

Record of Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: [Japan](#)

Global Technical Committee: [Facilities](#)

TC Chapter Cochairs: [Hiromichi Enam/ iZOOM](#), [Isao Suzuki/ Consultant](#), [Masafumi Kitano/ Fujikin](#)

Standards Staff: [Akiko Yoshida](#)

	Scheduled in Background Statement	Actual
Date	05/29/2026	05/29/2026
Location	SEMI Japan Office/ Virtual (Hybrid)	SEMI Japan Office/ Virtual (Hybrid)
Reason for Change of Date and/or Location (if changed)		

Note: Refer to [Regulations ¶ 9.5](#) Exceptions for allowable reason to change.

I. Document Number and Title

Document Number	Document Title
7297A	Revision to SEMI E137-0705 (Reapproved 0118)^E, GUIDE FOR FINAL ASSEMBLY, PACKAGING, TRANSPORTATION, UNPACKING, AND RELOCATION OF SEMICONDUCTOR MANUFACTURING EQUIPMENT with title change to: GUIDE FOR FINAL ASSEMBLY, PACKING, TRANSPORTATION, UNPACKING, AND MOVING OF SEMICONDUCTOR MANUFACTURING EQUIPMENT

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	÷ 136 =	62.50% ≥60%
Intercommittee Ballot	40		
Voting Interest Reject(s)	0	Total Voters with Rejects 0	
Voting Interest Accept(s)	75		

III. Rejects None

IV. Other Technical Issues None identified

V. Comments

V- (i) Voters' Comments

Commenter 1 (Eric Sklar/ Safety Guru, LLC) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	Please insert the missing space between "5" and "cleanroom" in the last line of paragraph 7.1.3. Please adjust page breaks so that Figure 10 and its caption are on the same page. These are Editorial Changes (corrections of an apparent typographical error and formatting) and may be made in the TCC meeting in which the ballot is adjudicated.	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input type="checkbox"/>	No further action was taken by the TC Chapter.
	<input type="checkbox"/>	Refer to the TF for more consideration.
	<input type="checkbox"/>	New Business
<input checked="" type="checkbox"/>	Editorial Change	
Options for editorial change (check one)	<input type="checkbox"/>	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.
	<input checked="" type="checkbox"/>	Case 2: Voted in this section: Original section number and at least one full sentence are required in "FROM" and "TO" fields.
Editorial	1	FROM: Section/Paragraph 7.1.3 Ultralow particle generation, ultralow extractable ion level, polyester, ISO 14644-1 (subsequently called ISO) Class 5cleanroom-compatible swabs and wipes with sealed edges.

2	TO: Section/Paragraph 7.1.3 Ultralow particle generation, ultralow extractable ion level, polyester, ISO 14644-1 (subsequently called ISO) Class 5 cleanroom -compatible swabs and wipes with sealed edges.
	Justification (If necessary) Corrections of an apparent typographical error
	FROM: Section/Paragraph XXX
	TO: Section/Paragraph XXX
Justification (If necessary)	
Motion	To approve above editorial change(s)
Motion by/2nd by	Haruna Hayashi (Tokyo Electron)/ Eric Sklar (SafetyGuru)
Discussion	None. <i>Staff Note: Page breaks will be appropriately inserted by publication staff in the process of publication.</i>
Vote	Result: 9-Y 0-N Voting Result: Pass - 100.00%

This table is needed for each Comment accompanied a Vote

Commenter 2 (Clark Cao/ NAURA) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	Accept. The revision is directionally sound and improves process flow, sustainability considerations, and transport practicality. It would be beneficial to further clarify the verification expectations for non-wood crating materials and the intended use of the Known-Deviations section.	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input type="checkbox"/>	No further action was taken by the TC Chapter.
	<input checked="" type="checkbox"/>	Refer to the TF for more consideration.
	<input type="checkbox"/>	New Business
Options for editorial change (check one)	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Case 2: Voted in this section: Original section number and at least one full sentence are required in "FROM" and "TO" fields.
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Editorial	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/2 nd by		Name (Company)/Name (Company)
Discussion		XXXX
Vote		XX Y-XX N; Motion <i>passed/failed</i> .

Commenter 3 (kennis ko/ CERTIE) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	To recommend using different colors or wrap boxes for changes that are being made.	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input checked="" type="checkbox"/>	No further action was taken by the TC Chapter.
	<input type="checkbox"/>	Refer to the TF for more consideration.
	<input type="checkbox"/>	New Business
	Options for editorial change (check one)	Case 1: No vote in this section: To be included and voted on as a group in § VI. <i>Editorial Changes Other than Those Voted on in § V.</i>
		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/2 nd by	Name (Company)/Name (Company)
Discussion	XXXX
Vote	XX Y-XX N; Motion passed/failed.

Commenter 4 (Phil Naughton/ Eco Cleanroom) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary.	
	Add latest ISO 14644 References. ISO 14644-18:2023 Cleanrooms and associated controlled environments — Part 18: Assessment of suitability of consumables	
Action	The TC Chapter agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	Already addressed by Commenter #, Comment #
	<input checked="" type="checkbox"/>	No further action was taken by the TC Chapter.
	<input type="checkbox"/>	Refer to the TF for more consideration.
	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Editorial Change	
Options for editorial change (check one)	<input type="checkbox"/>	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.
	<input type="checkbox"/>	Case 2: Voted in this section: Original section number and at least one full sentence are required in "FROM" and "TO" fields.
	<input type="checkbox"/>	
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 <i>passed/failed</i> .

**V-(ii) Comments Created by Handling Negative
None**

**VI. Editorial Changes Other than Those Voted on in § V
None**

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	=	75		75	=	100%	≥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	<input checked="" type="checkbox"/>	This is not a Safety Document , when all safety-related information is removed, the Document is still technically sound and complete. (<i>Regulations ¶ 8.7.1</i>)
	<input type="checkbox"/>	This is a Safety Document , when all safety-related information is removed, the Document is not technically sound and complete. (<i>Regulations ¶ 8.7.2</i>)
	<input type="checkbox"/>	Safety Checklist (<i>Regulations ¶ 15.3</i>) is complete and has been included with the Document throughout the balloting process. (<i>Regulations ¶ 15.1.2</i>)
Motion by/2nd by		Eric Sklar (SafetyGuru)/ Takayuki Nishimura (SCREEN Semiconductor Solutions)
Discussion		None.
Vote		Result: 9-Y 0-N Voting Result: Pass - 100.00%

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.

X	The TC Chapter meeting chair asked those participating, if they were aware of any patented technology that might be relevant (refer to <i>Regulations</i> ¶ 16.3.1.1) to the Standard or Safety Guideline; or, any copyrighted items or trademarks that are used/reproduced (refer to <i>Regulations</i> ¶ 16.4.1.2) in the Standard or Safety Guideline. (Also refer to <i>Regulations</i> § 8.8)			
X	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/ 2 nd 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	≤	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/ 2 nd 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.
	X	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.
		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/ 2 nd by		Haruna Hayashi (Tokyo Electron)/ Isao Suzuki (Consultant)
Discussion		None.
Vote		Result: 9-Y 0-N Voting Result: Pass - 100.00%
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.