

standard methods

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 indicating the date of issue, closing date, topic of ballot, and the ballot number. A supply of ballots is sent to each JTG Chair who must complete this information on the ballot prior to sending it to the JTG.
2. A ballot along with the manuscript to be approved is sent to each JTG member by the Chair. 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. At least four weeks but no more than five weeks must be allowed 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 (or galley manuscript initially distributed by the Standard Methods Manager), with such changes as are specified in the proposal. (This procedure is designed to minimize bulky mailings by chair and members.)
6. Send original 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.
7. A manuscript may be distributed to the JTG to solicit comments but it should not be submitted to the PC. The PC should only receive a JTG-balloted manuscript.