standardmethods

for the Examination of Water and Wastewater

How To Use JTG Ballots

1. A JTG ballot has been developed for use by the JTG Chair that indicates the date of issue, closing date, topic of ballot, and the ballot number. A ballot is sent to each JTG Chair who must complete this information prior to sending it to the JTG.

2. The Chair must send a ballot, along with the manuscript to be approved, to each JTG member (email acceptable). JTG members review the manuscript, vote, and return the ballot to the Chair, who then submits the complete package to the Part Coordinator (PC) (see #6). All final manuscripts submitted to the PC MUST be approved by the JTG by written letter ballot.

3. Allow at least four weeks but no more than five weeks for return of ballots to the JTG Chair.

4. All drafts of a manuscript and proposals must be numbered in separate sequences and referenced in that manner, e.g., Proposal #3. Avoid labeling drafts as "Final" because they tend not to be final.

5. Agreement on the final draft may be obtained either by balloting a complete manuscript, or by balloting a proposal to accept as final a numbered draft with such changes as are specified in the proposal.

6. A manuscript may be distributed to the JTG to solicit comments but it should not be submitted to the PC. The PC should receive only a JTG-balloted manuscript.

7. Send original JTG ballots (and supporting documents) to the PC when the JTG has completed its work. Provide a cover memo listing all voting members and non-responders.