

MANDATORY APPENDIX M-11

SUBMITTAL OF TECHNICAL INQUIRIES TO THE REINFORCED THERMOSET PLASTIC CORROSION RESISTANT EQUIPMENT COMMITTEE

M11-100 INTRODUCTION

(a) The ASME Reinforced Thermoset Plastic Corrosion Resistant Equipment Committee and its subcommittees and task groups meet regularly to consider revisions of the rules, new rules as dictated by technological development, Cases, and interpretations. This Appendix provides guidance to users for submitting technical inquiries to the Committee. Technical inquiries include requests for revisions or additions to the rules, requests for Cases, and requests for interpretations.

(b) Cases may be issued by the Committee when the need is urgent. Cases clarify the intent of existing requirements or provide alternative requirements. Cases are written as a Question and a Reply, and are usually intended to be incorporated into the Standard at a later date. Interpretations provide the meaning of or the intent of existing rules in the Standard and are also presented as a Question and a Reply. Both Cases and interpretations are published by the Committee.

(c) The rules, Cases, and interpretations established by the Committee are not to be considered as approving, recommending, certifying, or endorsing any proprietary or specific design, or as limiting in any way the freedom of Fabricators or constructors to choose any method of design or any form of construction that conforms to the rules.

(d) As an alternative to the requirements of this Appendix, members of the Committee and its subcommittees and task groups may introduce requests for revisions or additions, Cases, and interpretations at their respective committee meetings.

(e) Inquiries that do not comply with the provisions of this Appendix or that do not provide sufficient information for the Committee's full understanding may result in the request being returned to the inquirer with no action.

M11-200 INQUIRY FORMAT

Submittals to the Committee shall include:

(a) *Purpose.* Specify one of the following:

- (1) revision of present rule(s);
- (2) new or additional rule(s);
- (3) Case;
- (4) interpretation.

(b) *Background.* Provide the information needed for the Committee's understanding of the inquiry, being sure to include reference to the applicable edition, addenda, paragraphs, figures, and tables. Preferably, provide a copy of the specific referenced portions of the Standard.

(c) *Presentations.* The inquirer may desire or be asked to attend a meeting of the Committee to make a formal presentation or to answer questions from the Committee members with regard to the inquiry. Attendance at a committee meeting shall be at the expense of the inquirer. The inquirer's attendance or lack of attendance at a meeting shall not be a basis for acceptance or rejection of the inquiry by the Committee.

M11-300 REVISIONS OR ADDITIONS

Requests for revisions or additions shall provide the following.

(a) *Proposed Revision(s) or Addition(s).* For revisions, identify the rules of the Standard that require revision and submit a copy of the appropriate rules as they appear in the Standard, marked up with the proposed revision. For additions, provide the recommended wording referenced to the existing rules.

(b) *Statement of Need.* Provide a brief explanation of the need for the revision(s) or addition(s).

(c) *Background Information.* Provide background information to support the revision(s) or addition(s), including any data or changes in technology that form the basis for the request that will allow the Committee

to adequately evaluate the proposed revision(s) or addition(s). Sketches, tables, figures, and graphs should be submitted as appropriate. When applicable, identify any pertinent paragraph in the Standard that would be affected by the revision(s) or addition(s), and identify paragraphs in the Standard that reference the paragraphs that are to be revised or added.

M11-400 CASES

Requests for Cases shall provide a *Statement of Need* and *Background Information* similar to that defined in paras. M11-300(b) and (c), respectively, for revisions or additions. The proposed Case should be written as a *Question* and a *Reply* in the same format as any existing Cases. Requests for Cases should also indicate the applicable edition(s) and addenda to which the proposed Case applies.

M11-500 INTERPRETATIONS

Requests for interpretations shall provide the following.

(a) Provide a condensed and precise *Question*, omitting superfluous background information and, when possible, composed in such a way that a "yes" or a "no" *Reply*, possibly with brief provisos, is acceptable.

The *Question* should be technically and editorially correct.

(b) Provide a proposed *Reply* that will clearly and concisely answer the *Question*. Preferably, the *Reply* should be "yes" or "no," possibly with brief provisos.

(c) *Background Information*. Provide any background information that will assist the Committee in understanding the proposed *Question* and *Reply*.

M11-600 SUBMITTALS

Submittals to and responses from the Committee shall meet the following.

(a) *Submittal*. Inquiries from users shall preferably be submitted in typewritten form; however, legible handwritten inquiries will also be considered. They shall include the name, address, telephone number, and fax number, if available, of the inquirer and be mailed to the following address:

Secretary, RTP Main Committee
The American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016-5990

(b) *Response*. The Secretary of the Committee shall acknowledge receipt of each properly prepared inquiry and shall provide a written response to the inquirer upon completion of the requested action by the Committee.