled meeting of the TC Chapter. Until then, the TC Chapter shall NOT go to X** (making motion to pass/fail this Document) **(refer to *Regulations* ¶16.4.1.2)** **Until then this Letter Ballot Review is on hold.**
		NO	**GO TO X**

X. Action for This Document

Motion		This Document passed TC Chapter review as balloted and will be forwarded to the ISC A&R SC for procedural review.
		This Document passed TC Chapter review with editorial changes and will be forwarded to the ISC A&R SC for procedural review.
		This Document passed TC Chapter review with technical changes and with or without editorial changes and will be forwarded to the ISC A&R SC for procedural review. A Ratification Ballot will be issued to verify the technical changes.
	x	This Document failed TC Chapter review and will be returned to the TF for rework.
		This Document failed TC Chapter review and work will be discontinued.
Motion by/ 2nd by		**By:** Eric Sklar (Safety Guru, LLC) **Second:** Lauren Crane (Lam Research)
Discussion		XXXX
Vote		16-Y 0-N Voting Result: Pass - 100%
Final Action	x	Motion passed
		Motion failed

Note: If the use of PMPT or copyrighted item is justified by the TC Chapter, LOA or release form must be received before publication can proceed.