

# Organization and Procedures for Standardization of Oilfield Equipment and Materials

**API S1**

Twenty-second Edition  
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## FOREWORD

The American Petroleum Institute (API) is chartered to promote the interests of the petroleum industry and to encourage the development and dissemination of petroleum technology. The API mission statement is as follows.

The mission of the American Petroleum Institute (API) is to influence public policy in support of a strong, viable U.S. oil and natural gas industry essential to meet the energy needs of consumers in an efficient, environmentally responsible manner.

As the U.S. oil and natural gas industry's primary trade association, API:

- engages in federal and state legislative and regulatory advocacy that is based on scientific research; technical, legal and economic analysis; and public issues communication;
- provides an industry forum to develop consensus policies and collective action on issues impacting its members; and
- works collaboratively with all industry oil and gas associations, and other organizations, to enhance industry unity and effectiveness in its advocacy.

API also provides the opportunity for standards development, technical cooperation and other activities to improve the industry's competitiveness through sponsorship of self-supporting programs.

The API voluntary standards program is a means to achieve the standards development and technical cooperation objectives. The API Executive Committee on Standardization of Oilfield Equipment and Materials issues this document in support of the voluntary standards program.

# 1 Scope

## 1.1 Purpose

This document provides information on policies and procedures for the Executive Committee on Standardization of Oilfield Equipment and Materials (ECS), its activities, and guidelines for its conduct. Standards under the jurisdiction of this committee shall be developed, adopted, maintained, and interpreted in accordance with the requirements described in this document.

## 1.2 Authorization

The Board of Directors of the API has authorized the standardization program, including a program of licensing manufacturers to use the API Monogram, and has delegated the authority to implement the program to the various API Segments. See Annex A for the API Board Resolution. The ECS is responsible for developing the policies, procedures, and guidelines necessary to implement the upstream program. API Policies 501, 601, 602, 603, and the API Procedures for Standards Development establish uniform procedures for the conduct of API standards activities. This document supplements API Policies and the API Procedures for Standards Development.

# 2 References

The following references are cited in this document and are indispensable for the application of the requirements.

API Procedures for Standards Development

API Antitrust Compliance Guide

API Document Format and Style Manual

Operating Procedures For U.S. Technical Advisory Group To ISO/TC 67

API Guide for Adoption of ISO Standards as US National Standards

API Policy Number 501, Committee Membership and Structure

API Policy Number 601, Special Program Activity

API Policy Number 602, Voluntary Industry Standards Program

API Policy Number 603, API Publications Review

# 3 Definitions

The following definitions apply for the purposes of this document.

## 3.1

### **API corporate member**

An organization that has paid the required fees for current membership in the API. API membership is not required to participate in the standards development process, but is encouraged to strengthen governance and industry cooperation.

NOTE This term applies to persons on the ECS, subcommittees, and task/work/resource/advisory groups.

### **3.2**

#### **company**

A legally defined entity.

NOTE "Company" also refers to a parent company and its wholly owned subsidiaries or affiliates.

### **3.3**

#### **contracted expert**

A subject matter expert under contract to API for standards development activities.

### **3.4**

#### **member**

A person who has been officially designated by the appropriate appointing authority (see Table 1) to represent their company or interest in the standards development activities of the committee, subcommittee, or group to which they are appointed.

### **3.5**

#### **participant**

Any non-member who attends meetings or is involved in the standards development activities of a committee, subcommittee, or group.

NOTE Participants contribute to the consensus building process, but are not eligible to vote.

### **3.6**

#### **voting member**

Any member of the ECS, a subcommittee or of a task, work, resource, or advisory group designated by their company to vote on consensus issues.

## **4 General Policies**

### **4.1 Antitrust Laws**

It is the policy of the API to strictly comply with the antitrust laws. It is the responsibility of every committee member or participant, officer and employee of the API to comply with the antitrust regulations. An Antitrust Compliance Guide has been developed by the API Office of General Counsel, and can be obtained from API to assist in identifying situations which may have antitrust implications.

### **4.2 National and International Standardization**

API Standards and the API standardization program are recognized worldwide, and API encourages representatives of companies and organizations involved in the use or manufacture of oilfield equipment in any country to actively participate in the API standardization program. It is the goal of API to cooperate with international standardization bodies. This requires adequate representation by users, manufacturers, and API staff, and close coordination of related API and other standards developing organizations efforts. Additionally, API is a member of the American National Standards Institute (ANSI), which coordinates the adoption of American National Standards, and is the United States' member body of the International Organization for Standardization (ISO). API standards are processed through ANSI for adoption as American National Standards whenever practical and industry is supportive of this action.

## 5 Committee Organization

### 5.1 General

Figure 1 illustrates an example organization of API standardization subcommittees.

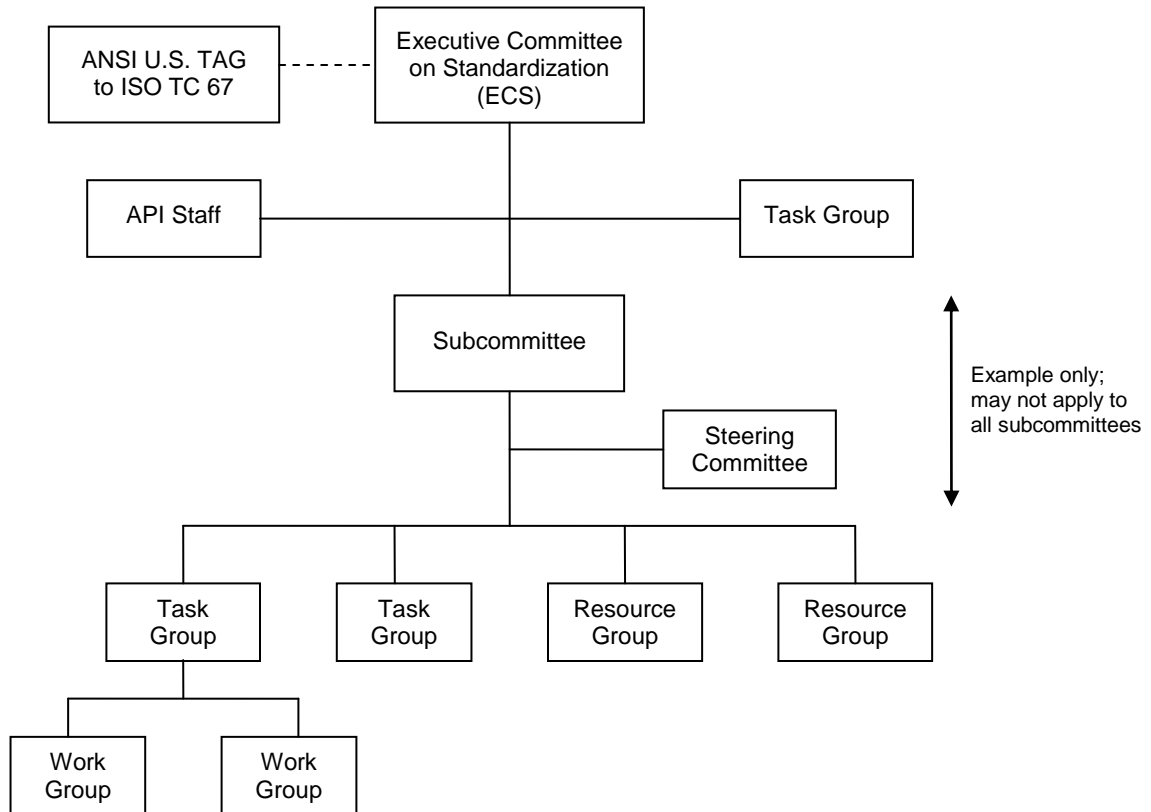


Figure 1—Example Organization Chart

### 5.2 Executive Committee on Standardization (ECS)

#### 5.2.1 Function

The ECS supervises the subcommittees reporting to it. It is the ultimate authority over their activity, determines policy relative to all formative and administrative aspects of the standards program, and periodically reviews and approves the scope, priorities, and resource commitments of the work program. It may form and discharge subcommittees and task groups as warranted. It considers, accepts, modifies, or rejects all reports of subcommittees.

Functions of the ECS include, but are not limited to the following:

- a) recommendations to the general committee on special programs regarding a consolidated work program of api only and API/ISO standards to be maintained by or with the assistance of us resources;

- b) prioritization of and management of both the annual research and content specialist and other resources budget;
- c) consideration of appeals of standards actions;
- d) recruitment and retention activities;
- e) management its approved work plan; and,
- f) maintenance of API S1.

## **5.2.2 ECS Membership**

### **5.2.2.1 Members**

ECS voting members shall be employees of API corporate members or representatives designated by API member companies that are engaged in the exploration and production industry, with membership limited to one representative per company, including its affiliates or subsidiaries, although others who bring special skills, experience, or viewpoints to the group may be appointed after consultation with API management. The chairs of the subordinate subcommittees reporting to the ECS shall serve as non-voting, ex-officio members, and shall serve on the ECS until their term expires. Other non-voting members can include the ISO/TC 67 Chair and liaison representatives from companies, industry associations, regulatory agencies, etc., as are required to meet the representational needs of the ECS.

### **5.2.2.2 Officers**

Officers shall include ECS chair, Vice-chair (if appointed), and Secretary (non-voting API Staff position).

The chair should review ECS membership annually to ensure adequate user representation and balance and may request members to resign from the ECS after consultation with API management if balance issues dictate such action.

## **5.2.3 ANSI U.S. TAG for ISO/TC67**

The chair of the ECS serves as the chair of the ANSI U.S. Technical Advisory Group (TAG) to ISO/TC67. The chair may appoint a TAG coordinator to assume duties of TAG chair. See the Operating Procedures for U.S. Technical Advisory Group to ISO/TC 67 for additional information.

## **5.2.4 ECS Subcommittee Sponsors**

### **5.2.4.1 General**

To improve communications and coordination between ECS and its various subcommittees during the conduct of committee business, the ECS chair assigns ECS members to serve as liaison responsibilities (Subcommittee Sponsors) to maintain close coordination with a specific subcommittee.

The Subcommittee Sponsor shall assist the subcommittee and its officers in the multiple roles of advisor, mentor and as an advocate to increase the effectiveness of the subcommittee. The sponsor shall serve for a period of three years; rotation is staggered with the rotation of subcommittee chairs (e.g. if the subcommittee chair is replaced at the beginning of one year, the sponsor remains the same for at least three more meetings - or 18 months).

### **5.2.4.2 Responsibilities**

The sponsor's responsibilities, in relation to their roles, are as follows:

- a) Advisor – Keep the subcommittee chair apprised of ECS proceedings that affect the subcommittee. Assist the subcommittee chair in the selection of candidates for Resolutions of Appreciation (this is also part of the "Advocate" role).
- b) Mentor – Provide constructive criticism to the subcommittee chair concerning the work of the subcommittee. Suggest ways to improve subcommittee processes.
- c) Advocate – Accompany the subcommittee chair to meetings of the ECS on budget Issues to aid in the approval of projects, standards, or studies proposed by the subcommittee. Consult with the subcommittee chairperson (and officers), prepare to explain subcommittee proposals, consent agenda items, etc. to the ECS.

#### **5.2.4.3 Duties**

Specific duties include:

- a) consulting with the subcommittee chair on matters concerning the ECS at least once at each Refining Meeting;
- b) attending as many subcommittee meetings as practical, but particularly meeting with the subcommittee officers as a minimum;
- c) helping to prepare the alternate sponsor to assume the position of sponsor.

### **5.3 Subcommittees**

#### **5.3.1 Function**

Subcommittees are created and discharged by the ECS as warranted. Within the work program approved by the ECS, subcommittees supervise the detailed development and maintenance of standards and are the primary ballot authority for approval of standards. Each subcommittee may form and discharge task groups and work groups as necessary for detailed investigation of items selected for consideration. Any subcommittee may initiate new work proposals in accordance with 6.2, and is responsible for the initial assessment and prioritization of proposals received.

#### **5.3.2 Officers**

Officers shall be a chair, and at the chair's discretion, one or more Vice-chairs and a Secretary. Preference for offices should be given to user interest category company candidates preferably from API member companies. The chair shall provide a report to the ECS at least annually detailing the work program, plans, and progress of the subcommittee and its task groups.

#### **5.3.3 Member Selection**

Members of a subcommittee shall be representatives of companies or other interests whose business is directly and materially affected by the standards under the subcommittee's jurisdiction. Members may include users and manufacturers of products covered by the standards, plus other particularly qualified individuals. They shall be qualified by reason of training, experience, and company responsibilities. The chair should review subcommittee membership annually to ensure balance and may request members to resign from the subcommittee if balance issues dictate such action.

Membership shall be limited to one representative per company, including its affiliates or subsidiaries. Members may name one or more alternate members from their company. The alternate does not automatically succeed to subcommittee membership upon the member's resignation. Alternates will be listed as "invited guests" on all relevant letter ballots in that they will receive the ballot notification and may

comment but not vote unless formally designated by the voting member. Non-voting members (if a company is already represented on the subcommittee) may be from the related ISO/TC67 Work Group(s) or subcommittee(s), or their subordinate groups, but subcommittee voting rights reside with the corporate company representative in accordance with API's one company-one vote policy.

### **5.3.4 Emeritus Membership on ECS Subcommittees**

In addition to the foregoing, individuals no longer sponsored by member companies may be granted emeritus membership by recommendation of the ECS Subcommittee Officers and more than two-thirds vote by the ECS.

Qualified individuals are typically annuitants, who have been active within the industry, ECS, or Subcommittees. Their special expertise is critical for the successful development of exploration and production standards, and they desire to actively participate with standard development at the subcommittee level.

Individuals may be nominated from subcommittees, working or task groups. ECS members may also recommend individuals for emeritus membership. The Subcommittee's Officers or Coordinating Committee will review and forward approved candidates to the ECS Secretary. The ECS Secretary will consider the nominees and will forward the approved candidates for vote by the ECS.

The ECS will normally vote on nominees during the Fall for membership in the following calendar year. No more than ten individuals may serve as emeritus members at the same time. Emeritus membership will be for a one-year period, reviewed annually, and may be reaffirmed by vote of the ECS.

An individual who has been accorded emeritus membership shall be exempt from paying meeting fees. He or she, however, shall bear all other ancillary costs associated with meeting attendance, such as hotel, travel, etc.

An emeritus member shall be accorded subcommittee voting privileges under Section 3.6.

An emeritus member must comply with all applicable rules and regulations of API.

## **5.4 Task Groups**

### **5.4.1 Function**

Task groups perform the detailed standards development work (e.g., drafting a new standard, review and revising an existing standard, supervising a contract expert or research project in support of standards development activities, etc.). Task groups are formed and discharged by the subcommittee as needed.

Task groups shall confine their activities within the limits of their assignments unless their assignments are revised by the parent subcommittee. Task groups are expected to meet as often as necessary to complete their assignments. If completion of a task group assignment depends on research or compilation of data over an extended period of time, the task group chair shall submit a progress report.

### **5.4.2 Officers**

Officers shall be a chair and, at the chair's discretion, a vice-chair and secretary. The chair shall pursue timely completion and submittal of the task group's final report or a progress report to API. The chair shall submit progress reports at other times at the call of the chair of the parent subcommittee.

### **5.4.3 Member Selection**

Members shall be selected by the task group chair or parent subcommittee chair in order to meet the needs of the task group assignment. Task group membership does not convey membership on the parent subcommittee.

## **5.5 Resource and Advisory Groups**

### **5.5.1 Function**

At the discretion of the parent subcommittee, groups may be formed as resource or advisory groups and kept on the subcommittee roster without a specific work assignment. Resource groups typically provide standardization expertise in a subject area where ongoing activity is anticipated. Advisory groups serve in an “on call” capacity for a particular subject area. Resource or advisory groups shall become active only with the prior approval of the chair of the parent subcommittee, and when activated shall operate under the same procedures as task groups.

### **5.5.2 Officers**

Officers and their responsibilities shall be the same as for a task group (see 5.4.2).

### **5.5.3 Member Selection**

Members shall be selected on the same basis as for a task group (see 5.4.3).

## **5.6 Work Groups**

### **5.6.1 Function**

Work groups may be formed by any higher group, and operate under the same procedures as task groups. They typically are formed by task groups desiring to facilitate timely completion of particularly large or complex assignments by distributing the work among small subgroups of their members for completion on an ad hoc basis (e.g., write a section of a new standard). Work groups function on a short-term basis, and are dissolved upon completion of their work and the full task group incorporates results into the overall assignment as appropriate.

### **5.6.2 Officers**

Officers and their responsibilities shall be the same as for a task group (see 5.4.2).

### **5.6.3 Members**

Members shall be selected on the same basis as for a task group (see 5.4.3).

## **5.7 Membership Participation Review**

Members of the ECS and any subordinate group may be removed from membership by the ECS chair, in consultation with the subordinate group chair, for failure to attend regular meetings, failure to return three consecutive ballots, or failure to otherwise contribute to the work of the committee or subcommittee for two years or longer. When any one, or a combination of these factors, is observed, the API staff shall notify the nominating company that the member may be removed. If a company’s member is removed and they wish to continue to be represented, a new member may be nominated.

## **5.8 API Staff**

API staff shall be responsible for communicating API policy and providing procedural guidance and administrative support to the ECS. The staff person shall be also responsible for the preparation of the minutes, record of attendance of all meetings of the ECS, and maintaining files and records in accordance with the appropriate API policies and procedures. API staff is responsible for the preparation of the meeting agendas, minutes and the collection of the records of attendance for subcommittees or other subordinate groups, and, due to parallel meeting sessions, may develop these documents working with the subcommittee officers. API staff is responsible for maintaining files and records for the subcommittees and subordinate groups in accordance with the appropriate API policies and procedures.

The staff person shall give timely written notice to each subcommittee chair of the need to revise or reaffirm any publication and shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications, and recommended practices in the ECS subject area.

## **6 Committee Operations**

### **6.1 Appointments**

#### **6.1.1 Appointing Authorities**

Table 1 defines authorities for appointing officers and members of the ECS, subcommittees, and task groups. All appointing authorities shall inform the API staff of appointments and resignations.

#### **6.1.2 Tenure of Appointments**

The chairs of the ECS and subcommittees serve three-year terms, unless service is terminated sooner by resignation. Committee officers can be reappointed to an additional three-year term if necessary.

**Table 1—Appointing Authorities**

<b>Committee</b>	<b>Officers/Members to be Appointed</b>	<b>Appointing Authority</b>
ECS	Chair & Vice-Chair	Upstream Committee Chair
	Secretary	Position held by API staff
	Members	API Member companies, limited to one per company with approval by ECS Chair
	Subcommittee Sponsors (not designated elsewhere in S1)	ECS Chair
Subcommittees	Chair	ECS Chair
	Vice-Chair and/or Secretary (optional)	Subcommittee Chair
	Members	Subcommittee Chair
Task Groups, Resource Groups, Advisory Groups	Chair	Chair of Parent Subcommittee
	Vice-Chair and/or Secretary (optional)	Group Chair
	Members	Group Chair, unless appointed sooner by the Chair of the parent subcommittee
Work Groups	Chair	Chair of Parent Group
	Vice-Chair and/or Secretary (optional)	Work Group Chair
	Members	Work group chair, unless appointed sooner by the Chair of the parent group

## **6.2 Project Justification and Assessment**

### **6.2.1 Requesting New or Additional Resources**

A Standards Resource and Research Request (SRRR) form shall be completed for a new work item (NWI) for the development or revision of new or existing standards. A copy of the form is can be found in Annex B. Any person, organization, committee, or subgroup may submit an SRRR form.

#### **6.2.1.1 New Work Proposals**

The SRRR form should describe and justify the work (standard to be written or revised), identify the intended international or domestic status of the standard, describe resource needs (type and number of members, number of meetings, research needs, etc.), list available or proposed participants, and include a time line for major milestones in completing the work. It is recommended that a minimum of two user representatives volunteer to participate in the work before it is initiated.

#### **6.2.1.2 Assessment of New Work Item Proposals**

Using processes prescribed by the ECS, each subcommittee shall assess and prioritize all new work proposals and justifications received, and, if requested, submit a written report to the ECS on all subcommittee-approved proposals, justifications and their priorities.

### **6.2.2 Project Monitoring and Results**

Subcommittees receiving funds for standards-related research are responsible for establishing the scope and objectives of that work and monitoring its progress. Typically, members of the subcommittee carry out

this responsibility, meet periodically with the contractor doing the work, and report to the subcommittee on progress at meetings.

The results of the work shall be made available to industry and the general public. When appropriate the research may be published by API and given wide distribution.

## **6.3 Standards Development**

### **6.3.1 General**

Committee work on developing a new standard or revising an existing standard commences with ECS approval of the project. The responsible subcommittee should decide if new work is to be done in API or in conjunction with an ISO group. Standards actions shall be performed in accordance with API's Procedures for Standards Development and documents shall be formatted in accordance with the API Document Format and Style Manual.

### **6.3.2 Color Coding Review**

Each new standard or specification identified for use in the API Monogram Program, shall be subjected to a color-coding review by API. The purpose of the color coding review shall be to ensure the text of the new standard or specification is not ambiguous, does not conflict with other applicable API documents, and that the requirements are sufficiently clear so as to be audited under the API Monogram Program.

API staff shall, as part of its annual budget development process, identify those standards requiring a color code review in the upcoming year and funds shall be recommended for such work. Upon funding approval, API Monogram staff shall be responsible for selecting a contractor to complete such work. If feasible, product subcommittee members may be invited to participate in this process. The color-coding review may take place in conjunction with the responsible product subcommittee ballot. Once complete, the results of the color code work shall be provided to the responsible product subcommittee. The results of the color code report should be then considered by the responsible product subcommittee along with any ballot comments. Documents should not be included for use in the API Monogram Program until color coding has been completed, the responsible product subcommittee has reviewed the results and determined the applicability of the document for use in the program.

### **6.3.3 Joint API and ISO Standards (API/ISO Standards)**

The chair of the responsible subcommittee shall actively encourage international input for standards developed in API but intended to be equivalent API/ISO standards. The subcommittee chair should evaluate the need for raising a corresponding NWI within ISO and coordinating the development, balloting, and publishing of the standard. For cases where both an API and ISO group exists on the same standard, efforts should be made to merge groups into a single, joint API/ISO working group if possible. If separate groups are maintained, careful attention shall be paid to how the standard is to be developed to ensure that duplication of effort is minimized or eliminated.

### **6.3.4 Technical Equivalency, Exceptions, and Formatting**

Prior to an API national adoption of an ISO standard, whether developed under ISO or API leadership, the responsible API subcommittee should consider whether any additions or exceptions to the ISO standard are necessary for API adoption. See API Guide for Adoption of ISO Standards as U.S. National Standards.

### **6.3.5 ISO Standards Projects**

ISO standards not based on API standards, or for which there is no equivalent API standard, may be adopted as API/ISO standards by letter ballot approval in the appropriate API subcommittee.

### **6.3.6 Revisions to Joint API/ISO Standards**

Revisions to joint API/ISO standards should be coordinated in the same manner as new standards with the responsible API subcommittee determining the need for coordinating with the appropriate ISO subcommittee or working group. The API subcommittee should notify the relevant ISO committee of the intent to update the API/ISO document and invite participation of the international community in the process.

## **6.4 Meetings**

### **6.4.1 General**

ECS standards and subordinate group meetings shall be open to all interested parties having a direct and material interest including users, manufacturers, contractors, consultants, and the general public. Operations of the ECS shall be conducted in accordance with API Policy 602 and the API Procedures for Standards Development. Agendas shall be prepared for each meeting and submitted to the appropriate API staff for distribution to all attendees. A record of attendance shall be maintained of all attendees and returned to API headquarters for permanent retention.

### **6.4.2 Standards Conferences**

The ECS and subcommittees shall typically meet twice per year during the Exploration and Production Standards Conferences to assess new work proposals and review all activities, and may meet at other times and locations at the discretion of their chairs. Task groups and work groups are encouraged to hold any necessary meetings before the Standards Conferences to allow completion and inclusion of a final report or progress report in the parent subcommittee's conference agenda. Conference calls and net meetings are encouraged to facilitate communications within the groups and to advance their respective projects.

The locations for Standards Conferences shall be at the discretion of the ECS.

### **6.4.3 Meeting Frequency**

Meetings of each organizational unit shall be held at the discretion of its chair. Meetings should be held only when they are the most efficient and afford reasonable means of accomplishing a task. Conference calls, electronic mail, web meetings, and other such mechanisms should be used whenever practical as a means of avoiding member travel and time out of the office.

### **6.4.4 Meeting Locations**

#### **6.4.4.1 General**

Meetings outside the standards conferences should be held at locations central for the participants, and ease and cost of transportation should be major considerations in selecting meeting sites. Meetings typically are held at API or member company offices central for the participants.

#### **6.4.4.2 Meeting Expense**

No expense shall be incurred by any committee, subgroup, or member on behalf of the API without prior approval of the constituted authority of the API.

### **6.4.5 Meeting Procedures**

All meetings shall be planned and conducted in accordance with API Procedure for Standards Development. The chair, or his/her delegate, shall preside over all committee and subcommittee

meetings. Attendance shall be open to all interested parties and all members and guests shall sign the Record of Meeting Attendance. Draft agendas should be circulated three to four weeks in advance of the meeting to allow for the inclusion of any new business items.

A quorum is not required for committee actions not related to standards approval. A simple majority of members present and voting can approve or disapprove matters brought before the group for action. The chair may, at its discretion, ask that selected members meet in executive session. Executive sessions shall deal only with administrative matters related to committee activities and shall not approve standards actions.

#### **6.4.6 Roundtable Discussions**

Subcommittees may hold meetings to discuss various approaches to a previously announced list of topics. These sessions are convened for the general purpose of sharing technical experiences with exploration and production. Since these discussions are informal, no records are kept. Legal guidelines shall be observed in order to avoid inappropriate discussions concerning a supplier's quality control achievements or failures. Discussions shall not (1) damage a supplier's competitive position; (2) inhibit any purchaser from selecting any quality level he chooses, or (3) establish any barriers for entry of any supplier into the field. Round table discussions should adhere to the following general guidelines:

- a) never agree on or recommend the use or non-use of a specific item or manufacturer;
- b) be sure that all statements about a product or manufacturer are factual and correct;
- c) do not advertise, promote, or disparage proprietary products or processes;
- d) do not estimate future prices or costs or supply and demand from which prices or costs might be extrapolated.

#### **6.5 Standards-related Research**

With appropriate approvals, any subcommittee may sponsor applied research in connection with standardization of oilfield equipment and materials. Requests for appropriations to fund a research project must originate with a subcommittee. The responsible subcommittee shall affirm that the results of any proposal submitted are necessary or desirable to further their standardization efforts. The ECS shall be responsible for prioritizing all research proposals under its jurisdiction, and submitting same to the General Committee on Special Programs for review and funding consideration under the normal annual budget process.

#### **6.6 Surveys and Questionnaires**

All organizational units described in Section 4 shall consult the API staff, and the staff will consult the API Office of General Counsel, before initiating industry surveys or questionnaires. Surveys or questionnaires involving requests for data that may be considered confidential by potential respondents shall be requested by the appropriate subcommittee chair. When disseminating data that may be considered confidential, the API staff shall not disclose the identity of respondents.

#### **6.7 Requests for Interpretations and Information**

Inquiries from anyone requesting an interpretation of the requirements in a standard or any information concerning matters consistent with the purpose of the standards program, shall be referred to, and answered by the API staff in accordance with API's policy on technical inquiries.

## **6.8 Review of Participation**

When requested by a subcommittee chair, API staff shall review the extent of participation by the members and shall submit the results to the chair. Each chair shall then advise the API staff as to the personnel changes considered necessary to (1) maintain the desired balance, and (2) eliminate non-participating personnel.

## **6.9 Recognition and Awards**

### **6.9.1 General**

The ECS places a high value on the resources that are represented by participants on subcommittee and task force activities. In many cases volunteers spend a significant amount of personal time and effort to insure that the documents produced are of the highest technical quality. Recognition for contributions made to the work of the ECS organization shall be based upon demonstration of outstanding leadership or a significant technical contribution to an ECS work product. Both are equally important in advancing the work of the ECS and the industry.

There are four types of awards available for ECS participants:

- ECS Subcommittee Resolution of Appreciation (ROA);
- ECS Citation for Service (CFS);
- API Certificate of Appreciation;
- ECS Chair's Award.

### **6.9.2 ECS Subcommittee Resolution of Appreciation**

The ECS Subcommittee Resolution of Appreciation (ROA) should be presented to an individual who has demonstrated leadership, contributed significant technical expertise, or encouraged new innovations to a particular effort such as the development of a standard or recommended practice. A citation should be prepared on behalf of the recipient and shall be included on the certificate that is signed by the subcommittee chair and the API Upstream Standards Manager. The ECS Chair presents this award to the recipient at a main gathering of members if possible.

### **6.9.3 ECS Citation for Service**

The ECS Citation for Service (CFS) award should be presented to an individual who has demonstrated continued and dedicated service, contributing leadership and technical expertise in support of a variety of ECS and subcommittee activities, typically for a minimum of ten years. A certificate should be prepared on behalf of the recipient that is signed by the ECS Chair and API Standards Director. The ECS Chair presents this award to the recipient at a main gathering of members if possible.

### **6.9.4 API Certificate of Appreciation**

The API Certificate of Appreciation (COA) shall be typically reserved for a senior individual who had committed their career to advancing the work of the industry through participation in API activities. Typically, recipients of the COA have held multiple leadership positions within the ECS organization and have significantly influenced the work of the committee and its subgroups in a number of strategic areas, or chaired a senior level committee. A special certificate should be prepared on behalf of the recipient that is signed by API senior staff. The ECS Chair presents this award to the recipient at a main gathering of members if possible.

### **6.9.5 ECS Chair's Award**

The ECS Chair's Award shall be presented to outgoing subcommittee and ECS Chair at their last meeting in that position. The award consists of a half-gavel on a wooden plaque inscribed with the recipient's name, the name of the committee and years of service. The ECS Chair presents this award at a main gathering of members or the subcommittee meeting.

## **7 Publications—API Staff Responsibilities**

### **7.1 Issue of Standards and Revisions**

The API staff should issue new standards or revisions as soon as practical after the chair of the responsible subcommittee affirms letter ballot resolution and approval and API legal review has been completed. Revisions shall be in the form of new editions, addenda, or errata. The API staff shall be responsible for ensuring that standards and revisions conform to the requirements of this document.

### **7.2 Notice of Availability of Standards, Specifications and Their Revisions**

Notice of the availability of new standards, specifications and their revisions should be sent to the parent subcommittee. Copies of applicable standards and specifications shall be made available to all licensees and applicants in the API Monogram Program as soon as practical after publication. Copies of all standards, specifications and revisions for purchase shall be available to all other interested parties through the process established by API's Standards and Publications Department.

### **7.3 Effective Date of Standards and Specifications used in the API Monogram Program and APIQR Registration Program**

The effective date of a standard or specification, including those used in the API Monogram Program shall be the date printed on the cover. The effective date shall usually be approximately six (6) months after the standard, specification or revision is available for distribution by API. A longer or shorter period between the date of distribution and effective date may be established by the responsible subcommittee or by API. If a standard or specification is reaffirmed, subsequent copies of the document shall carry the original effective date of the applicable edition and its reaffirmation date. Alternatively, a new edition may be issued.

The foreword of new or revised standards shall include the following statement:

"This Standard shall become effective on the date printed on the cover but may be used voluntarily from the date of distribution."

### **7.4 Standards and Specifications Incorporated by Reference**

Where available standards and specifications are incorporated by reference in other API standards and/or specifications, only those aspects of the document included by reference that are absolutely necessary to fulfill the purpose of the host API standard or specification shall be referenced.

The latest editions of reference documents should be specified unless the responsible subcommittee or committee determines a specific edition is more appropriate for the purpose of the API standard or Specification. The normative reference section of the document shall include the following statement:

"For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies."

The following statement shall be included in the foreword of ISO based API standards and specifications, and may be included in any other API document:

"Standards referenced herein may be replaced by other international or national standards that can be shown to meet or exceed the requirements of the referenced standard."

**Annex A**  
(informative)  
**API Monogram Program Board Resolution**

The original resolutions adopted by the Board of Directors of the American Petroleum Institute on October 20, 1924, embodied the purpose and conditions under which such official monogram may be used.

The following restatement of the resolutions was adopted by the Board of Directors on November 14, 1977:

WHEREAS, The Board of Directors of the American Petroleum Institute has caused a review of the Institute's program for licensing the use of the API monogram and WHEREAS, It now appears desirable to restate and clarify such licensing policy and to confirm and make explicitly clear that it is the licensees, not API, who make the representation and warranty that the equipment or material on which they have affixed the API monogram meets the applicable standards and specifications prescribed by the Institute;

NOW, THEREFORE, BE IT RESOLVED, That the purpose of the voluntary Standardization Program and the Monogram Program of the American Petroleum Institute is to establish a procedure by which purchasers of petroleum equipment and material may identify such equipment and materials as are represented and warranted by the manufacturers thereof to conform to applicable standards and specifications of the American Petroleum Institute; and be it further

RESOLVED, That the previous action under which the following monogram was adopted as the official monogram of the American Petroleum Institute is reaffirmed:



BE IT FURTHER RESOLVED, That the American Petroleum Institute's monogram and standardization programs have been beneficial to the general public as well as the petroleum industry and should be continued and the Secretary is hereby authorized to license the use of the monogram to anyone desiring to do so under such terms and conditions as may be authorized by the Board of Directors of the American Petroleum Institute, provided that the licensee shall agree that the use of the monogram by such licensee shall constitute the licensee's representation and warranty that equipment and materials bearing such monogram complies with the applicable standards and specifications of the American Petroleum Institute; and that licensee shall affix the monogram in the following manner:

BE IT FURTHER RESOLVED, That the words "Official Publication" shall be incorporated with said monogram on all such standards and specifications that may hereafter be adopted and published by the American Petroleum Institute, as follows:

**Annex B**  
**(informative)**

**AMERICAN PETROLEUM INSTITUTE  
EXECUTIVE COMMITTEE ON STANDARDIZATION  
STANDARDS RESOURCE & RESEARCH REQUEST FORM**

Standard Designation (e.g., RP 2A): \_\_\_\_\_ Budget Year: \_\_\_\_\_

Title, Edition: \_\_\_\_\_

Matrix Ranking (Class 1, 2 or 3): \_\_\_\_\_

Subcommittee: \_\_\_\_\_

Proposed Action (new standard, revise, reaffirm, withdraw): \_\_\_\_\_

**7.5 PART 1 – Committee Resources**

<b>7.6 RESOURCE PLAN</b>
What is the business need for the proposed action? If possible, please indicate potential cost savings to industry.
What is the scope of the standard?
Is this standard on the work program of another standards development organization (ISO, ASTM, ASME, etc.)? If yes, is the work being coordinated with the appropriate group? Are there special circumstances that would justify independent API initiation of the proposed action?
Are a volunteer chair, content manager, and group of experts available to perform the proposed action? Please include names and company affiliation if available.
Is there a need to commit resources to supplement the development of the draft? Would a paid content specialist accelerate progress on the revision? Is there a readily available content specialist?
Are there special format requirements for final document (i.e., knowledge of ISO template required), significant graphics, photos or equations required that would need extraordinary resources?

Please provide any other information that is pertinent to the proposed action?			
What are the implications of not initiating the proposed action? Include potential safety, reliability, environmental and financial impacts that may arise.			
Is there research proposed to accomplish the proposed action? If yes, complete Part 2 of Resource Model.			
<b>7.6.1.1.1 Project Timing</b>	Start date:	Draft ready for letter ballot:	
<b>8 TG/WG</b>  (estimated number of volunteers needed)	<b>8.1.1.1 Chair</b>  ("\$ amount "if needed" or volunteer")	<b>Content Management</b>  ("\$ amount "if needed" or volunteer")	<b>Resource Request</b> (\$ and/or people)

## 8.2 **PART 2 – Research**

<b>8.3 RESEARCH PLAN</b>
<b>8.4 Proposed Research Title:</b>
<b>8.5 Proposed Project Scope:</b>
<b>Research Amount: \$</b>
What is the business need for the proposed research?
Is the proposed research edition-specific for a single standard or will it result in technology enhancement for multiple standards?

Is research necessary prior to scheduled revision or can it be done concurrent with revision?			
How does the research support the proposed action identified in Part 1?			
Is a joint industry project (JIP) a possibility?			
Are there opportunities for leveraged research with other organizations?			
What are the implications of not performing the proposed research?			
<b>Estimated Completion Date:</b>			
<b>Prior Research Funding</b> (related to current edition of the standard or revision):			
<b>Anticipated Future Research Needs</b> (related to current edition of the standard or revision):			
<table> <tr> <td><b>Year 2: \$</b></td> <td><b>Year 3: \$</b></td> <td><b>Year 4: \$</b></td> </tr> </table>	<b>Year 2: \$</b>	<b>Year 3: \$</b>	<b>Year 4: \$</b>
<b>Year 2: \$</b>	<b>Year 3: \$</b>	<b>Year 4: \$</b>	

<b>Total Request</b> (Part 1+Part 2): \$
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**Submitter:**

**Date:**

3/22/05

**Annex C**  
**(informative)**  
**Subcommittee Report to the ECS**

**Date:** \_\_\_\_\_

**Subcommittee:** \_\_\_\_\_

**Membership:** \_\_\_\_\_

**On Roster which is a change Up or Down of:** \_\_\_\_\_

**Last Regular Meeting Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Agenda Items:**

\_\_\_\_\_

**Major Concerns:**

\_\_\_\_\_

**Items for ECS Action:**

1) \_\_\_\_\_

2) \_\_\_\_\_

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**Submitted by:** \_\_\_\_\_

Subcommittee Chairman

## Bibliography

- [1] ANSI US TAG to ISO/TC 67 Procedures
- [2] API Policy Number 401, *General Legal Matters*
- [3] API Policy Number 402, *Protection of Copyrights Belonging to Third Parties*
- [4] API Policy Number 403, *Protection of API's Copyrights and Trademarks*
- [5] API Policy Number 404, *API Records Retention*
- [6] API Policy Number 501, *Committee Membership and Structure*
- [7] API Policy Number 502, *Compliance with Anti-trust Laws*