

# Record of Letter Ballot Review by TC Chapter for Procedural Review

Region/Locale: **North America**

Global Technical Committee: **Metrics**

TC Chapter Cochairs: **David Bouldin/Fab Consulting, Vladimir Kraz /BestESD Technical Services**

Standards Staff: **Inna Skvortsova**

	Scheduled in Background Statement	Actual
Date	07/10/2019	07/10/2019
Location	Moscone, San Francisco CA	Moscone, San Francisco CA
Reason for Change of Date and/or Location (if changed)		

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

## I. Document Number and Title

Document Number	Document Title
6472	NEW STANDARD: TEST METHOD FOR MEASURING SURFACE METAL CONTAMINATION THROUGH ICP-MS OF CRITICAL CHAMBER COMPONENTS USED IN SEMICONDUCTOR WAFER PROCESSING

## 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)

Voting Tally (with example values):

Voting Interest:	Returned Votes	Distribution	Return Rate	
Letter Ballot	42	÷ 69	= 60.9%	≥60%
Intercommittee Ballot	41			
Voting Interest Reject(s)	1	Total Voters with Rejects		1
Voting Interest Accept(s)	32			

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

### III. Rejects

#### Voting Interest Reject 1 (Voting Interest Name: Hitachi Ltd) Voter Reject 1 (Voter: Koichi Yamamoto / Hitachi High-technologies)

##### Negative 1

Negative	Referenced Section/ Paragraph	*TF/TC Chapter to fill in, including text in the ballot if necessary.				
		2.2				
Negative	Negative Text	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied.				
		In many cases, CCCs are washed many times and used repeatedly. It is not clear whether this standard is applied only to CCCs that have never been used on processing equipment or is also applied to washed CCCs that is going to be installed on processing-equipment.				
TF input (optional)						
Withdrawal (check one)	<input checked="" type="checkbox"/>	No Negative withdrawal made by Voter.		GO TO "Related" subsection		
	<input type="checkbox"/>	Withdrawal document received by Standards staff on MM/DD/YYYY.		GO TO "Final" subsection → (A)		
Related	Motion and Reason (check one)	<input checked="" type="checkbox"/>	'Related' is mutually agreed upon. (Needs no motion.)		GO TO "Persuasive" subsection	
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)			
		Reason	XXXX			
	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)				
	Discussion					
	Result of Vote (check one)	XX Y-XX N; Motion passed/failed.				
<input type="checkbox"/>		[Negative is not related.] < 2/3		GO TO "Persuasive" subsection		
<input type="checkbox"/>	2/3 ≤ [Negative is not related.]		GO TO "Final" subsection → (B)			
Persuasive	Motion and Reason (check one)	<input type="checkbox"/>	Negative is related and persuasive. (Needs >1/3 votes to pass.)			
		<input checked="" type="checkbox"/>	Negative is related and not persuasive. (Needs ≥2/3 votes to pass.)			
		Reason	Because it is clearly written that this Test Method applies to "unused CCC".			
	Motion by/ 2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)				
	Discussion	The TF thought that it would be useful to add a NOTE XX: This Document may be applied for a refurbished CCC if such application is agreed upon by the user and the supplier.				
	Result of Vote (check one)	8 Y-0 N; Motion passed.				
<input type="checkbox"/>		[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)	<input type="checkbox"/>	Y	GO TO "Address by Technical Change Option" subsection

		<input type="checkbox"/>	[Negative is related and not persuasive.] < 2/3		<input type="checkbox"/>	N	GO TO "Final" subsection → (E)
		<input type="checkbox"/>	2/3 ≤ [Negative is related and not persuasive.] < 90%	GO TO "Final" subsection → (C)			
		X	90% ≤ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection			
Address by Technical Change Option	<b>Technical Change Recommendations</b> 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)				
	Technical Changes	2	FROM: Section/Paragraph XXX				
			TO: Section/Paragraph xxx				
			Justification (if necessary)				
	Motion		Negative is addressed by the technical change(s).				
	Motion by/2 <sup>nd</sup> by		Name (Company)/Name (Company)				
	Discussion						
Result of Vote (check one)		XX Y-XX N; Motion passed/failed.					
		<input type="checkbox"/>	2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO "Incorporation of the Technical Change" subsection			
		<input type="checkbox"/>	[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/2 <sup>nd</sup> by		Name (Company)/Name (Company)				
	Discussion						
	Result of Vote (check one)		XX Y-XX N; Motion passed/failed.				
		<input type="checkbox"/>	90% ≤ [Agree to incorporate.]	GO TO "Final" subsection → (F)			
		<input type="checkbox"/>	[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)	X	It is mutually agreed upon to term the Negative "not significant".			GO TO "Final" subsection → (D)	
		<input type="checkbox"/>	It is mutually agreed upon to term the Negative "significant".			GO TO "Final" subsection → (C)	
		<input type="checkbox"/>	Whether or not the Negative is "not significant" is decided by a vote.				
Motion		The Negative is "not significant".					

	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)	
	Vote	<input type="checkbox"/>	XX Y-XX N; Motion passed with simple majority GO TO "Final" subsection → (D)
		<input type="checkbox"/>	XX Y-XX N; Motion failed with simple majority GO TO "Final" subsection → (C)
Final	(check if applicable)	<input type="checkbox"/>	(A) Withdrawn (counted under h in disposition)
		<input type="checkbox"/>	(B) Not related (counted under i in disposition)
		<input type="checkbox"/>	(C) Related and not persuasive (significant)
		<input checked="" type="checkbox"/>	(D) Not significant (counted under j in disposition)
		<input type="checkbox"/>	(E) Related and persuasive and not addressed by technical change DOCUMENT FAILS
	<input type="checkbox"/>	(F) Addressed by technical change (counted under k disposition)	
	(check if applicable)	<input checked="" type="checkbox"/>	Comment generated. See 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. 13.2.2.5	
	Negative Text	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied. It is not necessary to define specific drying methods in this standard	
	TF input (optional)	(The intention of the Negative Voter was confirmed that the voter had a problem with having only two method for drying, but not having specific drying methods)	
	Withdrawal (check one)	<input checked="" type="checkbox"/>	No Negative withdrawal made by Voter. GO TO "Related" subsection
		<input type="checkbox"/>	Withdrawal document received by Standards staff on MM/DD/YYYY. GO TO "Final" subsection → (A)
Related	Motion and Reason (check one)	<input checked="" type="checkbox"/>	'Related' is mutually agreed upon. (Needs no motion.) GO TO "Persuasive" subsection
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)
		Reason	XXXX
	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)	
	Discussion		
	Result of Vote (check one)	<input type="checkbox"/>	XX Y-XX N; Motion passed/failed. [Negative is not related.] < 2/3 GO TO "Persuasive" subsection
		<input type="checkbox"/>	2/3 ≤ [Negative is not related.] GO TO "Final" subsection → (B)
Persuasive	Motion and Reason (check one)	<input checked="" type="checkbox"/>	Negative is related and persuasive. (Needs >1/3 votes to pass.)
		<input type="checkbox"/>	Negative is related and not persuasive. (Needs ≥2/3 votes to pass.)

	Reason	Since the problem for the voter is having a descriptive list of drying method, it is necessary to change the nature of the list to be an indicative one.				
Motion by/ 2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)					
Discussion						
Result of Vote (check one)	9 Y-0 N; Motion passed.					
	<input type="checkbox"/>	[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Y	GO TO "Address by Technical Change Option" subsection
	<input type="checkbox"/>	[Negative is related and not persuasive.] < 2/3		<input type="checkbox"/>	<input type="checkbox"/> N	GO TO "Final" subsection → (E)
	<input type="checkbox"/>	2/3 ≤ [Negative is related and not persuasive.] < 90%				GO TO "Final" subsection → (C)
<input type="checkbox"/>	90% ≤ [Negative is related and not persuasive.]				GO TO "Not Significant Finding Option" subsection	

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

Address by Technical Change Option	Technical Changes	1	FROM: Section/Paragraph 13.2.2.5 Dry the part under heat lamps or by blowing ultrapure nitrogen on the surface so that the CCC meets the specification agreed upon between the user and the supplier of the processing equipment.
			TO: Section/Paragraph 13.2.2.5 Dry the part under heat lamps, <del>or</del> by blowing ultrapure nitrogen on the surface, <u>or by other methods</u> so that the CCC meets the specification agreed upon between the user and the supplier of the processing equipment.
			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/2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)		
Discussion			
Result of Vote (check one)	9 Y-0 N; Motion passed		
	<input checked="" type="checkbox"/> X	2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO "Incorporation of the Technical Change" subsection
<input type="checkbox"/>	[Negative is not addressed by the technical change(s).] < 2/3	GO TO "Final" subsection → (E)	
Incorporation of	Motion	To incorporate the technical change(s).	
	Motion by/2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)	
	Discussion		

		9 Y-0 N; Motion passed.	
	Result of Vote (check one)	<input checked="" type="checkbox"/>	90% ≤ [Agree to incorporate.] GO TO “Final” subsection → (F)
		<input type="checkbox"/>	[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)	<input type="checkbox"/>	It is mutually agreed upon to term the Negative “not significant”. GO TO “Final” subsection → (D)
		<input type="checkbox"/>	It is mutually agreed upon to term the Negative “significant”. GO TO “Final” subsection → (C)
		<input type="checkbox"/>	Whether or not the Negative is “not significant” is decided by a vote.
	Motion	The Negative is “not significant”.	
Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)		
Vote	<input type="checkbox"/>	XX Y-XX N; Motion passed with simple majority	GO TO “Final” subsection → (D)
	<input type="checkbox"/>	XX Y-XX N; Motion failed with simple majority	GO TO “Final” subsection → (C)
Final	(check if applicable)	<input type="checkbox"/>	(A) Withdrawn (counted under h in disposition)
		<input type="checkbox"/>	(B) Not related (counted under i in disposition)
		<input type="checkbox"/>	(C) Related and not persuasive (significant)
		<input type="checkbox"/>	(D) Not significant (counted under j in disposition)
		<input type="checkbox"/>	(E) Related and persuasive and not addressed by technical change DOCUMENT FAILS
	<input checked="" type="checkbox"/>	(F) Addressed by technical change (counted under k disposition)	
(check if applicable)	<input type="checkbox"/>	Comment generated. See Section V-(ii) Comment # X.	

### Negative 3

Negative	Referenced Section/ Paragraph	*TF/TC Chapter to fill in, including text in the ballot if necessary. 13.2.4	
	Negative Text	*Original complete Negative text (e.g., issue, justification, suggestion) should be copied. It is better to change the subsection to 13.3.	
TF input (optional)			
Withdrawal (check one)	<input checked="" type="checkbox"/>	No Negative withdrawal made by Voter. GO TO “Related” subsection	
	<input type="checkbox"/>	Withdrawal document received by Standards staff on MM/DD/YYYY. GO TO “Final” subsection → (A)	
Related	Motion and Reason (check one)	<input checked="" type="checkbox"/>	‘Related’ is mutually agreed upon. (Needs no motion.) GO TO “Persuasive” subsection
		<input type="checkbox"/>	Negative is not related. (Needs ≥2/3 votes to pass.)
		Reason	XXXX

	Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)			
	Discussion				
	Result of Vote (check one)	XX Y-XX N; Motion passed/failed.			
		<input type="checkbox"/>	[Negative is not related.] < 2/3	GO TO "Persuasive" subsection	
	<input type="checkbox"/>	2/3 ≤ [Negative is not related.]	GO TO "Final" subsection → (B)		
Persuasive	Motion and Reason (check one)	<input type="checkbox"/>	Negative is related and persuasive. (Needs >1/3 votes to pass.)		
		<input checked="" type="checkbox"/>	Negative is related and not persuasive. (Needs ≥2/3 votes to pass.)		
		Reason	There is no evidence (technical/procedural) to refute the content of the section. Therefore the Negative is of an editorial nature.		
	Motion by/ 2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)			
Discussion	As an editorial suggestion, it makes sense to set section 13.2.4 one paragraph level higher. Set section 13.2.4 one paragraph level higher (13.3), and adjust remainder of sections as necessary is recommended as an editorial change.				
Result of Vote (check one)	9 Y-0 N; Motion passed.				
	<input type="checkbox"/>	[Negative is related and persuasive.] > 1/3	Is a technical change recommended? (check one)	<input type="checkbox"/>	Y GO TO "Address by Technical Change Option" subsection
	<input type="checkbox"/>	[Negative is related and not persuasive.] < 2/3		<input type="checkbox"/>	N GO TO "Final" subsection → (E)
	<input type="checkbox"/>	2/3 ≤ [Negative is related and not persuasive.] < 90%	GO TO "Final" subsection → (C)		
<input checked="" type="checkbox"/>	90% ≤ [Negative is related and not persuasive.]	GO TO "Not Significant Finding Option" subsection			
Address by Technical Change Option	<b>Technical Change Recommendations</b> Original section/paragraph number and at least one full sentence are required in "FROM" and "TO" fields.				
	1	FROM: Section/Paragraph			
		TO: Section/Paragraph			
		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/2 <sup>nd</sup> by	Name (Company)/Name (Company)				

Discussion				
Result of Vote (check one)		<input type="checkbox"/> XX Y-XX N; Motion passed/failed.		
		<input type="checkbox"/> 2/3 ≤ [Negative is addressed by the technical change(s).]	GO TO “Incorporation of the Technical Change” subsection	
		<input type="checkbox"/> [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/2 <sup>nd</sup> by	Name (Company)/Name (Company)		
	Discussion			
	Result of Vote (check one)	<input type="checkbox"/> XX Y-XX N; Motion passed/failed.		
<input type="checkbox"/> 90% ≤ [Agree to incorporate.]		GO TO “Final” subsection → (F)		
	<input type="checkbox"/> [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)	<input checked="" type="checkbox"/> It is mutually agreed upon to term the Negative “not significant”.	GO TO “Final” subsection → (D)	
		<input type="checkbox"/> It is mutually agreed upon to term the Negative “significant”.	GO TO “Final” subsection → (C)	
		<input type="checkbox"/> Whether or not the Negative is “not significant” is decided by a vote.		
	Motion	The Negative is “not significant”.		
Motion by/ 2 <sup>nd</sup> by	Name (Company)/Name (Company)			
Vote	<input type="checkbox"/> XX Y-XX N; Motion passed with simple majority	GO TO “Final” subsection → (D)		
	<input type="checkbox"/> XX Y-XX N; Motion failed with simple majority	GO TO “Final” subsection → (C)		
Final	(check if applicable)	<input type="checkbox"/> (A)	Withdrawn (counted under h in disposition)	
		<input type="checkbox"/> (B)	Not related (counted under i in disposition)	
		<input type="checkbox"/> (C)	Related and not persuasive (significant)	
		<input checked="" type="checkbox"/> (D)	Not significant (counted under j in disposition)	
		<input type="checkbox"/> (E)	Related and persuasive and not addressed by technical change	DOCUMENT FAILS
		<input type="checkbox"/> (F)	Addressed by technical change (counted under k disposition)	
(check if applicable)	<input checked="" type="checkbox"/> X	Comment generated. See Section V-(ii) Comment # X.		

### Disposition of Voting Interest Reject 1

Check only when the Document has not been failed.

3	Original number (#) of Negatives	(g)
0	Number of Negatives withdrawn	(h)



0	Number of Negatives found not related		(i)
2	Number of Negatives found not significant		(j)
1	Number of Negatives addressed by technical change <b>(Negative becomes not significant)</b>		(k)
Final	X	$g - (h + i + j + k) = 0$	Reject is Not Valid and is not included in the denominator of § VI. <i>Approval Conditions Check</i>
		$g - (h + i + j + k) > 0$	Reject is included in the denominator of § VI. <i>Approval Conditions Check</i>
		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: **XXXXXX**)

### Voter Reject 1 (Voter: Name and company)

Negative 1

Negative 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*)

NONE

## V. Comments

### V- (i) Voters' Comments

#### Commenter 1 (**David Bouldin/Fab Consulting**) - Comment 1

Comment	*TF/TC Chapter to fill in section/paragraph #, if necessary. 14	
	14	In Eq. 1, change the middle dot to the multiplication symbol x per Style Manual 6-9(3).
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
	X	Editorial Change

	Options for editorial change (check one)		<b>Case 1: No vote in this section:</b>
			To be included and voted on as a group in § VI. <i>Editorial Changes Other than Those Voted on in § V.</i>
		X	<b>Case 2: Voted in this section:</b>
			Original section number and at least one full sentence are required in “FROM” and “TO” fields.
Editorial Changes	1	<b>FROM: Section/Paragraph Section 14 Formula (1)</b> 14.2 <i>Calculation Method</i> — Calculate the atomic surface density of the target elements by using the following equation, which is expressed in atoms per square centimeter (atoms/cm <sup>2</sup> ): $N = \frac{w \cdot v}{M} \times N_A$ <div style="text-align: right;">(1)</div>	
		<b>TO: Section/Paragraph Section 14 Formula (1)</b> 14.2 <i>Calculation Method</i> — Calculate the atomic surface density of the target elements by using the following equation, which is expressed in atoms per square centimeter (atoms/cm <sup>2</sup> ): $N = \frac{w \times v}{M} \times N_A$ <div style="text-align: right;">(1)</div>	
		<b>Justification (If necessary)</b>	
<b>Motion</b>		To approve above editorial change(s)	
<b>Motion by/2<sup>nd</sup> by</b>		Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)	
<b>Discussion</b>		None	
<b>Vote</b>		9 Y-0 N; Motion passed.	

*This table is needed for each Comment accompanied a Vote*

## V-(ii) Comments Created by Handling Negative

### Comment (Created by Handling Negative) NC – 1

Comm	*TF/TC Chapter to fill in
	The TF thought that it would be useful to add NOTE XX: This Document may be applied for a refurbished CCC if such application is agreed upon by the user and the supplier, after 2.2.

Action	The TC Chapter agreed to do one of the following actions.		
	<b>*No motion is required in this step.</b>		
	<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"/>	<b>Case 1: No vote in this section:</b> <b>To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.</b>
		<input checked="" type="checkbox"/>	<b>Case 2: Voted in this section:</b> <b>Original section number and at least one full sentence are required in "FROM" and "TO" fields.</b>
	1	<b>FROM: Section/Paragraph 2.2</b> This document applies to an unused CCC or its parts.	
		<b>TO: Section/Paragraph 2.2</b> This document applies to an unused CCC or its parts. <u><b>NOTE XX: This Document may be applied for a refurbished CCC if such application is agreed upon by the user and the supplier.</b></u>	
Justification (If necessary)			
2	<b>FROM: Section/Paragraph xxx</b>		
	<b>TO: Section/Paragraph xxx</b>		
	Justification (If necessary)		
Motion		To approve above editorial change(s)	
Motion by/2 <sup>nd</sup> by		Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)	
Discussion		None	
Vote		9 Y-0 N; Motion passed.	

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

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

Comm	<b>*TF/TC Chapter to fill in</b>
	<b>As an editorial suggestion, it makes sense to set section 13.2.4 one paragraph level higher (13.3) and adjust remainder of sections as necessary is recommended as an editorial change</b>

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	
	X	Editorial change	
	Options for editorial change (check one)		<b>Case 1: No vote in this section:</b> <b>To be included and voted on as a group in § VI. Editorial Changes Other than Those Voted on in § V.</b>
		X	<b>Case 2: Voted in this section:</b> <b>Original section number and at least one full sentence are required in "FROM" and "TO" fields.</b>
	1	Editorial Changes	<b>FROM: Section/Paragraph 13.2.4</b> 13.2.4 Measurement 13.2.4.1 Tune and optimize the ICP-MS as per manufacturer's specifications. 13.2.4.2 Run the calibration standards that were agreed upon between analytical laboratory and the user or the supplier of the processing equipment, reagent blank, and standard check to generate a calibration curve. 13.2.4.3 Once a calibration meets the quality criteria, the sample analysis may begin. 13.2.4.4 For high-metal/matrix samples, dilute the samples as needed to a concentration within the range of the calibration range.
			<b>TO: Section/Paragraph 13.3</b> 13. <del>3</del> 2.4 Measurement 13. <del>3</del> 2.4.1 Tune and optimize the ICP-MS as per manufacturer's specifications. 13. <del>3</del> 2.4.2 Run the calibration standards that were agreed upon between analytical laboratory and the user or the supplier of the processing equipment, reagent blank, and standard check to generate a calibration curve. 13. <del>3</del> 2.4.3 Once a calibration meets the quality criteria, the sample analysis may begin. 13. <del>3</del> 2.4.4 For high-metal/matrix samples, dilute the samples as needed to a concentration within the range of the calibration range.
		Justification (If necessary)	
2	Editorial Changes	FROM: Section/Paragraph xxx	
		TO: Section/Paragraph xxx	
		Justification (If necessary)	
Motion	To approve above editorial change(s)		
Motion by/2 <sup>nd</sup> by	Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)		
Discussion	None		

<b>Vote</b>	9 Y-0 N; Motion passed.

## 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)	<input type="checkbox"/>	Commenter(s) / Comment(s) #
		<input type="checkbox"/>	Other [ ]
	FROM: Section/Paragraph XXX		
	TO: Section/Paragraph XXX		
Justification: (If necessary)			
2	Origin of this editorial change (Check one)	<input type="checkbox"/>	Commenter(s) / Comment(s) #
		<input type="checkbox"/>	Other [ ]
	FROM: Section/Paragraph XXX		
	TO: Section/Paragraph XXX		
Justification: (If necessary)			
<b>Motion</b>	To approve the above editorial change(s).		
<b>Motion by/ 2<sup>nd</sup> by</b>	Name (Company)/Name (Company)		
<b>Discussion</b>	XXXX		
<b>Vote</b>	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	=	32	/	32	=	100.0%		≥90%	

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

Note: See *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: See *Regulations* § 15 for further information.

Motion	<input checked="" type="checkbox"/>	<b>This is not a Safety Document</b> , when all safety-related information is removed, the Document is still technically sound and complete. ( <i>Regulations</i> ¶ 8.7.1)
	<input type="checkbox"/>	<b>This is a Safety Document</b> , when all safety-related information is removed, the Document is not technically sound and complete. ( <i>Regulations</i> ¶ 8.7.2)
	<input type="checkbox"/>	Safety Checklist ( <i>Regulations</i> ¶ 15.3) is complete and has been included with the Document throughout the balloting process. ( <i>Regulations</i> ¶ 15.1.2)
<b>Motion by/2<sup>nd</sup> by</b>		Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)
<b>Discussion</b>		None
<b>Vote</b>		9 Y-0 N; Motion <u>passed</u>

## 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\*. See 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 (see <i>Regulations</i> ¶ 16.3.1.1) to the Standard or Safety Guideline; or, any copyrighted items or trademarks that are used/reproduced (see <i>Regulations</i> ¶ 16.4.1.2) in the Standard or Safety Guideline. (Also see, <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.)	<b>GO TO SECTION X.</b>		
	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	<b>GO TO IX (a) “Patented Technology” subsection</b>
			No	<b>GO TO IX (b) “Copyright items” subsection</b>

### IX(a) Patented Technologies subsection

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

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

#### IX(a2) Assessment of disclosed patented technologies

<b>Disclosed patented technology #1</b> (Brief description, e.g., patent title and number):		<b>Date of Assessment (If different from the date of Letter Ballot adjudication)</b> 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	<b>PROCEED to assess NEXT one, or if this is the last one, GO TO IX(a3)</b>
	NO		NO	<b>The Document is failed and returned to the TF</b>
	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 <sup>nd</sup> 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 copy righted 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 <sup>nd</sup> 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) (see 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.
	X	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 <sup>nd</sup> by		Supika Mashiro (TEL)/ Koichi Yamamoto (Hitachi High Tech)
Discussion		None
Vote		9 Y-0 N
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.