



Building Performance Institute, Inc.

Standards Development Appeals Policy

From BPI-1 Standards Procedures Manual, pages 8-9:

9. Appeals

An appeals mechanism safeguards both those who are directly and/or materially affected by the process of the standards developing organization. Persons who have directly and/or materially affected interests and who have been or may be adversely affected by any procedural action or inaction by BPI with regard to the development of a candidate ANS, or the revision, reaffirmation or withdrawal of an existing ANSI/BPI standard, have the right to appeal.

9.1. Appeal Process

The appellant shall file a written appeal to the MOS within 30 calendar days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. A filing fee, as determined by the BPI Board of Directors and posted on the BPI website (www.BPI.org), shall accompany the appeal. No action on the appeal will take place without payment of the appeal fee. An appellant may request a reduction or waiver in the appeal fee if they can demonstrate the inability to pay the fee. The request must be submitted to the MOS at the time of the appeal filing, and must include an explanation of why the fee is a burden. The request will be forwarded to the BEC who will make the final decision on the request, and may choose to reject the request or to offer a full or partial discount.

The appeal shall include the following information;

- Appellant's name, phone number, and email contact information;
- The nature of the appeal;
- The section(s) of these procedures and the standard(s) that are at issue;
- Supporting documentation for the basis of the appeal;
- Specific remedial action/s that would satisfy the appellant's concerns.

9.2. Appeals Panel

Written appeals fully meeting the requirements stated above shall be forwarded by the MOS to the BEC who will then assemble an Appeals Panel comprised of a minimum of three current BPI Board of Directors (BoD) members for a fair and impartial resolution. The Appeals Panel shall consist of BoD members who have not been directly involved in the matter in dispute, and who (knowingly in good faith) will not be materially or directly affected by any decision made, or to be made, in the dispute. In the event that the appellant claims an Appeals Panel member has a conflict of interest in the dispute, the BEC will review the appellant's concern to determine if a valid case exists for removing the member from the panel.

9.3. Appeal Decision

The Appeals Panel shall complete all actions within 30 days of receiving the appeal from the BEC and their decision shall be binding and final to all concerned. Decisions shall be determined by a majority of the Appeals Panel members. BPI shall communicate the decision of the Appeals Panel to the appellant and to ANSI within 15 calendar days following the action.

Standards Development Appeals Filing Fee

Appeal Filing Fee: \$1,000

This filing fee has been determined by the BPI Board of Directors and is posted here in accordance with BPI-1 Standards Procedures manual, Section 9, as noted above.