

Procedure Guide

Detailing SEMI® Standards Processes and Practices



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1 Introduction

1.1 Purpose and Scope of This Guide

1.1.1 *Purpose* — SEMI Standards Program (hereinafter referred to as Program) activities are global in nature, so it is useful to have common documented practices that allow SEMI Standards Program Members (hereinafter referred to as Program Members) from culturally diverse regions to implement these activities smoothly. For this purpose, the *Procedure Guide — Detailing SEMI® Standards Processes and Practices* (hereinafter referred to as *Guide*) is authorized under ¶ 5.4.5.2 of the *Regulations Governing SEMI Standards Committees* (hereinafter referred to as *Regulations*).

1.1.2 *Scope* — The scope of this *Guide* is to provide clear guidance consistent with the requirements of the *Regulations*, particularly on specific activities not defined there. This *Guide* is intended to be used by all SEMI Standards staff (hereinafter referred to as Standards staff, Standards Headquarters [HQ] staff, or Standards regional staff as appropriate) and Program Members worldwide in conjunction with the *Regulations*.

1.1.2.1 The *Regulations* derive from several sources, including:

- US antitrust laws;
- definitions of the characteristics of accredited consensus standards development organizations (SDOs); and
- legal liability of SEMI as an organization, of the individual participants in the Standards development process, and of their companies.

1.1.2.2 The *Regulations* were designed as a minimum set of rules to facilitate discussions between competitors and their customers. In certain areas, especially Intellectual Property, Safety Guidelines, and definition of organizational units of the Program, the language in the *Regulations* has been selected in close consultation with legal advisors. The guidance provided in these areas by the *Regulations* is complete. Neither Standards staff nor Program Members should attempt to expand on these areas.

1.1.3 *Format* — All items in this *Guide* that refer to the *Regulations* cite the *Regulations* paragraph number. Text from the *Regulations* may be quoted *only when reference is not sufficient* (*Regulations*, ¶ 5.4.5.2.1), and such quoted material is in italics.

1.1.4 *Order of Precedence* — If there is a conflict between this *Guide* and the *Regulations*, the *Regulations* take precedence.

1.1.5 *Revision* — The International Standards Committee (ISC) Subcommittee on the Regulations and Standards staff are responsible for developing, maintaining, and revising this *Guide*.

1.1.5.1 Any Program Member may suggest revisions to this *Guide*. Suggestions for revisions should be referred to Standards staff and the ISC Subcommittee on the Regulations for consideration.

1.1.6 *Public Distribution* — This *Guide* is published by Standards HQ staff on the SEMI Standards Web site.

1.1.7 *Regional Language Consideration* — The official version of this *Guide* is the English language version, which takes precedence over versions in any other language. Each regional office may prepare translated versions. All translations of this *Guide* should have revision control numbers and reference the English version from which they were translated.

1.1.8 *Maintenance* — The official version of this *Guide* is maintained by Standards HQ staff. All translated versions are maintained by the SEMI office that commissioned the translation.

1.1.9 *Supporting Materials* — As a method of promoting knowledge and thorough use of the *Regulations* and this *Guide* to Program Members, handbooks and other supporting materials may be issued. The appropriate form of handbooks, etc. may be influenced by each region's language and culture. The content of these materials may be developed in each of the regions, but must be consistent with the *Regulations* and this *Guide*.

1.2 Terminology Used in This Guide

1.2.1 Abbreviations and Acronyms

1.2.1.1 A&R — Audit and Review

1.2.1.2 *A&R SC* — Subcommittee on Audits and Reviews (§ 2.12.1; *Regulations*, § 5.4.4)

1.2.1.3 *ANS* — American National Standard

1.2.1.4 *ANSI* — American National Standard Institute

1.2.1.5 *ASTM* — American Society for Testing and Materials International

1.2.1.6 *BoD* — Board of Directors

1.2.1.7 *CER* — Committee Express Report (§ 4.3.1)

1.2.1.8 *FPD* — Flat Panel Display

1.2.1.9 *GCS* — Global Coordinating Subcommittee (*Regulations*, § 5.6.5)

1.2.1.10 *HQ* — headquarters

1.2.1.11 *ISC* — International Standards Committee (*Regulations*, § 5.4)

1.2.1.12 *LTC* — local technical committee (§ 5.5.2)

1.2.1.13 *MEMS* — Micro Electro-Mechanical Systems

1.2.1.14 *MR* — minority report (§ 2.1.2.10; *Regulations*, § 9.9)

1.2.1.15 *PIP* — Publication Improvement Proposal (§ 2.14.3)

1.2.1.16 *ROI* — return on investment

1.2.1.17 *RSC* — Regional Standards Committee (*Regulations*, § 5.5)

1.2.1.18 *RTC* — regional technical committee (*Regulations*, § 5.6.6)

1.2.1.19 *SDO* — standards development organization

1.2.1.20 *SNARF* — Standards New Activity Report Form (§§ 2.2.2–2.2.5)

1.2.1.21 *STEP* — Standards Technical Education Program

1.2.1.22 *TC* — technical committee (*Regulations*, § 2.3)

NOTE 1: This acronym is only used in ‘TC Member’ and ‘TC membership’.

1.2.1.23 *TF* — Task Force

1.2.1.24 *TFOF* — Task Force Organization Form (§ 5.4.4)

1.2.1.25 *WG* — Working Group (§ 5.5.1)

1.2.2 *Definitions Contained in the Regulations* — Please see the *Regulations* for definitions of the following terms:

1.2.2.1 *Terms Related to SEMI Standards Documents* (*Regulations*, § 4.2)

- Appendix (*Regulations*, ¶ 4.2.6)
- Auxiliary Information (*Regulations*, ¶ 4.2.3)
- Classification (*Regulations*, ¶ 4.2.19.1)
- Current (*Regulations*, § 4.2.13)
- Document (*Regulations*, ¶ 4.2.1)
- Draft (*Regulations*, § 4.2.10)
- Guide (*Regulations*, ¶ 4.2.19.2)
- Inactive (*Regulations*, § 4.2.14)
- Miscellaneous (*Regulations*, ¶ 4.2.19.3)
- Practice (*Regulations*, ¶ 4.2.19.4)
- Preliminary (*Regulations*, § 4.2.11)

- Related Information (*Regulations*, § 4.2.7)
- Removed (*Regulations*, § 4.2.18)
- Replaced (*Regulations*, § 4.2.15)
- Safety Guideline (*Regulations*, ¶ 4.2.5)
- Specification (*Regulations*, ¶ 4.2.19.5)
- Standard (*Regulations*, § 4.2.4)
- State (*Regulations*, § 4.2.9)
- Status (*Regulations*, ¶ 4.2.12)
- Subordinate Standard (*Regulations*, § 4.2.8)
- Subtype (*Regulations*, ¶ 4.2.19)
- Superseded (*Regulations*, § 4.2.16)
- Terminology (*Regulations*, ¶ 4.2.19.6)
- Test Method (*Regulations*, ¶ 4.2.19.7)
- Type (*Regulations*, ¶ 4.2.2)
- Withdrawn (*Regulations*, § 4.2.17)

1.2.2.2 Terms Related to Ballots and Voting

- Abstain (*Regulations*, ¶ 9.1.1)
- Abstain with Comment (*Regulations*, ¶ 9.1.2)
- Accept (*Regulations*, ¶ 9.1.3)
- Accept with Comment (*Regulations*, ¶ 9.1.4)
- Comment (*Regulations*, ¶ 9.1.5)
- Negative (*Regulations*, ¶ 9.1.6)
- Reject (*Regulations*, ¶ 9.1.7)
- Vote (*Regulations*, ¶ 9.1.8)
- Voter (*Regulations*, ¶ 9.1.9)
- Voting Interest (*Regulations*, § 3.2.1)

1.2.3 Definitions

1.2.3.1 *Full-consensus, adj.* — a State of a Standard or Safety Guideline that has been approved for publication by formal agreement of a global technical committee through the issue of a letter ballot and adjudication of the received responses to that ballot.

1.2.3.2 *informational ballot, n.* — a ballot issued to gather opinions from a broad audience on a proposal or proposals to create a SEMI Standard or Safety Guideline or modify one or more SEMI Standards or Safety Guidelines. Informational ballots do not result in the implementation of the balloted proposal or proposals.

1.2.3.3 *intercommittee ballot, n.* — a letter ballot sent to technical committees other than the technical committee issuing the ballot.

1.2.3.4 *letter ballot, n.* — a ballot issued to reach a decision on whether or not to implement a proposal or proposals to newly publish, reapprove, withdraw, or remove a SEMI Standard or Safety Guideline, or to revise one or more SEMI Standards or Safety Guidelines. Letter ballots approved by the issuing technical committee and the ISC Audits and Reviews Subcommittee (A&R SC) result in the implementation of the balloted proposal or proposals.

1.2.3.5 *line item, n.* — a change or set of related changes that only affects a specific aspect or portion of one or more published SEMI Standard or Safety Guidelines, which is proposed by a line-item ballot.

1.2.3.6 *line-item ballot, n.* — a letter ballot that proposes one or more changes or sets of related changes that only affect specific aspects or portions of one or more published SEMI Standards or Safety Guidelines. Each proposed change or set of related changes is called a line item.

1.2.3.7 *local technical committee (LTC)*, *n.* — a technical committee operating in a locale that does not have its own Regional Standards Committee.

1.2.3.8 *minority report (MR)*, *n.* — a report filed by a person not in agreement with a technical committee's decision to find a negative not related or not persuasive, containing details of that person's disagreement with the decision.

1.2.3.9 *Primary Standard*, *n.* — a Standard that includes one or more Subordinate Standards, and common concepts or criteria that are relied upon by its Subordinate Standards.

1.2.3.10 *regional technical committee (RTC)*, *n.* — a technical committee operating in a locale that has its own Regional Standards Committee (RSC).

1.2.3.11 *supplementary material*, *n.* — content added to or published independently of a SEMI Standard or Safety Guideline with the intent of providing further information on a topic of relevance to one or more SEMI Standards or Safety Guidelines. Example types of supplementary materials published by the Program are Appendices, Related Information sections, and Auxiliary Information Documents.

2 SEMI Standards Document Development Process

2.1 Introduction

2.1.1 *Purpose* — This section outlines the SEMI Standards Document development process.

2.1.2 *Development Procedure* — New Standards Document development and revision of existing Standards Documents takes place as follows:

2.1.2.1 *Proposal, Discussion, and Approval* — Any person can propose development of a SEMI Standards Document by submitting a completed Standards New Activity Request Form (SNARF). (§ 2.2) SNARFs should be submitted to a chair of the appropriate technical committee via Standards staff responsible for the technical committee, submitted directly to the chair, or presented during a meeting of the technical committee. (*Regulations*, ¶ 5.6.6.3.1)

2.1.2.2 *Assignment to a Task Force* — When a SNARF is approved, it is assigned to a task force (TF). If a suitable TF does not exist, the originator of the SNARF should also prepare and submit a Task Force Organization Form (TFOF). (§ 5.4.4)

2.1.2.2.1 *Global TF Organization* — If the cochairs of the technical committee or the Global Coordinating Subcommittee (GCS) decide that the proposal should be handled through closer international collaboration, it may be useful to organize a global TF. (§ 5.4.8)

2.1.2.3 *Types and States of SEMI Standards Documents* — There are three types of SEMI Standards Documents, as well as various subtypes of SEMI Standards, developed through SEMI Standards activities. Also, there are various States characterizing documents according to their completeness and required level of consensus (*Regulations*, ¶¶ 4.2.9–4.2.11.1). These are summarized in Tables 1, 2 and 3. The TF selects the appropriate type of SEMI Standards Document and subtype of SEMI Standard.

2.1.2.4 *Procedural Differences Based on Type of Document* — The following types of documents require different procedures to be published:

- Standards (*Regulations*, § 9, 10, and 15)
- Safety Guidelines (*Regulations*, § 9, 10, 14, and 15)
- Auxiliary Information (§ 3.10; *Regulations*, § 13)

2.1.2.5 *State of Standards Document Based on Level of Consensus* — The following States of Standards Documents represent different levels of consensus:

- Draft Documents (*Regulations*, ¶ 4.2.10)
- Preliminary Standards (§ 3.9; *Regulations*, § 12)
- Full-consensus Standards and Safety Guidelines (*Regulations*, § 4.2.9)

2.1.2.6 *Development and Drafting of SEMI Standards Documents* — During development activities, it is necessary to pay careful attention to the following points:

- Appropriateness of scope;
- Correlation between the scope as described in the SNARF and areas actually addressed by the Draft Document, developed under the SNARF;

NOTE 2: If the Draft Document deviates significantly from the scope described in the SNARF, the SNARF should be amended by the TF and the amendment should be approved by the responsible technical committee. Standards staff should also notify the GCS of the approved amendment.

- Regional consensus and exchange of opinions with counterparts in other regions and technical committees;
- Technical feasibility;
- Comparison of various proposals;
- Deadlines;
- Report of activity progress to the technical committee;
- Consistency with related Standards and Safety Guidelines;
- Observance of format/style (see *SEMI Standards Style Manual* [hereinafter referred to as *Style Manual*]);
- Patents and other intellectual property issues (*Regulations*, § 15);
- Handling of Draft Documents that are or may become Safety Guidelines (*Regulations*, § 14);
- Consideration of standards developed by other SDOs; and
- Possibility of publishing the Full-consensus Document as an American National Standard (ANS). (*Regulations*, § 16)

2.1.2.7 *Ballot Issuance, Voting, and Tallying* — Ballots are separated into two types, (1) informational ballots and (2) letter (including intercommittee) ballots, depending on whether the purpose of the ballot is to collect opinions or to reach a decision, respectively.

2.1.2.7.1 *Issuance of Informational Ballots* — During the development of a Draft Document, a TF can issue a ballot to gather opinions from a broad audience. A ballot used for this purpose is called an informational ballot (§ 2.3).

2.1.2.7.2 *Issuance of Letter (Including Intercommittee) Ballots* — The purpose of a letter ballot and its associated intercommittee ballots (if issued) is to confirm global consensus on a finished Draft Document through the voting process. Such ballots are issued following authorization by a technical committee or by approval of the GCS (§ 2.6).

Table 1 Types of SEMI Standards Documents

<i>Types of Document</i>	<i>Regulations Reference(s)</i>	<i>Brief Description</i>
Standard	§ 4.2.4	Full consensus through letter ballot (<i>Regulations</i> , § 9)
Safety Guideline	¶ 4.2.5, § 14	Full consensus through letter ballot (<i>Regulations</i> , § 9); advisory in nature; requires special documentation and cannot be issued as Preliminary
Auxiliary Information	¶ 4.2.3, § 13.2.3	Independently published, containing illustrative, explanatory, or supporting material (e.g., application information, examples) that has been developed according to these <i>Regulations</i> for publication by SEMI (<i>Regulations</i> , ¶ 13.2.3)

Table 2 Subtypes of SEMI Standards and Preliminary Standards

<i>Subtype of Standard</i>	<i>Regulations Reference(s)</i>	<i>Brief Description</i>
Classification	¶ 4.2.19.1	Systematic grouping
Guide	¶ 4.2.19.2	Options or instructions with guidance as to choices
Practice	¶ 4.2.19.4	Definitive procedure that does not produce a numerical result
Specification	¶ 4.2.19.5	Requirements for a product or service

<i>Subtype of Standard</i>	<i>Regulations Reference(s)</i>	<i>Brief Description</i>
Terminology	¶ 4.2.19.6	Lists of definitions, acronyms, symbols, etc.
Test Method	¶ 4.2.19.7	Definitive procedure that produces a numerical result
Miscellaneous	¶ 4.2.19.3	Special Documents such as formats, charts, reference photographs, etc.

Table 3 States of SEMI Standards Documents

<i>State of Document</i>	<i>Regulations Reference(s)</i>	<i>Brief Description</i>
Draft	§ 4.2.10	A Document under development
Preliminary Standard	§ 4.2.11, § 12	Approved by a single technical committee for publication for information and comment prior to balloting for its adoption as a Standard (two-year life)
Full-consensus Standard or Safety Guideline	§ 4.2.4, ¶ 4.2.5, § 14	Developed within the consensus principles of SEMI that meets the highest level of approval in the <i>Regulations</i> . For Safety Guidelines, the additional requirements of § 14 are required, as well.

2.1.2.8 *Voting on Ballots* — The types of valid votes on a letter ballot or an associated intercommittee ballot are accept, reject, and abstain. Reject votes must contain at least one attached technical explanation (hereinafter called a negative, § 2.7.3.2).

NOTE 3: Accept and abstain votes may include comments. Reject votes may also contain comments that are not negatives. However, these comments must be clearly labeled as comments (see *Regulations*, ¶ 9.1.5), and this does not change the type of vote.

2.1.2.8.1 *Voting Tally Preparation* — Standards HQ staff tallies the letter and associated intercommittee ballot votes and forwards the results to Standards regional staff, who submits them to the cochairs of the technical committee and the leader(s) of the TF responsible for the ballot.

NOTE 4: Intercommittee ballot votes are not included in return rate percentage for determining 60% return rate, but are included for calculating acceptance rate (see § 2.10.6; *Regulations*, § 9.7).

2.1.2.8.2 *Conditions for Adjudication of Ballots* — For a ballot to be adjudicated by a technical committee, the voting return rate must reach at least 60% of the voting interests (§ 2.10.1; *Regulations*, ¶ 9.7.1).

2.1.2.8.3 *“One Company, One Vote” and Voting Interests* — Notification of SEMI Standards ballots are sent to all TC Members of the global technical committee that issued the ballot. Any of these TC members may vote, but the votes from representatives of each company (i.e., business entity and all of its affiliates) are generally tallied together as one vote per company. See *Regulations*, ¶ 9.4.2 for an explanation of how company votes are tallied when more than one vote is received from a company. See *Regulations*, ¶ 3.2.1.1 for an explanation of exceptions to the “one company, one vote” rule. Because of these exceptions, this *Guide* will often refer to a “voting interest” instead of a company when discussing topics related to voting.

2.1.2.9 *Considering Ballot Results*

2.1.2.9.1 Standards staff forwards all of the negatives and comments submitted with votes on a letter ballot, including associated intercommittee ballot, to technical committee cochairs and TF leaders responsible for the ballot.

2.1.2.9.2 *Discussion of Ballot Results by a TF* — The TF responsible for the ballot discusses all negatives and comments received from its letter and associated intercommittee ballots and makes its recommendation to the parent technical committee. Each negative from each reject vote should be addressed and the response documented (§ 2.8.1).

2.1.2.9.3 *Adjudication of Ballot Results by a Regional Technical Committee* — The parent technical committee discusses the letter ballot negatives and comments taking the recommendation of the TF responsible for the ballot into consideration. Unless the exception in *Regulations* ¶ 9.6.4.2.4 applies, all negatives accompanying valid reject votes must be addressed and the agreed-upon action or response voted on and documented in the meeting minutes (§ 2.10; *Regulations*, ¶ 9.6).

2.1.2.10 *Minority Report* — Any person who disagrees with the technical committee's decision on a negative may submit a minority report (MR) for that decision (*Regulations*, § 9.9).

2.1.2.11 *Procedural Review and Appeal*

2.1.2.11.1 *ISC A&R SC Procedural Review* — After a Standards Document has been approved through adjudication in the appropriate technical committee, the procedure by which it was approved is reviewed by the ISC A&R SC through the Audit and Review (A&R) Form for conformance to the *Regulations* (§ 2.12.1; *Regulations*, ¶ 5.4.4.4).

2.1.2.11.2 *Appeal* — Any person who considers himself adversely affected by the development, interpretation, or use of a SEMI Standards Document or Documents may submit a written appeal (§ 2.13.2; *Regulations*, ¶ 11.1).

2.1.2.12 *Publication* — All SEMI Standards, Safety Guidelines, and supplementary materials are published only through SEMI (§ 2.14; *Regulations*, ¶ 1.5.6, ¶ 4.1). The content of any SEMI Standards Document may not be included in any non-SEMI Standards document unless permission is granted by SEMI.

2.1.2.13 *Review and Revision* — *The responsible technical committee shall review its Standards or Safety Guidelines and decide whether to ballot the Standard or Safety Guidelines for reapproval, revision, or replacement by the end of the fifth year after their latest publication or reapproval dates* (§ 2.15; *Regulations*, § 8.8).

NOTE 5: If the technical committee decides to take no action, the Standard or Safety Guideline will be given Inactive Status (*Regulations*, § 4.2.14).

2.2 *Initiating a New Activity*

2.2.1 Selection of Standards development activities is one of the most critical factors for success of the Program. *Regulations*, ¶ 5.6.6.4 mandates that anyone may suggest a topic for standardization. It is essential for the health of the Program that worthwhile activities be selected. Such activities lead to Standards Documents that:

- Fill an important precompetitive industry need,
- Are dynamic and demanding,
- Result from true consensus of actively involved interests,
- Avoid overspecification,
- Foster innovation, and
- Encourage competition.

2.2.2 Suggestions for standardization topics should be directed either to any Standards staff or to a technical committee cochair (*Regulations*, ¶ 5.6.6.4); preferably well in advance of the technical committee meeting where the proposal will be considered. This is done by completing and submitting a SNARF. The procedure for approval of a SNARF is different depending on whether the approval takes place at a meeting of the technical committee or between such meetings.

NOTE 6: The *Regulations* allow a SNARF to be submitted to the technical committee during its meeting (*Regulations* ¶ 5.6.6.4). However, it is strongly recommended that SNARFs for development of a new Standard or Safety Guideline be submitted to the technical committee cochairs for review prior to the technical committee meeting.

2.2.3 A SNARF is required for development of a new Document (see Table 1) or any action on a published Document (see 3.3.2).

2.2.4 *Preparation of the SNARF* — The SNARF should be completed and approved as soon as possible after the idea for a new activity has been developed. At least one full ballot cycle should occur between the approval of the SNARF for the new activity and the issuance of the initial ballot on the Document.

2.2.4.1 Obtain an electronic copy of the SNARF from Standards staff or the SEMI Standards Web site.

2.2.4.2 Complete the SNARF. Elements of the SNARF are as follows:

- Title or topic of potential Standards Document. For revisions, reapprovals, reinstatements, withdrawals or removals, also include the full designation (including Publication Date Code) of the Standard or Safety Guideline. For new Standards Documents, specify type (if a Safety Guideline or Auxiliary Information) or Subtype: Classification, Guide, Miscellaneous, Practice, Specification, Terminology, or Test Method.
- Parent technical committee.

- TF in which the work is to be carried out. If an appropriate TF does not exist, submit a TFOF at the same time that you (originator) submit the SNARF (§ 5.4.2 and § 5.4.4).
- Originator's name, company, telephone number, and email address.
- Date of submission (for revisions to existing SNARFs, also the date of revision).
- Rationale, including a description of the industry requirement or problem that will be addressed by the potential Standards Document or revision of existing Standards Document, estimated effect on the industry, and estimated technical difficulty of this activity. Indicate the potential users and what benefits they will receive if the Standard or Safety Guideline is implemented, and if possible quantify the financial benefits.
- Scope of the work. Describe here the areas to be covered by the potential Standards Document or by revision. Leave this section blank if the SNARF is for reapproval, reinstatement, withdrawal, or removal of an existing Standard or Safety Guideline.
- Projected timetable for the work, including kick-off meeting, first draft, informational ballot, and letter ballot.
- Liaisons. List here other technical committees, subcommittees, or TFs that should be kept informed about the progress of the work. These groups may be in any region. It is not necessary to include TFs formally linked in a global TF to the TF in which the work is to be carried out. However, the technical committee should carefully consider and indicate here if there are other technical committees that should receive intercommittee ballots when the Standard or Safety Guideline is letter balloted.
- Safety Considerations.
- Intellectual Property Considerations.
- Additional comments or special circumstances that should be considered in reviewing the SNARF.

2.2.4.2.1 If there are problems with completing any section of the SNARF, consult with your technical committee cochair, other TC or Program Members, or Standards staff contact, as appropriate.

2.2.4.3 *Initial Review* — When the SNARF is complete, it should be submitted to Standards staff. Standards staff should then forward the SNARF to the technical committee cochair(s), who should review it for appropriateness of topic and clarity of presentation prior to its submission to a technical committee.

2.2.4.3.1 The technical committee cochair evaluates whether the SNARF is in the scope of the technical committee. If it is not, the cochair should consider either extending the technical committee's scope of activity, or, asking the submitter to submit the SNARF to another technical committee that is more suitable for the subject.

2.2.4.3.2 The technical committee cochair should evaluate whether the SNARF satisfies criteria described in § 2.2.4.2.

2.2.4.3.3 The technical committee cochair(s) may accept the SNARF as written or send it back to the originator for revision.

2.2.4.3.4 The technical committee cochair(s) also determine if a suitable TF exists to carry out the new activity. If a suitable TF exists, it may begin work on the new activity immediately upon approval of the SNARF. If a suitable TF does not exist, the technical committee cochair(s) should ask the submitter to complete and submit a TFOF along with the SNARF (§ 5.4.2 and § 5.4.4).

2.2.5 *Approval of the SNARF* — SNARFs may either be approved by a technical committee during a regularly scheduled meeting or by the GCS between meetings of the technical committee. In either case, once approval is completed by one body it is strongly advisable to notify the other and ask for inputs.

2.2.5.1 *Approval of a SNARF by a Regional/Local Technical Committee* — When the SNARF is acceptable to the technical committee cochair(s), they schedule a discussion of the proposed SNARF at the next regularly scheduled meeting of the technical committee. The technical committee discusses the new activity with particular emphasis on the following:

- technical validity of the proposed activity;
- industrial need for the proposed activity;
- estimated effect on the industry and estimated technical difficulty of the activity;
- differentiation of the proposed activity from related or similar activities in other SDOs, if any;

- appropriateness of the cooperative and liaison activity listed in the SNARF; and
- appropriateness and feasibility of the proposed timetable.

2.2.5.1.1 The technical committee may send the SNARF back to the originator for revision, reject the SNARF, or approve the SNARF. If the originator is present for the review, the technical committee may revise the SNARF during review and approve with revisions.

2.2.5.1.2 If the SNARF is returned for revision, the originator should resubmit the SNARF to the technical committee cochair(s) after the revision is complete. The SNARF then repeats the above process until the SNARF is approved or rejected.

2.2.5.1.3 The results of this discussion are included in the minutes of the technical committee meeting (as an attachment or otherwise) and the new activity is included in the Committee Express Report (CER) of this meeting. The posting of the information about the new activity in the CER is a further opportunity for all Program Members to become aware of the new activity.

2.2.5.1.4 *Courtesy Notification to GCS* — It may be beneficial to have SNARFs that are approved by the technical committee also reviewed by the appropriate GCS with particular emphasis on intercommittee and interregional issues. The GCS may also consider appropriateness of topic and clarity of presentation. The GCS should send recommendations to the technical committee that approved the SNARF if it finds the SNARF needs to be improved.

2.2.5.1.4.1 If the SNARF is recommended for revision, the originator should consider resubmitting the form to the technical committee cochair(s) after the revision is complete. The SNARF then repeats the process above until it is approved or terminated.

2.2.5.2 *Approval of a SNARF by a GCS* — During the period between scheduled technical committee meetings, when the SNARF is acceptable to the parent regional technical committee (RTC) cochair(s), they ask Standards regional staff to distribute the SNARF to the other members of the GCS for review and approval.

2.2.5.2.1 The GCS reviews the SNARF with particular emphasis on intercommittee and interregional issues. It may also consider appropriateness of topic and clarity of presentation. The GCS may send the SNARF back to the originator for revision, reject the SNARF, or approve the SNARF.

2.2.5.2.1.1 If the SNARF is returned for revision, the originator should resubmit the SNARF to the technical committee cochair(s) after the revision is complete. The SNARF then repeats the process above until it is approved or rejected.

2.2.5.2.1.2 If the new activity is approved, Standards regional staff notifies the technical committee cochair(s), who schedule a discussion of the new activity on the agenda of the next scheduled technical committee meeting.

2.2.5.3 *Recording of the SNARF* — Once a SNARF is approved, Standards regional staff enters it in the SNARF database, where it is assigned a Document number by Standards HQ staff. The SNARF is then posted to the SEMI Standards Web site.

2.2.5.4 After commencement of work on the new activity, the TF is expected to provide reports of the progress of the work to the technical committee at each subsequent technical committee meeting until the work is terminated or the Document is successfully published. These reports must be included in the minutes of the technical committee meeting (as an attachment or otherwise).

2.3 *Informational Ballots*

2.3.1 *Informational Ballot* — An informational ballot is used to survey the industry to gather general opinions on a Standard or Safety Guideline under development. Once the TF members have decided to distribute it as an informational ballot, the TF leader submits it to the Standards staff assigned to the technical committee. Informational ballots are formatted according to the style defined in the *Style Manual*.

2.3.2 *Draft Submission Deadline and Ballot Distribution Timing* — Informational ballots can be distributed and announced at any time and are not dependent on letter ballot schedules.

2.3.3 *Decision of Informational Ballot Distribution* — Standards HQ staff notifies all members of the global technical committee to which the TF's parent technical committee belongs of the informational ballot. If a global TF belongs to more than one technical committee in different global technical committees, notification is sent to

members of all those global technical committees. Notification may also be sent to other technical committees that have an interest in the topic, as specified by the TF responsible for the ballot.

2.3.4 Contact Information for Distribution of Comments and Negatives — The TF leader must submit, together with the Document, contact names (e.g., leaders, author, technical editor) for distribution of the informational ballot comments and negatives.

2.3.5 Voting — Members of technical committees that receive an informational ballot should return their input to help the TF in completing the Draft Document by voting to accept, to accept with comment, to reject, or to abstain with comment. If the member has no input, voting to abstain from the informational ballot is not required. Informational ballots should have a voting period of no less than 30 days. Votes are submitted via the SEMI Standards Web site.

2.3.6 Report of Ballot Responses — Standards HQ staff collects all comments and negatives for each ballot and forwards them to the distribution contacts selected by the TF leader.

2.3.7 Discussion of Ballot Results in the TF — The TF considers all comments and negatives on the informational ballot, uses them at their discretion, and revises the Draft Document accordingly. This consideration does not require formal votes.

2.3.8 Consideration of Ballot Results in an RTC Meeting — Although it is not necessary to consider responses to an informational ballot in a technical committee meeting, the TF leader may do so to get technical committee consensus on the Draft Document.

2.4 Letter Ballots and Associated Intercommittee Ballots

2.4.1 Recipients of Letter Ballots — All TC Members of the global technical committee to which the technical committee issuing the ballot belongs receive notification of letter ballots. (Regulations, ¶ 2.3.1)

2.4.2 Recipients of Intercommittee Ballots — TC Members of all other global technical committees that include technical committees interested in the action receive notification of letter ballots. Letter ballots sent to technical committees other than the technical committee issuing the ballot are called intercommittee ballots. Such interested technical committees can be identified explicitly by the technical committee initiating the ballot action when the Document is submitted for letter ballot, or included by request of one or more interested parties prior to open of voting.

2.4.3 Coordination of Ballot Distribution when Technical Committee Organization Differs

2.4.3.1 When the scope of the technical committee initiating the ballot action encompasses multiple global technical committees, a letter ballot notification is sent to all members of the appropriate global technical committee. Intercommittee ballots are sent to additional global technical committees as necessary.

2.4.3.2 When the proposal is from a global TF that involves multiple global technical committees, the related GCSs determine the technical committee that authorizes the letter ballot and the global technical committee(s) that receive notification of intercommittee ballots.

2.5 Letter and Intercommittee Ballot Preparation

2.5.1 Letter and Intercommittee Ballots — Letter and associated intercommittee ballots are used to reach a resolution by vote on a complete Draft Document. They are issued by the authority of a technical committee.

2.5.2 Items to Submit — The author or TF leader submits the complete Draft Document for letter ballot to the appropriate Standards staff together with the following information:

- Document background statement (*Regulations*, § 9.2.3.3),
- Document title,
- Document number and revision letter (provided by Standards staff),
- Type of ballot action,
- Global technical committees to be balloted (§ 2.4), and
- List of contacts to receive comments and negatives (e.g., leader, author, technical editor) on letter ballot.
- For Safety Guidelines, a copy of the Safety Check List. (*Regulations*, ¶ 14.3)

2.5.3 *Format* — Submit the Document in Microsoft Word-compatible format. Prepare the Document in accordance with the *Style Manual*. To aid in meeting formatting requirements, use the Document template appropriate to the type of Document being developed. The *Style Manual* and Document templates are available either from Standards staff or from the SEMI StandardsWeb site.

2.5.4 *Background Statement* — Prepare the background statement so that Program Members who are not intimately familiar with the development of the Document can understand the purpose of the ballot action. A careful, concise background statement assists in assuring that reject votes resulting from incomplete knowledge are minimized. (*Regulations*, § 9.2.3.3)

2.5.4.1 *Contents of Background Statements* — At a minimum, background statements should include the following information:

- Required Notices (Notice on background statement not being part of the balloted item, and Notice inviting readers to submit notification of relevant patented technology);
- Summary and rationale of the ballot (e.g., changes proposed in a revision ballot);
- Date, time, and location of the TF review of the responses to the ballot;
- Contact information for the TF leaders and the Standards regional staff contact; and
- Date, time, and location of the technical committee adjudication of the ballot.

2.5.4.2 *What Should Not Be Included in Background Statements* — Except for SEMI's Notice text that calls for information about relevant patented technology or copyrighted items, background statements shall not include any intellectual property-related information.

2.5.4.3 *Background Statements for Reballoted Draft Documents* — The background statement for Draft Documents being balloted after an initial failure should be very carefully written to reduce the incidence of reject votes from individuals who may be unfamiliar with the technical committee's intent or the Draft Document development history. Background statements for Draft Documents being reballoted should include a concise history of prior voting results and technical committee actions resulting from review of prior ballots.

2.5.5 *Deadline for Submission* — Standards HQ staff announces the deadline for submission of ballot drafts well in advance of the deadline date. Draft Documents must be received by the appropriate Standards staff contact by the deadline. Draft Documents received after the deadline will not be included in the ballot cycle.

2.5.6 *Translation of Draft Documents* — A complete set of the contents of all letter ballots shall be in English. Additional sets may be provided in local languages when authorized by the responsible technical committee (*Regulations*, ¶ 9.2.3). For this reason, Draft Documents prepared in a language other than English must be translated into English prior to submission for letter balloting. Usually, TFs and technical committees translate their Draft Documents into English themselves.

2.5.7 *Ballot Timing* — Ballot cycles should be chosen so that TFs have sufficient time to review voting results prior to committee adjudication.

2.6 Letter Ballot Authorization

2.6.1 *Authorization of Letter Ballot Issuance* — Technical committees authorize issuance of letter and associated intercommittee ballots by vote on a motion in a technical committee meeting or by approval of the GCS (*Regulations*, ¶ 9.2). This action must be recorded in the minutes of the technical committee meeting at which the vote was taken or of the technical committee meeting following GCS authorization.

NOTE 7: "A ballot to revise a Standard or Safety Guideline may be issued only after the Standard or Safety Guideline being revised is approved and published (i.e., available to all interested parties)." (*Regulations*, ¶ 8.3.2.2)

2.6.1.1 Authorization by the GCS should be accompanied by notice to the appropriate Standards staff outlining the approval procedure used.

2.6.1.2 *Determining Which RTC/Local Technical Committee (LTC) Has Authority to Authorize a Ballot*

2.6.1.2.1 *Proposal from a Specific Region/Locale* — If the Document Development activity clearly originates from a particular region/locale, there is no confusion as to the technical committee that issues the letter ballot. In this case, the originating technical committee is the one to authorize the letter ballot.

2.6.1.2.2 *Change of Responsible Region/Locale* — Cochairs of the RTC/LTC responsible for a ballot may ask the GCS to authorize ballot adjudication in a different region/locale when requested prior to issuing the ballot or if necessary in a force majeure case that postpones the scheduled technical committee meeting. This is an option to facilitate the fastest possible adjudication in cases where a new Document or Document revision is urgently required. (*Regulations*, ¶ 5.6.5.1d)

2.6.1.2.3 *Proposal from a Global TF*

2.6.1.2.3.1 *When the Parent Region or Locale Is Obvious* — When a Draft Document originated by a global TF is the clear responsibility of a particular region or locale, as agreed by the responsible GCS, the technical committee in that region/locale authorizes the letter ballot.

2.6.1.2.3.2 *When the Parent Region or Locale Is Not Obvious* — When there is no region or locale with clear responsibility for a Draft Document generated in a global TF, the responsible GCS must agree on the region or locale to authorize the letter ballot before the Draft Document is submitted for balloting.

2.6.1.2.3.3 *When the Activity Belongs to Multiple Global Technical Committees* — In some cases, elements of a global TF may be chartered by technical committees that are a part of different global technical committees. In such cases, the related GCSs should decide which global technical committee will issue the letter ballot and which global technical committee(s) will receive an intercommittee ballot. Then, the related GCS should select the RTC/LTC that will authorize the letter ballot.

2.6.1.2.3.4 *When the Draft Document Is Covered in the Scopes of Multiple Global Technical Committees* — In some cases, the subject of a Draft Document is covered in the scopes of different global technical committees in different regions. In such cases, the related GCSs should decide which global technical committee will issue letter ballot and which global technical committee(s) will receive intercommittee ballot. Then, the related GCS should select the regional/local technical committee that will authorize the letter ballot.

2.6.1.2.3.5 *Guidance from the RSCs* — In the event that the GCS(s) cannot reach a decision, the appropriate RSCs may be requested to provide guidance.

2.6.1.2.3.6 *Arbitration by the International Standards Committee* — If intervention of the RSCs, acting singly or in concert, does not result in a resolution, the issue may be submitted to the ISC for arbitration. In this case, the GCS should submit a report summarizing the origin of the impasse and attempts made to solve it to the ISC.

2.6.2 *Assignment of Draft Document Numbers* — Document numbers are assigned to SNARFs by Standards HQ staff and are communicated to the appropriate bodies through Standards regional staff. Documents that have been assigned numbers are published in the Document Status Report on the SEMI Standards Web site.

2.7 *Announcement of and Voting on Ballots*

2.7.1 *Announcement of Ballots* — Each ballot cycle, letter ballots are announced by Standards HQ staff (*Regulations*, ¶ 9.2.2) to all TC Members of technical committees with ballots open for voting during that cycle. TC Members of technical committees for which intercommittee ballots are issued also receive notification of such ballots. Program Members who are not TC Members of the technical committee identified above may submit votes, but do not receive notification of ballots.

2.7.2 *Ballot Cycles* — Ballot cycles are the periods of time during which letter ballots may be voted on.

2.7.2.1 *Opening and Closing Dates* — The ballot cycle schedule, which includes the opening and closing dates for each ballot, is established by Standards HQ staff. Each ballot cycle's closing date is no less than 30 days after its opening date (*Regulations*, ¶ 9.2.3.1).

2.7.2.1.1 The voting period for a letter ballot seeking American National Standards Institute (ANSI) accreditation shall be open for 45 days and shall close no later than 14 days prior to the meeting at which the letter ballot shall be adjudicated. (*Regulations*, ¶ 16.3.2.1)

2.7.2.2 *Announcement of Ballot Cycle* — The ballot cycle opening and closing dates must be included on the main voting page for the ballot cycle (*Regulations*, ¶ 9.2.2.1).

2.7.3 *Types of Votes* — There are three valid ways to vote on a ballot or line item: accept, reject, or abstain.

2.7.3.1 *Accept Vote (Including Accept with Comments)* — If you are in agreement with the balloted item, vote accept. If you are in agreement with the balloted item, but have suggestions for editorial clarification or wish to offer related items for future consideration (i.e., new business), vote accept with comments to provide your suggestions.

2.7.3.2 *Reject Vote* — If you are not in agreement with any of the technical content of a balloted item, vote reject. A reject vote is also appropriate if you have observed a procedural or *Regulations* violation or otherwise have a serious concern with the proposed Draft Document.

2.7.3.2.1 *Conditions for Reject Votes* — A reject vote must be accompanied by a written explanation for each of your objections to the balloted item. This written explanation is termed a “negative.” A reject vote can contain one or more negatives. (*Regulations*, ¶ 9.4.3) A reject vote not accompanied by a negative or for which efforts fail to obtain a missing negative shall be recorded as not valid (*Regulations*, ¶ 9.4.3.1).

2.7.3.2.1.1 Examples of negatives include (*Regulations*, ¶ 9.1.6):

- *Technical evidence refuting any part of the item being balloted.*
- *Ambiguity or lack of clarity causing the perception of a technical or procedural error.*
- *Procedural evidence that these Regulations have not been followed.*

2.7.3.2.2 *Negatives* — For each negative, type all explanations in the space provided on the electronic ballot form or provide a separate Microsoft Word-compatible attachment containing your negatives. Clearly indicate the section of the Draft Document to which the negative applies. Whenever possible, provide alternative wording or other suggestions that would resolve your negative.

2.7.3.2.3 *Comments Attached to Reject Votes* — You have the option to comment on one or more sections of a Draft Document and submit negatives on other sections. In this case, clearly indicate which parts of your response are comments and which parts are negatives.

2.7.3.3 *Abstain Vote (Including Abstain with Comments)* — If you are not sufficiently familiar with the topic area or have insufficient interest to provide a technical opinion on the Draft Document, vote abstain. If you wish to provide editorial clarification on some point or make a general observation on the Draft Document, you may vote abstain with comments and include your comment.

Table 4 Summary of Vote Types

<i>Type of Vote</i>	<i>Documentation To Be Attached to Ballot Form</i>
Accept (with or without comment)	None required; comments optional.
Reject (with negative, and with or without comment)	Explanation(s) of reject vote (i.e., negative[s]) required; comments optional.
Abstain (with or without comment)	None required; comments optional.

2.7.4 *Submitting a Ballot Return*

2.7.4.1 *Electronic Submission via the SEMI Standards Web Site* — After completing the ballot form, click the “Submit” button on the bottom of the form. A confirmation screen will appear once your vote has been saved and accepted. Note that a username and password are required to track who has voted.

2.7.4.2 *Submission via Other Forms of Communication* — While it is preferred that interested parties use the SEMI Standards Web site for voting, votes may be cast via mail, fax, or email. Please contact the appropriate Standards staff. The appropriate contact may be found on the SEMI Standards Web site.

2.7.5 *Report of Ballot Results* — After the end of the ballot cycle, tallies are recorded by Standard HQ staff and are made available to Standards staff worldwide.

2.7.5.1 The tally consists of two parts for each ballot: the return rate and the voting results.

2.7.5.1.1 The first part is the return rate for the ballot (§ 2.10.6). For this part only letter ballot responses are included. The return rate is calculated by dividing the number of voting interests represented by registered TC Members of the global technical committee who voted on the ballot by the total number of voting interests represented by registered TC Members of the global technical committee. Votes by Program Members who are not TC Members of the global technical committee issuing the ballot are not included in the calculation.

Document #####X

Number of Returns for Original Registered Voting Interests	Original Registered Voting Interests	Return Rate
39	57	68.42%

# of Accepts	# of Rejects	% Accepts	Total Comments	Total Rejects
19	1	95.00%	1	1

Figure 1
Example of Ballot Results Report

2.7.5.1.2 The second part is the voting result. For this part all accept and reject votes, regardless of TC Membership status, are tallied by voting interest. If there are multiple votes from a voting interest, the votes are treated as described in the *Regulations*, ¶ 9.4.2 and summarized in Table 5.

Table 5 Precedence of Ballots When There Are Multiple Returns from One Voting Interest

<i>Votes</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
Reject	≥1	0	0
Accept	≥0	≥1	0
Abstain	≥0	≥0	≥1
Voting Interest Vote Tallied as	Reject	Accept	Abstain

2.7.5.2 When the ballot closes, Standards staff reports the status of the voting on a given ballot to the technical committee cochairs and the TF leaders responsible for the ballot.

2.7.6 *Return Rates and Handling Late Votes* — The ballot closes on the closing date (at least 30 days after issuance). A ballot that has not reached the required 60% return rate by the closing date must be handled in accordance with ¶ 2.7.6.1. Ballot returns that arrive after the ballot closes are not counted in the tally, nor handled in discussion. Late returns are provided to the TF leader for discussion under “New Business.”

2.7.6.1 *Reminder for Required Return Rate* — Follow-up efforts are made by Standards regional staff and technical committee leaders if the return rate does not reach 60% before the ballot closing date. These efforts continue until the return rate reaches 60% or until the ballot closing date, whichever comes last. If the return rate reaches at least 60%, the ballot is closed on the closing date.

2.7.7 *Distribution of Negatives and Comments* — Standards regional staff distributes all negatives and comments pertaining to a letter ballot to the TF leaders responsible for the ballot as well as any contacts (e.g., author, technical editor) designated by the TF leaders.

2.8 Preparation for Ballot Adjudication

2.8.1 Discussing Ballot Results in a TF Meeting

2.8.1.1 *Purpose of Discussion in TF* — In order to make the technical committee discussion more efficient, the TF should handle discussion of the ballot returns and propose the consensus reached by the TF to the technical committee.

2.8.1.2 *Discussion of Voting Responses* — All negatives and comments should be discussed. Note that the exception in Regulations ¶ 9.6.4.2.4 may apply. If the ballot did not achieve the required 60% return rate, see § 2.10.1.1.

2.8.1.3 *Discussion of Negatives* — The TF considers each negative from each reject vote and presents the consensus reached by the TF on how to handle the negative to the technical committee. The TF may negotiate before the technical committee meeting with the voter to withdraw the negative on the basis of technical explanation. In the case of withdrawal of a negative, the voter must express his/her withdrawal to the technical committee either in writing or at the technical committee meeting.

2.8.1.3.1 *Exception* — If the voter is no longer part of the same voting interest (e.g., has left the company) he/she was with at the time he/she submitted his/her vote, only a representative from the voting interest may withdraw the negative.

2.8.1.4 *Discussion Procedures* — Discussion of negatives in the TF should be carried out in a way that the results can help the effectiveness of the technical committee discussion when they are reported.

2.8.1.4.1 The following steps should be followed in discussing each negative:

- Decide if it is related to the ballot item.
- Decide if it is technically persuasive.
- Decide if it may be resolved by an editorial change.

2.8.1.4.2 If the TF cannot reach consensus, the decision must be made by the technical committee.

2.8.1.5 *Considering Comments in TF* — The TF should consider all comments attached to either accept, abstain, or reject votes related to the letter ballot, and propose the consensus result to the technical committee.

2.8.1.6 *Proposal to Responsible Regional/Local Technical Committee* — The TF reports the following to the technical committee:

- Recommendations on negatives,
- Withdrawn negatives,
- Treatment of comments,
- Editorial changes resulting from above, and
- Lack of consensus on any of the above.

2.9 Withdrawal of Negatives Before RTC/LTC Meeting

2.9.1 The responsible TF may ask reject voters to withdraw negatives by suggesting resolution through editorial change or technical negotiation (§ 2.10.5.5.1).

2.9.2 Negatives may be withdrawn by the voter before or during technical committee adjudication of the negative under the following circumstances:

- The negative can be resolved through editorial changes, or
- The negative can be resolved through technical negotiations.

2.10 Consideration of Ballot Results

2.10.1 *Necessary Conditions for Ballot Adjudication* — Adjudication in a technical committee meeting requires that TC Members representing at least 60% of the voting interests in the technical committee receiving letter ballots return ballots (*Regulations*, ¶ 9.7.1).

2.10.1.1 If a ballot does not fulfill this condition, the TF responsible for the ballot or technical committee issuing the ballot may discuss any negatives or comments received, but the technical committee may not adjudicate to approve the original Draft Document. The technical committee must rebalot it (with or without modifications from the original ballot) during a future ballot cycle.

2.10.1.1.1 If, after discussion of any negatives received, there are negatives that are concluded to be related and persuasive, the ballot shall be returned to the TF for further work or abandonment (*Regulations*, ¶ 9.6.4.2.3).

2.10.1.1.1.1 When there are negatives that are of concern, it may be beneficial to discuss them in the technical committee.

2.10.2 *Focus of Adjudication*

2.10.2.1 *Negatives and Comments* — All negatives and comments for letter ballots (including intercommittee ballots) must be deliberated. No distinction is made between negatives received in response to letter or intercommittee ballots. (For details on negatives, see § 2.7.3.2.1.)

2.10.2.2 *Withdrawn Negatives* — Negatives withdrawn by the voter need not be considered in deliberation.

2.10.3 *Adjudication of Negatives by a Technical Committee* — Ballot results must be adjudicated by the technical committee issuing the ballot in a meeting at the scheduled date and location as described in the background statement (*Regulations*, § 9.5).

2.10.3.1 *Recommendation from the TF Responsible for the Ballot* — Normally, a technical committee uses the recommendation from the TF responsible for the ballot for adjudication. This is important to make efficient use of time.

2.10.3.1.1 *Start of Discussion* — The technical committee cochair requests the leader of the TF responsible for the ballot, or his/her representative, if there are recommendations from the TF for each negative. If there has been no prior discussion of the negatives by the TF or unresolved negatives (§ 2.8.1.4; *Regulations*, ¶ 9.5), the technical committee cochair requests discussion in the technical committee. The TF should schedule their ballots to allow ample time after the ballot closing date and prior to the technical committee meeting to consider negatives and comments.

2.10.3.1.2 *Discussion of Negatives* — The discussion is conducted according to the motion and second process described in § 4.2.5.

2.10.3.1.3 *Vote on Whether Negative Is Related to Ballot* — After describing the situation, the discussion leader either moves that the negative be found related or moves that it be found not related to the ballot item under consideration. A motion to find a negative related passes if more than one-third of those voting on the motion vote in favor of it (*Regulations*, ¶ 9.5.3.1.1). A motion to find a negative not related passes if at least two-thirds of those voting on the motion vote in favor of it. Note that if the negative is found to be not related, the topic of the negative must be assigned to a TF or taken up as an item of new business at the technical committee's next meeting (*Regulations*, ¶ 9.5.3.1.3).

2.10.3.1.4 *Vote to Find Negative Technically Persuasive* — If the negative is found to be related to the ballot, the discussion leader either moves that the negative be found persuasive or moves that it be found not persuasive. A motion to find a negative persuasive passes if greater than one-third of the individuals voting on the motion vote in favor of it (*Regulations*, ¶ 9.6.4.2). A motion to find a negative not persuasive passes if at least two-thirds of those voting on the motion vote in favor of it (*Regulations*, ¶ 9.6.4.3).

2.10.3.1.5 *Find Negative Not Significant* — *If the technical committee finds a negative not persuasive by a vote equal to or greater than 90% of the persons voting on the action, the technical committee may choose to term the negative not significant* (*Regulations*, ¶ 9.6.4.3.2).

2.10.3.1.6 *Previously Considered Negative* — The technical committee must review all negatives received on a ballot, although they might relate to issues upon which the technical committee has previously voted to be not persuasive. However, to avoid unnecessary delays, a negative based on an issue that has been previously dealt with by the technical committee may be voted to be not persuasive on the basis of the prior discussion. Of course, the technical committee may wish to modify its position if new, technically relevant information is provided by the voter.

2.10.3.1.7 *When Not Found Related or Technically Persuasive* — If the negative is found not related or related and not persuasive, the discussion continues with regard to other negatives, if any. If all of the negatives are found not related or related and not persuasive, deliberation is concluded with the reject vote having no negatives that are related and persuasive.

2.10.3.1.8 *Finding a Reject Vote Not Valid* — If all of the negative material included with a reject vote is withdrawn, determined to be not related, or determined to be not significant, the reject vote is not valid (*Regulations*, ¶ 9.4.3.3.), and it is not included in the calculations of the approval conditions check (*Regulations*, ¶ 9.7.3).

2.10.3.1.9 *Ballot Resolutions in Technical Committee* — If a negative is found to be persuasive, the discussion leader may recommend that the Draft Document and all remaining negatives and comments be returned to TF for additional work and rebalot, as appropriate. This fulfills the technical committee's obligations on the ballot (*Regulations*, ¶ 9.6.4.2.4). A motion to this effect is not required, since the finding of the negative to be persuasive is sufficient. However, if for any reason it is preferable to stop any further work on a Draft Document, a motion can be made to this effect.

2.10.3.1.10 *Other Issues* — The discussion leader may also, at his/her option, bring up any other relevant opinions or comments raised during the voting for the technical committee's consideration. This is particularly important if there are points raised on which the TF wishes the guidance of the technical committee before proceeding with reworking of the Draft Document.

2.10.3.2 *Discussion of Comments* — In addition to the consideration of all of the negatives of all the reject votes, the technical committee considers comments returned with accept, abstain, or reject votes. Although comments may not have a large impact on the technical aspects of the Draft Document, they should be carefully considered because they often provide editorial suggestions to improve the Draft Document.

2.10.3.2.1 *Omission of Discussion of Comments in Case of a Failed Ballot* — If the Draft Document has persuasive negatives and is to be returned to the TF for additional work, the comments need not be discussed. (*Regulations*, ¶ 9.6.4.2.4)

2.10.3.2.2 *TF Recommendation* — Upon completion of consideration of negatives (if any) on a ballot item, the leader of the TF responsible for the ballot or his/her representative reviews the comments and reports on the recommendations of the TF. If there are comments on which the TF has not reached consensus, these issues are also reported.

2.10.4 *Editorial Changes* — Sometimes, consideration of comments results in editorial changes to the Draft Document. Editorial changes that meet the requirements of the *Regulations* (¶¶ 8.8.4–8.8.5) are approved by a simple majority vote in the regularly scheduled meeting of the parent technical committee. Any editorial changes made to the Draft Document in response to comments received must be exhibited to the technical committee and recorded in the meeting minutes.

2.10.4.1 *Fundamentals for Deciding on Editorial Changes* — Editorial changes (*Regulations*, ¶¶ 8.8.4–8.8.5) to ballot Documents do not require a letter ballot. See Table 6 for examples of editorial changes.

Table 6 Types and Examples of Editorial Changes

<i>Allowed Editorial Changes</i>	<i>Examples of Items That DO NOT Qualify As Editorial Changes</i>
Corrections of obvious misspellings in text or in figures	Any change to the title of a Standard or Safety Guideline (except to correct an obvious spelling error)
Rearrangement of sections in a Document to conform to <i>Style Manual</i>	Addition or deletion of complete sections or paragraphs, which are not explicitly stated as being redundant or as to remove ambiguity
Correction of titles of Standards or Safety Guidelines listed in the Referenced Standards section	Addition or deletion of new dimensions or requirements, unless indicated as an editorial error by the technical committee
Clarification of information that does not add to, remove from, or otherwise change the technical content of the Standard or Safety Guideline	Addition or deletion of Appendices or Related Information

Addition of editorial “Notes” as indicated by “NOTE X: Text”, where “X” is the note number	Addition of “Notes” that contain requirements or other criteria
Deletion of withdrawn, replaced, or removed Standards or Safety Guidelines from Related Standards section	Deletion of withdrawn, replaced, or removed Standards or Safety Guidelines from Referenced Standards section

2.10.5 *Fundamentals of Deliberating Negatives* — The following are the fundamentals for discussing whether negatives are related and persuasive in a TF or technical committee (*Regulations*, § 9.6).

2.10.5.1 *Relation to Ballot* — Decide whether there is a relationship between the negative and the ballot (*Regulations*, § 9.6.4.1). One example reason to find a negative not related is:

- The negative proposes a change to content that is neither addressed by nor affected by the ballot.

2.10.5.2 *Persuasive* — Decide whether the explanation in a negative is persuasive or not. (*Regulations*, § 9.6.4.2) Some reasons to find a negative not persuasive are:

- Proof is shown to the contrary of the technical evidence given.
- Resolution through editorial changes made to ambiguous or unclear sections.
- Proof is shown to the contrary of procedural evidence given.

2.10.5.2.1 Reasons for a reject vote (i.e., negatives) are limited to technical issues, and may not be based on any other reason (e.g., industry information). Following are some examples of valid technical reasons:

- Difficult to achieve within the common understanding of the appropriate field of expertise.
- Creates inconsistencies with other SEMI Standards or Safety Guidelines.
- Document is not consistent with scope.

2.10.5.3 *Deliberation and Decisions* — Deliberation should be carried out according to the motion and second process described in § 4.2.5.

2.10.5.4 *Confirmation with Reject Voter*

2.10.5.4.1 *Resolution By Negotiation* — Every effort should be made to negotiate a consensus between the reject voter and other members of the TF or technical committee who are in favor of the ballot item (*Regulations*, ¶ 9.6.3). Negatives that are resolved through negotiation may be withdrawn by the voter.

2.10.5.4.2 All negatives that are not resolved through negotiation must be deliberated at the next regularly scheduled meeting of the technical committee. (*Regulations*, § 9.5)

2.10.5.5 *Basics of Comment Deliberation* — If the technical committee so desires, comments included with votes may be handled in the same way as negatives.

2.10.5.5.1 If a comment received on a ballot is perceived to be related and technically persuasive, the technical committee may use the comment to fail the ballot if found by the committee to be related and technically persuasive.

2.10.5.6 *Reason for Ballot Failure Not Included in Ballot Responses*

2.10.5.6.1 A reason not addressed by the ballot responses received (i.e., negatives and comments) may be used to fail the ballot if found by the committee to be related and technically persuasive.

NOTE 8: Failing a ballot using the methods cited in §§ 2.10.5.5-2.10.5.6 is permissible because the technical committee should make reasonable efforts to avoid approving technically defective Standards and Safety Guidelines.

2.10.6 *Approval Conditions* — For the ballot to be technically approved by the technical committee, the following conditions must be met in the final tally (*Regulations*, §9.7):

- Return rate of not less than 60%.
- All negatives must be withdrawn or found either not related or not persuasive.
- At least 90% of the sum of the valid accept and reject votes must be accept. (*Regulations*, ¶ 9.7.3)

2.11 *Publication and Report of Ballot Results*

2.11.1 When a technical committee has finished adjudication, the technical committee cochairs and Standards regional staff report the results of the adjudication in the following manner:

2.11.1.1 *Publication (Release) of Ballot Results in CERs* — Within 14 days after a technical committee meeting, Standards regional staff posts a CER, which includes the technical committee adjudication results, on the SEMI Standard Web site. For information on procedural review, see § 2.12.

2.11.1.2 *A&R Form* — When a ballot has passed technical committee review, Standards regional staff completes an A&R Form (which details ballot tallies and adjudication results) for the ballot.

NOTE 9: It is recommended to use the A&R Form through technical committee adjudication.

2.11.1.3 *Report to the ISC A&R Subcommittee* — Standards regional staff will submit a completed A&R Form to Standards HQ staff not later than 45 days after the meeting at which a technical committee reviewed the letter ballot. Standards HQ staff will in turn post these forms to the SEMI Standards Web site and notify ISC A&R SC members when review is necessary.

2.12 *Procedural Review*

2.12.1 *ISC A&R Subcommittee Review* — The ISC A&R SC determines whether the technical committee followed the process defined in the *Regulations* in approving and conducting a ballot, and if the technical committee followed proper procedure with regard to negatives, comments, and editorial changes. This determination is often called ‘procedural review.’ (*Regulations*, § 5.4.4)

2.12.2 *A&R Form* — To assist the members of the ISC A&R SC in their procedural review, the appropriate Standards staff fills out the A&R Form for each balloted item approved by a technical committee using the A&R Form appropriate for the type of ballot and Document (available on the SEMI Standards Web site).

2.12.2.1 The A&R Form should include:

- The as-cast tally after close of the voting period (Standards staff may certify to the technical committee that the ballot returns meet the requirements of the *Regulations*);
- The final approval conditions after technical committee review;
- All negatives for each reject vote and technical committee actions in response to these negatives (withdrawn negatives are to be included as well);
- Technical committee decisions concerning the significance of a negative (90% rule);
- Technical committee decisions concerning the validity of a reject vote (other 90% rule);
- Comments on the ballot and result of the technical committee review of these comments;
- List of technical committee-approved editorial changes. Each change includes a statement of the text as balloted and the text as approved in the meeting, both with sufficient surrounding text to establish the context;
- Safety Guideline Check (*Regulations*, § 8.6);
- Intellectual Property Check (*Regulations*, § 8.7);
- Technical committee approval for sending the balloted item to A&R procedural review; and
- Technical committee voting records for all actions described above, including the names and company affiliation of persons making and seconding all motions.

NOTE 10: It is recommended that the A&R Form (available on the SEMI Standards Web site) be used throughout all of the ballot consideration process to avoid creating transcription and other administrative errors.

2.12.2.2 In addition to the A&R Forms provided above, Standards HQ staff also provides the ISC A&R Ballot Sheet (Summary table for each ISC A&R SC member’s vote), as well as other information requested by the ISC A&R SC.

2.12.3 *ISC A&R SC Voting Procedure* — The above material is provided in Web-based or email form for rapid access and response by voting members. Voting choices are limited to Accept or Reject (which must include written justification). Any abstention or failure to vote is tallied as a reject vote. Approval requires a majority of the voting

membership of the ISC A&R SC. As with all other votes in the ISC and its subcommittees, the members vote as individual *responsible managers and not as representatives of their companies* (*Regulations*, ¶ 5.4.6.1).

2.12.3.1 *Approval* — Publication is approved by a simple majority of the full voting membership of the ISC A&R SC (*Regulations*, ¶ 5.4.4.4).

2.12.3.2 *Procedural Review Voting Period* — The ISC A&R SC will have two calendar weeks to review the Documents in the procedural review report and to vote for either acceptance or rejection. Discussions are strongly encouraged during this time. ISC A&R SC members can change their vote on individual Documents as a result of discussions during the voting period, with only their last decision being official.

2.12.3.2.1 The ISC A&R SC chair can extend the voting period up to two calendar weeks to facilitate discussion between members and obtain any necessary clarification from technical committee cochairs or Standards staff.

2.12.3.3 *Suspension* — If necessary material is found lacking, the ISC A&R SC chair will communicate the problem to Standards HQ staff, and voting for the Document is automatically suspended until the problem is resolved or for a time period not to exceed two calendar weeks.

2.12.3.3.1 Upon notification of the problem, Standards HQ staff shall communicate the problem to Standards regional staff (and, if necessary, the technical committee cochairs), and obtain any corrections or additional relevant information required.

2.12.3.3.2 If corrections or additional relevant information are insufficient or unavailable, the technical committee cochair(s) may choose to withdraw the Document from procedural review and take corrective action at the next meeting of the technical committee.

2.12.3.3.3 Documents that are suspended due to issues that are not promptly resolved may encounter publication delays of up to four months.

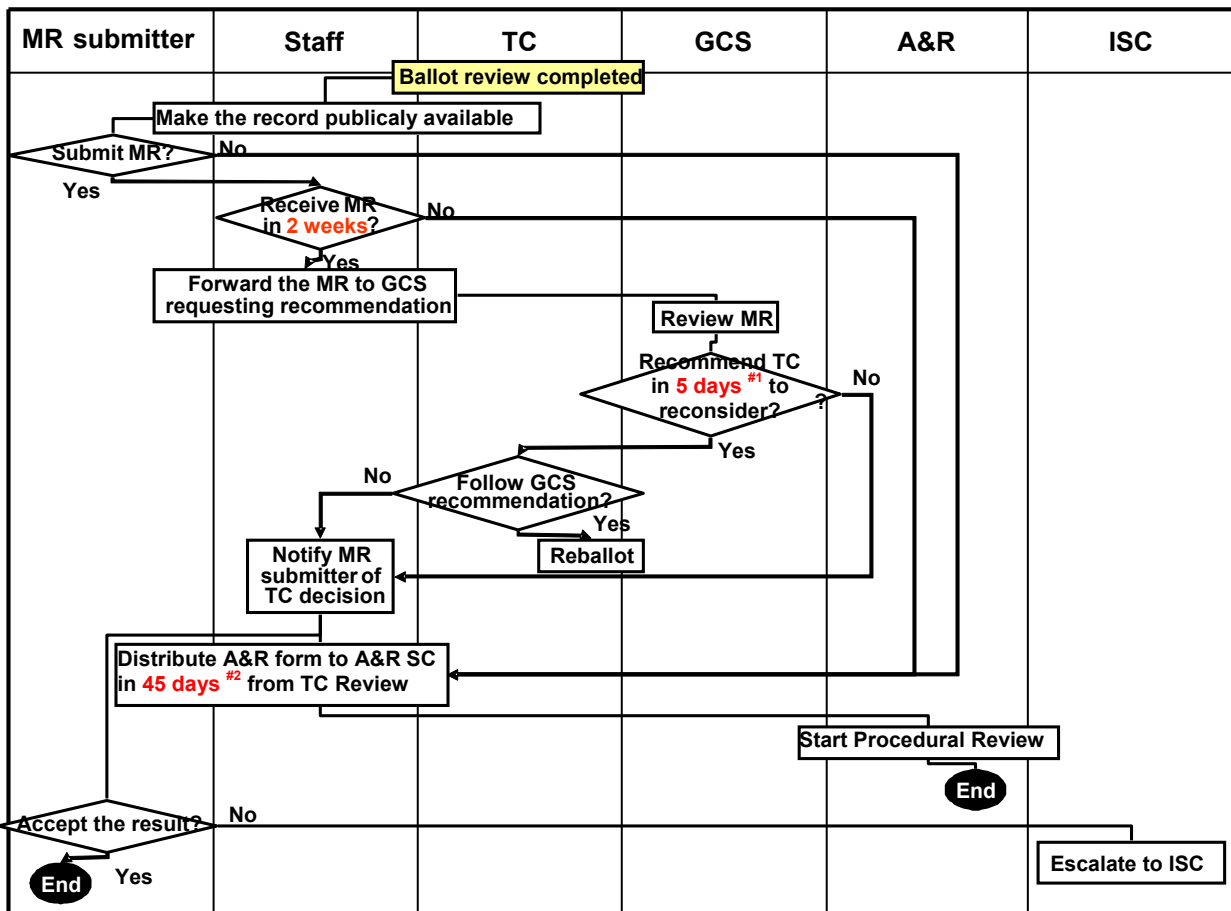
2.12.3.4 *Report* — Results of ISC A&R SC procedural reviews shall be provided to the ISC, to the RSCs, and to the global cochairs of the relevant technical committee.

2.12.3.4.1 When a procedural review uncovers difficulties, the ISC A&R SC is encouraged to agree on and provide recommendations to RSCs and to technical committees to aid in improving their practices.

2.13 *Minority Report and Appeal*

2.13.1 *Minority Report (MR)* — Any person not in agreement with a technical committee's decision to find a negative not related or not persuasive may submit a MR to Standards staff. This report must be submitted within two weeks of ballot adjudication results being made publicly available, and must contain supporting information for the disagreement.

2.13.1.1 *MR Procedures* — Figure 2 below illustrates the procedures for MRs. See *Regulations*, § 9.8 for an explanation of the steps in these procedures.



#1 See Regulations, ¶ 9.8.2.

#2 See Regulations, ¶ 10.2.

Figure 2
Minority Report Procedure

2.13.1.2 *Contents of a MR* — A MR should contain the following information:

- The text of each negative for which the submitter disagrees with the technical committee's finding;
- The details of the technical committee's finding for each negative (i.e., reason for the finding, vote); and
- The reason(s) why the submitter disagrees with the technical committee's finding.

2.13.2 *Appeal Process* — Anyone who considers himself adversely affected (the appellant) by the development, interpretation, or use of Standards or Safety Guidelines may submit a written statement, called an appeal (Regulations, ¶ 11.1)

2.13.2.1 *Appeal Procedures* — See Regulations, § 11.

2.13.2.2 *Contents of an Appeal* — Appeals should be submitted using the A&R Appeals Template.

2.14 *Publication*

2.14.1 *Limitations on Publication* — SEMI Standards Documents and related materials shall be released for publication through SEMI (Regulations, ¶ 1.5.6, ¶ 4.1).

2.14.2 *Submission of Documents for Publication* — Final Documents intended for publication through SEMI, such as Standards, Safety Guidelines, Preliminary Standards, or Auxiliary Information, must be approved by a technical committee and subsequently by the ISC A&R SC.

2.14.3 *Correction of Published Documents* — Any person who believes that there is an error in a published SEMI Standard, Safety Guideline, or Document can propose a correction.

2.14.3.1 *Publication Improvement Proposal (PIP) Form* — Corrections to obvious formatting or typographical errors (such as misspellings) can be fixed as editorial changes on published Documents without balloting or technical committee deliberation by submitting a PIP form either to Standards staff or to the appropriate technical committee. For corrections of this type, procedural review by the A&R SC is not required.

2.14.3.2 *Technical Committee Consideration* — Changes to editorial style or corrections of nonobvious formatting or typographical errors must be considered by the appropriate technical committee. For corrections of this type, procedural review by the A&R SC is required. (*Regulations*, ¶ 5.4.4.4d) If there is a significant change made due to typographical errors, etc. the Publication Date Code in the designation must be changed (*Regulations*, ¶ 8.8.5). Changes that cannot be demonstrated to be editorial in nature require a letter ballot (*Regulations*, § 8.8.4).

2.14.4 *Publication Interval* — Approved new or revised Documents are posted to the SEMI Standards Web site and to the SEMIViews Web site as soon as they have been prepared for publication.

2.14.4.1 The files posted on the SEMI Standards Web site and the SEMIViews Web site are the copyrighted property of SEMI and protected from user editing.

2.14.5 *Handling of Supplementary Materials* — Appendices, Related Information, and other supplementary materials may be published with or separately from a Standards Document (*Regulations*, § 13).

2.14.6 *Publication in Local Languages* — SEMI Standards and Safety Guidelines that have been approved for publication may be translated by SEMI into other languages than English as a convenience for users in different countries (*Regulations*, ¶ 4.5).

2.14.6.1 *Translation Review* — Translation is arranged by the appropriate SEMI Office. It is desirable that the technical committee that uses the language of the translation, and is part of the global technical committee that originated the Document, should review the translation.

2.14.6.2 *Precedence of English Document* — *If differences should exist between the English version of a SEMI Standard Document and a version in any other language, the English text is the authoritative version* (*Regulations*, ¶ 4.5).

2.14.6.3 *Translation Heading* — *Any SEMI Standard Document that has been translated into a language other than English must contain a heading in English and in the language of the translation stating that the translated copy of the Standard Document is a REFERENCE COPY ONLY and that the English original is the official, authoritative version* (*Regulations*, ¶ 4.5.1).

2.15 *Review of Standards and Safety Guidelines*

2.15.1 *Frequency and Option of Review* — *Standards and Safety Guidelines should be reviewed regularly by the responsible technical committee and recommended for revision when appropriate. At a minimum, the responsible technical committee reviews its Standards or Safety Guidelines and decides whether to ballot the Standard or Safety Guideline for reapproval, revision, or replacement by the end of the fifth year after their latest publication dates. If the technical committee decides to take no action, the Standard or Safety Guideline will be given Inactive status* (*Regulations*, ¶ 4.2.1.13, ¶ 8.8).

2.15.2 *Failure to Keep Current Status*

2.15.2.1 If the responsible technical committee chose to issue a reapproval, withdrawal, or removal ballot, but is not able to complete the balloting and subsequent adjudication by the end of the sixth year after the latest publication date (or the ballot fails the subsequent A&R review), the Standard or Safety Guideline will be given Inactive status.

2.15.2.2 If the responsible technical committee chose to revise or replace the Standard or Safety Guideline, but does not issue the revision ballot by the end of the sixth year after the latest publication date, or, discontinues the revision/replacement activity, the Standard or Safety Guideline will be given Inactive status.

2.15.2.2.1 Examples for the discontinuation of the revision/replacement activity are:

- Failure to issue a revision ballot at least once per year after the initial revision/replacement ballot, and

- Failure of the TF to report on its revision/replacement activity to the parent committee at each scheduled meeting after the latest publication date.

2.15.3 *Transfer of Responsibility to Maintain a Document* — Transfer of responsibility for a Document typically requires formal approval of both the originating technical committee and the destination technical committee. If the destination technical committee is part of a different global technical committee than the originating technical committee, approval from the GCSs of each committee is also strongly recommended.

2.15.4 *Document Status* — Table 7 shows the different types of status a SEMI Standard or Safety Guideline can have.

2.15.4.1 Preliminary Standards can only be Current or Withdrawn.

Table 7 Statuses of SEMI Standards and Safety Guidelines

<i>Status of Document</i>	<i>Regulations Reference(s)</i>	<i>Brief Description</i>
Current	¶ 4.2.12	The normal status of a SEMI Standard or Safety Guideline.
Inactive	¶ 4.2.13	Overdue for five-year review AND not currently supported by the technical committee.
Replaced	¶ 4.2.14	Discontinued with replacement, but still available.
Superseded	¶ 4.2.15	A newer version of the same Document is Current or Inactive.
Withdrawn	¶ 4.2.16	Discontinued without replacement, but still available.
Removed	¶ 4.2.17	Discontinued and no longer available due to technical flaws or legal issues.

3 Additional Document Provisions

3.1 Standards and Safety Guidelines Designations

3.1.1 Designations for Standards and Safety Guidelines are assigned by Standards HQ staff.

3.1.2 The designation typically consists of three parts, shown as 1, 2, and 3 in Figure 3 and Table 8:

- An initial letter or letters (called the Designation Letter(s)) assigned by primary field covered in accordance with Table 9;
- A serial number (called the Designation Number) assigned in sequence as Documents in the category are published (followed by a dash); and
- A Publication Date Code consisting of the two digit year (before the December 1996 edition) or a four digit month-year (December 1996 edition and later) showing when the current edition of the Document was first published.

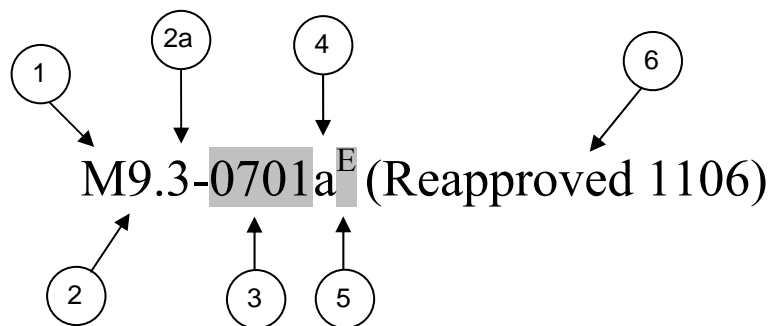


Figure 3
Designations for Standards and Safety Guidelines

Table 8 Parts of a Standard or Safety Guideline Designation

#	Part	Explanation	Example
1	Designation Letter(s)	Indicates the field of the Standard or Safety Guideline. See table 9.	C, D, MF
2	Designation Number	Sequentially assigned for each Standard or Safety Guideline approved for a given field	1, 2, ... 54...144...n
2a	Subordinate Standard Number	Assigned only for Subordinate Standards. Sequentially assigned for each Subordinate Standard for a given Primary Standard. Separated from the Designation Number by a decimal point.	.1, .2,9
3	Publication Date Code	Indicates the year (yy) or month and year (mmyy) of official publication. Separated from the Designation Number or Subordinate Standard Number by a hyphen.	-96, -0301
4	Delayed Revision suffix	Indicates that the Document was technically modified but no immediately effective changes were made to the official Standard or Safety Guideline (i.e., delayed revision sections were added to the Document)	a, b, c
5	Editorial Corrections superscript suffix	Indicates that editorial corrections have been made since the most recent technical revision to the Standard or Safety Guideline (^E indicates 1 time, ^{E2} indicates 2 times, etc.).	^E , ^{E2}
6	Special Conditions	Indicates that the State of a Standard or Safety Guideline is not Full-consensus, or that the most recent approved action on the standard was not a revision or replacement.	(Preliminary), (Reapproved mmyy), (Withdrawn mmyy)

3.1.3 Note that certain Documents have Designation Letters different from those indicated in the table. The Designation Letters are assigned when the Document is first approved for publication. In some cases, modifications of the technical committee structure have resulted in the Document being assigned to a different technical committee or field, but the Designation Letter remains the same as originally assigned.

3.1.4 Documents transferred from other SDOs may not perfectly follow the conventions described above. In the case of the Silicon Materials and Process Control Standards, which were transferred from the American Society for Testing and Materials International (ASTM), the Designation Numbers are the same as the numbers the standards had while they were ASTM Standards.

Table 9 Document Designation Letters

Designation Letter(s)	Primary Field of Standard or Safety Guideline
AUX	Auxiliary information; published independently
C	Process Chemicals and Gases
D	Flat Panel Display (FPD)
E	Equipment Hardware and Software, Metrics
F	Facilities
G	Packaging
M	Materials
ME, MF	Silicon Materials and Process Control (usually transferred from ASTM)
MS	MEMS
P	Micropatterning
PV	Photovoltaic
S	Environmental, Health and Safety
T	Traceability

3.2 Sections Found in Standards and Safety Guidelines

3.2.1 Different kinds of SEMI Standards include different sections according to the purpose of the Standard. Table 1 lists sections that are mandatory (M), optional (O), or prohibited (P) in each type of Standard or Safety Guideline. This list is not restrictive; other sections may be included in appropriate locations to meet the requirements of specific documents.

3.2.2 For more details on the contents of these sections, please see Appendix 2.

Table 10 Section Contents

<i>Standard Types/Sections</i>	<i>Classification</i>	<i>Guide</i>	<i>Practices</i>	<i>Specifications</i>	<i>Terminology</i>	<i>Test Methods</i>	<i>Safety Guidelines</i>
<i>Purpose</i>	M	M	M	M	M	M	M
<i>Scope</i>	M	M	M	M	M	M	M
<i>Limitations</i>	O	O	O	O	O	O	O
<i>Referenced Standards and Document</i>	M	M	M	M	M	M	M
<i>Terminology</i>	O	O	O	O	O	O	O
<i>Related Documents</i>	O	O	O	O	O	O	O
<i>Basis of Classification</i>	M						
<i>Classification</i>	M						
<i>Test Methods</i>	O			M/O #1			
<i>Application Specific</i>		M					M
<i>Summary of Practice</i>			M				
<i>Apparatus</i>			O			O	
<i>Reagents and Materials</i>			O			O	
<i>Safety Precautions</i>			O			O	
<i>Test Specimens</i>			O			O	
<i>Procedure</i>			M			M	
<i>Calculations</i>						M	
<i>Interpretation of Results</i>			O				
<i>Report</i>			O			M	
<i>Ordering Information</i>				O			
<i>Requirements</i>		P		M			P
<i>Sampling</i>				O			
<i>Certification</i>				O			
<i>Product Labeling</i>				O			
<i>Packing and Package Labeling</i>				O			
<i>Abbreviations and Acronyms</i>					O		
<i>Definitions</i>					O		
<i>Symbols</i>					O		
<i>Summary of Test Method</i>						M	
<i>Preparation of Apparatus</i>						O	
<i>Calibration and Standardization</i>						O	
<i>Precision and Bias</i>						O	

#1 Mandatory for materials-related Specifications; optional for other Specifications.

3.3 Types of Ballot Actions

3.3.1 Because the SEMI Standards development activity is global, consensus on a Draft Document is confirmed using a ballot notification and return process. This section describes how the decision is made using the ballot. The letter ballot is used for final technical approval of a Draft Document. The informational ballot is used to collect opinions in earlier development stages, and is not used for final technical approval.

3.3.2 *Types of Letter Ballot Actions* — The action proposed by a letter ballot must be one of these nine types:

- creation of a new Standard or Safety Guideline (including replacement of an existing Standard or Safety Guideline with a new Standard or Safety Guideline, or approval of a Preliminary Standard as a Full-consensus Standard),
- revision of one or more published Standards or Safety Guidelines,
- addition of one or more Subordinate Standards to an existing Standard,
- addition of one or more Appendices or Related Information sections to an existing Standard or Safety Guideline,
- reapproval of a published Standard or Safety Guideline,
- removal of a published Standard or Safety Guideline,
- withdrawal of a published Standard or Safety Guideline,
- reinstatement of an Inactive Standard or Safety Guideline, or
- publication of an existing Standard or Safety Guideline as an American National Standard (ANS).

3.3.2.1 *Creation of a New Standard or Safety Guideline* — For balloting of a new Standard or Safety Guideline, identify the action in the ballot’s main title as “New Standard: <Title>.” or “New Safety Guideline: <Title>.”

3.3.2.1.1 *Replacement of an Existing Standard or Safety Guideline with a New Standard or Safety Guideline* — If a new Standard or Safety Guideline replaces one or more published Standard(s) or Safety Guideline(s), a prominent Notice about this is required on the Background Statement of the letter ballot (*Regulations*, ¶ 8.3.1.1). If the ballot action is successful, the Replaced Standard(s) or Safety Guideline(s) is (are) automatically removed at the time the new Standard or Safety Guideline is published (*Regulations*, ¶ 8.9.2). Therefore, a separate ballot to withdraw the Replaced Standard(s) or Safety Guideline(s) is not required.

3.3.2.2 *Revision of a Published Standard or Safety Guideline* — For the revision of a Standard or Safety Guideline, identify the action in the ballot’s main title as “Revision of < Designation> <Title>.” For revisions of multiple Standards or Safety Guidelines, include the designations and titles of each Standard or Safety Guideline to be revised in the ballot’s main title.

3.3.2.2.1 *Identification of the Nature of the Revision* — For a revision, *the parts of the standard being revised shall be clearly identified in the letter ballot* (*Regulations*, ¶ 8.3.2.1). If the title is to be revised, both the old and new titles should be listed in the main title of the ballot, as follows: “Revision to SEMI < Designation>: <Old Title>, with title change to <New Title>.” If many sections are being revised in a single ballot, it is useful to title the ballot as “General revision of <Designation> <Title>.” For line-item ballots, title the ballot as “Line-item revisions to <Designation> <Title>.” (*Guide 3.3, Line-item Ballots*.) When specific, limited revisions are being made, it is useful to identify the nature of the revision in a subtitle to the main title of the ballot, especially if a series of revisions to the Standard or Safety Guideline is being carried out over some period of time. For example: “Revision to add material on ... ,” “Revision to modify the requirements for ... ,” “Revision to delete material on”

3.3.2.3 *Addition of a Subordinate Standard* — Addition of a Subordinate Standard to an existing Standard is considered to be a revision to the existing standard. For this addition, identify the action in the ballot’s main title as “Revision to add a new Subordinate Standard <Title of Subordinate Standard> to < Designation> <Title>.”

3.3.2.4 *Addition of Appendices or Related Information* — Addition of appendices or related information as a required part of an existing Standard or Safety Guideline (an appendix) is considered to be a revision to the existing standard. For this addition, identify the action in the ballot’s main title as “Revision to add new <appendix/related information> <Title of appendix or related information > to <Designation> <Title>.”

3.3.2.5 Reapproval of an Existing Standard or Safety Guideline — For reapproval of an existing Standard or Safety Guideline without technical change, identify the ballot action as “Reapproval of <Designation> <Title>.” (Corrections of typographical errors and formatting changes may be incorporated in a reapproval ballot.)

3.3.2.5.1 Contents of reapproval ballots

3.3.2.5.1.1 Include an explanation of the standards being balloted for reapproval. Also include a note in the background statement and on the voting Web site that access to the standard is available upon request from Standards Staff.

NOTE 11: At a minimum, a reapproval ballot should include the purpose, scope, limitations, and terminology sections, along with the full text of any paragraph in which editorial updates are being made.

3.3.2.5.1.1.1 Voter requests for access to the full Standard or Safety Guideline must be made at least three business days before the voting deadline. Late requests may not be honored, and if the Standard or Safety Guideline is not available for this reason, the voter may not use this as justification for rejecting the ballot.

3.3.2.6 Removal of an Existing Standard or Safety Guideline — For removal of an existing Standard or Safety Guideline, identify the ballot action as “Removal of <Designation> <Title>.”

3.3.2.7 Withdrawal of an Existing Standard or Safety Guideline — For withdrawal of an existing Standard or Safety Guideline, identify the ballot action as “Withdrawal of <Designation> <Title>.”

3.3.2.8 Reinstatement of an Inactive Standard or Safety Guideline — For reinstatement of an Inactive Standard or Safety Guideline without technical change, identify the ballot action as “Reinstatement of <Designation> <Title>.” (Corrections of typographical errors and formatting changes may be incorporated in a reinstatement ballot.) (*Regulations*, ¶ 4.2.14.3)

3.3.2.8.1 Contents of reinstatement ballot

3.3.2.8.1.1 Include an explanation of the standards being balloted for reinstatement. Also include a note in the background statement and on the voting Web site that access to the standard is available upon request from Standards Staff.

NOTE 12: At a minimum, a reinstatement ballot should include the purpose, scope, limitations, and terminology sections, along with the full text of any paragraph in which editorial updates are being made.

3.3.2.8.1.1.1 Voter requests for access to the full Standard or Safety Guideline must be made at least three business days before the voting deadline. Late requests may not be honored, and if the Standard or Safety Guideline is not available for this reason, the voter may not use this as justification for rejecting the ballot.

3.3.2.8.2 *Revision or Replacement of an Inactive Standard or Safety Guideline* — For reinstatement of an Inactive Standard or Safety Guideline with technical change, see ¶ 3.2.2.2 above. For replacement of an Inactive Standard or Safety Guideline, see ¶ 3.2.2.1.1 above. (*Regulations*, ¶ 4.2.14.4)

NOTE 13: It is highly recommended to revise or replace rather than reinstate an Inactive Standard or Safety Guideline if the Standard or Safety Guideline became Inactive due to a failure of a reapproval, revision, or replacement ballot.

3.3.2.9 Publication of an Existing Standard or Safety Guideline as an American National Standard — For publication of an existing Standard or Safety Guideline as an American National Standard, identify the ballot action as “Publication of <Standard Designation> <Title> as an American National Standard”.

3.4 Line-Item Ballots

3.4.1 Definition of a Line-Item Ballot — A line-item ballot is a special kind of revision ballot that proposes one or more changes that only affect specific aspects or portions of one or more published SEMI Standards or Safety Guidelines.

3.4.2 Purpose — Line-item ballots are issued for the following purposes:

- To facilitate rapid publication of corrections. Because each line item is balloted and discussed separately, each line item can be advanced toward publication independently of the progress of any other line item. (*Regulations*, ¶ 8.3.2.2.1)
- To reduce the volume of materials reviewed by voters. Requesting voters to review the whole Document(s) when only minor revisions are involved can be inefficient.

- To focus on the revisions intended by the TF. If a Program Member finds other parts of the Document(s) to be in need of revision, these must be treated as a new revision activity (§ 3.3.5.2).

3.4.3 *Limitations on Line-Item Ballots*

3.4.3.1 *New Standards or Safety Guidelines* — New (unpublished) Documents are not eligible for submission as line-item ballots. Line-item ballots are only permitted on Standards or Safety Guidelines that are already published by SEMI.

3.4.3.2 *Number of Line Items* — The maximum number of permitted line-item revisions to a Standard or Safety Guideline in a ballot cycle is ten.

3.4.3.3 *Contradictory Line Items* — A line item that involves information or procedures that contradict those of another line item in the same ballot is not permitted. For instance, multiple line items proposed as options from which one is to be selected are not permitted. Also, a line item that changes one or more preceding line item(s) is not permitted.

3.4.3.4 *Contingent Line Items* — Changes that depend on each other must be grouped together into a single line item. Contingent line items are not allowed. For instance, a relationship described as “Line item 2 is dependent on the passing of line item 1” is not permitted.

3.4.3.5 *Major Revisions* — Use line items only to ballot small, specific changes that do not affect any section of the Standard(s) or Safety Guideline(s) not included in the line item. The use of line items is not permitted for major revisions to published Standards or Safety Guidelines; these must be balloted as a single unit. (See § 3.5 for more on major revisions.)

3.4.3.6 *Line-Item Revisions to Multiple Standards or Safety Guidelines* — See § 3.6.

3.4.4 *Structure of a Line-Item Ballot*

3.4.4.1 *Contents of Line Item* — Clearly show what changes are proposed in each line item. Include an explanation for each line item in the required background statement (*Regulations*, ¶ 9.2.3.3). If the material subject to balloting can be visually distinguished from the background statement, the background statement may be placed before each line item.

3.4.4.2 *Noncontroversial Issues* — Although they may be otherwise unrelated, it is also appropriate to group issues that are expected to be broadly endorsed by the membership into a single line item in order to avoid unnecessary proliferation of line items.

3.4.4.3 *Reference Material* — When preparing a line-item ballot, it is highly recommended that the entire Standard or Safety Guideline, marked to show the line-item changes using underline and strikeout, be included with the ballot so that each voter can see how the line-item revision(s) fit into the context of the entire Standard or Safety Guideline.

3.4.4.3.1 At a minimum, a line-item ballot should include the purpose, scope, limitations (if present), and terminology (if present) sections, along with the full text of any section to which revisions are being balloted.

3.4.4.3.1.1 *Exception* — For Terminology Standards, it is not necessary to include the full terminology section(s) in a line-item ballot.

3.4.5 *Treatment of Line-Item Ballots* — Each line item must be treated as a single unit and cannot be further subdivided when being considered (*Regulations*, ¶ 9.2.2.1—NOTE). It is not permissible to assert that any part of a line item has been “approved” by the technical committee, even if the technical committee believes that it has reached consensus on this part.

3.4.5.1 *Adjudication of Line-Item Ballots* — Each line item is treated as a separate balloted item. Therefore, votes, tallies, technical committee ballot reviews, and procedural reviews are carried out separately for each line item.

3.4.5.2 *Parts of a Document Not Included in the Line-Item Ballot(s)* — Parts of the Document not specifically identified in the line items are not subject to comment or rejection. The technical committee can determine that any comment or rejection that refers to material not included in the line-item ballot(s) is “not related.” (*Regulations*, ¶ 9.6.4.1).

3.5 Major Revisions

3.5.1 Major revisions are substantial changes to the text of published Standards or Safety Guidelines for the purpose of updating the Standard or Safety Guideline, modifying its application, clarifying the language, or correcting errors. As a practical matter, a major revision is one that

- requires more than ten line items, or
- involves revisions to the purpose, scope, limitations, or any other section that affects the overall Document.

NOTE 14: Revision to or addition of a paragraph in the terminology section might affect the overall Document, or part of the document outside of the sections to be revised by line items. In the former case, a major revision ballot is appropriate. In the latter case, the part of the document that is the subject of the line-item ballot should be reconsidered.

3.5.1.1 *Options for Formatting Major Revisions* — Changes to a published Standard or Safety Guideline made during a major revision may be indicated by underline and strikethrough or simply identified as a “complete rewrite,” as appropriate to the particular circumstance. A complete rewrite is appropriate when the use of underline and strikethrough would be excessive.

3.5.1.2 *Major Revision vs. Line Item* — To resolve whether a revision to a published Standard(s) or Safety Guideline(s) is a “Major Revision” or can be balloted as multiple line items, technical committee cochairs and TF leaders should review the purpose and scope of the Standard(s) or Safety Guideline(s) being revised and the nature and extent of the revisions themselves. If the proper resolution is not obvious, the ballot should be issued as a major revision.

3.6 Revision of Multiple Related Standards or Safety Guidelines

3.6.1 On occasion it is necessary to modify related sections of two or more Standards or Safety Guidelines. An example of this is a modification to a stream or function in SEMI E5 that would require modifications to similar streams or functions in one or more other software Documents, such as SEMI E30. In this case, the line item may include reference to two or more Standards or Safety Guidelines. Revision ballots of this type should only be issued when the changes to one Document require changes to another Document or Documents.

3.6.2 *Relationship To Be Established* — When several Documents are being modified in the same ballot, the background statement must show clearly the relationship between the revisions being made to each Document.

3.6.3 *Document Number Assignment* — Revisions balloted together under a single Document number must all refer to the same set of Documents. For example, there may be three line items relating to revisions to SEMI E5 and SEMI E30 and one line item relating to revisions to SEMI E5 and SEMI E120. The first three line items may be balloted under the same Document number, but the last line item must be balloted under a different Document number.

3.7 Regional Standards and Safety Guidelines

3.7.1 The Program strives to establish international standards that promote equal access to worldwide and regional markets for all participating companies (*Regulations*, ¶ 1.5.4). However, in certain instances, regional differences may require the development of regional Standards or Safety Guidelines to address such differences (*Regulations*, ¶ 1.5.5). The ISC must approve development of all regional Standards or Safety Guidelines (*Regulations*, ¶ 5.4.3.8).

3.7.2 *Preparing a Request to Develop a Regional Standard or Safety Guideline* — Prior to submitting a Draft Document for letter ballot as a regional Standard or Safety Guideline, the technical committee desiring to do so must provide to the ISC a report stating the following. It is desirable that this report is first discussed in the appropriate RSC (*Regulations*, ¶ 1.5.5.2).

- Why there is a need for such a Standard or Safety Guideline;
- The actions taken to attempt to develop an international Standard or Safety Guideline that would encompass the scope of the proposed regional Standard or Safety Guideline, and why they have not been successful;
- The anticipated extent of use for the regional Standard or Safety Guideline within and outside the region of origin; and
- How the Standard or Safety Guideline will affect the use of other products standardized by SEMI.

3.7.3 *Consideration by the ISC* — The ISC considers the issue at its next scheduled meeting. Approval to develop a regional Standard or Safety Guideline requires an affirmative vote from two-thirds of the voting membership of the ISC. If the ISC does not approve, the reasons for such disapproval should appear in the meeting minutes. Within two weeks following the ISC meeting, the ISC secretariat advises the appropriate technical committee of the action taken, and, if the technical committee's request is not approved, the basis for disapproval.

3.7.4 *Letter Ballot* — If the request is approved by the ISC, the technical committee submits the Draft Standard or Safety Guideline for letter ballot under normal procedures. The background statement should note that the Draft Standard or Safety Guideline is being considered as a regional Standard or Safety Guideline in a specified region (or regions) and state when this action was approved by the ISC.

3.7.5 *Publication* — When the Draft regional Standard or Safety Guideline is approved and published, the region or regions for which the Standard is applicable should be identified.

3.8 *Primary and Subordinate Standards*

3.8.1 Subordinate Standards are a group of Standards relying on another Standard, which is named the Primary Standard, to state the common concepts or criteria across the group. (*Regulations* § 4.2.8)

NOTE 15: If only one Subordinate Standard is conceivable for a Primary Standard, it is not appropriate to apply a Primary-Subordinate Standards structure.

3.8.2 *Applicability of Subordinate Standard* — A Primary Standard must be a published Standard or a Standard under development that meets the requirements of *Regulations* § 4.2.4, conforms to the “*Sections Found in Standards and Safety Guidelines*” section of the *Style Manual*, and has been or is to be approved in accordance with *Regulations* §§ 9, 10, and 13.

NOTE 16: Preliminary Standards are not Standards for the purpose of this section. Safety Guidelines are also excluded because these Documents are not Standards according to the *Regulations*.

3.8.3 *General Rules for Subordinate Standards* — It is highly recommended to construct Standards that describe a family of products, (e.g., silicon wafers, grades of chemicals), using tables or a series of similar sections in a single Standard as much as possible. This Primary-Subordinate Standards structure should only be used if there is no other way to present the information clearly or when it is necessary to address multiple similar but non-interchangeable options for a technical aspect of a product or method.

NOTE 17: The *Regulations* forbid multiple similar but non-interchangeable products to be included in one Specification Standard.

3.8.3.1 A Subordinate Standard can refer to, but not restate, the common parts of the Primary Standard from which it inherits common concepts or criteria.

3.8.3.2 A Subordinate Standard requires its own purpose and scope sections to define its distinction from the Primary Standard and to specify the technical area that the Standard covers and may or may not contain all of the required sections to conform to the “*Sections Found in Standards and Safety Guidelines*” section of the *Style Manual*.

3.8.3.3 A Subordinate Standard must only be created under:

- the latest revision of a Primary Standard, and
- a Standard for which status is “current”.

3.8.3.4 Refer to § 3.1.2 for Subordinate Standard designations.

3.8.3.4.1 Some older SEMI Standards Documents are Primary Standards, but have Designation Numbers in the format used by Subordinate Standards. For example, many gas Specifications are Primary Standards, but have Designation Numbers with the format C3.xx. Documents of this Type can be reliably identified by the fact that they are published independently on the SEMI Standards Web site.

NOTE 18: Publishing Documents as Primary Standards with Designation Numbers in the format used by Subordinate Standards is no longer allowed. See ¶ 3.7.4.4.1.

3.8.3.4.2 The Publication Date Code of a Primary Standard itself is changed by one of the following:

- Addition or withdrawal of a Subordinate Standard that is dependent on the Primary Standard;
- Revision to any of the Subordinate Standards that is dependent on the Primary Standard; and

- Revision to the Primary Standard itself.

NOTE 19: As the Primary Standard's Publication Date Code changes due to any of the reasons mentioned above, a Notice should be included in the Primary Standard as well as its abstract (on the SEMI Standards web site) providing information on which reason cited in § 3.7.3.4.2 caused the change of the Publication Date Code.

3.8.4 *Revisions on Primary-Subordinate Standard Structure*

3.8.4.1 *Revision of Primary Standards*

3.8.4.1.1 *Preparation of Ballot* — When a revision of a Primary Standard is deemed necessary by the responsible technical committee, all the Subordinate Standards that are dependent on the Primary Standard subject to the revision proposal shall be assessed for need of revision. Revision text for the Subordinate Standards that are assessed to need revision should be prepared in parallel to the Primary Standard revision preparation.

3.8.4.1.2 Revision of Primary Standards should be performed in accordance with standard procedure except its letter ballot shall include all the Subordinate Standards that are dependent on the Primary Standard under revision regardless of whether each Subordinate Standard is subject to revision or not. All dependent Subordinate Standards are subject to voting during revision of the Primary Standard.

NOTE 20: The text of Subordinate Standards with no proposed changes will not be included in the revision ballot, but access to these Subordinate Standards will be available upon request. Voter requests for Subordinate Standard access must be made at least three business days before the voting deadline. Late requests may not be honored, and if the Subordinate Standard is not available for this reason, the voter may not use this as justification for rejecting the ballot.

3.8.4.2 *Other Status Changes of Primary Standards*

3.8.4.2.1 If a Primary Standard becomes Inactive, all the Subordinate Standards dependent on it become Inactive.

3.8.4.2.2 Withdrawal of a Primary Standard is not allowed if it has any Current or Inactive Subordinate Standards. However, withdrawal of a Primary Standard and all of its dependent Subordinate Standards may be proposed by a single ballot.

3.8.4.2.2.1 Withdrawal of a Subordinate Standard is allowed if withdrawal of the particular Subordinate Standard is deemed adequate and necessary as per *Regulations*, § 4.2.16.

3.8.4.2.3 Removal of a Primary Standard must include removal of all of its Subordinate Standards.

3.8.4.3 *Independent Revision of a Subordinate Standard* — Revision of a Subordinate Standard can be done independently if the proposed revision does not contradict the Primary Standard. Revision of any Subordinate Standard causes the Publication Date Code of the Primary Standard to be updated.

3.8.4.3.1 Revision of a Subordinate Standard should be reflected in the revision record (§ 3.7.4.3.2).

3.8.4.3.2 *Revision Records of Subordinate Standards*

3.8.4.3.2.1 Revision records for a Primary Standard should include revision records of all the Subordinate Standard. In addition to the details of revisions to the Primary Standard, it includes a dated cross-reference to the revision record of each Subordinate Standard whenever that Subordinate Standard is revised. The primary revision record thus provides a complete audit trail for all changes to the "Primary-Subordinate" Standard structure, but does not include the details of changes in the Subordinate Standards.

NOTE 21: Adding an entry to the Primary Standard's revision record related to revision of a Subordinate Standard is not a revision of the Primary Standard.

3.8.4.3.2.2 Revision records for each Subordinate Standard should include its own revision record to describe the detail of each change for every revision and findings of "Revision need assessment".

3.8.4.3.3 *Cross Reference*

3.8.4.3.3.1 A list of all the Subordinate Standards relying on a Primary Standard should be included in the Primary Standard.

NOTE 22: A change in the cross reference list is not a revision of the Primary Standard.

3.8.4.4 *Process for When a Subordinate Standard Is Published Independently*

3.8.4.4.1 Requests may be made, in a SNARF, to the responsible technical committee for publishing Subordinate Standards independently. If the technical committee approves the request, a ballot for replacement is necessary; consequently the Designation Number will be changed when the balloted document is published. This also changes the Publication Date Code of the Primary Standard.

NOTE 23: When a replacement ballot is issued to replace a Subordinate Standard with an independent Standard, the technical committee should confirm that the document is technically sound and complete.

NOTE 24: When a former Subordinate Standard is published independently, the Designation Number changes and the Subordinate Standard Number is removed. Keeping the designation in the format used by Subordinate Standards is not allowed when a Subordinate Standard is published independently.

3.9 *Preliminary Standards*

3.9.1 A Preliminary Standard (*Regulations*, § 4.2.11 and § 12) is a standard that is required urgently by the industry and therefore cannot wait the usual time necessary for letter ballot procedures prior to publication. A Preliminary Standard is not intended to serve in the place of a letter-balloted Standard. Technical committees are encouraged to proceed with the letter balloting process simultaneously with the action to approve a Preliminary Standard or as soon as possible thereafter.

3.9.2 *Conditions for Creating a Preliminary Standard* — Prior to publication, a Preliminary Standard must have the approval of the technical committee, the GCS, and the ISC A&R SC (*Regulations*, ¶ 12.1.1). Safety Guidelines cannot be published as Preliminary Standards (*Regulations*, ¶ 14.1.4).

3.9.3 *Basis for Preliminary Standards* — The TF announces its intention to submit a Document for approval as a Preliminary Standard at the technical committee meeting prior to the meeting at which the vote on the proposal will take place. Drafting of the Document for a Preliminary Standard needs to fulfill SEMI's 'consensus principles' (e.g., *Regulations*, ¶¶ 1.2, 1.4, 1.5.3). Because there is no formal letter ballot, the following optional activities are suggested to take place prior to the technical committee meeting at which the vote on the potential Preliminary Standard takes place.

3.9.3.1 *Distribution of Informational Ballot* — If there is time, post and announce an informational ballot approximately 90 days before the technical committee meeting.

3.9.3.2 *Distribution of White Paper* — After the informational ballot, the TF submits the finished Document and an explanatory background statement to Standards staff to be sent to the members of the technical committee as a white paper. This should go out approximately 30 days before the technical committee meeting.

3.9.3.3 *Distribution to Selected Members* — If neither of the above recommendations is feasible due to deadlines, the potential Preliminary Standard should go out to selected TC or Program Members, based on their expertise and their knowledge of the industry.

3.9.4 *Approval by Regional Technical Committee*

3.9.4.1 *Inclusion in Agenda of Regional Technical Committee* — After being informed by the TF responsible for the ballot of the intention to submit a Document for approval as a Preliminary Standard, the technical committee includes the proposal as an item on the agenda of its next meeting.

3.9.4.2 *Submission of Document* — The potential Preliminary Standard must be presented in its final version at the technical committee meeting at the time of the scheduled vote.

3.9.4.3 *Approval* — As a result of the vote, the Document is approved as a Preliminary Standard by the technical committee if at least two-thirds of the persons (or voting interests, if called for) voting on the issue vote in favor of the action. (*Regulations*, ¶ 12.1.1a)

3.9.5 *Approval by a GCS* — As soon as possible after a technical committee approves a Preliminary Standard, Standards staff requests the approval of the GCS for that technical committee (*Regulations*, ¶ 12.1.1b). The GCS members should be given 10 days to reach a consensus on the issue. A simple majority is needed for approval. A record of the decision process and results should be included with the minutes of the next regional meeting of the technical committee.

3.9.6 *Approval by the ISC A&R SC* — Publication approval for a Preliminary Standard is given by the ISC A&R SC in the same way as for a letter-balloted Standard or Safety Guideline. The process and results of approval by the GCS must be included in the report to the ISC A&R SC (*Regulations*, ¶ 12.1.1c).

3.9.7 *Limitations and Expiration*

3.9.7.1 A Preliminary Standard cannot replace a Full-consensus Standard or Safety Guideline (*Regulations*, ¶ 12.2.3).

3.9.7.2 Refer to Regulations §§ 12.4-12.5 for details on expiration and extension of Preliminary Standards.

3.10 *Appendices, Related Information, and Auxiliary Information*

3.10.1 *Summary* — The characteristics of Appendices, Related Information, and Auxiliary Information are summarized in Table 11 (*Regulations*, § 13).

Table 11 Appendices, Related Information, and Auxiliary Information at a Glance

<i>Type</i>	<i>Appendix</i>	<i>Related Information</i>	<i>Auxiliary Information</i>
Publication Style	Published with a Standard or Safety Guideline	Published with a Standard or Safety Guideline	Not published with a Standard or Safety Guideline (i.e., standalone Document)
Relation to Standard or Safety Guideline	Official part of a Standard or Safety Guideline	Not an official part of a Standard or Safety Guideline	Not a Standard or Safety Guideline, nor a precursor to a future Standard or Safety Guideline
Technical Approval Process	Letter ballot	Letter ballot or 2/3 majority vote in technical committee meeting	2/3 majority vote in technical committee meeting
Level of Global Consensus	Letter ballot	Letter ballot or simple majority vote by GCS	Simple majority vote by GCS
Procedural Review	ISC A&R SC	ISC A&R SC	ISC A&R SC
Format	Follow <i>Style Manual</i>	Follow <i>Style Manual</i>	Microsoft Word or PowerPoint preferred; Any format that can be easily converted to Adobe PDF is acceptable.
Cover Page	Not required	Not required	Title, designation, publication date, authors (with affiliation) or group issuing the Document
Foreword	Not required	Not required	Purpose of Auxiliary Information; when, where, and by whom developed; intended use; and method of publication approval
Required Notice	Official part of Standard or Safety Guideline; source of information; authority for publication	Not an official part of Standard or Safety Guideline; source of information; authority for publication	Statement that Auxiliary Information is neither a Standard or Safety Guideline, nor a precursor of a future Standard or Safety Guideline; no SEMI endorsement of content
Disclaimer	As normally included with a Standard or Safety Guideline	As normally included with a Standard or Safety Guideline	Custom; must be worked out with SEMI in advance of approval

3.10.2 *Appendices and Related Information*

3.10.2.1 *Format of Appendices or Related Information sections* — The format of Appendices and Related Information sections shall follow the rules prescribed in the *Style Manual*.

3.10.2.2 *Publication of Appendices or Related Information sections* — Publication of Appendices and Related Information occurs together with the applicable Standard or Safety Guideline. It is also included as a part of the Standard or Safety Guideline in all media in which SEMI Standards are supplied to the public. Addition of or a

change to an Appendix or Related Information section in a published Standard or Safety Guideline constitutes a revision of the Standard or Safety Guideline, so the Publication Date Code is modified accordingly.

3.10.3 *Auxiliary Information* —Auxiliary Information is published as a stand-alone Document. Examples are proceedings of a workshop conducted by the technical committee or a report prepared by a standards or other group that contains nonproprietary information deemed by the technical committee to be of general use to the industry. Auxiliary Information must be generated by an identifiable, responsible organization or individual. Generally, material that is to be revised frequently is not appropriate for publication as Auxiliary Information; instead it should be attached to technical committee minutes. SEMI takes no responsibility for the content of this type of information and provides no endorsement of the content.

3.10.3.1 Auxiliary Information is never to be construed as an official or adopted Standard or Safety Guideline. Also, the material included in this type of Auxiliary Information is specifically identified as **not** being the precursor to a Standard or Safety Guideline. This means that, except for the case where work-in-progress is being described in workshop proceedings, there is no intent to attempt to develop industry consensus leading to a SEMI Standard or Safety Guideline around the information in the Auxiliary Information. To develop industry consensus on any topic, the regular consensus building processes leading to balloting and publication of a Standard or Safety Guideline should be used.

3.10.3.2 *Requirements for Submission of Auxiliary Information*

3.10.3.2.1 *File Format* — It is preferred that the Document be provided in Microsoft Word, but other formats may be acceptable if approved by SEMI in advance of submission. The information may be provided in any format that can be easily converted to Adobe PDF format. Microsoft Word and PowerPoint are preferred formats.

3.10.3.2.2 *Contents* — Because this type of Auxiliary Information is developed outside the formal SEMI Standards development process, it is essential that the Document be clearly identified. The package to be presented to the technical committee for approval must be developed in consultation with Standards staff in order to ensure that the necessary cover page, foreword, and disclaimers are prepared. The cover page, foreword, and disclaimers must accompany the Auxiliary Information through the technical committee review process.

3.10.3.2.3 *Cover Page* — The cover page is prepared by SEMI. Among other things, it contains:

- the title of the Auxiliary Information,
- the designation,
- the date of publication, and
- the names and affiliations of the authors or identification of the group issuing the Document.

3.10.3.2.4 *Foreword* — The foreword contains:

- the purpose of the Auxiliary Information,
- when, where, and by whom the Auxiliary Information was developed,
- the intended use of the Auxiliary Information, and
- the manner in which publication was approved.

Note that the foreword contains the information included in the required Notice in Auxiliary Information published with a Standard or Safety Guideline, and thus satisfies the requirements of *Regulations*, ¶ 13.1.

3.10.3.2.5 *Disclaimers* — It is particularly important to develop the proper disclaimers when the Auxiliary Information is developed outside the formal SEMI Standards technical committee structure. Such disclaimers must satisfy the needs of both SEMI and the preparing group; they may have to be cleared through SEMI legal counsel. The disclaimer also includes a copyright Notice, acceptable to both SEMI and the group issuing the Document; this copyright Notice may also be repeated in the footer of each page of the Auxiliary Information.

3.10.3.2.6 *Additional Information* — Standards Staff must be advised of the origin of the Auxiliary Information, and supplied with both a single specific contact from each contributing organization that may have a copyright interest in the published Auxiliary Information, and a description of any planned companion Documents.

3.10.3.3 Approval Process

3.10.3.3.1 *Advance Notice to Technical Committee Members* — The following should be distributed 30 days or more in advance of the meeting at which the Auxiliary Information is to be considered for publication:

- a complete copy of the Auxiliary Information including the proposed cover page, foreword, and disclaimers; and
- a notice indicating the time and location of the meeting at which approval to publish is to be considered.

3.10.3.3.2 *Technical Committee Vote* — Publication of Auxiliary Information must be approved by a two-thirds vote in favor at a scheduled technical committee meeting (*Regulations*, ¶ 13.2.3). Any comments or rejections raised at the technical committee meeting shall be considered carefully.

3.10.3.3.3 *Subsequent Approvals Required* — To ensure global awareness and proper procedural conduct, the responsible GCS and the ISC A&R SC, respectively, must review and approve the technical committee action (*Regulations*, ¶ 13.2.3).

3.10.3.4 *Publication* — Auxiliary Information Documents are posted only as locked PDF files to the SEMI Standards Web site and do not appear in other media. Standards staff does not provide any editorial services for Auxiliary Information Documents and does not modify the text in any way. Except for the addition of a cover page, foreword, copyright Notice, and suitable disclaimers, the Auxiliary Information Documents are posted in the form provided by the originator(s). Auxiliary Information Documents are designated as AUX##-mmyy, where ## is a sequential number assigned by Standards HQ staff and mmyy is the code for the month and year of posting on the SEMI Standards Web site. Depending on the circumstances of each case, the Auxiliary Information Documents may be available for downloading without charge or a fee may be required.

3.10.3.5 *Use* — The use of Auxiliary Information Documents is controlled by the standard SEMI Web download license agreement (available for viewing on the SEMI Standards Web site) as modified by the disclaimer statement in each Auxiliary Information. In general, permission is granted for Auxiliary Information Documents to be reproduced and distributed for one or more particular specified purposes provided that

- the Auxiliary Information Documents are maintained in its original form and
- the foreword and disclaimer pages accompany the Auxiliary Information Documents at all times.

The user should refer to the disclaimer page in each Auxiliary Information Document for specific limitations.

3.10.3.6 *Removal* — Refer to *Regulations* ¶ 13.3.3.

3.10.4 *SEMI-Maintained Auxiliary Information* — Like independently originated Auxiliary Information, this type of Auxiliary Information is published as a stand-alone Document. However, this type of Auxiliary Information is maintained by Standards staff. AUX001 (Vendor ID List) is an example of a SEMI-maintained Auxiliary Information.

3.10.4.1 SEMI-maintained Auxiliary Information is never to be construed as an official or adopted Standard or Safety Guideline. However, it often contains information that will be used as a reference by one or more existing SEMI Standards or Safety Guidelines. For example, AUX001 contains substrate vendor identification codes that may be used in conjunction with one or more Standards or Safety Guideline that apply to substrates. Typically the need for such a reference source is the reason behind the creation of a SEMI-maintained Auxiliary Information Document.

3.10.4.2 *Approval Process* — The approval process is the same as for independently originated Auxiliary Information. However, agreement from Standards HQ staff to maintain the Document is also required.

3.10.4.3 *Revision* — Due to the type of content it contains, SEMI maintained Auxiliary Information is often revised through direct contact with Standards staff. Usually, direction for submitting revisions will be included in the Document itself.

3.11 Terminology Ballots and Standards

3.11.1 *Standards Containing Only Terminology* — Terminology Standards (see *Regulations*, ¶ 4.2.19.6) are collections of terms, explanations of symbols, abbreviations, or acronyms (referred to here as “definitions”) formally

defined for general use within SEMI Standards and Safety Guidelines. Each definition is usually independent of any other in the Document.

3.11.2 *Treatment of Terminology Standards Ballots* — Each definition in a ballot of a Terminology Standard may be adjudicated independently as if each definition were issued as a line item. A definition that receives a negative or comment that is found to be persuasive may be removed from the balloted Document without affecting the acceptability of the remaining portions of the Document. A negative on any part of a Terminology Standard other than the definitions must be considered in the usual manner.

3.11.3 *Definitions Taken Unchanged from Published SEMI Standards or Safety Guidelines* — Definitions from existing published SEMI Standards or Safety Guidelines may be included, without change, in a Terminology Standard as editorial additions. Such a definition shall include a reference to its source Document (e.g., SEMI M1).

NOTE 25: Consistency of definitions in SEMI Standards and Safety Guidelines is very desirable. It is recommended that the *Compilation of Terms* be consulted prior to ballot submission.

3.11.3.1 If a reject vote or comment is submitted on such a definition, it should be treated as not related and becomes new business.

3.11.3.2 Any change proposed to a previously published definition must be made first in the published Document(s) from which the term was taken. Correction of the definition in the Terminology Standard is then an editorial change.

3.11.4 *Report of Actions Taken by the Technical Committee* — The A&R Form shall include all elements normally required and, in addition, a list of all definitions removed from the balloted Document prior to technical committee approval. The list shall cite the reasons for removal of each such definition.

3.12 *Revisions with Deferred Effective Dates*

3.12.1 *Purpose of Deferred Effective Dates* — There may be special reasons why a technical committee may wish to revise a Standard or Safety Guideline, but delay the effective date of the revision until a later time. The procedure described starting in § 3.12.3 is suitable for this purpose.

3.12.2 *Precautions* — Care must be taken to assure the following:

- parts of the published Standard or Safety Guideline that are currently effective can be easily distinguished from parts of the published Standard or Safety Guideline that are not currently effective,
- parts of the published Standard or Safety Guideline that are not currently effective are clearly labeled with the date upon which they will become effective,
- parts of the published Standard or Safety Guideline that will be replaced by a revision that has been approved by letter ballot procedure are clearly labeled, and
- whether or not revisions that have been approved, but are not in effect, may optionally be used is clearly indicated.

3.12.3 *Procedure for Deferred Effective Dates* — A new Standard or Safety Guideline or a revision of a published Standard or Safety Guideline that contains material that is to have a deferred effective date shall abide by the following:

3.12.3.1 A revision ballot without line items, or revision material within any single line item, shall have the same effective date, regardless of whether that date is immediate or deferred.

3.12.3.2 The scope and rationale of the changes will be clearly documented within the background statement of the letter ballot.

3.12.3.3 The effective dates and whether optional implementation prior to those dates is permitted will be clearly documented within the letter ballot itself. The effective date and permissibility of optional implementation are considered technically substantive portions of the proposed changes and, as such, are valid bases for a vote to Reject the balloted changes.

3.12.3.4 Standards or Safety Guidelines that contain revisions that are not to take immediate effect shall include Notices immediately preceding the first section of the Standard or Safety Guideline and preceding each part of the Standard or Safety Guideline that is to be replaced by revised information, introducing the delayed revision material. See the *Style Manual* for the exact wording of these Notices.

3.12.3.5 Material that is to become effective at a later date shall be placed in one or more Delayed Revision sections dedicated solely to this purpose. These sections shall be ordered by date of approval and shall follow all other Related Information sections.

3.12.3.5.1 If there are two or more effective dates for the revisions, revisions with different effective dates cannot be included in the same Delayed Revision section.

3.12.3.5.2 Delayed Revision sections shall contain a Notice following the title, explaining the conditions of applicability. See the *Style Manual* for the exact wording of the Notice.

3.12.3.5.3 Within each Delayed Revision section, revisions shall be organized to match the order in which they will appear in the Standard or Safety Guideline, and be grouped by their subsection in which they would appear. Each group of revisions shall have a subsection title in the following format:

Replacement for [Section/Figure/Table] [number] — [Optional/Not Optional] Before Effective Date

3.12.4 *Publication Designation and Process*

3.12.4.1 At the effective date of each revision, the revisions are incorporated by Standards staff into the Standard or Safety Guideline, and the Standard or Safety Guideline receives a new Publication Date Code.

3.12.4.2 If there are no immediately effective revisions, the Publication Date Code following the Standard's or Safety Guideline's designation does not change, but a new lower case suffix letter is added to the code (e.g., SEMI S2-0303a). If multiple revisions with deferred effective dates are published prior to the first effective date, the suffix letter will change in alphabetical sequence. This sequence is eliminated by a changed Publication Date Code and must restart after that date (e.g., SEMI S2-0303a, SEMI S2-0303b, SEMI S2-1104, SEMI S2-1104a). (See § 3.1)

3.13 *Revision Record*

3.13.1 *Purpose of the Revision Record* — The revision record is a recommended final page of every SEMI Standard, Preliminary Standard, and Safety Guideline. An entry in the revision record is recommended each time one of these Documents is changed, by ballot action or editorially, in such a way that the Publication Date Code is changed. This provides the start of an audit trail that meets the requirements of ISO 9000 and similar widely used document revision control practices.

3.13.2 *Elements of the Revision Record Table* — Each entry shall contain the following items:

- *Cycle* — Date of change (e.g., 0309);
- *Authorization* — Source of change (e.g., Ballot xxxx, PIP, Standards staff action);
- *Section* — Where the change occurred; and
- *Description* — A concise description of the change(s), e.g., editorial correction, periodic technical review without change, general revision, added sections x.xx, y.yy, and z.zz.

3.13.3 *Responsibility for Entries* — Information required for an entry should be added to the background statement by the responsible technical committee at the time of its ballot review. If the information is not provided in the background statement, Standards staff is authorized to add basic entries to the Revision Record. These actions are considered to be editorial. Adding or correcting an entry to the Revision Record is not, of itself, reason to add another entry to it.

3.13.4 *Corrections to Entries* — If an error is noticed in an entry on the Revision Record at any time, corrective information should be provided to Standards staff for action.

3.13.5 *Protection from Reject Votes* — Reject votes may not be based on the Revision Record. It is not technical information in the same sense as the other contents of a Document, and thus a technical objection cannot be raised against it.

3.13.6 *Required Notice* — See the *Style Manual* for the required Notice. It must appear under the title "Revision Record" and before any other text.

4 Technical Committee Meetings

4.1 Prior to a Technical Committee Meeting

4.1.1 *Scheduling a Technical Committee Meeting* — A technical committee meeting is usually scheduled by SEMI during the regular Standards meetings of each region.

4.1.1.1 A technical committee may hold meetings regularly according to prior agreement among the TC Members. Furthermore, by approval from the technical committee cochairs, an ad hoc meeting may be held upon request from the TC Members or Standards staff.

4.1.1.2 In the absence of a regular meeting schedule, the technical committee cochairs make the decision to hold a meeting. The technical committee cochairs suggest a meeting date to Standards staff. This request includes the following information:

- name of technical committee,
- number of attendees expected,
- date of meeting,
- meeting time and length,
- meeting agenda,
- setup needed (classroom, theater, etc.), and
- audiovisual requirements (overhead projector, screen, etc.).

4.1.1.3 Standards staff notifies the cochairs of the final schedule for the meeting.

4.1.2 *Announcement of Meetings* — Standards staff posts the meetings of technical committees on the Standards Web site that is open to the public. For nonregular meetings, leaders of the meetings may request SEMI's cooperation in distributing a meeting notice.

4.1.2.1 *Additional Notice of Meeting* — Standards staff sends a meeting notice to TC Members. The method of distribution is decided by the Standards regional office. The agenda is distributed to the TC Members along with the notice of the meeting. Also, copies of the agenda are provided at the meeting.

4.1.2.2 *Timing of Notification* — For technical committee meetings intended to adjudicate ballots or decide committee actions, notification should be posted no later than 30 days prior to the meeting. It is preferable that the notice of any other meeting be posted 30 days prior to the meeting.

4.1.3 *Preparation of Agenda* — The cochair or Standards staff may prepare the agenda.

4.1.3.1 *Prior Distribution of Agenda* — The meeting agenda should be distributed along with the announcement of the meeting to promote preparation, and to help each TC Member judge if his/her attendance is required.

4.1.3.2 *Contents of Agenda* — A basic agenda includes the following elements:

- call to order and self-introduction of attendees,
- Required Elements (Review of Antitrust Reminder, Membership Requirement, Guidance for Patentable Technology, and International Effective Meeting Guidelines),
- review and approval of last meeting minutes,
- staff report,
- ballot review,
- liaison reports (other regions, other organizations, etc.),
- TF and subcommittee reports,
- old business,
- new business,
- action item review, and
- next meeting date and time.

4.1.3.2.1 *Inclusion of Technical Presentations in Standards Meetings* — A technical committee may include technical presentations as part of a technical committee meeting in order to share technical information for the following purposes:

- to start Document development activities,
- to enlist further participation in ongoing Document development work, and
- to educate Program and TC Members.

NOTE 26: Planning for workshops, Standards Technical Education Programs (STEPs), or technical presentations independent of a technical committee meeting is conducted differently.

4.1.3.2.1.1 *Exception to Membership Requirement* — Presenters of technical presentations are not required to be Program Members. However, they are not allowed to attend any portion of a Standards meeting except for their presentation and any question and answer session following the presentation.

4.1.3.2.1.2 *Confidential Material* — Technical presentations should not include confidential material. Technical committee meetings are public forums, and content presented during such meetings have therefore been made public.

4.1.3.2.1.3 *Copyrighted Material* — Technical presentations should not include copyrighted material if the copyright owner would object to the material being made available as an attachment to the technical committee meeting minutes. If such material is essential to the presentation, a version of the presentation that excludes such material should be made available for inclusion with the technical committee meeting minutes.

4.1.3.3 *Approval of Agenda* — The technical committee cochaIRS give final approval of the agenda. (§ 4.2.2)

4.2 *During a Technical Committee Meeting*

4.2.1 *Leading the Meeting* — A technical committee cochair leads the meeting. In the event that no cochaIRS will attend the meeting, a cochair may designate another TC Member to chair the meeting or Standards staff can assist in finding a temporary chair.

4.2.1.1 *Presiding Cochair* — Although most technical committees have more than one cochair, only one person leads the meeting at any given time. This person is referred to as “presiding cochair”. Note that the presiding cochair does not usually vote on issues brought before the technical committee (§ 4.2.5.4), and should not express any bias on these issues. Any cochair who wishes to vote on an issue, or does not feel that he/she can refrain from expressing bias on an issue, should refrain from acting as presiding cochair while the issue is before the technical committee.

4.2.2 *Confirmation and Modification of Agenda* — The technical committee cochaIRS shall confirm the agenda at the beginning of the meeting, then make modifications as required. If any need arises for addition to the agenda during the meeting, such additional topics may be discussed under “New Business.”

4.2.3 *Member Roster* — Standards staff supplies the technical committee with a TC Member roster at the meeting.

4.2.4 *Preparation and Handling of Minutes* — Standards staff is responsible for taking the minutes for all technical committee meetings. (*Regulations*, ¶ 7.8)

4.2.4.1 *Contents of Minutes* — The published meeting minutes should contain the following:

- date/location of meeting,
- attendees,
- record of approval of minutes from previous meeting,
- new and open action items,
- records of ballot review,
- records of other discussions,
- records of presentations (e.g., liaison reports),
- records of resolutions (passed motions, etc.),
- next meeting date if set, and
- (as attachments to the minutes) records of subcommittee and TF meetings (§ 4.3.2.1).

4.2.4.2 *Translation of Minutes* — For minutes taken in a regional language by Standards staff, Standards staff is responsible for translation into English.

4.2.5 *Motion and Second Process*

4.2.5.1 *Conduct Procedures* — Technical committee meetings should be conducted according to the motion and second process.

4.2.5.2 *Discussion Process* — Discussion requiring a concrete conclusion shall proceed as follows.

4.2.5.2.1 *Resolution Process* — The presiding cochair of the meeting leads the resolution process and confirms that motions are resolved properly. A new motion cannot be addressed until the motion on the floor has been resolved. A motion is resolved when the discussion and the voting are finished on that motion, or the person who made the motion withdraws it.

4.2.5.2.2 *Making a Motion* — The initiator of the motion should signal (raised hand) to request recognition by the presiding cochair. If selected by the presiding cochair, the initiator should state the motion and reason for the motion clearly using the proper wording (“I move...”). The presiding cochair ensures that there is no other discussion until the motion on the floor is stated.

4.2.5.2.3 *Deciding to Take up a Motion* — After the motion is stated, the presiding cochair confers with the technical committee as to whether the motion should be taken up or not.

NOTE 27: In North America, the generally accepted way of doing this is to request a “second” or someone to support the motion. In this case, the presiding cochair asks for someone to second the motion and that person's name is recorded in the minutes.

4.2.5.2.4 *Discussion* — The presiding cochair confirms that the technical committee is taking up the motion and asks for discussion. Participants in the meeting should raise their hands to request permission to speak from the presiding cochair. The presiding cochair ensures that all opinions are heard and that the discussion does not stray from the original motion.

4.2.5.2.5 *Vote* — After discussion has concluded, the presiding cochair confirms again that there are no more opinions, asks for the motion to be repeated, and requests a vote on the motion. When the motion is repeated, the presiding cochair may explain the motion, the reason behind it, and the effects of it passing or failing, to confirm the understanding of the participants. Motions may not be grouped together for one vote. Except for the following cases, results of the vote are established by simple majority:

- approving a Preliminary Standard: two-thirds majority (*Regulations*, ¶ 12.1.1),
- approval for publication of nonballoted Related Information or Auxiliary Information: two-thirds majority (*Regulations*, ¶ 13.2.2.2 and ¶ 13.2.3),
- voting to find a negative not related or not persuasive: two-thirds majority (*Regulations*, ¶ 9.6.4.1 and ¶ 9.6.4.3),
- voting to find a negative persuasive: greater than one-third vote (*Regulations*, ¶ 9.6.4.2), and
- voting to find a negative not persuasive in order for it to be eligible for a finding of not significant: nine-tenths majority (*Regulations*, ¶ 9.6.4.3.2).

4.2.5.2.6 *Handling Abstentions* — For votes during a technical committee meeting, abstentions are not included in the tally of votes.

4.2.5.3 *Voting by Voting Interest* — If it appears that a company could have undue influence on the outcome of a vote due to having a large number of its representatives present, a vote by voting interest may be requested by any participant and required by the presiding cochair. (*Regulations*, ¶ 7.2.3). When voting by interest, if necessary, business cards can be gathered and names of the companies can be displayed to all attendees with the help of Standards staff. See *Regulations*, § 3.2 for more information about voting interests.

4.2.5.4 *Voting by Cochairs* — A presiding cochair does not participate in voting, except to break a tie. Cochairs that are not acting as presiding cochairs may participate in voting.

4.2.5.5 *Records of Discussion* — For all resolutions, the following items should be recorded in the minutes:

- contents of motions and names of those who made them (and seconded them, if applicable),

- summary of opinions expressed during discussion,
- number of accept votes and reject votes, and
- results of resolution.

4.2.6 *Recording and Clarification of Resolutions* — Resolutions, including action items, should be documented and displayed to the attendees at the meeting for their confirmation, then included in the meeting minutes.

4.2.7 *Next Meeting Date* — The projected date and time of the next meeting should be agreed upon before closing a meeting if possible and noted in the minutes.

4.3 *After a Technical Committee Meeting*

4.3.1 *Publishing CERs for Technical Committee Meetings*

4.3.1.1 A CER should be prepared and posted on the SEMI Standards Web site within two weeks after each meeting.

4.3.1.2 *Contents of CERs* — CERs should contain the following:

- date/location of meeting,
- ballot review summary,
- leadership changes,
- upcoming authorized ballots,
- new activities,
- next meeting if set, and
- special announcements.

4.3.2 *Publishing Minutes of Technical Committee Meetings*

4.3.2.1 *Records of Subcommittee or TF Meetings* — For subcommittee or TF meetings, the leader or a member prepares the minutes. The minutes should be presented to the technical committee and attached to the minutes of that technical committee meeting.

4.3.2.2 *Approval of Minutes* — The completed minutes are forwarded to the technical committee cochairs for review and tentative approval.

4.3.2.3 *Distribution of Minutes* — Technical committee minutes are published on the SEMI Standards Web site and announced to all registered TC Members by email. Minutes that are not taken by Standards staff are distributed by the leader of the meeting. Standards staff assists such distribution as appropriate.

4.3.2.4 At the next meeting of the technical committee, the technical committee votes on formal approval of the minutes.

4.4 *Special Considerations for Conduct of International Meetings*

4.4.1 Meetings for SEMI Standards are often international meetings attended by Program Members from multiple regions. Such meetings should be conducted in accordance with the SEMI International Effective Meeting Guidelines, which are available at all meeting venues and can be obtained from Standards staff.

4.4.1.1 For international meetings, it is also essential to make arrangements for impartial and fair administration of meetings to Program Members from different regions as much as possible, minimizing the difficulties of communicating in the different languages involved.

4.4.2 *Interpretation* — Cochairs should discuss the need for use of interpreters and request an interpreter from Standards staff if required. This service must be scheduled well in advance of the meeting.

4.4.3 *How Members Should Participate* — Attendees at all international meetings should comply with the following principles of behavior. Technical committee cochairs should set an example for the attendees by complying with these principles.

- Raise one's hand and wait to be named to express an opinion.

- Address the entire audience.
- Speak slowly and clearly.
- Avoid words unique to a region.
- If an interpreter is used, make appropriate pauses.

4.4.4 *Confirmation of Understanding* — The cochairs summarize the discussion frequently and confirm that the attendees understand the discussion. Confirmation should be made at the following times and at other times as appropriate:

- before and after voting, and
- at the end of the meeting.

4.4.5 *Summary of Discussion* — For each issue, a summary of the discussion is to be recorded by a cochair or by a leader appointed by the cochairs. The records are to be displayed by an overhead projector or personal computer and digital projector to all of the attendees. It is recommended that a summary should include the following items:

- issue,
- background and limitations,
- motions and seconds,
- key points of discussion,
- voting results, and
- action items.

NOTE 28: Because it is difficult to summarize the discussion in multiple languages, English shall be used. English-speaking Program Members should use plain English in order to reduce difficulty for Program Members whose native language is not English.

4.4.6 *Chair Team System* — One method for chairing international meetings is to use a chair team comprised of representatives from the respective regions. Each cochair is responsible that attendees from the region represented by him/her understand and participate in the discussions. The chair team should establish prior agreement on how to solve disagreements that might arise among the team.

5 Program Organization

5.1 Organizational Structure

5.1.1 *General Structure* — The Program has a dual global-regional structure. That is, some bodies are designed to be regional in nature, while others are designed to be global. In addition, there are two main layers to the Program: an administrative layer oversees the technical layer.

5.1.2 *Administrative Structure* — The structure of the administrative layer is hierarchical and regional in nature, as depicted in Figure 4. The SEMI Board of Directors (BoD) established the Program (*Regulations*, ¶ 1.3) and also established a BoD Standards Committee that has general oversight of the entire Program. General management of the Program is vested in the International Standards Committee (ISC) (*Regulations*, ¶ 5.4) composed of both BoD members and Standards volunteer leaders. This committee has established a Subcommittee on Regulations, which is responsible both for crafting revisions to the *Regulations* and for ensuring that global consensus is achieved in this *Guide* (*Regulations*, ¶ 5.4.5.1), and a Subcommittee on Audits and Reviews (ISC A&R SC), which determines if the procedural requirements of the *Regulations* have been met by Documents approved by technical committees (*Regulations*, ¶¶ 5.4.4.1 and 10.1). The ISC A&R SC also receives appeals by any person who considers himself to have been adversely affected by the development, interpretation, or use of SEMI Standards or Safety Guidelines (*Regulations*, ¶ 11.1). RSCs (*Regulations*, § 5.5) provide continuing supervision of the Program in their assigned geographical areas. Members of these administrative bodies do not represent their organizations in this capacity, but act as responsible, experienced managers of the Program.

NOTE 29: Some regions may have technical bodies (such as working groups or local technical committees), but no accompanying administrative body (i.e., RSC). In these cases, the technical bodies report to existing administrative bodies in other regions. See § 5.5 for more information about Standards activities in developing regions.

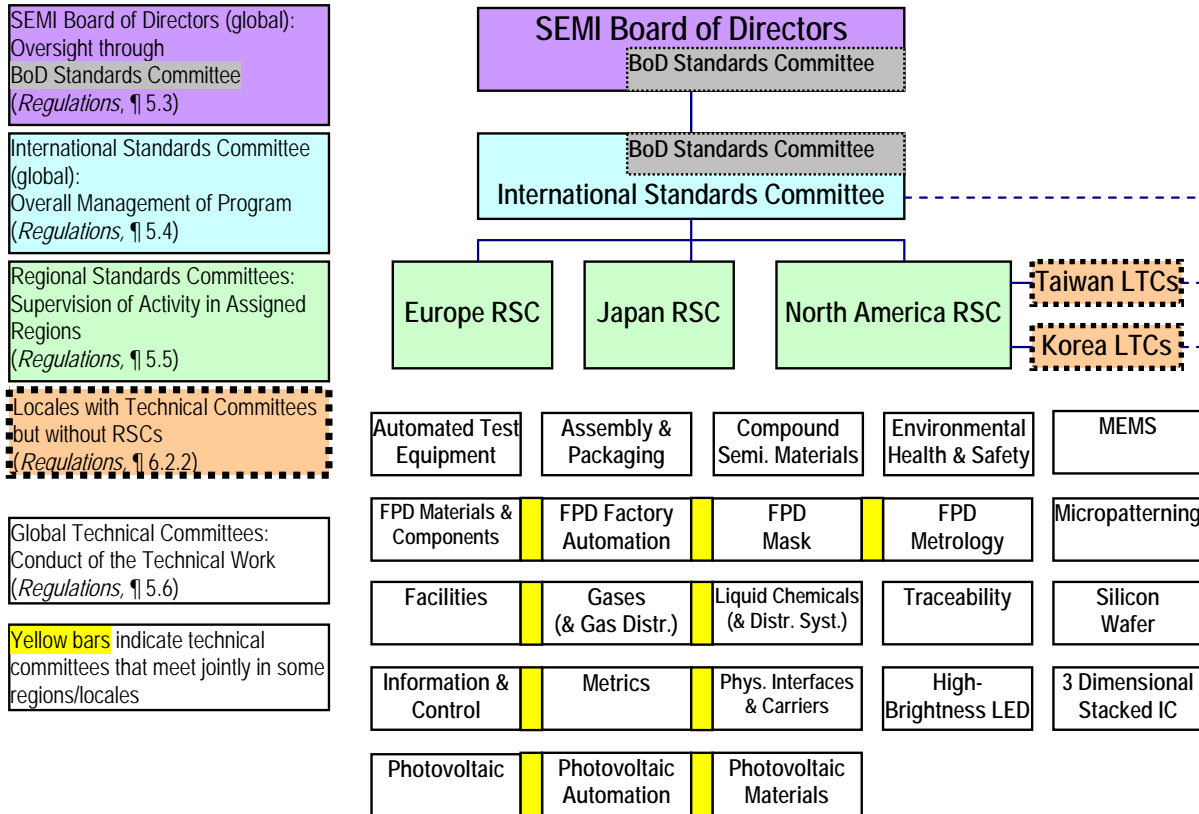


Figure 4
Organizational Structure of the Program

5.1.3 *Technical Committee Structure* — Technical committees (*Regulations*, ¶ 5.6) carry out the technical work of developing Standards or Safety Guidelines. Volunteer Program Members can work in a variety of technical committees, each of which covers a specific field of interest. In these technical committees, the Program Members are concerned with the technical issues surrounding standards development and are expected to represent the interests of their employers in this regard.

5.1.3.1 Technical committee membership is global; that is, a TC Member is a member of a technical committee without regard to the region in which the individual may live or work (§ 5.2). For convenience in discussing the work, technical committees meet in various regions and locales. Not all global technical committees have technical committees in all regions or locales. In some cases, the work of multiple global technical committees is grouped into one technical committee.

5.1.3.2 *Global Coordinating Subcommittee* — The cochairs of the regional and local technical committees form the management team responsible for the coordination of activities within global technical committee. This team is called the Global Coordinating Subcommittee (GCS) (*Regulations*, ¶ 5.6.5). The members of the GCS have prescribed responsibilities (*Regulations*, ¶ 5.6.5.1).

5.1.3.3 *Formal Organizations Within a Technical Committee* — Technical committees may establish subcommittees and TFs to develop specific Standards or Safety Guidelines or carry out other activities (*Regulations*, ¶ 5.6.3). TFs may be regional or global. Regional TFs are established in accordance with § 5.4 and global TFs are established in accordance with § 5.4.8. Table 11 provides an example of the structure of a simple global technical committee with technical committees in each active region.

5.1.3.4 Formation and discharge of technical committees, including technical committees in new regions, is covered in the *Regulations*, § 6.

5.1.3.5 Functions of technical committee cochairs are defined in the *Regulations*, ¶ 5.6.4.1 (regional responsibilities), and ¶ 5.6.5.1 (responsibilities associated with the GCS). It should be emphasized that the primary role of a GCS is interregional coordination of standards development; to carry out this role, the members of a GCS must be in excellent communication with each other, with Standards staff, and with regional volunteer leaders. This communication should be facilitated by Standards staff.

5.1.4 *Establishment and Discharge of Informal Groups* — Each organizational body may form informal groups such as teams and planning groups. An informal group belongs to the parent organizational body and reports to it.

Table 12 An Example of Global Technical Committee Structure

Region 1						Region 2						Region 3					
GCS																	
Cochairs						Cochairs						Cochairs					
RTC 1						RTC 2						RTC 3					
Subcommittee 1			Subcommittee 2			TF 1 ^{#1}	TF 2 ^{#2}	TF 3	TF 4	TF 5	TF 6	Subcommittee 1		TF 3	TF 4	TF 5	
TF 1	TF 2 ^{#2}	TF 3	TF 1 ^{#1}	TF 2	TF 3							TF 1 ^{#1}	TF 2 ^{#2}				

#1 These TFs may comprise one global TF.

#2 These TFs may comprise another global TF.

5.1.5 *Organization Charts* — A detailed organization chart is maintained by Standards staff. This chart shows RSCs, regional technical committees, local technical committees, subcommittees, and TFs together with the cochairs or leaders of each body.

5.1.6 *Establishment and Maintenance of Membership Database* — Standards staff maintains a database of all Program Members. The database includes the following information for each member:

- Name,
- Company
- Title,
- Address,
- Telephone,
- Fax,
- Email address,
- Technical committee memberships,
- Interest category, and
- Company voting interest.

5.2 *Membership*

5.2.1 Anyone can participate in a meeting or vote on a ballot in the SEMI Standards development process once they have registered as Program Members. However, in order to receive ballot and meeting notifications from SEMI, it is necessary to obtain technical committee membership.

5.2.2 *Applying for Membership* — Anyone can become a Program Member by completing the Program membership application form.

5.2.2.1 *Application Availability* — Applications are available as follows:

- on the SEMI Standards Web site,
- on request (by telephone, fax, or email) to any SEMI office, or
- in person at a SEMI Standards meeting.

5.2.2.2 *Completing the Application*

5.2.2.2.1 *Basic Information* — Applicants must provide valid information for all fields marked as “Required”.

5.2.2.2.1.1 The common method for distributing information is email. Program Members should provide a valid email address to which information can be sent.

5.2.2.2.2 *Types of Membership* — Applicants have the choice of Program membership only, or Program and Technical Committee membership. Applicants selecting Technical Committee membership must then select the technical committee(s) of which they want to be TC Members.

5.2.2.2.3 *Copyright Assignment* — An important part of the membership application is the copyright assignment at the end of the application. Be sure to read this assignment carefully and signify your agreement before submitting your application to SEMI.

5.2.2.2.4 *Confirmation of Registration* — Standards staff enters the membership application form in the database and sends a registration notice to the new Program Member by email. The registration notice includes individual member number, contact information, and technical committee membership(s). Be sure to review this information and advise Standards regional staff of any errors or omissions.

5.2.3 *Program Membership* — Program membership is the basic membership for SEMI Standards activity. Program Members do not receive committee-specific information (such as letter ballot availability or announcements of meetings).

5.2.3.1 *Termination of Program Membership* — Membership is terminated by either resignation from the Program or change of employer. (*Regulations*, § 2.4)

5.2.4 *Technical Committee Membership*

5.2.4.1 *Selection of Technical Committees* — Applicants select the global technical committee(s) of their choice. Program Members can be members of one or more technical committees. TC Members receive committee-specific information for the committee(s) of which they are TC Members.

5.2.4.2 *Maintenance of Voting Status* — TC Members are required to vote on all letter ballots issued to a global technical committee of which they are TC Members. If a TC Member fails to vote in three consecutive cycles in which a global technical committee that he/she is a TC Member of issues letter ballots, his/her membership for that technical committee is automatically terminated (*Regulations*, ¶ 2.6).

5.2.4.3 *Termination of Technical Committee Membership* — TC membership is terminated by any of the events specified in *Regulations*, ¶ 2.4 or ¶ 2.6.

5.2.5 *Updates of Membership Information* — Program Members should keep their membership information current by using the SEMI Standards Web site to update their profile to reflect any changes in name, title, company, mailing address, telephone, fax, email address, technical committee membership status, or classification. If the profile update page is inoperative or inaccessible, Program Members can also notify the appropriate Standards regional staff.

5.2.6 *Subcommittee and TF Membership* — Any Program Member can become a member of any subcommittee or TF within any technical committee by contacting the leaders of the subcommittee or TF.

5.2.7 *SEMI BoD* — Members of the SEMI BoD Standards Committee from each region are members of the RSC in their region and the ISC.

5.2.8 *Advisors, Liaison Members, and Members at Large* — Advisors, liaison members, and members at large can be appointed as members of RSCs and higher organizational bodies in the Program (*Regulations*, ¶¶ 5.4.2.5–5.4.2.7, and ¶¶ 5.5.2.4–5.5.2.6).

5.2.9 *Handling of Voting by Proxy* — Voting by proxy in the ISC or a RSC should be handled in accordance with the *Regulations*, ¶ 5.4.6.3 or ¶ 5.5.4.3, respectively. There is no provision in the *Regulations* for proxy voting at meetings of technical committees, subcommittees, or TFs.

5.3 *Subcommittees*

5.3.1 *Purpose* — Subcommittees are standing organizations to which a technical committee delegates TF management in a certain technical area. A subcommittee may be formed for the following purposes:

- To get or maintain an overview over a certain field,
- To reduce the burden of TF management on a technical committee, and
- To promote discussion by experts in the relevant field with greater concentration on that technical field than a technical committee can provide.

5.3.2 *Functions*

- Supervision of the TFs in the relevant field,
- Report and recommendations to the parent technical committee,
- Continuous studies in the relevant field,
- Identification of standards needs, and
- Activities delegated by the technical committee.

5.3.3 *Decision-Making Status* — A subcommittee has the same level of decision-making status as a TF. It does not have authority to make a final decision on issues subject to resolution by a technical committee.

5.3.4 *Operation of Subcommittees* — Subcommittees operate generally in accordance with § 5.4.7. However, deciding to hold subcommittee meetings and meeting announcements are handled according to the procedure for planning a technical committee meeting.

5.3.5 *Formation and Discharge of a Subcommittee* — Formation and discharge of a subcommittee is subject to a decision by the relevant technical committee (*Regulations*, ¶ 5.6.4.1d and f). The technical committee reports formation and discharge of a subcommittee to the appropriate Standards regional staff.

5.4 *Task Forces (TFs)*

5.4.1 *Purpose* — TFs are subordinate groups of technical committees that work on development of Standards or Safety Guidelines with approval of their parent technical committees.

5.4.2 *Forming a New TF* — A new TF may be formed to address the requirements of a new activity (i.e., development, review, revision, or withdrawal of a Standard or Safety Guideline). A TF may develop more than one Document. (In that case, one SNARF is required for each Document [§ 2.2]). A TF may be regional or global.

5.4.2.1 If a new activity requires the formation of a new TF, the technical committee cochair(s) will probably ask the originator of the new activity to form the TF.

5.4.3 *Initial Steps* — To begin the process, outlined in the flow chart in Figure 5, obtain a Task Force Organization Form (TFOF) from Standards staff or the SEMI Standards Web site.

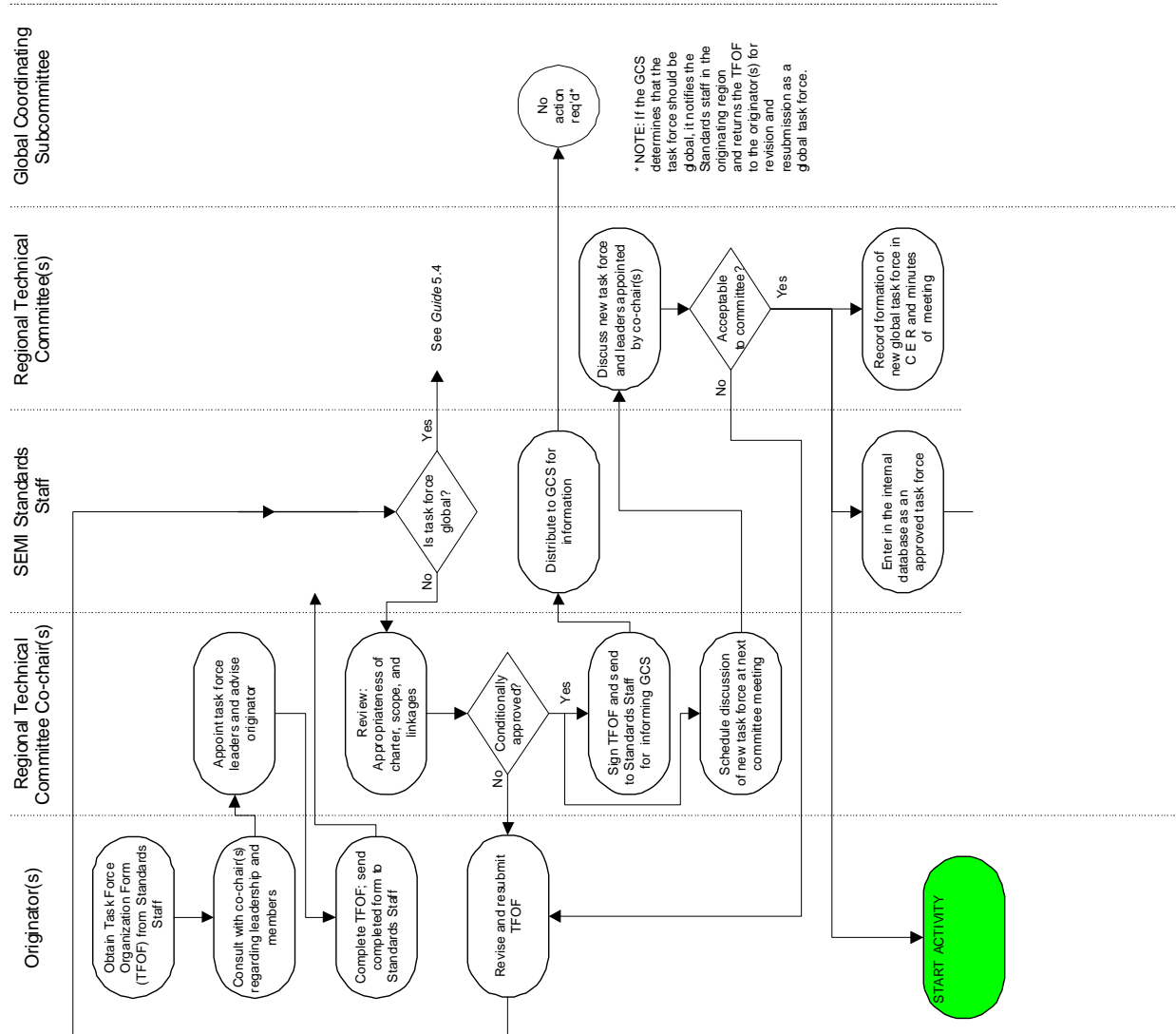


Figure 5
Establishing a New Regional TF

5.4.4 *Task Force Organization Form (TFOF)* — A TFOF should be completed and submitted to the technical committee for approval. Elements of the TFOF are as follows:

- Name of proposed TF;
- Parent technical committee (and subcommittee, if appropriate);
- Submitter’s name, company, telephone and fax numbers, and email address;
- Date of submission (if a revision, also the date of revision);
- Charter;
- Scope;
- Formal linkages with TFs in other regions, if any;
- Name, company, telephone number, and email address of each TF leader; and

- Name, company, telephone number, and email address of each TF member.

5.4.4.1 *Preparation of Charter and Scope* — The originator should develop a charter and scope to indicate the objective(s) of the proposed TF and the specific activities that the TF plans to undertake. These should be consistent with the activity proposed in the SNARF that led to the formation of the new TF.

5.4.4.2 *Formal Linkages with Other TFs* — If the TF is to be a part of a global TF, indicate each associated TF and its parent technical committee. Also indicate the nature of the relationship — joint international (global) TF, observer TF, etc.

5.4.4.3 *TF Leaders — Regulations*, ¶ 5.6.4.1d authorizes the technical committee cochair(s) to appoint TF leaders, subject to agreement from the technical committee. It is desirable to have representatives of multiple interest categories as TF leaders.

5.4.4.4 *TF Membership* — Any Program Member may participate in the TF by registering with the TF leader. (*Regulations*, ¶ 5.6.3) In addition, the TF leader can invite participation in the TF from members of the parent or a related technical committee. Technical committee and subcommittee cochair(s) can help the TF leaders in inviting participation.

5.4.4.4.1 *Balance of Membership* — It is desirable to have balanced representation from multiple interest categories. (*Regulations*, § 3.3)

5.4.4.4.2 *Member Registration* — Each potential member of the TF who is not already a registered member of the parent technical committee should complete a membership application or update his/her membership (§ 5.2) to establish his/her membership in the technical committee.

5.4.5 *Approval* — When the TFOF is complete, forward it to Standards regional staff who reviews it to determine if the proposed TF is regional or global. For the approval process for a global TF, see § 5.4.8. Follow the steps below for approval of a regional TF.

- The Standards staff contact forwards the completed TFOF to the technical committee cochair(s) who review(s) it for appropriateness of charter, scope, and linkages. If these are not considered adequate, the TFOF is returned to the originator for revision and resubmission.
- If the technical committee cochair(s) consider(s) the TFOF to be acceptable, they sign the TFOF and forward it to the appropriate Standards regional staff who forwards a copy to the members of the GCS for their information.
- The members of the GCS are not required to take any action, but if they determine that the TF should be global, they notify Standards staff in the originating region, who returns the TFOF to the original submitter(s) for revision and resubmission as a global TF.
- At the same time, the technical committee cochair(s) schedule(s) a discussion of the proposed new TF for the next meeting of the technical committee.

5.4.5.1 *Technical Committee Does Not Approve* — If the proposed TF and leadership are not acceptable to the technical committee, the TFOF is returned to the originator for revision and resubmission or withdrawal.

5.4.5.2 *Technical Committee Approves* — If the proposed TF and leadership are acceptable to the technical committee, the initiation of the new TF is recorded in both the CER and in the minutes of the meeting, and the TF leader is authorized to schedule and conduct meetings in accordance with § 5.4.7 until the work of the TF is complete.

5.4.6 *Records* — Following technical committee approval, Standards staff takes the following actions:

- Enters the TFOF into the internal database, and
- Posts the TFOF without the TF membership list to the SEMI Standards Web site, and
- Records the TF name and leadership on the appropriate organization chart.

5.4.7 *Operation of TFs*

5.4.7.1 It is the TF leader's responsibility to communicate directly with his/her TF members regarding all matters including meetings and progress on Document development. TF meetings should be conducted in accordance with § 4.2.

5.4.7.2 *Facilitating Communication* — The TF leader facilitates communication with the members by email, telephone, fax, video conference, or Web conference as appropriate.

5.4.7.3 *Roster Update* — When there is a change in the membership, TF leaders should update the roster and advise Standards regional staff of the change.

5.4.7.4 *Scheduling a TF Meeting* — The TF leader is responsible to schedule, notify members of, and conduct the TF meetings. This scheduling should be in consultation with Standards staff and the technical committee cochairs to avoid conflicts. If a meeting is scheduled in conjunction with technical committee meetings or it uses SEMI's meeting room or other facilities, the TF leader requests it from Standards regional staff and informs the technical committee cochairs. The request should include the following information:

- name of TF,
- number of attendees expected,
- date of meeting,
- meeting time and length,
- setup needed (e.g., class room, theater), and
- audiovisual requirements (e.g., overhead projector, screen).

Standards staff notifies the leader of final arrangements. In general, the TF members are notified by the leader, but he/she may request Standards staff to notify members of the meeting.

5.4.7.5 *Interregional TF Collaboration* — It is up to the leadership of both regional and global TFs to maintain active communications to facilitate reaching of interregional consensus on Documents developed by the TF. International meetings should be conducted in accordance with § 4.4. To communicate the status of activity to all interested parties worldwide well in advance of issuing letter ballots, the following guidance should be observed.

5.4.7.5.1 *Establishing Communications* — The TF leader obtains contact information of leaders of corresponding TFs in other regions from SEMI and maintains communication on a regular basis.

5.4.7.5.2 *TFOF and SNARF Listings* — TF leaders, technical architects, and Standards regional staff should review the TFOF and SNARF listings, available on the SEMI Standards Web site, regularly to determine other TFs in the same or other regions that might have an interest in a TF's activity.

5.4.7.5.3 *Report to Subcommittee, Technical Committee, and Other Regions* — TFs must report the progress on Document development to the parent technical committee (and subcommittee, if applicable). Reports from TF meetings held prior to the scheduled technical committee meeting should be included in the technical committee meeting minutes. To report to the related technical committees in other regions and locales, the liaison report should include the TF status.

5.4.7.6 *Discharge of a TF* — Upon completion of intended SEMI Document development, the TF reports to the technical committee, and with approval from the technical committee the TF is discharged (Regulations, ¶ 5.6.4.1f). If there has been no report from a TF for three consecutive technical committee meetings, or if there is no activity in that TF, the technical committee can discharge the TF. If future activity is anticipated, the technical committee may designate the TF as inactive instead of discharging it.

5.4.8 *Global TFs* — SEMI Standards activities are international in nature, and TFs in all regions should collaborate internationally. To develop integrated activities, global TFs may be formed to develop Standards or Safety Guidelines based on international consensus from the beginning of discussion through final approval.

5.4.8.1 *Definition and Organization* — There are three types of global TFs. In all cases, the global TF has a leader from each of the regions that participates. Note that a regional TF in which Program Members from other regions participate is not called a global TF.

- Existing regional TFs having related regional technical activities may collectively form a global TF.
- New TFs may be organized in each region and joined to form a global TF.
- New TFs may be formed in other regions to parallel an existing TF in one region. Such TFs may all collaborate actively or some may be observers to the development activity in another region.

5.4.8.2 *Approval for Formation — Regulations*, ¶ 5.6.5.1c authorizes the GCS to approve the formation of global TFs. When consensus has been reached among the participating regions to form a global TF, a leader (originator) in each of the regions completes a TFOF in accordance with § 5.4.4. See Figure 6 for a flow chart of the process for preparing the TFOF and obtaining approval for a global TF. Because the activities conducted by the global TF are based on international consensus from the beginning, it is preferable to have a common SNARF to describe each activity to be undertaken by the global TF.

5.4.8.2.1 Because the TF is global, Standards staff forwards the TFOF to the GCS.

5.4.8.2.2 The GCS reviews the TFOF for appropriateness of charter, scope, and linkages.

5.4.8.2.3 If the GCS does not approve a TFOF, it is returned to the originator for revision and resubmission.

5.4.8.2.4 If the GCS approves the TFOF, a member of the GCS sends it to Standards staff. In addition, the technical committee cochair(s) in each region report on the proposed TF and the leaders they have appointed at the next meeting of their technical committee.

5.4.8.2.5 *Technical Committee Does Not Approve* — If the proposed regional leadership is not acceptable to the technical committee, the technical committee cochair must come up with acceptable regional leadership.

5.4.8.2.6 *Technical Committee Approves* — If the proposed leadership is acceptable to the technical committee, the creation of the new TF is recorded in both the CER (posted on the SEMI Standards Web site within two weeks of the meeting) and in the minutes of the meeting.

5.4.8.3 *Records* — Following GCS approval, Standards staff takes the following actions:

- Enters the TFOF into the internal database, and
- Records the TF name and leadership on the appropriate organization chart.

5.4.8.4 *Operations* — Global TFs generally operate in accordance with § 5.4.7. It should be noted, however, that in a global TF, decisions on ballots, SNARFs, and other items listed below are based not on the consensus of one region, but on the consensus of all participating regions. Discussion of items such as ballots should respect the opinion of each region, and achieve global consensus before these items are forwarded to the technical committee for deliberation.

5.4.8.4.1 Ballots can be originated from any participating region. Ballots cannot be originated at the same time from multiple regions.

5.4.8.4.2 If there is a problem in achieving consensus within the global TF, the TF leader(s) should request coordination by the GCS. In this case, the TF should leave the decision entirely in the hands of the GCS and follow its final decision.

5.4.8.4.3 The global TF, in addition to its normal duties, must report the following items in the consensus process to the GCS:

- Formation of a global TF and submission of a SNARF,
- Decision on region where the ballot will be adjudicated,
- Approval for ballot submission by the technical committee, and
- Results of ballot discussion.

5.4.8.5 *Discharge of a Global TF* — A global TF may be discharged by the GCS (*Regulations*, ¶ 5.6.5.1c) upon completion of the work defined in its SNARFs. Each of the members of the GCS should report the action at the next meeting of the technical committee in his/her region. If future activity is anticipated, the GCS may designate the TF as inactive instead of discharging it.

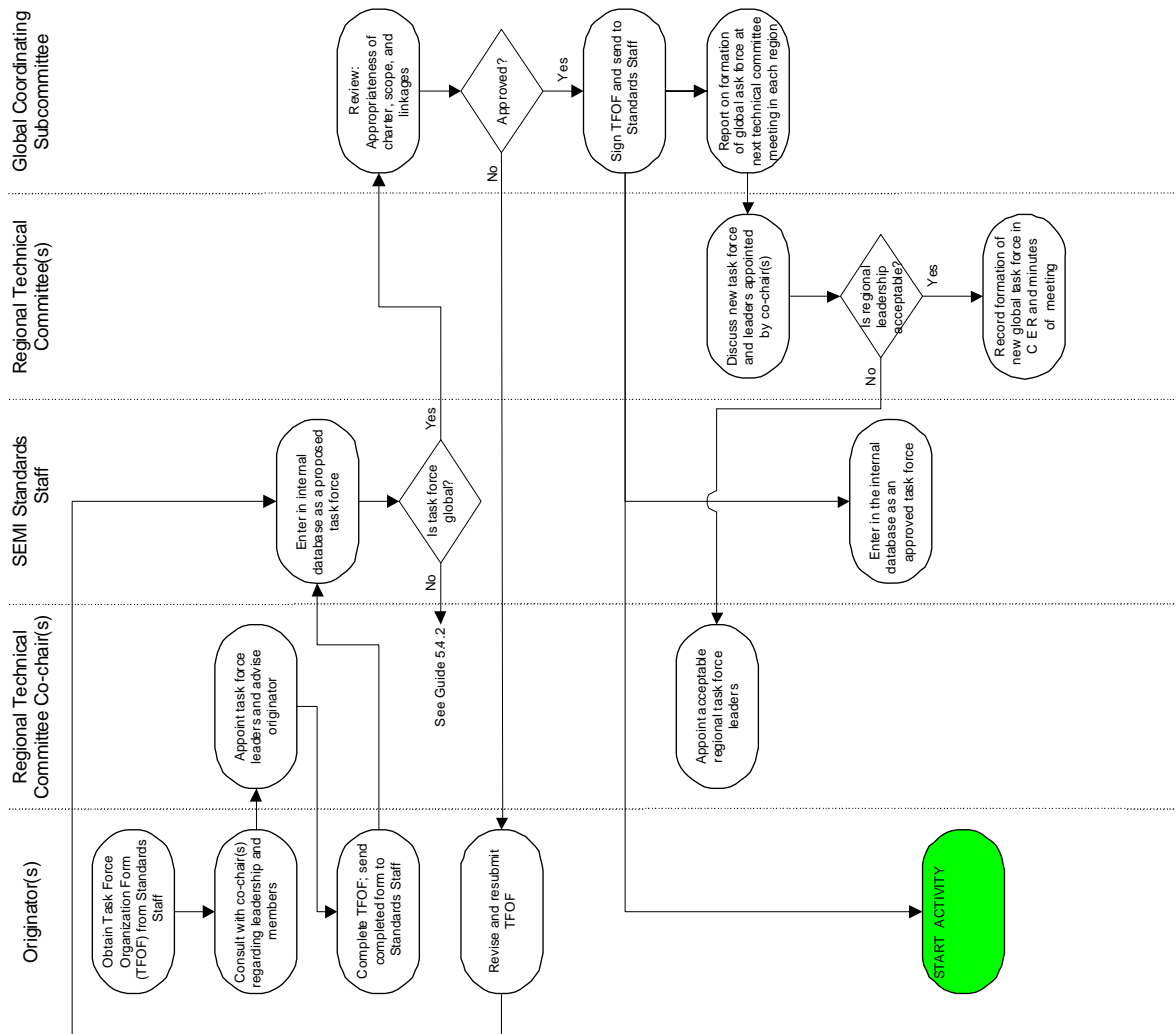


Figure 6
Establishing a New Global TF

5.5 *Establishing Standards Activities in New Locales*

5.5.1 *Step 1: Initiate Local Standards Working Groups* — Upon identifying the opportunity for SEMI Standards activities in a new locale, Standards HQ staff, working with Standards regional staff and Program Members from existing regions, will recruit, train, and support local Program Members in starting and running a Standards Working Group (WG).

5.5.1.1 The scope of a WG should mirror that of a global technical committee, although at the start a WG’s activity could encompass only a portion of the entire scope. WGs could establish sub-WGs to deal with specific issues of particular interest.

5.5.1.2 Members of WGs should apply for Program membership, thereby becoming Program Members.

5.5.1.2.1 They can also apply to become TC Members of the global technical committee of which their WG mirrors.

NOTE 30: A Program Member can become a TC Member of any global technical committee(s) of his or her choosing.

5.5.1.3 WGs should have the following functions:

- Recruit local Program Members;
- Conduct scheduled meetings among WG members, face-to-face and (optionally) by electronic means;
- Become familiar with existing standards of other organizations, if any, in their scope areas;
- Become familiar with related standards developments in their scope areas;
- Develop effective leaders;
- Participate in SEMI Standards development through liaisons with TFs and technical committees;
- Develop support for the Program among local companies and other organizations; and
- Assist in developing and promoting education opportunities, (e.g., Standards workshops) in their locale.

5.5.2 *Step 2: Elevate WG to Local Technical Committee Status* — In Step 2, a WG advances to local technical committee (LTC) status, participating as equals in the global technical committee.

5.5.2.1 A WG may petition the ISC through an RSC for elevation to local technical committee status upon satisfying the following criteria:

- Demonstrated success in scheduling, organizing, and conducting an ongoing program of face-to-face and (optionally) electronic meetings among the local Program Members;
- Local SEMI staff trained and available to perform staff support functions at meetings and between meetings;
- A representative number of TC Members, distributed among users, suppliers, and general interest;
- A representative number of companies represented among the TC Members;
- Stable leadership, including two cochairs, and optionally a technical editor and a technical architect;
- Demonstrated interest and competence in Standards development subjects; and
- Demonstrated company support, by sending Program Members to meetings.

5.5.2.2 A local technical committee is functionally equivalent in all respects to a technical committee in an existing region (see *Regulations*, § 5.6).

5.5.2.3 The RSC functions with respect to a local technical committee are performed by an existing RSC, assigned by the ISC.

5.5.3 *STEP 3: Representation in the ISC* — Locales with up to three local technical committees can have one ISC member (nonvoting) and locales with more than three local technical committees can have one ISC member (voting) (*Regulations*, ¶ 5.4.2.4.1 and ¶ 5.4.2.4.2)

5.5.3.1 *Representation in the ISC A&R SC* — Locales with one or more local technical committees in operation are allowed but not required to provide a representative or representatives to the ISC A&R SC (*Regulations*, ¶ 5.4.4.2c). Such representatives should be chosen based on their experience with the procedures that are reviewed by the ISC A&R SC (typically, procedures related to ballot adjudication).

APPENDIX 1 STANDARDS NEW ACTIVITY REPORT FORM (SNARF)

This appendix contains a blank sample of the current Standards New Activity Report Form (SNARF).



STANDARDS NEW ACTIVITY REPORT FORM (SNARF)

Date Prepared:

Revised (if Applicable):

SNARF for:

Originating Global Technical Committee:

Originating Technical Committee Region:

Task Force in which work is to be carried out:

Submitted by:

Company:

e-mail:

Phone:

Fax:

1. Rationale:

a: Describe the need or problem addressed by this activity.

(Indicate the customer, what benefits they will receive, and if possible, quantify the impact on the ROI (return on investment if the Standard/Safety Guideline is implemented.)

b: Estimated Effect on Industry

Check one of the following;

- 1: Major effect on entire industry or on multiple important industry sectors
- 2: Major effect on an industry sector - identify the relevant sector
- 3: Major effect on a few companies - identify the relevant companies
- 4: Slight effect or effect not determinable

c: Estimated Technical Difficulty of the Activity

Check one of the following;

- I: No Difficulty – Proven concepts and techniques exist or quick agreement anticipated
- II: Some Difficulty – Disagreements on known requirements exist but developing consensus is possible
- III: Difficult – Limited expertise and resources exist and/or achieving consensus difficult
- IV: Extremely Difficult – Expertise and resources are scarce and/or achieving consensus very difficult

2. Scope:

a: Define the technical areas to be covered or addressed by this Standard development activity. For Subordinate Standards, list common concepts or criteria the Subordinate Standard inherits from the Primary Standard, as well as differences from the Primary Standard:

b: Expected result of activity

-
- | | |
|--|---|
| <input type="checkbox"/> New Standard/Safety Guideline (including replacement of an existing Standard/Safety Guideline) | <input type="checkbox"/> Reapproval of a Standard/Safety Guideline |
| <input type="checkbox"/> New Preliminary Standard | <input type="checkbox"/> Removal of a Standard/Safety Guideline |
| <input type="checkbox"/> Revision to an existing Standard/Safety Guideline | <input type="checkbox"/> Withdrawal of a Standard/Safety Guideline |
| <input type="checkbox"/> Addition of one or more Subordinate Standards to an existing Standard/Safety Guideline | <input type="checkbox"/> Reinstatement of a Standard/Safety Guideline |
| <input type="checkbox"/> Addition of one or more Appendices or Related Information sections to an existing Standard/Safety Guideline | <input type="checkbox"/> Publication of an existing Standard or Safety Guideline as an American National Standard |
| | <input type="checkbox"/> New Auxiliary Information |

For Subordinate Standards, identify the Primary Standard here:

3. Projected Timetable for Completion:**a: General Milestones**

- | | |
|--|------------------------------|
| a. Activity Start: | b. 1 st Draft by: |
| c. (Optional) Informational Ballot by: | d. Letter Ballot by: |
| e. Committee Approval By: | |

4. Liaisons with other Regions/Committees/Subcommittees/Task Forces:

a. List committees, subcommittees, or task forces in your or other regions that should be kept informed regarding the progress of this activity. (Refer to SEMI organization charts and charters as needed.)

b: Intercommittee ballots (check one):

- will be issued – identify the recipient committee(s)
- will not be issued

5. Safety Considerations:

The resulting document is expected (Check one):

- to be a Safety Guideline
- NOT to be a Safety Guideline

NOTE FOR "to be a Safety Guideline": When all safety-related information is removed from the document, the document is NOT technically sound and complete – Refer to Section 14.1 of the Regulations for special procedures to be followed.

NOTE FOR "NOT to be a Safety Guideline": When all safety-related information is removed from the document, the document is still technically sound and complete.

6. Intellectual Property Considerations:**a: In complying with the standard or safety guideline to be developed (Check one):**

- there is no alternative to the use of patented technology or copyrighted item(s)**
 Letter of Intent received **Letter of Intent not received**
- the use of patented technology or a copyrighted item(s) is NOT required**

NOTE FOR "there is no alternative to the use of patented technology or copyrighted item(s)": The provisions of Section 15 of the Regulations must be followed.

NOTE FOR "the use of patented technology or a copyrighted item(s) is NOT required": If in the course of developing the document, it is determined that patented technology or copyrighted item(s) must be used to comply with the standard or safety guideline, the provisions of Section 15 of the Regulations must be followed.)

b: The body of the standard and any appendices or related information sections (Check one):

- will include copyrighted material**
- will NOT include copyrighted material**

NOTE FOR "will include copyrighted material": Written permission must be obtained from the copyright owner.

7. Comments, Special Circumstances:

8. Approval Dates:

Technical Committee or GCS
Recorded in Technical Committee Minutes
Reviewed by Technical Architects

If you do not have e-mail capability, you may fax this form to the nearest SEMI office:

SEMI HQ: 1.408.943.7943
Europe: 32.2.416.6448
Japan: 81.3.3222.5757

Korea: 82.2.551.3406
North America: 1.408.943.7943
Taiwan: 886.3.573.3355

APPENDIX 2

CONTENTS OF EACH SECTION FOUND WITHIN STANDARDS AND SAFETY GUIDELINES

Table A2-1 Descriptions of Sections Found in Standards and Safety Guidelines

#	<i>Sections</i>	<i>Description</i>
1.	<i>Title</i>	(1) Every Standard and Safety Guideline must have a title. (2) Select a unique title that describes the content of the Standard or Safety Guideline. (3) Do not use the word “Standard” in the title. (4) Begin the title with the type of Standard or guideline being developed (e.g., Specification for ..., Guide for ..., Test Method for ..., Safety Guideline for ..., Draft Specification for ..., Preliminary Test Method for ...). (5) Use only a single type of Standard except in very unusual circumstances. If the document is comprised of two types (e.g., Specification and Guide for ...), the text must clearly identify those parts which are of each type.
2.	<i>Purpose</i>	(1) Every Standard and Safety Guideline must have a Purpose section. (2) Provide a concise explanation of the significance and application of the Standard. (3) Indicate the intended user and the proper application of the Standard. (4) If appropriate, differentiate this Standard from other similar or related Standards.
3.	<i>Scope</i>	(1) Every Standard and Safety Guideline must have a Scope section. (2) State the function and range of application of the Standard. Note any excluded functions or ranges, if appropriate. (3) List the materials, products, systems, or services covered by the Standard. (4) If any specific caution or warning notices are included in the Standard or Safety Guideline, list the paragraph numbers where they occur in the last sentence of the appropriate paragraph (see <i>Style Manual</i> , Cautions and Warnings). (5) Safety Notice is mandatory for all SEMI Standards (see <i>Style Manual</i> , Scope Notice).
4.	<i>Limitations</i>	(1) State any items not specifically covered in the Standard. (2) For Test Methods and Practices, include all known items that may cause erroneous results to be obtained. (3) For each such item, describe how the existence of the problem can be identified and measures to be taken to circumvent the problem.

#	Sections	Description
5.	<i>Referenced Standards and Documents</i>	<p>(1) References to publicly available standards must include a Referenced Standards and Documents section.</p> <p>(2) List all publicly available standards that are cited in the Standard or Safety Guideline and published by SEMI or another recognized SDO such as ANSI, ASTM, DIN, IEC, ISO, JSA.</p> <p>(3) List SEMI Standards first, in alphanumeric order by designation.</p> <p>(4) List standards published by other SDOs using a separate subsection for each organization. Place these subsections in alphabetical order by the name of the organization. List the standards in each subsection in alphanumeric order by designation.</p> <p>(5) Do not include the publication date (month-year) code unless only a specific edition of the cited standard must be employed.</p> <p>(6) <i>Documents</i> — List all regulations, codes, and similar types of nonstandard technical documents cited in the Standard or Safety Guideline. Exclude from listing technical books, magazines and magazine articles and journal and journal articles.</p> <p>(7) For all cited standards and technical documents not originating from SEMI, provide a footnote referencing the source of the standard and the address from which a copy can be obtained. When available, also list fax and web site information of the organization that distributes the standard.</p> <p>(8) Be sure to list only published standards. Never refer to Draft Documents being developed by SEMI or any other SDO in this section (or elsewhere in the Standard). NOTE: If it is necessary to reference a Draft Document under development, allude to the material by a descriptive phrase, not necessarily the title. Include a note to the effect that the Standard or Safety Guideline covering the topic is being developed by a SEMI Standards technical committee. The technical committee can be identified, if desired.</p> <p>(9) References to periodicals, books, and web sites cited in the Standard or Safety Guideline should be listed as numbered footnotes at the bottom of the page that the reference first occurs. Cite only publicly available references in a SEMI Standard or Safety Guideline. ^{#1}</p> <p>(10) Appendix and Related Information shall have their own Referenced Standards and Documents section, separate from the main document. For Related Informations that reference publicly available standards and/or documents, create separate Referenced Standards and Documents sections to be contained within the Related Information.</p> <p>(11) Referenced Standards and Document Notice is mandatory (see Style Manual, Referenced Standards and Documents Notice).</p>
6.	<i>Terminology</i>	<p>(1) Terminology is an important part of most Standards and Safety Guidelines. However, in some cases, terminology for a given field is collected together in a Terminology Standard. Terminology includes abbreviations and acronyms, definitions, and symbols.</p> <p>(2) List abbreviations and acronyms, definitions, and symbols in alphabetical order in separate subsections. If desired, further divide one or more of these subsections so that related terms are grouped before alphabetizing. In rare occasions, groups of related terms may be ordered non-alphabetically (e.g., a group of terms related to a particular subject might start with the definition of the subject itself).</p> <p>(3) For Related Informations that contain terminology not used in the main body or Appendices of the Document, a separate Terminology section can be contained within the Related Information.</p>

#	Sections	Description
7.	<i>Abbreviations and Acronyms</i>	<ol style="list-style-type: none"> (1) This is a subsection of a Terminology section in most subtypes of SEMI Standards and Safety Guidelines. In Terminology Standards, this is a main section. (2) Before including an entry in this section, check to determine if the item is included in the SEMI Compilation of Terms, available on the SEMI Standards Web site; http://www.semi.org/standards. Make sure that all entries taken from the Compilation of Terms exactly match the original entries in the compilation itself, if possible. Similar but not identical definitions of the same term are strongly discouraged. (3) List descriptions of abbreviations and acronyms commonly used in the field. (4) If a Standard or Safety Guideline contains a large number of abbreviations and/or acronyms, group them together in the <i>Terminology</i> section. (5) List abbreviations and acronyms in alphabetical or alphanumeric order unless there is a compelling reason to order them differently; if desired, divide the list into numbered subsections so that related items are grouped before alphabetizing. (6) For clarification or tutorial discussion, a discussion paragraph may be added on a separate line following the entry. (7) Abbreviations are used most frequently in tables, illustrations, notes, bibliographies, and lists. (8) Acronyms are pronounceable words or shorthand expressions formed from most, or all, of the initial letters of a name or other term composed of two or more words. (10) The first time an abbreviation and acronym that is not already commonly accepted is used, spell out the full name and follow it with its abbreviation or acronym in parentheses. (11) Use commonly accepted abbreviations and acronyms where they are available. (12) “SEMI” is a registered trademark standing for Semiconductor Equipment and Materials International. Do not use this acronym to stand for anything else.
8.	<i>Definitions</i>	<ol style="list-style-type: none"> (1) This is a subsection of a Terminology section in most subtypes of SEMI Standards and Safety Guidelines. In Terminology Standards, this is a main section. (2) Before including an entry in this section, check to determine if the item is included in the SEMI Compilation of Terms, available on the SEMI Standards Web site; http://www.semi.org/standards. Make sure that all entries taken from the Compilation of Terms exactly match the original entries in the compilation itself. (3) Avoid defining a term used only once within a document. (4) List definitions for terms commonly used in the field. (5) List definitions of terms in alphabetical order; if desired, divide the list into numbered subsections so that related terms are grouped before alphabetizing. (6) Avoid the use of discussions, equations, figures, and notes in the terminology section. Place these at the first point of use within the document. (7) If needed for clarification or tutorial discussion, add an explanatory note in a separate paragraph following the definition. (8) Identify the sources of definitions from other standards that are quoted. If the source is a standard or other document not published by SEMI, obtain a copyright release from the copyright holder and the primary author, if known, before submitting the document for balloting.
9.	<i>Symbols</i>	<ol style="list-style-type: none"> (1) This is a subsection of a Terminology section in most subtypes of SEMI Standards and Safety Guidelines. In Terminology Standards, this is a main section. (2) List descriptions of symbols commonly used in the field. (3) List symbols in alphabetical order; if desired, divide the list into numbered subsections so that related items are grouped before alphabetizing. (4) Do not include in the list standard symbols used for SI or other familiar units. (5) If needed for clarification or tutorial discussion, add an explanatory note in a separate paragraph following the definition. (6) In a Standard with many equations, it may be convenient to list all of the symbols as a separate subsection of the terminology section rather than under each equation.

#	Sections	Description
10.	<i>Related Documents</i>	(1) List in this section any SEMI Standards, Safety Guidelines, standards, other technical papers, and/or documents that provide useful background material for carrying out the Standard but are not specifically cited in the Standard. (2) Only references that are publicly available should be listed. (3) Last section of the main body of the Standard.
11.	<i>Basis of Classification</i>	(1) Clearly state and describe the categories and subcategories on which the groupings of the classifications are based. (2) If necessary, develop additional section headings to enhance the explanation of the groupings.
12.	<i>Classification</i>	(1) List groupings by category and subcategory using a tabular form or other selected means.
13.	<i>Test Methods</i>	(1) List the test methods to be used to determine if the materials, products, systems, or services meet the requirements of the Specification. Indicate in this section if retesting is allowed. (2) Include test methods for each attribute covered in the <i>Ordering Information</i> and <i>Requirements</i> sections. (3) Where available, cite applicable standard test methods available from ASTM, DIN, JEIDA, SEMI, or other SDOs. (4) If several standard test methods exist for a particular attribute, indicate either (1) the preferred test method for the purpose of determining the suitability of the product(s) or service(s) or (2) the basis for choosing one test method over another. (5) If an appropriate standard test method is not available, describe a test method in abridged form. #2 (6) If no standard test method can be identified for a specific attribute and no test method is described, state that the value of the attribute must be determined by a method agreed upon by the supplier and the purchaser.
14.	<i>Application Specific</i>	(1) Describe the instructions, options, or recommendations intended to increase the awareness of the user to available techniques, starting points, or approaches. (2) If appropriate, include criteria for making a selection among various options.
15.	<i>Summary of Practice</i>	(1) Preview the procedure by concisely listing the key steps. (2) If desired, include a flow chart of the key steps as a graphical representation.
16.	<i>Apparatus</i>	(1) List all the equipment required to carry out the procedure. #3 (2) If possible, avoid referring to specific company equipment names (trade names and trademarks). (<i>Regulations</i> , § 1.5.12) (3) Specify the requirements to be met by each piece of equipment. (4) For each piece of equipment specify the range or nominal value of all parametric requirements that directly affect the test result. (5) Specify the requirements so that the stated precision and bias of the test can be met by competent operators; do not over specify or under specify. (6) Make sure that all equipment and supplies called for in the procedure are described in this section. (7) Describe in this section any requirements for setting up and preparing the apparatus to carry out the procedure.
17.	<i>Reagents and Materials</i>	(1) List all process chemicals, gases, and other materials required to carry out the procedure. (2) If possible, avoid referring to specific company equipment names (trade names and trademarks). (<i>Regulations</i> , § 1.5.12) (3) Cite SEMI Specifications for required process chemicals and gases, where these are available to identify the assay and grade required by the procedure. Be sure to include the cited Standards in the <i>Referenced Standards and Documents</i> section. (4) If water is required for use in the procedure, reference SEMI F63; be sure to indicate the grade of water required.
18.	<i>Safety Precautions</i>	(1) Identify any hazardous materials, operations, and equipment required to perform the procedure safely. (2) Cite appropriate SEMI Safety Guidelines or other applicable safety standards and regulations. (3) Cite material safety data sheets, where applicable (MSDSs). (4) Insert cautionary notes concerning the use of hazardous items immediately before the points in the procedure or other sections where the item must be used.

#	Sections	Description
19.	<i>Test Specimens</i>	(1) Describe all test specimens required to carry out the procedure or test method. (2) Write procedures/instructions in this section as imperative sentences (i.e., start with a verb because the subject “you” is implied). The previous sentence is an imperative sentence, for example. (3) Describe the essential properties of the required test specimens. (4) Present a step-by-step procedure for selecting, preparing, and conditioning the test specimens.
20.	<i>Procedure</i>	(1) List detailed, step-by-step instructions for performing the procedure. (2) Write procedures/instructions in this section as imperative sentences (i.e., start with a verb because the subject “you” is implied). The previous sentence is an imperative sentence, for example. (3) Instruct the user of the Standard to record all information required for interpreting the results of the procedure; include all information specified in the report section. (4) Review the sequence of steps in the procedure to ensure that: <ul style="list-style-type: none"> • each step follows from the previous step, • all branches are clearly identified, and • no choices available to the user of the Practice remain unspecified.
21.	<i>Calculations</i>	(1) Describe in sequence, each calculation required to obtain the test result.
22.	<i>Interpretation of Results</i>	(1) List the steps required to interpret the results of the procedure, if appropriate. (2) Some Practices, such as Practices to prepare a specimen for a test, do not require interpretation of the results. (3) If interpretation is required, write procedures to interpret results in this section as imperative sentences (i.e., start with a verb because the subject “you” is implied). The previous sentence is an imperative sentence, for example.
23.	<i>Report</i>	(1) List the essential results of carrying out the procedure, if appropriate. Include the following items: <ul style="list-style-type: none"> • Identification of the test specimens, if any; • The location where the procedure was performed and the operator who carried it out; • Description of the specific equipment used to carry out the procedure, including software version, if appropriate; • Any optional portions of the procedure or choices exercised in carrying out the procedure; and • Results of carrying out the procedure. (2) Do not request information for the report unless its collection and recording are explicitly spelled out in the procedure.
24.	<i>Ordering Information</i>	(1) List all required and optional items to be included in a purchase order for the materials, products, systems, or services covered by this Specification. (2) The list should be complete enough that an order based on it will result in definition of the desired product or service. (3) The list may be developed in tabular or outline format. (4) Be sure to list any choices of grades or other items that must be selected to define the product or service completely. (5) Where there is not a unique test method for particular attributes, indicate that the purchase document must show the test method to be used for such attributes.
25.	<i>Requirements</i>	(1) List the requirements that must be met for the materials, products, systems, or services to fulfill the Specification. (2) For a product covered by the Specification, list the attributes of items such as materials of construction, methods of manufacture, chemical composition, physical properties, mechanical properties, dimensions. (3) For servicing covered by the Specification, list the attributes or characteristics that the services must have. (4) If desired, group related requirements into independent sections. (5) Liberal use of tables and outlines facilitates understanding of the Specification requirements.
26.	<i>Sampling</i>	(1) Specify procedures for selecting test specimens from a lot in order to determine the acceptability of the lot.

#	Sections	Description
27.	<i>Certification</i>	(1) List the requirements for certifying that the product(s) or service(s) meet the Specification. If desired, use the following standard paragraphs: <ul style="list-style-type: none"> x.1 Upon request of the purchaser in the contract or order, a manufacturer's or supplier's certification that the product was manufactured and tested in accordance with this Specification, together with a report of the test results, shall be furnished at the time of shipment. x.2 If desired, the supplier and purchaser may agree that the product shall be certified as "capable of meeting" certain requirements. In this context, "capable of meeting" shall signify that the supplier is not required to perform the appropriate tests. However, if the purchaser performs the test(s) and the product fails to meet the requirement(s), the product may be subject to rejection.
28.	<i>Product Labeling</i>	(1) List information to be included on the label of the product, including (if appropriate) a statement of conformance with the Specification.
29.	<i>Packing and Package Labeling</i>	(1) List requirements for protective or outer packaging, including information to be placed on the package label(s).
30.	<i>Summary of Test Methods</i>	(1) Preview the procedure by concisely listing the key steps. (2) If desired, include a flow chart of the key steps as a graphic.
31.	<i>Preparation of Apparatus</i>	(1) Present a step-by-step procedure for preparing or setting up the equipment required to carry out the Test Method. (2) Write procedures/instructions in this section as imperative sentences (i.e., start with a verb because the subject "you" is implied). The previous sentence is an imperative sentence, for example. (3) Include this section only for equipment requiring special set-up procedures; use the Calibration and Standardization section for these procedures.
32.	<i>Calibration and Standardization</i>	(1) Give step-by-step procedures for calibrating or standardizing the apparatus. (2) Write procedures/instructions in this section as imperative sentences (i.e., start with a verb because the subject "you" is implied). The previous sentence is an imperative sentence, for example. (3) Do not include this section if calibration and standardization procedures are automatically provided in the apparatus. (4) Describe calibration and standardization procedures in the Procedure section if they are required before each test.
33.	<i>Precision and Bias</i>	(1) Provide in this section a statement of the precision and bias expected to be achieved by a competent operator in using the Test Method together with a description of the basis for the statement such as the results of a single laboratory or multi-laboratory (round-robin) test.

#1 If it is necessary to reference a companion Draft Document under development during the balloting of a SEMI Standard or Safety Guideline, allude to the material by a descriptive phrase, not necessarily the title of the companion Draft Document, and include a note to the effect that a Standard or Safety Guideline covering the topic is being developed by a SEMI Standards technical committee. The technical committee can be identified, if desired.

#2 Instead of writing an abridged test method in this section, the test method can be a separate standard and cited in this section.

#3 It is desirable to include a diagram of the apparatus in this section.

RELATED INFORMATION 1

USEFUL DOCUMENTS

The following list of SEMI documents and forms that are useful in conducting standards Document development work is provided for information only. The principal citation to these items in this *Guide* is provided in parentheses after the title. Each of these items may be obtained from the SEMI Standards Web site, <http://www.semi.org/standards>, unless otherwise indicated.

R1-1 Standards Regulations and Policies

R1-1.1 *Regulations Governing SEMI Standards Committees* (§ 1.1.1)

R1-1.2 AntiTrust Reminder (§ 4.1.3.2)

R1-1.3 Guidance for the Development of Standards That May Involve Patentable Technology (§ 4.1.3.2)

R1-1.4 SEMI Policy on Marking Equipment to Denote Third-Party Determination of Compliance with SEMI Standards and Safety Guidelines (no reference)

R1-1.5 International Effective Meeting Guidelines (§ 4.1.3.2 and § 4.4.1)

R1-1.6 Program Membership Requirement (§ 4.1.3.2)

R1-2 Style Manual and Document Templates

R1-2.1 *SEMI Standards Style Manual* (§ 2.5.3)

R1-2.2 Document Templates (§ 2.5.3)

R1-3 Compilation of Terms

R1-3.1 *SEMI International Standards Compilation of Terms* (§ 3.11.3)

R1-4 Technical Committee Activity Information

R1-4.1 TFOF and SNARF Listings (§ 5.4.7.5.2)

R1-4.2 Committee Express Reports (§ 2.11.1.1)

R1-4.3 Document Status Report (§ 2.6.2)

R1-4.4 Liaison Report (§ 4.1.3.2 and § 5.4.7.5.3)

R1-5 Committee Organization

R1-5.1 Organization Charts (§ 5.1.5)

R1-5.2 Committee Charters (no reference)

R1-6 Forms

R1-6.1 Standards New Activity Report Form (SNARF) (§ 2.1.2.1)

R1-6.2 Task Force Organization Form (TFOF) (§ 2.1.2.2 and § 5.4.4)

R1-6.3 ISC A&R Review Template (§ 2.12.2)

R1-6.4 ISC A&R Appeal Template (§ 2.13.2.2)

R1-6.5 Publication Improvement Proposal (PIP) Form (§ 2.14.3.1)