



**Procedures for
Standards Development
PIDX International**

Draft - October 27, 2020

Proposed Changes to Manual Approved by PIDX Board January 10, 2017

Section	Verbiage	Rationale
Entire Document	Various grammatical fixes	Cleaning up grammatical errors.
Foreword, Last Paragraph	Questions or comments concerning these procedures should be directed in writing to the PIDX President at 1707 Post Oak Boulevard, Suite 416, Houston, Texas 77056. via email to the PIDX President at president@pidx.org.	Direct changes to PIDX President email rather than physical address.
4.2, Required Statement, AND Attachment, PIDX Standards Naming Conventions	© PIDX, Inc. 2014 [Year]*. *Replace [Year] with the year of the approved issue of a standard or document; for example, replace "[Year]" with "2020."	Put in the actual year of publication rather than 2011.
7.5.4, Letter Ballot Format	All Letter Ballots shall include a due date, return address and return fax or email address. and return instructions.	As we have moved to DocuSign for balloting, there is no longer a physical address or email address associated with the return of ballots. Voters are instructed to complete the form on DocuSign and it will automatically be submitted to PIDX once they click the "finish" button.
7.8.4, Automatic Withdrawal of Draft Standards	7.8.4 Automatic—Withdrawal of Draft Standards. In the event that a draft Standard has not been finally approved by the Members within two (2) years of the date that such draft Standard has been approved by the PIDX Executive Committee, shown as Step 20.99 of the PIDX Standards Status Development and Review Grid, such draft Standard automatically shall be considered for withdrawal by submission to the relevant committee to take the decision to withdraw or extend. Such automatically -withdrawn draft Standard shall not receive further consideration unless a new Project Proposal is developed and submitted in accordance with Section 7.3.	Replace "Automatic Withdrawal" with a decision by the S&G or Executive Committee to approve the withdrawal. Applicable across the standards development procedures, so "automatic" has been replaced with committee approval to withdrawal.
Title of Document; Header of Document; 2.19, Definitions, PIDX International; 8.4, Liaison; 8.3.2.7, Importance of Royalty-Free Licensing.	Replaced "petroleum." In 8.3.2.7 and 8.4, "petroleum" has been replaced with "Energy." The title of this document and the headers have also been updated to read "PIDX International" rather than " <u>Petroleum</u> Industry Data Exchange, Inc." Additionally, the definition for "PIDX" has been updated in 2.19 to read "PIDX International" rather than " <u>Petroleum</u> Industry Data Exchange, Inc."	Terminology update.
Attachment: PIDX Standards Development and Review Grid	See updated attachment	As reviewed with the PIDX S&G Chair, the flow chart had a few arrows going in the wrong direction in the section describing how to withdraw a standard. These have been corrected.

FOREWORD

The PIDX Procedures for Standards Development govern the development, publication, and maintenance of PIDX Standards and the conduct of the PIDX Standards and Guidelines Committee and its Standards Project Teams and Standards Work Groups.

These Procedures have been adopted to promote the following principles:

- a. **Due Process and Transparency.** Notice periods and formal voting processes ensure that all interested parties can be informed and adequately prepared to participate in Standards development activities.
- b. **Openness.** Standards are made available on a royalty free basis and Standards development activities are open to all interested parties.
- c. **Good Faith.** Standards cannot be developed to provide an unfair competitive advantage. To ensure this, Participants in development activities are required to disclose interests in intellectual property rights essential to the use of a Standard.

PIDX Standards are developed, revised and interpreted only in accordance with the procedures described in this document.

Each Member or Participant participating in the development of PIDX Standards is required to comply with these PIDX Procedures and to memorialize that agreement by executing a document in the form required by PIDX prior to commencing such activities, as well as periodically thereafter as may be requested by PIDX.

Questions or comments concerning these procedures should be directed in writing [via email to the PIDX President at president@pidx.org](mailto:president@pidx.org).

1. Scope and Overview of Standards Activities.

1.1 **Procedures.** These Procedures govern the development of Standards published by PIDX. All PIDX Standards activities shall be conducted in accordance with these Procedures. These Procedures may not be amended by the Standards and Guidelines Committee or an individual Standards Project Team or Standards Work Group, but may only be amended by the Board as provided in Section 18.5 of the Bylaws.

1.2 **Overview of Standards Activities.** The Standards-related activities of PIDX shall be overseen by the Standards and Guidelines Committee, and carried out primarily by the Standards Project Teams and Standards Work Groups (Subcommittees) established from time to time by the Standards and Guidelines Committee.

2. Definitions. For the purposes of these Procedures, the following definitions apply.

2.1 **Affiliate:** As to any Person, any other Person that, directly or indirectly through one or more intermediaries, Controls, is Controlled by, or is under common Control with that Person.

2.2 **Board:** The Board of Directors of PIDX.

2.3 **Bylaws:** The Bylaws of PIDX.

2.4 **Committee Member:** A Member who has registered with the relevant Subcommittee in accordance with the registration procedures set by the Standards and Guidelines Committee, and has executed all required forms evidencing the Member's agreement to abide by these Procedures.

2.5 **Committee Participant:** A Participant who has registered with the relevant Subcommittee in accordance with the registration procedures set by the Standards and Guidelines Committee, and has executed all required forms evidencing the Participant's agreement to abide by these Procedures.

2.6 **Consensus:** As defined in Section 7.1.2.

2.7 **Control:** "Control" (including, with correlative meanings, the terms "Controlled by" and "under common Control with"), as used with respect to any Person or group of Persons, means the ownership, directly or indirectly, of more than fifty percent (50%) of the voting ownership interests of such Person.

2.8 **Contribution:** Any business or technical information, statement, material, document, work of authorship, idea, process, invention, improvement or know-how, in whatever form (collectively "Information") disclosed by a Participant in connection with any Standards Development Activity for the purpose of including such

Information in a PIDX Standard, including but not limited to proposals for new PIDX Standards, or modifications, enhancements or developments of an existing PIDX Standard.

2.9 Editorial Changes: Changes that correct errors or inconsistencies in a manuscript.

2.10 Electronic Business Documents: The electronic documents listed or described in Subsections 2.11.1 – 2.11.14 of Section 2.11 (definition of Electronic Commerce).

2.11 Electronic Commerce: The transmission and receipt of electronic data and documents relating to the purchase or sale of goods or services in the upstream or downstream oil and natural gas industry and exchanged between trading partners at any point within their respective sales to payment cycle, or with governmental entities or non-governmental entities (NGOs) whether directly or via a third party service provider, including all electronic data and documents related, attached, responsive or ancillary to:

2.11.1 Procurement;

2.11.2 Catalogs and catalog content;

2.11.3 Requests for Proposals (RFPs), Information (RFIs), Quotations (RFQs) or similar requests (RFx);

2.11.4 Bid qualifications;

2.11.5 Bids, offers or solicitations;

2.11.6 Contracts;

2.11.7 Contract compliance and management;

2.11.8 Orders;

2.11.9 Sales;

2.11.10 Shipping and delivery;

2.11.11 Field tickets;

2.11.12 Taxes;

2.11.13 Invoices;

2.11.14 Accounts receivable and financing; and

2.11.15 Governmental and regulatory compliance.

But excluding:

2.11.16 Electronic Payments;

2.11.17 Data and activities relating to either trading partner's internal research, development, production or other businesses not included in an Electronic Business Document exchanged with another trading partner; and

2.11.18 The technology, methods, processes, inventions, know how, patents, ideas or other intellectual property used in the underlying commercial transactions described in the Electronic Business Documents or to generate, collect or analyze the data contained in the Electronic Business Documents.

2.12 Electronic Data Services Members: As defined in Schedule D, Section 14 of the Bylaws.

2.13 Excluded Technology: As defined in Section 8.3.2.4.

2.14 Excluded Required Patent: As defined in Section 8.3.2.3.

2.15 Member: A Person that has met the qualifications for membership in PIDX as provided in the Bylaws.

2.16 Letter Ballot: A written ballot used for taking votes on Standards Actions. A Letter Ballot may be taken through the use of paper ballots, e-mail ballots, similar technologies or any combination thereof.

2.17 Participant: Any Person that participates in a Standards Development Activity (whether by providing comments, attending meetings or otherwise).

2.18 Person: Any natural person, corporation, general partnership, limited partnership, limited liability partnership, limited liability company, proprietorship, other business organization, trust, or other entity.

2.19 PIDX: PIDX International.

2.20 PIDX Executive Committee: The PIDX Executive Committee established in Section 15 of the Bylaws.

2.21 PIDX EULA: As defined in Section 4.3.

2.22 Prior Patent: As defined in Section 8.3.2.2.

2.23 Procedures: These Procedures for Standards Development.

2.24 Project Proposal: As defined in Section 7.3.

2.25 Potential Excluded Technology: As defined in Section 8.3.2.4.

2.26 Required Patent: As defined in Section 8.3.2.1.

2.27 Standard: The terms and conventions for (a) electronically formatting, describing, categorizing, organizing, defining, abbreviating or presenting electronic data and Electronic Business Documents during their use in Electronic Commerce, and (b) structuring and organizing the transmission, receipt and exchange of electronic data and Electronic Business Documents during their use in Electronic Commerce, but excluding:

2.27.1 The data, the information contained in the data, and all intellectual property rights of trading partners in such data and information; and

2.27.2 The hardware, software, systems or inventions used to (a) create, use, or consume such electronic data or Electronic Business Documents or (b) physically send, receive or store such electronic data or Electronic Business Documents. Standards may be published in any of the forms described in Section 5.

2.28 Standards Action: The approval of a new Standard, or the revision or withdrawal of an existing Standard.

2.29 Standards Development Activities: All PIDX activities, including activities of Members and Participants, relating to the development, modification, review or withdrawal of Standards.

2.30 Standards and Guidelines Committee: The committee established by the Board to oversee PIDX Standards Development Activities and to oversee and coordinate the activities of Subcommittees, as described further in Section 18.2 of the Bylaws.

2.31 Standards Setting Organization or SSO: An organization other than PIDX whose primary activities are developing, coordinating, revising, issuing, interpreting and maintaining global or national standards. The term includes without limitation international standards organizations such as the International Organization for Standardization, regional standards organizations such as the European Committee for Standardization, and national standards bodies such as the American National Standards Institute.

2.32 Standards Project Team: A temporary group of Members established to address a specific issue or task related to the development of PIDX Standards, as described in Section 18.3.3 of the Bylaws.

2.33 Standards Work Group: A standing group of Members established to develop PIDX Standards, as described in Section 18.3.2 of the Bylaws.

2.34 Subcommittee: A Standards Project Team or a Standards Work Group. Subcommittees are established by the Standards and Guidelines Committee for the purpose of developing and approving PIDX Standards for a particular category or categories of equipment, materials, or practices in accordance with the Bylaws and these procedures. A Subcommittee may be responsible for an entire standards program or industry sector.

2.35 Subcommittee Charter: As defined in Section 3.3.

2.36 Substantive Changes: Substantive changes are changes that affect the meaning or intent of a Standard.

3. Standardization Authority; Subcommittee Creation, Termination, Charters and Structure.

3.1 **Authority.** The authority to approve Standards rests with the Standards and Guidelines Committee, the PIDX Executive Committee and Members, as described further in the Bylaws. The authority to develop Standards rests with the Standards and Guidelines Committee and those Subcommittees that have been created by the Standards and Guidelines Committee.

3.2 **Subcommittee Creation and Termination.** The Standards and Guidelines Committee shall approve the creation and termination of Standards Project Teams and Standards Work Groups (Subcommittees) as described in Section 18.3.1 of the Bylaws.

3.3 Subcommittee Charters; Structure and Reorganization.

3.3.1 **Subcommittee Charters.** Each such Subcommittee created must have a charter approved by the Standards and Guidelines Committee that clearly defines the purpose, responsibilities, objectives, expected deliverables, and expected timing for their activities (each a "Subcommittee Charter"). In the event that a Member or Participant requests the creation of a new Subcommittee, such Member or Participant shall provide the Standards and Guidelines Committee with a draft Subcommittee Charter for the new Subcommittee concurrently with the request. Any Subcommittee Charter may be amended only with approval of the Standards and Guidelines Committee, and such amendment shall not constitute an amendment to these Procedures and shall not be subject to the requirements of Section 18.5.2 of the Bylaws.

3.3.2 **Structure and Reorganization.** The PIDX Executive Committee shall approve the initial general structure of the Standards and Guidelines Committee and its Standards Project Teams and Standards Work Groups

(Subcommittees). The PIDX Executive Committee shall have the right to review such structure and cause the reorganization of Subcommittees as described in Section 18.3.12 of the Bylaws.

3.4 Subject to Procedures and Bylaws. Each Subcommittee is responsible for ensuring that its activities comply with these Procedures and with the Bylaws.

4. Standards.

4.1 Generally. Standard is a broad term covering all PIDX documents that have been developed in accordance with these Procedures. Adopted Standards shall advance the mission of PIDX as identified in its Certificate of Formation and Bylaws. Adopted Standards shall not be considered or adopted for the purposes of restricting competition, giving competitive advantage to any Person or excluding competitors from the market.

4.2 Required Statement. All PIDX Standards shall include the following statement in their foreword:

© PIDX, Inc. 2014 [Year*]. Use of this copyrighted material is subject to the PIDX End User License Agreement available at www.pidx.org/license. Each user agrees to such End User License Agreement by making any use of the copyrighted material.

*Replace [Year] with the year of the approved issue of a standard or document; for example, replace “[Year]” with “2020.”

4.3 Use of Standards. Use of all Standards shall be subject to the then-current end user license agreement for the use of such Standards established in the form approved by the Board (the “PIDX EULA”). Unless otherwise approved by the Board, the PIDX License Terms shall provide at all times that PIDX Standards may be used in accordance with the EULA without payment of a royalty.

5. Designation of Standards. All PIDX Standards shall be identified by a Document Reference Number and shall contain the minimum identifying information described in the document titled “PIDX Standards Naming Conventions” attached hereto or as subsequently approved by the PIDX Executive Committee (which approval may be made without amending these Procedures for Standards Development). The following terms shall be included in the title to describe the nature of the document:

5.1 Bulletins and Technical Reports. Documents that convey technical information on a specific subject or topic.

5.2 Codes. Documents intended for adoption by regulatory agencies or authorities having jurisdiction.

5.3 **Standards Documents.** Documents that address one or more Standards.

5.4 **Models.** Forms of agreements to be entered into by market participants with respect to conducting business by electronic means.

5.5 **Recommended Practices.** Documents that communicate proven industry practices.

5.6 **Other Terms.** Any other terms such as, but not limited to, guide, publication or guidance document are not normally used in the title of PIDX Standards.

6. **Draft Standards.**

6.1 **Draft Standard.** A draft Standard is a document that has been developed under these procedures and is made available for additional comment.

6.2 **Public Review and Comment.** PIDX shall ensure that all interested parties have an opportunity to review and comment on proposed draft Standards in an open and transparent manner before they are adopted, including publishing draft Standards on the PIDX website as described in Section 7.2.

6.3 **Identification.** Draft Standards shall be identified as such when published and shall include an express disclaimer regarding their use, in the form of disclaimer that has been approved by the PIDX Executive Committee.

6.4 **Standards Process.** Draft Standards shall be developed generally in accordance with the standards process set forth in the document titled “PIDX Standards Development and Review Grid” attached hereto or as subsequently approved by the PIDX Executive Committee (which approval may be made without amending these Procedures for Standards Development). PIDX will use reasonable efforts to identify where current draft Standards are in this process.

7. **Procedures.** The following procedures apply to the development of consensus for approval, revision, reaffirmation and withdrawal of PIDX Standards.

7.1 **Due Process.** Participation in PIDX Standards activities is open to all Persons that have a direct and material interest in the subject of a Standard. Consideration shall be given to the written views and objections of all Participants and the right to appeal shall be made available to adversely affected parties (see Section 7.7). In addition, an opportunity to review and comment on proposed PIDX Standards activities is made available to members of the public that have a direct and material interest in the subject of a Standard. Consideration shall be given to the written views and objections of all commenters and the right to appeal shall be made available to adversely affected parties (see Section 7.7).

7.1.1 Balance. PIDX seeks broad input to its standardization activities including the participation of individuals representing interest categories appropriate to the nature of the Standard, and attendance of all interested parties at meetings.

7.1.1.1 Interest Categories. In defining the interest categories appropriate to Standards activities, consideration shall be given to at least the following categories:

- a. senders and receivers of electronic data or documents in Electronic Commerce;
- b. third party vendors; and
- c. general interest.

Other interest categories such as the following may be established within a Subcommittee in order to ensure adequate levels of representation:

- d. government;
- e. academia; and
- f. consultant/practitioner.

7.1.2 Consensus. PIDX develops industry standards on the basis of consensus. Consensus is established when substantial agreement has been reached. Substantial agreement means more than a simple majority but not necessarily unanimity. "Consensus" when used in these procedures means approval through a Letter Ballot by a majority of those eligible to vote and at least two-thirds of those voting, excluding abstentions.

7.2 Notification of Standards Activities. Standards activities shall be announced on the PIDX website and in any other manner deemed appropriate by the Chair of the relevant Subcommittee to provide the opportunity to comment or participate to all interested parties, including Committee Members and Committee Participants. Such announcements may be in the form of notices or copies of committee notices.

7.2.1 Special Meeting Notifications. Notice of special meetings of the Standards and Guidelines Committee shall be provided to all Standards and Guidelines Committee Members, and made available on the PIDX website, at least three (3) days prior to the date of the meeting. Notice of special meetings of any Subcommittee shall be provided to all Subcommittee Members, and made available on the PIDX website, at least three (3) days prior to the date of the meeting.

7.2.2 Regular Meeting Notifications. Notice of regular meetings of the Standards and Guidelines Committee shall be provided to all Standards and Guidelines Committee Members, and made available on the PIDX website, at least seven (7) days prior to the date of the meeting. Notice of regular meetings of any Subcommittee shall be provided to all Subcommittee Members, and made available on the PIDX website, at least seven (7) days prior to the date of the meeting.

7.2.3 Standards Notifications. Other than notice of upcoming voting on proposed or revised Standards, which is described in Section 7.2.4, notice of the following items relating to Standards development shall be as follows:

7.2.3.1 Withdrawn Standards. Notice of a vote to withdraw a Standard will be made available on the PIDX website at least thirty (30) days prior to the date that the withdrawal is to be voted on by the Members.

7.2.3.2 Results of Voting; Appeal Periods. The results of any vote by the Membership on a Standard, and a listing of the forty-five (45) day and one-year timeframes for appeals described in Section 7.7.1, shall be made available on the PIDX website within seven (7) days after the vote is final.

7.2.4 Draft Standard Publication; Comment Period. All draft Standards (whether new or revised Standards) will be made available on the PIDX website at least thirty (30) days prior to the date that the Standard is to be voted on by the Members, and at least seven (7) days prior to the date that the Standard is to be voted on by the PIDX Executive Committee, the Standards and Guidelines Committee or any Subcommittee, except where the PIDX Executive Committee has determined either (a) that there has been sufficient participation through the drafting process such that the notice and comment period is not necessary, or (b) immediate action on the Standard is required due to industry or regulatory demand, in which case draft Standards need be posted only five (5) days in advance of issuance of Letter Ballots.

7.2.5 Directory on Website. PIDX shall list on its website the status of all current Standards, draft Standards, all current Standards under review, and Standards withdrawn during the last year.

7.2.6 Federal Register. PIDX staff may annually submit a list of planned Standards activities (both new Standards under development and existing Standards under revision) to the National Institute of Standards and Technology for publication in the Federal Register.

7.3 Project Justification. Before undertaking to develop or revise a Standard, the appropriate Subcommittee shall review the need for the proposed activity, the time frame for completion, and the amount and type of resources required, by reviewing

a Project Proposal that has been completed in the form promulgated by PIDX (a “Project Proposal”).

7.3.1 Submission of Project Proposals. Project Proposals may be submitted to a Subcommittee by members of the Subcommittee, by the Standards and Guidelines Committee after initiation of a Standards Development Activity as described in Section 18.2.8 of the Bylaws, or by a group of at least three (3) Members in conjunction with the Member Motion process for initiating a Standards Development Activity as described in Section 12.1 of the Bylaws.

7.3.2 Review of Project Proposals. The Subcommittee shall review the Project Proposal and develop comments regarding any deficiencies that it finds in the Project Proposal. The Subcommittee shall submit the Project Proposal along with the Subcommittee’s comments to the Standards and Guidelines Committee and the PIDX Executive Committee for consideration, no later than thirty (30) days after its receipt of the Project Proposal. Either the Standards and Guidelines Committee or the PIDX Executive Committee may, but are not required to, notify the submitter(s) of any deficiencies found within the Project Proposal, and provide the submitter(s) with a period of time (not to exceed fifteen (15) days) to correct any such deficiencies.

7.3.3 Approval of Project Proposals. The Standards and Guidelines Committee and the PIDX Executive Committee each shall vote on the Project Proposal no later than sixty (60) days after the receipt of the Project Proposal by the Subcommittee. After the Project Proposal has been approved by both the Standards and Guidelines Committee and the PIDX Executive Committee, the Standards and Guidelines Committee shall submit the Standards Development Activity to the appropriate Subcommittee for development.

7.3.4 Components of Project Proposals. The factors described this Section 7.3.4, along with any others described in the form of Project Proposal promulgated by PIDX, shall be considered as part of the project justification analysis.

7.3.4.1 Industry Practices. To the extent possible, PIDX Standards reflect current industry practices and encourage best practical, cost effective, freely available processes and methods for worldwide adoption throughout the industry. The impact of new or emerging technologies should be considered.

7.3.4.2 Definitions. PIDX Standards should be developed where possible to supplement and update industry-wide definitions.

7.3.4.3 Benefits. Specific industry benefits should be set forth in the Project Proposal and should be considered, and should be considered against the likely resources required to develop the Standard.

7.3.4.4 Regulatory Impact. PIDX Standards should be developed in anticipation of their potential incorporation by reference into regulations.

7.3.4.5 Effect of Not Initiating the Standards Activity. The effect of not initiating the Standards activity may be characterized in terms of regulatory impact or cost to industry or by other appropriate means.

7.3.4.6 Other Standards. The impact of other organizations' standards on the proposed Standard or the potential overlap of other organizations' standards with the proposed Standard should be considered.

7.3.4.7 Document Demand. PIDX Standards should meet broad industry needs. Potential demand for a new Standard or for a proposed revision may be evaluated based on distribution data.

7.3.4.8 SSO Candidate Standard. The value to industry of submitting the Standard to one or more SSOs for potential adoption by that SSO should be evaluated.

7.3.4.9 Timeline. When a Standards project is presented to the appropriate Subcommittee for consideration, the Project Proposal shall be accompanied by a proposed time line that includes a target initiation date for work on the Standard to begin and a target balloting date for the Standard.

7.4 Subcommittee Membership and Participation; Officers.

7.4.1 Membership. The opportunity to participate in a Subcommittee is open to any Member or Participant that registers with the Subcommittee in accordance with the procedures for registration set by the Standards and Guidelines Committee, and agrees to comply with these Procedures and the Bylaws. If an application for participation in a Subcommittee is denied, the applicant may appeal first to the Standards and Guidelines Committee and, if such application is denied, to the PIDX Executive Committee.

7.4.2 Nonexclusion and Nondiscrimination. No Person qualifying as a Member or Participant and complying with these Procedures may be prevented from, or discriminated against for, exercising that Person's rights as a Member or Participant on any basis, including without limitation on the basis that the interested individual does or does not own Required Patents or Prior Patents.

7.4.3 Non-Member Participation. Committee Participants are not eligible to vote, but may participate in all Subcommittee deliberations and proceedings so long as they abide by the Bylaws and these Procedures.

7.4.4 Committee Officers. Subcommittee officers shall consist of a minimum of a Chair, but may also include a Vice-Chair and Secretary. All officers must

be representatives of PIDX Member organizations in good standing. Any exceptions must be approved by the Standards and Guidelines Committee.

7.4.5 Committee Officer Appointment and Election. The Chair of a Subcommittee shall be elected by the Standards and Guidelines Committee members. All other officers shall be elected by the Subcommittee members. The Chair of a Subcommittee may serve up to three (3) terms of two (2) years; other officers shall serve for a minimum one-year term. New officers for the next calendar year shall be named at the PIDX Annual Meeting.

7.5 Voting.

7.5.1 Right to Vote During Meetings. The right to vote in any Subcommittee meeting is exclusively that of the Committee Members of the Subcommittee holding the meeting. PIDX shall keep an up-to-date list of active Committee Members eligible to vote; in the event of any dispute regarding the eligibility of any Person to vote in a Subcommittee meeting, the information contained in such list shall control.

7.5.2 Voting.

7.5.2.1 Non-Standards Actions. Votes other than those described in Section 7.5.2.2 shall be approved by a majority of the Committee Members. Voting on such non-Standards Actions may be done in any manner approved by the Chair of the Subcommittee, including without limitation voting by hand or by voice at a meeting, or voting by Letter Ballot, and if approved by the Chair of the Subcommittee may be done by multiple simultaneous methods (for example, partially in person at a meeting and partially by Letter Ballot), provided that each Committee Member shall be permitted only one vote on any particular action.

7.5.2.2 Standards Actions. Votes by the Executive Committee, the Standards and Guidelines Committee and a Standards Subcommittee on any Standards Action shall be approved through Consensus, by Letter Ballot of the membership of the Executive Committee, Standards and Guidelines Committee or Standards Subcommittee, as applicable. The form of the Letter Ballot shall conform with Section 7.5.4 and 7.5.6 of the Procedures.

7.5.2.3 Special Letter Ballot. Urgency and other special considerations may dictate that the normal Letter Ballot procedure be abridged and action accomplished via a special Letter Ballot. A special Letter Ballot is subject to the same basic requirements imposed on Letter Ballots, except such Letter Ballot may be initiated by the Subcommittee chairman without first being voted affirmatively in meetings.

7.5.3 Letter Ballots. Letter Ballot periods for Standards Actions shall comply with the requirements set forth in the Bylaws, including without limitation those set forth in Section 12.6.5 of the Bylaws (Members), Section 15.10.4 of the Bylaws (PIDX Executive Committee), Section 18.2.6.4 of the Bylaws (Standards and Guidelines Committee), and Section 18.3.10.4 (Subcommittees). Letter Ballots shall be prepared and distributed by PIDX staff to all Committee Members of the Subcommittee who are eligible to vote and their alternates (if any). Information copies of Letter Ballot drafts shall be distributed to all Committee Participants upon request (a fee to cover the cost of reproduction may be assessed), or alternatively may be made available on the PIDX website.

7.5.4 Letter Ballot Format. Each Letter Ballot shall concisely state the proposed action being balloted. All Letter Ballots shall provide for three voting options: approve, disapprove, and abstain. If the Letter Ballot involves a Standards Action, the Letter Ballot will state that submission of the information set forth in Section 7.5.6 is required with any “disapprove” vote. Letter Ballots shall provide places for the name of the submitter, the company affiliation, and the date. **All Letter Ballots shall include a due date and return instructions.**

7.5.5 Individual Letter Ballot Qualification. Only one Letter Ballot is allowed for each Committee Member eligible to vote or the voting member’s alternate. If the Committee Member is a company or organization, the Committee Member representative (and alternate, if designated) designated by the Committee Member shall have the authority to cast that Committee Member’s Letter Ballot. Each valid returned Letter Ballot must identify the Committee Member who is eligible to vote, show the company affiliation, be dated, and be returned by the Letter Ballot expiration date.

7.5.6 “Disapprove” Votes in Standards Actions. Any “disapprove” vote regarding a Standards Action shall be accompanied by the following information:

7.5.6.1 The specific paragraph, sections, or parts to which the “disapprove” vote pertains.

7.5.6.2 Specific substantive reason(s) for the objection.

7.5.6.3 Proposed wording or action to resolve the objection.

7.5.7 Consideration of Comments. All comments pertaining to technical, safety, or environmental assertions and assertions of ambiguity, inaccuracy, or omission shall be considered by the Chair of the appropriate Subcommittee, in conjunction with the Subcommittee members. Participants who are not eligible to vote are eligible to submit comments in writing either by mail addressed to the President at the mailing address of PIDX or by submitting written comments

on tools made available on the PIDX website. All of such comments shall be considered in the same manner as comments received on Letter Ballots. PIDX staff is responsible for the consideration of Letter Ballot comments pertaining to PIDX policies and procedures. In the event that the Chair of the Subcommittee, after considering all comments and after consultation with PIDX staff regarding comments pertaining to PIDX procedures, determines that reballoting or reconsideration is appropriate in light of comments received, then the Chair of the Subcommittee may order that the action be reballoted using the procedures provided in this Section 7.5 or returned to the Subcommittee for further deliberation. Consideration given to “disapprove” Letter Ballots, including an explanation of resolution decisions, shall be documented in meeting notes, minutes, or other records and submitted to PIDX for maintenance in accordance with PIDX policies.

7.5.8 Final Approval of Standards. After a Standards Action has been approved by the Subcommittee, the Standards and Guidelines Committee, and the PIDX Executive Committee, the PIDX Executive Committee will submit the Standards Action to the Membership for final approval at a Member Meeting. Final approval will require approval of the Members by Consensus, as described in Section 12.9.1 of the Bylaws.

7.5.9 Effective Date of Standards Actions. The effective date of a Standards Action by the Members (the “Effective Date”), whether final approval of a Standard, or the approval of a revision or withdrawal of a Standard, shall be specified in the Letter Ballot regarding the Standards Action submitted to the Members, but if no date is specified, then the date that the voting period for such Letter Ballot concludes, as described in Section 12.6.5 of the Bylaws, shall be the Effective Date.

7.6 Interpretations. An interpretation is the answer to a question on the meaning of a Standard. Requests for interpretations of PIDX Standards must be submitted in writing. Only the Vice President is authorized to issue interpretations, provided that the Vice President may submit the question to the PIDX Executive Committee.

7.6.1 Applicability. If the subject Standard was not intended to answer the question posed, then the inquirer shall be advised in writing that an interpretation will not be issued. The answer to a question about the factual content of a Standard is not an interpretation and the inquirer shall be advised in writing that an interpretation will not be issued. Interpretations are not intended to supply consulting information on the application of a Standard and the inquirer will be advised in writing that PIDX does not provide consulting services and that an interpretation will not be issued.

7.6.2 Review by Others. PIDX staff shall make interpretations in writing after consultation, if necessary, with Members and the Vice President. There shall be no consultation with competing suppliers or manufacturers of the product or

services to which the Standard applies or might apply. If consultation is made with Members, the Vice President shall also be consulted. In the event that the PIDX staff determines that there is insufficient expertise or resources available to respond to the interpretation request in a timely manner in accordance with these procedures, the inquirer shall be notified in writing that PIDX cannot provide an interpretation.

7.6.3 Time for Review. Due to the complex nature of the interpretation request, PIDX cannot guarantee a turnaround time for responding to requests, and all inquirers will be advised of this at the time the request for interpretation is taken under consideration.

7.6.4 Notification. Completed interpretations will be sent to the inquirer and the appropriate PIDX committee, and periodically published or made available electronically.

7.7 Appeals. Any Participant shall have the right to bring a timely appeal following final approval a Standards Action. Administrative procedures for conflict resolution in the Standards development process, including consideration of “disapprove” Letter Ballots, must be exhausted before lodging any appeal. Appeals shall be considered by the Subcommittee(s) responsible for the issue with the right of further appeal to an appeals board.

7.7.1 Submission. Appeals must be submitted in writing to the chairman of the Standards and Guidelines Committee. The appeal shall include a statement identifying specifically the action or inaction objected to; the basis for the objection, including any adverse impacts on the complainant; and suggested remedial action. The appeal must be filed with the Standards and Guidelines Committee within forty-five (45) days of the date of notification of the final action causing the complaint. Further, challenges to published Standards must be initiated within one (1) year of their final approval by the Members unless it can be demonstrated that the objection is based on grounds that have subsequently arisen.

7.7.2 Initial Investigation and Response. The chairman of the Standards and Guidelines Committee shall investigate the objections raised and use reasonable efforts to respond promptly to them in writing within sixty (60) calendar days of receipt.

7.7.3 Appeals Board Hearing. If the objections cannot be resolved by the chairman of the Standards and Guidelines Committee, a hearing by the designated appeals board described in this Section 7.7.3 shall be convened within one hundred and five (105) days of receipt of the appeal. Electronic Data Services Members shall not participate in the appeals process. An appeals board shall consist of three (3) or five (5) individuals selected by the chairman of the Standards and Guidelines Committee in consultation with the PIDX

Executive Committee. Appeals board members shall not have been directly involved in the disputed matter. The appeals board may call upon experts familiar with the issues of the dispute. The appellant must be notified of the appeals board's composition and given the opportunity to object to members on the appeals board. Objections must be substantiated to be considered. The appellant shall be given the opportunity to appear before the appeals board and present arguments in support of his objection. The appeals board shall consider whether applicable PIDX policies and these Procedures were satisfied and whether the procedural and substantive actions or requirements complained of merit corrective action.

7.7.4 Appeals Board Decision. The appeals board shall issue a written decision within sixty (60) calendar days following the hearing. The decision shall indicate the conclusions reached, their basis, and the right of further appeal to the PIDX Executive Committee. Any request for further appeal to the PIDX Executive Committee must be made in writing within thirty (30) days of the date of the appeals board decision.

7.7.5 Final Appeal. The PIDX Executive Committee shall consider and issue a decision with respect to any timely appeal within forty-five (45) days of the date of the request, and in accordance with any rules for such appeals promulgated by the PIDX Executive Committee. Any decision regarding an appeal by the PIDX Executive Committee shall be final, with no additional appeals available.

7.7.6 Records. The chairman of the Standards and Guidelines Committee shall ensure that a complete record of the appeal is compiled, and shall submit such record to PIDX for maintenance in accordance with PIDX policies. The appellant shall be permitted access to the compiled records.

7.7.7 Modification of Time Limits. Specified time limits in this policy may be modified by the PIDX Executive Committee upon demonstration of reasonable cause.

7.8 Maintenance of Standards.

7.8.1 Periodic Maintenance. All Standards shall be reviewed when major technological changes affect their currency or at least once every five (5) years unless revised or withdrawn sooner by the appropriate Subcommittee. If a Standard has not been revised by the end of year four of the 5-year period, the Standards and Guidelines Committee will review the Standard and (a) revise it, (b) reaffirm it, or (c) withdraw it. The Standards and Guidelines Committee may ask the Board for an extension of up to two (2) years for the revision, reaffirmation, or withdrawal of a Standard. Any Standard that is not acted upon (revised, reaffirmed, or withdrawn) at the end of seven (7) years will be considered to have been administratively withdrawn as a PIDX Standard.

Requests for extensions should demonstrate that work is underway to revise, reaffirm or withdraw the document.

7.8.2 Approval of Revisions and Withdrawals. Revisions or withdrawal of Standards shall be subject to the normal process for Standards approval described in Section 12.9.1 of the Bylaws.

7.8.3 Approval of Reaffirmations and Clerical Amendments. The following may be made on the approval of the Standards and Guidelines Committee, and the approval of the Members shall not be required:

7.8.3.1 reaffirmation of Standards without changes; and

7.8.3.2 clerical amendments to Standards that clearly are non-substantive.

7.8.4 Withdrawal of Draft Standards. In the event that a draft Standard has not been finally approved by the Members within two (2) years of the date that such draft Standard has been approved by the PIDX Executive Committee, shown as Step 20.99 of the PIDX Standards Status Development and Review Grid, such draft Standard shall be considered for withdrawal by submission to the relevant committee to take the decision to withdraw or extend. Such withdrawn draft Standard shall not receive further consideration unless a new Project Proposal is developed and submitted in accordance with Section 7.3.

7.8.5 Withdrawal for Legal Reasons. PIDX Standards may be recommended for revision or withdrawal if the Vice President determines that there are significant legal issues arising out of the publication of the Standard.

7.9 Subcommittee Meeting Procedures. The procedures for Subcommittee meetings, including attendance, location, timing, notices and agendas, quorum, and voting are described in Section 18.3 of the Bylaws.

7.9.1 Sign-In Sheets. At any Subcommittee meeting, each attendee at the meeting shall sign a sign-in sheet that includes PIDX rules regarding Standards setting.

8. Normative Policies.

8.1 Records Retention. All records shall conform to PIDX's records retention policy.

8.2 Referencing Standards in PIDX Standards. PIDX Standards may reference other PIDX Standards or standards developed by other organizations as needed. When one PIDX Standard references another, it shall be referenced by its Document Reference Number and title rather than copied into the referencing document.

8.3 Intellectual Property Policy.

8.3.1 Participant's Obligations. PIDX Standards are subject to a variety of state, national and international laws given the cooperative and collaborative nature of their development. Further, the intention of PIDX is to make all Standards available to all interested parties free of charge. Consequently, all Participants are obligated to conduct themselves in good faith to promote a fair, open, collaborative and unrestricted process for considering and adopting Standards. By participating in PIDX's standardization programs, all Participants agree to the following principles, in addition to those set forth in the Bylaws:

8.3.1.1 Copying and Distribution. No Person shall copy or distribute draft Standards outside of the scope of a Standards Development Activity. No Person shall copy or distribute final Standards except in accordance with the PIDX EULA.

8.3.1.2 Ownership. Unless expressly agreed otherwise by PIDX, all Contributions that are incorporated into PIDX publications are the sole and exclusive property of PIDX.

8.3.1.3 Third Party Information. Participants shall not provide any Contribution if the use of such Contribution by PIDX in a Standard would infringe upon the rights of any third parties in the information including, but not limited to, copyrights, patents, trade secrets, trademarks, publicity and privacy. Participants shall immediately notify PIDX if the Participant determines that any information that is contained in a final or draft PIDX Standard would violate the rights of third parties if published by PIDX or if used by a third party.

8.3.2 Intellectual Property Rights Holders.

8.3.2.1 Disclosure of Required Patents. Participants shall either (a) make good faith disclosure in writing to the applicable Subcommittee and the PIDX Executive Committee of any patents or published patent applications held by the Participant or its Affiliates whose use might be essential for the implementation of the Standard being developed (each a "Required Patent") or (b) if the Participant does not wish to make such good faith disclosure, the Participant may comply with this obligation by declaring in writing that the Participant consents to PIDX making the Standard available on a royalty free basis even if the use of a Required Patent is essential for the implementation of the Standard; and the Participant forever waives its rights to restrict or charge royalties for the use of any Required Patent in connection with the use of the Standard. If the Participant makes a good faith disclosure of the Required Patent, the Participant shall also provide full disclosure of relevant technical information regarding such Required Patent(s) and provide such other information as may be reasonably requested by the Subcommittee

Chair or PIDX Executive Committee following the initial disclosure, to the extent such information is not confidential or a trade secret. A Participant who fails to make a good faith disclosure of a Required Patent described in subsection (a) shall be deemed to have consented to PIDX making the Standard available on a royalty free basis if the use of a Required Patent is essential for the implementation of the Standard even if the Participant does not execute the written declaration described in subsection (b), whereupon the Participant shall have forever waived its rights to restrict or charge royalties for the use of the Required Patent in connection with the use of the Standard. A Participant not wishing to make a disclosure or declaration described in this Section 8.3.2.1 may, in the alternative, agree to make the disclosures described in Section 8.3.2.4.

8.3.2.2 Disclosure of Prior Patents. Upon good faith request from the Subcommittee Chair or PIDX Executive Committee, a Participant shall make good faith disclosure of and shall provide relevant technical information regarding a patent or published patent application held by the Participant or its Affiliates whose use might be essential for the implementation of a Standard previously adopted by PIDX (each a “Prior Patent”). A Participant may elect to comply with such request by declaring in writing that use of the Prior Patent(s) is not required for compliance with the Standard or that the Participant consents to PIDX making the Standard available on a royalty free basis even if the use of a Prior Patent is essential for the implementation of the Standard; and the Participant shall have forever waived its rights to restrict or charge royalties for the use of the Prior Patent in connection with the use of the Standard.

8.3.2.3 Exclusions; Nonpursuit and Nonenforcement of Required or Prior Patents. After disclosure of a Required Patent, and prior to any vote by the Members on the final adoption of the Standard, a Participant may specifically request in writing to the PIDX Executive Committee that a Required Patent and the use thereof be excluded from the Standard then under consideration. If the Participant makes such a request for exclusion of a Required Patent, the Participant shall also provide full disclosure of relevant technical information regarding such Required Patent and provide such other information as may be reasonably requested by the Chair of the Subcommittee or by the PIDX Executive Committee following the initial disclosure. Other than with respect to each Required Patent that the Participant timely has requested be excluded from a Standard pursuant to this Section 8.3.2.3 (each an “Excluded Required Patent”), a Participant shall not enforce or seek to enforce a Required Patent or Prior Patent in a manner that restricts the use of Standards duly adopted by PIDX.

8.3.2.4 Potential Excluded Technology. At any time prior to a vote by the relevant Subcommittee on the initial approval of a Standard, a Participant may also notify the PIDX Executive Committee in writing that it is likely to

have intellectual property claims over a particular technology, process, information, document or invention that the Participant reasonably believes might be considered for inclusion in a Standard, without needing to identify a specific Required Patent (each a “Potential Excluded Technology”), and requesting that the use of such Potential Excluded Technology be excluded from the Standard then under consideration. After such request, the Chair of the relevant Subcommittee, acting in consultation with the PIDX Executive Committee, may either (1) provide written notice to the Participant and to the Subcommittee that such Potential Excluded Technology is to be excluded from the Standard under consideration or (2) request full disclosure of relevant technical information regarding such Potential Excluded Technology, and the provision of such other information as may be reasonably requested, so that the Chair of the Subcommittee, acting in consultation with the PIDX Executive Committee, may determine the extent to which the Potential Excluded Technology is implicated by the Standard under consideration. Other than with respect to each Potential Excluded Technology that the Participant has requested be excluded from a Standard pursuant to this Section 8.3.2.4 and which the Chair of the Subcommittee has agreed in writing will be excluded from the Standard (each an “Excluded Technology”), a Participant shall not enforce or seek to enforce any intellectual property rights it may own regarding a Potential Excluded Technology in connection with the use of a Standard by third parties (except to license such intellectual property rights on fair and reasonable terms). In the event that the PIDX Executive Committee determines that the number or breadth of requests for exclusion of Potential Excluded Technology create demands that exceed the available resources of PIDX, then the PIDX Executive Committee may suspend in whole or in part the operation of this Section 8.3.2.4, and require all Participants to make any requests for exclusion solely under Section 8.3.2.3. Such suspension will not affect any then-pending requests for exclusion under this Section 8.3.2.4.

8.3.2.5 Use of Patented Items or Processes in Standards. Standards that call for the use of a Required Patent, Prior Patent or Potential Excluded Technology may not be considered by a Subcommittee or used as official PIDX Standards unless all of the relevant technical information covered by each Required Patent, Prior Patent or Potential Excluded Technology is known by the Subcommittee and the PIDX Executive Committee and the applicable Participant has submitted binding, written assurances that it will license without charge and on a non-discriminatory basis each Required Patent, Prior Patent or Potential Excluded Technology affecting the adopted or proposed Standard.

8.3.2.6 Effectiveness of License. Each Participant shall take all necessary steps to effectuate the license required under this Section 8.3.2, including without limitation taking all necessary steps to ensure that any undertaking to which the Participant transfers rights in its Required Patents, Prior Patents

or Disputed Technologies (including the right to license such Required Patents, Prior Patents or Disputed Technologies), other than Excluded Required Patents or Excluded Disputed Technologies, is bound by the Participant's commitments in these Procedures.

8.3.2.7 Importance of Royalty-Free Licensing. All Members and Participants acknowledge the importance of making Standards developed by PIDX available to all interested parties on a royalty free basis, so that the ~~petroleum~~-Energy industry and its trading partners can further their goal of seamless, efficient electronic business transactions. Consequently, each Participant agrees that its agreement to provide to PIDX a royalty free license of its Required Patents, Prior Patents or Disputed Technologies (other than Excluded Required Patents or Excluded Disputed Technologies) as described in this Section 8.3.2 constitutes a license on fair, reasonable and non-discriminatory terms.

8.3.2.8 Updates on Standardization Work. To assist Participants and other interested parties in complying with this Section 8.3.2, the PIDX Secretary will provide means for Participants and all other interested parties to inform themselves of upcoming, ongoing and finalized standardization work being performed by PIDX. The PIDX Secretary may fulfill this requirement by maintaining a website containing standardization work information and updates.

8.3.3 Record of Disclosures. Records of the disclosures required by Section 8.3.2 shall be placed and retained in PIDX's permanent standards files.

8.3.4 Notice. At the discretion of the PIDX Executive Committee, and on the approval of the relevant patent holder, the Standard may include a note approved by the PIDX Executive Committee that notifies users of the disclosures made by the patent holder under Section 8.3.2.

8.3.5 Responsibility for Identifying Patents. PIDX shall not be responsible for identifying all patents for which a license may be required prior to the use of an adopted or proposed PIDX Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

8.4 Liaison. Subcommittees that develop Standards in subject areas for which other national or international organizations develop related standards of substantial interest to the ~~petroleum~~-Energy industry shall maintain committee and/or PIDX staff liaisons with such organizations to avoid unnecessary duplication of efforts. PIDX shall pursue active participation or leadership roles in such organizations when such action is determined by the PIDX Executive Committee or the Board to be in the best interests of the industry.

9. **Standards Setting Organization Activities.** In the event that a Subcommittee provides the PIDX Executive Committee with a written request that an existing Standard or a Standard under development be considered for submission to an SSO, the Subcommittee and PIDX staff shall take the actions required for submission of the Standard to the SSO in accordance with the then-applicable procedures of the SSO, including where applicable providing notice to the SSO of the proposed Standard, any Standards Development Activities, and any vote(s) on the Standard.

10. **Amendment.** These procedures may be amended as provided in Section 18.5 of the Bylaws, provided that amendments to the Attachments may be approved by the Executive Committee without amending these procedures.

Attachments:

PIDX Standards Naming Conventions
PIDX Standards Development and Review Grid

PIDX Standards Naming Conventions

Standards need to be tightly managed and yet openly available to all and transparent in their development. To control, PIDX, Inc. Intellectual Property (IP), each piece of IP needs to be scribed with some basic data. Most of the data, and along with the stage of development, need to be on the PIDX website, so that it is clear to all as to what the standard is and where the standard is in the development cycle.

Minimum identifying information for each PIDX Standard (under development, approved and within one year of withdrawal) is:

What	Notes	Example
Title	<p>The title should be as descriptive as possible, to avoid confusion as to certain business lines, where used, etc. – AVGAS vs. PIPELINES.</p> <p>Many of the existing documents will have to be taken exactly as named to avoid confusion, so versioning and reference # will help.</p> <p>All PIDX Standards shall be identified by a Document Reference Number and shall contain the minimum identifying information. The following terms shall be included in the title to describe the nature of the document:</p> <ol style="list-style-type: none"> 1. Bulletins and Technical Reports. Documents that convey technical information on a specific subject or topic. 2. Codes. Documents intended for adoption by regulatory agencies or authorities having jurisdiction. 3. Standards Documents. Documents that address one or more Standards. 4. Models. Forms of agreements to be entered into by market participants with respect to conducting business by electronic means. 5. Recommended Practices. Documents that communicate proven industry practices. 6 Other Terms. Any other terms such as, but not limited to, guide, publication or guidance document are not normally used in the title of PIDX Standards. 	<p>Check Stub Data Exchange (CDEX) Record Formats and Standardized Codes</p>
Version	<p>To help with transition, some versions are date, some are numeric. If there is a date, combine with numeric. The date standard is ISO 8601 which uses YYYY-MM-DD, for 21 FEB 2011 the Date is 2011-02-21.</p>	<p>Version 1, 2003-11-5 or Version 2003-11-5</p>

<p>Document Reference Number</p>	<p>We need a reference number that is somewhat intelligent to allow for control, as titles alone are not always definitive enough. Suggest we look to ISO for guidance. Five (5) part number; WG-serial number- type-format-year <u>WORK GROUP: Default is 01</u></p> <ul style="list-style-type: none"> • Business Messages - 01 • Business Processes - 02 • Catalogue & Classification - 03 • Downstream - 04 • Technical - 05 • Global Business Practices - 06 • REGS – 07 <p><u>SERIAL NUMBER: Start with 0100</u></p> <p><u>TYPE OF DOCUMENT ID NUMBERS: Default is 20</u></p> <ul style="list-style-type: none"> • Transaction Routing Packaging, i.e. ASZ, RNIF, HTTPS - 05 • Transaction Documents - 10 • Codes - 15 • Recommended Practices, i.e. BPG, Agreements, Global Practices - 20 • Implementation Guidelines - 25 • Dictionary - 30 <p><u>FORMATS: Default is 50</u></p> <ul style="list-style-type: none"> • X12 - 05 • EDIFACT - 10 • XML - 15 • TXT - 20 • XSD - 25 • HTML - 30 • DTD - 35 • XSLT - 40 • XLS - 45 • PDF - 50 • DOC - 55 • CFM – 60 • PPT - 65 • CLASS - 70 • JAVA - 75 <p><u>YEAR: Default is 2002</u> Original approval year.</p>	<p>04-0100-10-05-2003</p> <p>Means:</p> <ul style="list-style-type: none"> • 04-Downstream WG • 0100-serial number • 10-A transactional document • 05-Formatted in X12 • 2003-Approved year
<p>Approval Date</p>	<p>Date the standard is approved or last reviewed as accepted, if standard was discarded then not on list, if under review, then date stays as last approval until changed. Approval date may change but not the version number. So we reaffirmed the 2003 standard in 2010, the approval date would be different.</p>	<p>2003-11-05 or if reaffirmed in July of 2010 - 2010-07-19</p>
<p>Effective Date</p>	<p>Date the standard is effective as determined during its approval process</p>	<p>2003-12-31</p>
<p>Review Date (on or before)</p>	<p>Every five years, each standard needs to be reviewed. So if reaffirmed in July 2010, the date would be five years forward.</p>	<p>Review Date (on or before) 2015-07-19</p>
<p>Work Group Assigned:</p>	<p>In this example downstream is</p>	<p>WG-04</p>

PIDX Inc Logo	PIDX International Logo	
Copyright	Per legal	© PIDX, Inc. [Year]*. *Replace [Year] with the year of the approved issue of a standard or document; for example, replace "[Year]" with "2020." Use of this copyrighted material is subject to the PIDX End User License Agreement available at www.pidx.org/license . Each user agrees to such End User License Agreement by making any use of the copyrighted material.
Website	Reference to website on each IP	www.pidx.org
Keywords	Common terms that a user may search. Each document should have several keywords	Purchase Order Invoice Downstream

See website requirements below

On the Website Directory of all standards (under development, approved and within one year of withdrawal):

What	Notes	Example
Title	Default is 80.20 for Derivative Works Documents	Check Stub Data Exchange (CDEX) Record Formats and Standardized Codes
Version		2003-11-5
Document Reference Number		04-0100-10-05-2003
Approval Date		2010-07-19
Effective Date		2010-08-19
Review Date (on or before)		2015-07-19
Work Group Assigned:		WG-04
Development Stage		80.99
Planned Retirement Date:		
Superseded by:		
Link to bibliographic information		

Example for website directory:

Document Reference #	Title	Version	Approval Date	Effective Date	Review Date	WG	Stage	Est. Retirement Date	Superseded by	Link
04-0100-10-05-2003	Check Stub Data Exchange (CDEX) Record Formats and Standardized Codes	2003-11-5	2010-07-19	2010-08-19	2015-07-19	WG-04	80.99		NA	dsfsfd
04-0101-10-05-2004	Invoice	1.2	2004-02-13	2004-02-13	2011-12-31	WG-02	80.20		NA	dsdaaws

STEPS	ACTION STEPS		DECISION	RESULTANT STEPS		
STAGES	00 PREPARATION	20 START OF MAIN ACTION	60 COMPLETION OF MAIN ACTION	92 REPEAT PHRASE	98 ABANDON	99 PROCEED
00 PRELIMINARY STAGE	00.00 PROPOSAL FOR A NEW PROJECT RECEIVED	00.20 PROPOSAL FOR NEW PROJECT REVIEWED BY S&G COMMITTEE	00.60 S&G COMMITTEE VOTES		00.98 AUTHOR INFORMED THAT PROPOSAL DOES NOT WARRANT FURTHER REVIEW	00.99 AUTHOR INFORMED TO PREPARE A PROJECT TEAM PROPOSAL (PTP)
10 PROPOSAL STAGE	10.00 AUTHOR PREPARE PTP	10.20 PTP REVIEWED BY S&G COMMITTEE	10.60 S&G COMMITTEE VOTES	10.92 PTP RETURNED TO AUTHOR FOR FURTHER DEFINITION	10.98 PTP REJECTED BY S&G	10.99 PTP APPROVED BY S&G
20 EXECUTIVE COMMITTEE PTP REVIEW STAGE	20.00 PTP RECEIVED BY EXECUTIVE COMMITTEE	20.20 PTP REVIEWED BY EXECUTIVE COMMITTEE	20.60 EXECUTIVE COMMITTEE VOTES	20.92 PTP RETURNED TO AUTHOR OR S&G FOR FURTHER DEFINITION	20.98 PTP REJECTED BY EXECUTIVE COMMITTEE	20.99 PTP APPROVED BY EXEC COMMITTEE. S&G CHAIR ASSIGNS TO STEP 30 OR STEP 40
30 BUSINESS PROCESS WORK GROUP STAGE	30.00 S&G CHAIR ASSIGNS TO BUSINESS PROCESS WORK GROUP	30.20 BPWG REVIEWS & CONSTRUCTS BUSINESS PROCESS	30.60 BPWG VOTES ON DRAFT BUSINESS PROCESS FOR DRAFT STANDARD	30.92 BPWG REFERS BACK TO S&G COMMITTEE		30.99 PTP WITH BP FORWARDED TO S&G ASSIGNED WORK GROUP STEP 40
40 CREATION STAGE	40.00 WORK GROUP ESTABLISHES PROJECT PLAN & TIMETABLE	40.20 WORKING GROUP CONSTRUCTS DRAFT STANDARD	40.60 WORKING GROUP VOTES ON DRAFT STANDARD	40.92 WORKING GROUP REFERS BACK TO EXECUTIVE COMMITTEE	40.98 WORKING GROUP DELETES PROJECT	40.99 WORKING GROUP ADVANCES DRAFT STANDARD FOR REVIEW
50 S&G REVIEW STAGE	50.00 DRAFT STANDARD RECEIVED BY S&G COMMITTEE	50.20 DRAFT STANDARD REVIEWED BY S&G COMMITTEE	50.60 S&G COMMITTEE VOTES ON DRAFT STANDARD	50.92 DRAFT STANDARD RETURNED TO WORK GROUP	50.98 DRAFT STANDARD REJECTED BY S&G COMMITTEE	50.99 DRAFT STANDARD APPROVED BY S&G COMMITTEE
60 EXECUTIVE COMMITTEE REVIEW STAGE	60.00 DRAFT STANDARD RECEIVED BY EXECUTIVE COMMITTEE	60.20 DRAFT STANDARD REVIEWED BY EXECUTIVE COMMITTEE	60.60 EXECUTIVE COMMITTEE VOTES ON DRAFT STANDARD	60.92 DRAFT STANDARD RETURNED TO S&G COMMITTEE	60.98 DRAFT STANDARD REJECTED BY EXECUTIVE COMMITTEE	60.99 DRAFT STANDARD APPROVED BY EXECUTIVE COMMITTEE AND PUBLISHED ON WEBSITE
70 MEMBER VOTE	70.00 DRAFT STANDARD PUBLISHED ON WEBSITE 30 DAYS BEFORE BALLOT	70.20 BALLOTING OF DRAFT STANDARD INITIATED	70.60 CLOSE OF BALLOTING		70.98 DRAFT STANDARD REJECTED BY MEMBERS	70.99 DRAFT STANDARD APPROVED AND PUBLISHED AS STANDARD
80 PERIODIC REVIEW STAGE		80.20 STANDARD UNDER PERIODIC REVIEW BY S&G	80.60 CLOSE OF REVIEW	80.92 STANDARD TO BE REVISED (PROCEED TO 80.20)		80.99 STANDARD REAFFIRM BY S&G (NO FURTHER ACTION REQUIRED UNTIL NEXT REVIEW)
90 STANDARD WITHDRAWN	90.00 PUBLISHED WITHDRAWAL ON WEBSITE 30 DAYS BEFORE BALLOT	90.20 MEMBER BALLOTING FOR WITHDRAWAL OF STANDARD INITIATED	90.60 CLOSE OF BALLOTING	90.92 STANDARD NOT TO BE WITHDRAWN (PROCEED TO 80.20)		90.99 WITHDRAWAL OF STANDARD



