



Potential Sources of Bias / Conflict of Interest Statement of Inclinations, Interests and Affiliations

REPORT ONLY INFORMATION THAT IS **RELEVANT** AND MERITS DISCLOSURE IN LIGHT OF:

1. The NEBB policy on Standards Committee balance (*NEBB Procedures for American Standards, Section 3.2.2.4-“Balance”*) with respect to interest categories, and as related to any bias and/or conflict of interest:

NEBB's goal is to achieve balance among the Interest Categories, such that no single interest category shall constitute a majority of the membership of a NEBB standards committee.

- The NEBB policy on Standards Committee dominance (*NEBB Procedures for American Standards, Section 3.2.2.5-“Dominance”*) with respect to interest categories, and as related to any bias and/or conflict of interest:

The standards development process shall not be dominated by any single interest category, individual or organization. If a party, which is directly and materially affected, believes that a single interest category, individual or organization has dominated the standards development process, the party is permitted to file a written complaint (see Section 6, “APPEALS.”)

2. The purpose and scope to be undertaken by the particular standard committee, panel or other group on which you will serve.

- a. The responsibility for determining the information to be reported rests principally with the individual completing this form. Attachment A provides guidelines and definitions, or you may contact NEBB Secretariat if you have any questions. Please note that **failure to fully disclose relationships is grounds for removal from the standard committee.**

3. When this form has been completed as indicated, sign it and fax the form only to the NEBB Secretariat.

Telephone: (301) 977-3698; Fax: (301) 977-9589

You may also send a digital copy such as a .pdf document or image to tiffany@nebb.org. We must have a copy which shows your signature. Attach additional sheets if necessary to be able to include all relevant information.

If you simultaneously serve on more than one NEBB standards project committee, panel, or other group, you must complete a form for each. If the information is identical for each, you may photocopy the form and enter the different committee numbers and titles in lieu of fully completing each separate form.

A statement of inclinations, interests and affiliations does not prevent appointment as a member to a Standard Committee, but is for the purpose of notifying others on the committee of any bias or potential bias.

*During an individual's period of service in connection with the activity for which this form is being completed, any changes in information reported on this form or any new information **relevant** to the question of potential bias or conflict of interest should be promptly reported to the NEBB Secretariat, and this form should be updated immediately. This form must be updated yearly and/or the information contained herein must be confirmed to be current to within a year of the date of signature.*

PLEASE PROCEED TO PAGE 2 TO COMPLETE THE BIAS/CONFLICT OF INTEREST FORM.



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This form must accompany all applications for membership on a Standard Committee

NEBB Standard Committee: (Please use a separate form for each committee.)

- Building Enclosure Testing (BET)
- Cleanroom Performance Testing (CPT)
- Fumehood Testing (FHT)
- Sound & Vibration Measurement (S&V)
- Whole Building Systems Technical Commissioning (BSC)
- Technical Retro-Commissioning for Existing Buildings (RCx-EB)
- Testing, Adjusting & Balancing of Environmental Systems (TAB)

Name of Applicant (First, Middle, Last)

Title

Employer

Telephone

Address (street, city, state, zip)

email address

Product or Service

Today's Date (mm/dd/yyyy)

This form will not be accepted unless all Sections are completed, and the form is signed and dated. The use of "None", N/A, or no response to answer these inquiries will render this form unacceptable.

1. **ORGANIZATIONAL AFFILIATIONS.** Enter information as requested below.

A. Report relevant business relationships (as an employee, owner, officer, director, consultant, etc.) within the last five years.

B. Report any **relevant** memberships or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups such as, ASHRAE, USGBC, AHRI, etc.) within the last five years.

C. Disclose any direct sources of funding for your time and/or expenses to participate in project committee activities, as well as the primary sources of your income for professional activities within the last five years which are related to the subject matter of the standard(s). If you currently pay for your own expenses, please enter 'self-funded'.

1. **PUBLIC STATEMENTS AND POSITIONS.** List **relevant** articles, testimony, speeches, etc., by date, title and publication (if any) in which they appeared. Provide a brief description of **relevant** positions of any organizations or groups with which you are or have been closely identified or associated. Attach additional sheets if necessary. Please mark the box below only if applicable.

I have no relevant public statements or positions.

SIGNATURE

DATE

Note: Copies of the completed form are not to be distributed beyond NEBB staff and members of the affected Standards Committee without the written consent of the applicant.

Fax completed form to (301) 977-9589 or send a .pdf or image to tiffany@nebb.org



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Attachment A

Guidelines and Definitions

Defining "Bias" and "Conflict of Interest"

Bias: The question of potential sources of "bias" ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of committee service. It is necessary, in order to ensure that a committee is fully competent, to appoint members in such a way as to represent a balance of potentially biasing backgrounds or professional or organizational perspectives.

Conflict of Interest: It is essential that the work of committees not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of a committee or anyone associated with the work of a committee (e.g., consultants, staff, etc.). For this purpose, the term "conflict of interest" means any financial or other interest which conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest ordinarily disqualifies an individual from service.

How can conflicts of interest arise?

Conflicts of interest can occur when:

Project committees are not balanced and include individuals with strong personal, financial, or professional interests in seeing that the project produce a particular outcome; and

An agency, a sponsor, or a private organization or company attempts either to influence individual project committee or staff members or to skew the body of information reviewed by the committee.

The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For some projects, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the committee. Such situations are resolved by selecting a carefully balanced consensus forming body so that all points of view can be represented.

What is done to avoid conflicts of interest?

Several things are done to avoid conflicts of interest, the most important of which is adhering to NEBB Standard Committee procedures. These procedures include specific questions and assessments at the formation stage of the project committee membership to bring possible conflicts of interest to the surface. Two essential parts of this process are, at the time of appointment, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and discussion of this information at the committee's first meeting, and annually thereafter.