I. General (Reference Section 1)
This operating guide provides specific information related to the B16 Standardization of Valves, Flanges, Fittings, and Gasket Committee, hereafter referred to as the Committee, and provides guidance on its practices and procedural preferences.

II. Charter (Reference Section 1)
The Charter of the Committee(s) is as follows:
The ASME B16 Standardization of Valves, Flanges, Fittings, and Gasket Committee is responsible for standards covering valves, flanges, pipe fittings, gaskets, and valve actuators for use in pressure services.

III. Standards Committee Membership Number of Consensus Body Members (Reference Para. 3.3)
The Committee:
☒ prefers to operate with no more than 30 members.
☐ does not have a preferred upper limit on the number of its members.
☐ prefers to operate with no fewer than [#] members.
☒ does not have a preferred lower limit on the number of its members.

Additional Preferences for Number of Consensus Body Members:

Membership Duties (Reference Para. 3.3.1.1.1)
Members, their alternates, or their representatives are expected to be in attendance and participate in not less than 33% of all scheduled meetings of the standards committee.

Additional Preferences for Attendance at Meetings:

Members or their alternates are expected to participate on not less than 60% of all standards committee ballots.

Additional Preferences for Ballot Participation:
Interest Categories (Reference Para. 3.3.1.1.2)
Members of the Committee are typically identified by the following interest categories (See Appendix 2 for the definition of each interest category):
☐ AA Constructor
☐ AB Designer
☒ AC Designer/Constructor
☒ AD Distributor
☐ AE Employee/Union Interest
☒ AF General Interest
☐ AG Installer
☒ AH Insurance/Inspection
☐ AI Laboratory/Testing
☒ AK Manufacturer
☒ AM Material Manufacturer
☐ AO Owner
☐ AP Pipeline Operator/Owner
☐ AR Oil Refining/Production
☒ AT Regulatory
☐ AV Trainer/Educator
☒ AW User
☐ AX Utility
☐ AY Government
☐ CA Producer – Airframe/Power Plant
☐ CM Chemical Manufacturing
☐ DE Design/Engineering
☐ GS Gage Manufacturer
☐ MC Cast Boiler Manufacturer
☐ MH Water Heater Manufacturer
☐ MW Wrought Boiler Manufacturer
☐ OP Pressure Relief Device Manufacturer
☐ PP Petroleum Production
☐ PR Petroleum Refining
☐ RM Repair Manufacturing
☐ SP Standards Development Organization

Additional Guidance for Interest Categories:
Change in Interest Category (Reference Para. 3.3.1.2(d))
When a member’s interest category changes, the Committee prefers to:
☒ Reaffirm the member to complete the present term, under the new interest category
☐ Reappoint the member for a new full term, under the new interest category
☐ Terminate the member and/or appoint to a different type of membership
☐ No preference

IV. Subordinate Group Membership
Establishment of Subordinate Groups (Reference Para. 3.2.2.1)
Subordinate groups that do not report directly to the standards committee are typically established by:
☒ The parent committee
☐ The consensus body
☐ Not applicable

Subordinate Group Membership (Reference Section 3.4)
Membership actions for subordinate groups that report directly to the standards committee are typically approved by:
☒ The consensus body
☐ The Chair of the consensus body
☐ Not applicable

Membership actions for subordinate groups that do not report directly to the standards committee are typically approved by:
☒ The parent committee
☐ The Chair of the parent committee
☐ The consensus body
☐ The Chair of the consensus body
☐ Not applicable

Chairs and Vice Chairs of Subordinate Groups that do not report directly to the Standards Committee (Reference Para. 3.4.3.2)
Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically nominated by
The Chair of the parent committee
☐ Election method specified in 3.3.4.2.1.1
☐ Not applicable

Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically appointed by:
☒ The parent committee
☐ The consensus body
☐ Not applicable

Additional Preferences for Subordinate Group Membership:

V Standards Committee Ballot Authorization (Reference Para. 4.4.2)
The Committee prefers to authorize a standards committee ballot by:
☐ The subordinate group responsible for the standards proposal
☒ An officer of the subordinate group responsible for the standards proposal
☐ An officer of the standards committee
☐ Members of the standards committee
☐ No Preference

Additional Preferences for Authorization of Standards Committee Ballot:

VI Interpretations
Issuance of Interpretations (Reference Section 5)
Interpretations, generally, are
☐ not provided for any standards within the committee charter
☒ provided for all standards within the committee charter
☐ provided for all standards within the committee charter, except the following:
_________________________
_________________________
_________________________
☐ provided for only the following standards:
_________________________
_________________________
_________________________
Approval of Interpretations (Reference Para. 5.2)
When interpretations are issued, the Committee prefers to approve them via
☐ Consensus Body
☒ Cognizant Subordinate Group
☒ Special Committee
☐ No Preference

Additional Preferences for Interpretations: The Committee prefers to approve interpretations via Cognizant Subordinate Group OR Special Committee.

VII Cases
Issuance of Cases (Reference Section 6)
Cases, generally, are
☐ not provided for any standard within the committee charter
☒ provided for all standards within the committee charter
☐ provided for all standards within the committee charter, except the following:


□ provided for only the following standards:


Cases are typically reviewed on the following cycle: _________________________

Additional Preferences for Cases:

VIII Technically Affected Parties
Parties Outside of ASME’s Committee Structure (Reference Para. 4.4.5)
Technically affected parties outside of ASME’s committee structure are typically provided an opportunity to review and comment on proposals during:
☒ the ANSI Public Review only
☐ a third party/industry review in addition to the ANSI Public Review
☐ the ASME Public Review only
☐ a third party/industry review in addition to the ASME Public Review
Parties Within ASME’s Committee Structure (Reference Para. 4.4.2.1.2.2)
The committees noted below are typically affected by changes to this committee’s standards as indicated below:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Section/Part (if applicable)</th>
<th>Committees 1 typically technically affected by revisions</th>
<th>Typical Timing of Review &amp; Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Additional Preferences Review by Parties Within ASME’s Committee Structure:

IX Additional Honors & Awards (Reference Section 8 & Appendix 4)  
[Additional honors and awards information applicable to this standards committee.]

IX.1  
Dedicated Service Award, J. Hall Taylor Medal, Melvin R. Green Codes and Standards Medal - For additional information refer to the Operating Procedures for ASME Codes and Standards Development Committees, Appendix 4.

IX.2  
The ASME B16 Hall of Fame Medal was established in 2014 and is conferred in recognition of an ASME B16 Member for long term distinguished service and achievement in the field of codes and standards pertaining to the broad field of pressure components and piping.

Purpose and Criteria for Medal  
Medal is typically awarded for distinguished contributions in the field of pressure retaining components (valves, flanges, fittings, and gaskets) including but not limited to leadership, technical, research and development, and publication efforts that have had a significant impact on the content, development, promulgation, and expansion of usage of ASME B16 standards.

Type of Award  
This is a B16 Standards Committee level award.

Who Qualifies for the Medal  

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1 Committees may include conference committees.
The Medal is typically presented to a past, current, or honorary ASME B16 Committee activities member who has made significant contributions to the ASME B16 Standards activities. Nominees for the Medal should have a minimum of 10 years’ service to B16. Nominees for the medal should be a past, current, or an honorary member of the B16 Standards Committee or any of its subordinate committees. The nominee can be a living or deceased member of B16.

Restrictions of Medal
No person should receive more than one (1) ASME B16 Hall of Fame Medal in his/her lifetime. No more than one (1) award is typically issued per year. A nominee may be considered for this award up to 3 consecutive years.

Who is Responsible for the Medal?
The overall administration of the ASME B16 Hall of Fame Medal is the responsibility of the ASME B16 Standards Committee. The ASME B16 Honors and Awards Committee is responsible for detailed administration of the award including announcement for nominees for the award, review of the nominations, nominee selection for the award, and reporting the award winner to the Chair of the ASME B16 Standards Committee. The Chair, B16 Standards Committee is responsible for announcement and presentation of the award at an appropriate time and place.

Preparation of the Medal and Certificate is the responsibility of ASME B16 Committee staff.

Who can nominate a Candidate?
Any volunteer within the ASME B16 Committee structure or ASME Committee member outside the B16 structure (such as Boiler and Pressure Vessel Code) with firsthand knowledge of the nominee’s contribution to B16 activities may nominate a B16 current, past or honorary member for the medal.

Who Qualifies for the Medal
The criteria to be considered for nominations for the medal include, but are not limited to the following:

- Demonstrated effective leadership role in ASME B16 Committee activities.
- Technical innovation and outstanding technical contributions included in B16 Standards.
- Potential for higher leadership and technical involvement in ASME Codes and Standards.
- Initiatives taken to enhance the ASME Vision and Mission in the field of pressure components.
- Distinguished industry leadership and management role in area of pressure components covered by B16 and other national components standards.
- Dedicated, prolonged and committed service to B16 Committee activities.
- Engineering statesmanship.
- Outstanding contributions to B16 Codes and Standards.
- Research and Development activities impacting ASME B16 Standards.
Publications that impact B16 Standards universal acceptance.

Nominator’s Responsibility
The nominator submits a Letter of Nomination for the medal to the Chair, B16 Honors and Award Committee, by the end of deadline period. The nominator may be a group such as a B16 Subcommittee. The letter should detail the nominee’s qualification under the criteria noted above. The nominator also submits two (2) or more supporting letters from other individuals familiar with the nominee. The Letter of Nomination gives a brief resumé of the nominee’s background including years of service to ASME Codes and Standards. The nominator also includes in the letter a name of an individual willing to attest to the nominee’s qualifications and requirements for the award if called upon to do so.

Selection Process
The Chair, B16 Honors and Awards Committee forms a B16 Hall of Fame Selection Committee (on a yearly basis, as required) to review the nominations and select the individual for the award. The B16 Honors and Awards Committee typically consists of one member from each of the B16 Subcommittees and one member from the B16 Standards Committee. It is the Committee/Subcommittee responsibility to provide their representative; if they fail to do so, they forfeit the opportunity to be represented on the selection committee for that year. If a member of the B16 Honors and Awards Committee has participated in the nomination of an individual for the award (either nominated the individual or submitted a letter in support of a nominee) they should excuse themselves from the proceedings; a new representative from that Subcommittee should be provided. The B16 Hall of Fame Selection Committee will be announced to B16 by the ASME B16 Staff Secretary. The nominee selected for the B16 Hall of Fame award will be announced to the B16 Staff and Chair, B16 Standards Committee for preparation of Certificate and Medal.

Award
Certificate and Medal.

Presentation of Award
The award should be presented at an appropriate event at which time the awardee’s service to ASME B16 can be properly recognized. A normal date for this presentation would be during ASME B16 Code Week.

Historical Recognition
ASME B16 Hall of Fame Medal recipients will be additionally honored by name in a listing on the B16 Standards Committee web page.

Submittal of Nominations
Nomination letters and supporting documents for the ASME B16 Hall of Fame Medal will be submitted to the Chair, ASME B16 Honors and Awards Committee with a copy to the B16 Standards Committee Secretary.
B16 Leadership Award

Recognition for a B16 Leadership Award shall be as follows:

a. This award is given to an individual who has chaired a B16 standards committee, or subcommittee or other subordinate committee that has been created by the B16 Standards Committee.

b. The individual shall have served at least one full term in accordance with the B16 Standards Committee’s Operation Procedures.

c. The individual shall receive a B16 Leadership Award and a pin or bar identifying that status as a Past Chair. The Award will be issued to an individual that has completed the services (stepping down) as Chair of a standards committee, subcommittee, or subordinate committee.

d. The effective date of this award is January 2007.

e. ASME Staff will be responsible for tracking those individuals serving as Chair and will, on completion (stepping down) automatically issue the Certificate. The ASME B16 Honors & Awards Committee will prepare a citation if required. A bar or pin will be a one-time issuance regardless of the number of times the individual has chaired a B16 committee.

X Additional Guidance

[Committees may include in this section any additional committee specific guidance with which they would like to operate under. This section may not include any requirements and may not include any deviations from the ASME Operating Procedures for Codes and Standards Development Committees.]

Subordinate Groups of the B16 Standards Committee

The B16 Standards Committee has the following subordinate groups:

1. Subcommittee B - Threaded Fittings (Except Steel), Flanges, and Flanged Fittings

2. Subcommittee C - Steel Flanges and Flanged Fittings
   Responsible for the development and maintenance of B16.5, B16.36, B16.47 and B16.48.

3. Subcommittee F - Steel Threaded and Socket-Welding Fittings
   Responsible for the development and maintenance of B16.9, B16.11, B16.25, B16.49 and B16.52.

4. Subcommittee G - Gaskets for Flanged Joints
   Responsible for the development and maintenance of B16.20 and B16.21.

5. Subcommittee J - Copper and Copper Alloy Flanges, Flanged Fittings and Solder Joint Fittings

6. **Subcommittee L - Gas Shutoffs and Valves**
   Responsible for the development and maintenance of B16.33, B16.38, B16.40 and B16.44.

7. **Subcommittee N - Steel Valves and Face-to-Face and End-to-End Dimensions of Valves**
   Responsible for the development and maintenance of B16.10 and B16.34.

8. **Materials Technical Committee**
   - Reviews standards and proposes changes to standards concerning consistency of material requirements.
   - Provides technical guidance on material issues to Subcommittees.

9. **Technical Committee on Pressure Temperature Ratings**
   Work with all affected B16 Subcommittees to assist in development of Pressure Temperature Ratings for B16 Standards.

10. **Honors and Awards Committee**
    Responsible for administering awards including:
    - Certificates of Appreciation
    - Certificates of Acclamation
    - Certificates of Achievement
    - Leadership Award
    - B16 Hall of Fame Award

11. **B16 Resource Development Group**
    Established for individuals seeking membership on a B16 Committee which is not yet prepared to endorse or accommodate their membership.

**B16 Subcommittee Report Format**
1. Scope of the Subcommittee
2. Meeting date, time and duration, and attendance
3. Membership Status/Report
4. B16 Standards Publication Status:
   a. Current Status of B16 Publication due at the end of the year at the time of this report
   b. Scheduled Publications for next year
c. Any issues/concerns

5. Major Activities since the last B16 Standards Committee Meeting
   a. Status of Inquires (if any)
   b. B16 Cases:
      i. New B16 Cases
      ii. Incorporation of existing B16 Cases
   c. Current Activities:
      i. Major issues resolved
      ii. Major issues under consideration

6. Honors and Awards: Recommendations for the next B16 Award Ceremony.

7. Other items of general interest to the B16 Standards Committee.