

# Procedural Review Voting Sheet 2013 Cycle 7

REGION: **Japan**  
 COMMITTEE: **Silicon Wafer**  
 EVENT: **SEMICON Japan 2013**  
 DATE OF MEETING: **12/5/2013**  
 PLACE OF MEETING: **Makuhari Messe, Chiba, Japan**  
 COMMITTEE CO-CHAIRS: **Tetsuya Nakai/SUMCO, Naoyuki Kawai/The University of Tokyo**  
 SEMI STAFF: **Hirofumi Kanno**

A&R Voter: **Name/Company**  
 Date: **200X/MM/DD**

## I. Document Number & Title

<b>Document 4844B</b>	<b>Document Title New Standard: Guide for the Measurement of Trace Metal Contamination on Silicon Wafer Surface by Inductively Coupled Plasma Mass Spectrometry</b>
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## II. Tally (Staff to fill in)

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

A minimum of 60% of the voting interests that have voting members within the technical committee must return votes. (Regulations ¶ 9.6.1)

	Return		Distribution		Return Rate	
Yellow	56	÷	91	=	61.5%	>=60%
Lilac & Others	36					
Total Vote	92					
Reject	1					
Accept	24					

<b>A&amp;R</b>		<b>Not approved</b>
	<b>Reason:</b>	

### III. Rejects

#### Reject 1 (Supika Mashiro / Tokyo Electron)

##### Negative 1 of Reject 1

Negative	Referenced Section	*TF/Committee to fill in if necessary 9.1.1.1, 9.1.2.1, 10.1.1, 10.1.2, 11.2	
	Reason	*Original negative comment and justification should be included.  'Shall' must not be used to describe recommendation in 'Guide'. If this document is intended to indicate requirements, it must be written as d 'Test Method' type Standard Justification: Style Manual Table4 'Do not use 'shall' in Guides and Safety Guidelines. Instead use 'should' because these Types of Documents are advisory in nature and are not written as requirements.'	
	Withdrawal	<input checked="" type="checkbox"/> No withdrawal made	GO TO "Related" section
		<input type="checkbox"/> Withdrawal document received by staff on XXXX	GO TO "Final" → (A)
Related	Motion and Reason	<input checked="" type="checkbox"/> "Related" is mutually agreed upon.	
		<input checked="" type="checkbox"/> *This motion can be appended to the motion for Persuasive (See Persuasive Section)	
		<input type="checkbox"/> Negative is related (needs over 1/3 votes to pass)	
		<input type="checkbox"/> Negative is not related (needs 2/3 or more votes to pass)	
	Reason	XXXX	
	Motion by/2nd by	Name (Company)/Name (Company)	
	Discussion		
	Result of Vote (check ONE)	XX-XX	
		<input type="checkbox"/> [Negative is related] > 1/3	GO TO "Persuasive"
		<input type="checkbox"/> [Negative is not related] < 2/3	
		<input type="checkbox"/> 2/3=< [Negative is not related]	GO TO "Final" → (B)
Persuasive	Motion and Reason	<input checked="" type="checkbox"/> Negative is related and persuasive (needs over 1/3 votes to pass)	
		<input type="checkbox"/> Negative is related and not persuasive (needs 2/3 or more votes to pass)	
	Reason	TF need to follow the SEM Style Manual which describes the Guide should not use "Shall".	
	Motion by/2nd by	Ryuji Takeda (GlobalWafers Japan)/ Friedrich Passek (Siltronic)	
	Discussion	None	
	Result of Vote (check ONE)	11-0	
		<input checked="" type="checkbox"/> [Negative is related and persuasive] > 1/3	GO TO "Final" → (E)
		<input type="checkbox"/> [Negative is related and not persuasive] < 2/3	

		2/3=<[Negative is related and not persuasive] <90%	GO TO “Final” → (C)
		90% =< [Negative is related and not persuasive]	GO TO “Not Significant Finding Option”
Not Significant Finding Option	This option can only be used “if the committee finds a negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action”. (Regulations ¶ 9.5.3.3.2)		
		It is mutually agreed upon to term the negative “not significant”	GO TO → (D)
		It is mutually agreed upon to term the negative “significant”	GO TO → (C)
	Motion	The negative is “not significant”.	
	Motion by/2nd by	(Company)/Name (Company)	
	Vote	XX-XX Motion passed with simple majority	GO TO → (D)
XX-XX Motion failed with simple majority		GO TO → (C)	
Final	Negative is:		
	(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	DOCUMENT FAILS
	Comment generated. See comment #x		
A&R	Not approved	Reason:	

### Negative 2 of Reject 1

Negative	Referenced Section	*TF/Committee to fill in if necessary Note4, Note5, Note6	
	Reason	*Original negative comment and justification should be included. Use 'should' instead of 'shall' in Notes as they are advisory nature in any type of SEMI Standards.	
Withdrawal		No withdrawal made	GO TO “Related” section
		Withdrawal document received by staff on XXXX	GO TO “Final” → (A)
Related	Motion and Reason	“Related” is mutually agreed upon.	
		*This motion can be appended to the motion for Persuasive (See Persuasive Section)	
		Negative is related (needs over 1/3 votes to pass)	
		Negative is not related (needs 2/3 or more votes to pass)	
	Reason	XXXX	

	Motion by/2nd by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check ONE)	XX-XX		
		[Negative is related] > 1/3	GO TO "Persuasive"	
[Negative is not related] < 2/3		GO TO "Final" → (B)		
2/3=< [Negative is not related]				
Persuasive	Motion and Reason	Negative is related and persuasive (needs over 1/3 votes to pass)		
		Negative is related and not persuasive (needs 2/3 or more votes to pass)		
		Reason	XXXX	
	Motion by/2nd by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check ONE)	XX-XX		
		[Negative is related and persuasive] > 1/3	GO TO "Final" → (E)	
		[Negative is related and not persuasive] < 2/3		
		2/3=< [Negative is related and not persuasive] <90%	GO TO "Final" → (C)	
	90% =< [Negative is related and not persuasive]	GO TO "Not Significant Finding Option"		
Not Significant Finding Option	This option can only be used "if the committee finds a negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action". (Regulations ¶ 9.5.3.3.2)			
		It is mutually agreed upon to term the negative "not significant"	GO TO → (D)	
		It is mutually agreed upon to term the negative "significant"	GO TO → (C)	
	Motion	The negative is "not significant".		
	Motion by/2nd by	Name (Company)/Name (Company)		
	Vote	XX-XX Motion passed with simple majority	GO TO → (D)	
XX-XX Motion failed with simple majority		GO TO → (C)		
Final	Negative is:			
	(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	DOCUMENT FAILS	
		Comment generated. See comment #x		

A&R	Not approved
	Reason:

### Disposition of Reject 1

	Original number of Negatives	(g)
	# of Negatives withdrawn	(h)
	# of Negatives found not related	(i)
	# of Negatives found not significant	(j)
Final	$g-(h+i+j)=0$	<input type="checkbox"/> Reject <b>is Not Valid and is not</b> included in the denominator of § VI. Approval Conditions Check
	$g-(h+i+j)>0$	<input type="checkbox"/> Reject <b>is</b> included in the denominator of § VI. Approval Conditions Check
	Reject without a Negative	<input type="checkbox"/> <b>Not Valid</b>

Note: If all of the negative material included with a reject vote is withdrawn, determined to be not related, or determined to be not significant, the reject vote is not valid. (Regulations ¶ 9.4.3.3)

A&R	Not approved
	Reason:

## IV. Comments

### Comment 1

Comment	Referenced Section	*TF/Committee to fill in if necessary
	From	Til Bartel (Calisolar)
	Comment	Accept with comments: § 12.1.1 last sentence: request to specify how contaminations contained in the method blank solutions should be deducted from the measurement. Should the average, median, min or max of the method blank samples be used?
	Discussion	
Action proposed	The committee agreed to do one of the following actions.	
	*No motion is required in this step.	
	<input type="checkbox"/>	No further action was taken by the committee.
	<input type="checkbox"/>	Refer to the task force for more consideration.
	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Other	

Editorial Change		
		Case 1: No vote in this section :
		To be included and voted on in <u>§ 5. Summary of Editorial Changes</u> .
		Case 2: Voted in this section :
		Original section number and at least one full sentence are required in “FROM” and “TO” fields.
	1	FROM: Section <b>xxx</b>
		To: Section <b>xxx</b>
		Justification (If necessary)
	2	FROM: Section <b>xxx</b>
		To: Section <b>xxx</b>
Justification (If necessary)		
Motion by/2nd	Name (Company)/Name (Company)	
Vote	XX-XX Motion passed (or failed)	
A&R		Not approved
		Reason:

Comment 2

Comment 3

## V. Summary of Editorial Changes

Note: Original section number and at least one full sentence are required in “FROM” and “TO” fields.

1	FROM: Section <b>XXX</b>
	TO: Section <b>XXX</b>
	Justification: (If necessary)
2	FROM: Section <b>XXX</b>

TO: Section <b>XXX</b>	
Justification: (if necessary)	
<b>Motion</b>	To approve the above editorial changes
<b>Motion by/2nd by</b>	Name (Company)/Name (Company)
<b>Discussion</b>	XXXX
<b>Vote</b>	XX-XX Motion passed (or failed)
<b>A&amp;R</b>	<b>Not approved</b>
	<b>Reason:</b>

## VI. Approval Conditions Check

**APPROVAL CONDITION 1:** All negatives have been discussed and were withdrawn, found not related, or not persuasive. (Regulations ¶ 9.6.2)

**APPROVAL CONDITION 2:** At least 90% of the sum of the valid accept and reject votes must be accept. (Regulations ¶ 9.6.3)

**Note:** if both approval conditions are not satisfied, the document fails.

	<b>Accepts</b>		<b>(Accepts + Valid Rejects)</b>				
<b>Approval Rate</b>	=	<input type="text"/>	/	<input type="text"/>	=	<input type="text" value="#DIV/0!"/>	<b>&gt;=90%</b>

<b>A&amp;R</b>		<b>Not approved</b>
		<b>Reason:</b>

## VII. Safety Check

See § 14 of the Regulations for further information

		This is not a Safety Document: when all safety-related information is removed, the document is still technically sound and complete.
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Motion:	This is a Safety Document: when all safety-related information is removed, the document is not technically sound and complete.	
	Safety Checklist (Regulations ¶ 14.3) is complete and has been included with the document throughout the balloting process.	
Motion by/2nd by		Name (Company)/Name (Company)
Discussion		XXXX
Vote		XX-XX Motion passed or failed
A&R	Not approved	
	Reason:	

## VIII. Intellectual Property Check

**Note: This ballot may be all or part of a Standard or Safety Guideline. This IP check applies to the entire Standard or Safety Guideline. See § 15 of the Regulations for further information**

The meeting chair asked those present in person or by electronic link, if they were aware of any potentially material patented technology or copyrighted items* in the Standard or Guideline.		
	No potentially material patented technology or copyrighted items are known	GO TO SECTION IX
	Potentially material patented technology or copyrighted items are known but a Letter of Assurance (LOA) or copyright release for such material has been obtained or presented to the committee.	GO TO SECTION IX
	Potentially material patented technology or copyrighted items are known but an LOA or copyright release for some of the material(s) has NOT been obtained or presented to the committee	
MOTION	Ask ISC for special permission to publish	
	Quit activity	
	Wait for LOA for patented technology or release of copyrighted items.	
Motion by/2 <sup>nd</sup> by		Name (Company)/Name (Company)
Discussion		XXXX
Vote		XX-XX
Final Action		Motion Passed
		Motion Failed
A&R	Not approved	
	Reason:	

\* Note: Such potentially material patented technology or copyrighted items might have become known since the Standard or Safety Guideline was last reviewed, or might become relevant due to this ballot.

## IX. Action for this document

	This document passed committee review as balloted and will be forwarded to the A&R for procedural review.
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<b>Motion</b>	<input type="checkbox"/>	This document passed committee review with editorial changes and will be forwarded to the A&R for procedural review.
	<input checked="" type="checkbox"/>	This document failed committee review and will be returned to the task force for rework.
	<input type="checkbox"/>	This document failed committee review and work will be discontinued.
<b>Motion by/2nd by</b>	Name (Company)/Name (Company)	
<b>Discussion</b>	XXXX	
<b>Vote</b>	XX-XX	
<b>Final Action</b>	<input type="checkbox"/>	Motion passed
	<input type="checkbox"/>	Motion failed
<b>A&amp;R</b>	<input type="checkbox"/>	<b>Approved</b>
	<input type="checkbox"/>	<b>Not approved</b>
	<b>Reason:</b>	