



CEN/SABE Team
ENVIRONMENTAL TC's Co-operation Team

Date: 2008-03-14

Reference: **ENV TC 214**

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SUBJECT: **Cooperation procedures between environmental TCs for measurement standards**

SUMMARY: This document is the new version for the topic "collaboration between TCs" to be discussed at our next meeting in Athens.

ACTION REQUIRED: For discussion

MEMBERS

Chair and secretary of:

TC 223	Soil improvers and growing media
TC 230	Water analysis
TC 264	Air quality
TC 292	Characterisation of waste
TC 308	Characterisation of sludge
TC 343	Solid recovered fuels
TC 345	Characterisation of soil
TC 351	Dangerous Substances CPD
BT/TF 151	Horizontal

SABE Chairman and vice-chairman
SABE/IPPC Monitoring team leader
Environmental coordinators of CEN member bodies
CEN/EHD
CSNPE Convenor

Corresponding Members

Chair and secretary of:

TC 164	Water supply
TC 165	Waste water engineering
TC 260	Fertilisers
ECOS	European Environmental Citizens' Organisation for Standardisation
PEER	Partnership for European Environmental Research Network

**Draft guidance document on
the initiation, the development and the adoption
of common CEN measurement / testing standards
in the environmental fields** *(Version March 2008)*

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Foreword

This document has been prepared further to the discussions of Doc. N 206 and N 199rev1 of the CEN-SABE Environmental TCs Cooperation Team during its meeting on 25th October 2008. Doc N 206 was complementing the terms of reference of the ENV TCs CT (approved by CEN-BT see annex A) by providing guidance on issues specific to standards common to several Environmental TCs. These documents were also addressing the requests from CEN environmental bodies calling for a comprehensive procedure covering all the steps for common work ^{1 2}.

The present draft is aimed at answering such requests in practical terms within the CEN rules and would be immediately applicable. It is submitted to the members of the ENV TCs CT for review-discussion at the coming meeting on 2nd April 2008.

1 Scope

This document specifies the procedures available to initiate and develop a common environmental measuring/testing work item as well as to adopt and maintain common environmental measuring/testing standards. This document makes reference to the standardised procedure for CEN standards development and identifies existing procedures in line with the issues specific for common standards and the terms of reference of the CEN-SABE Environmental TCs Cooperation Team. It takes into account the preliminary registration of work item adopted by CEN at a later stage.

NOTE The term “common” is used here since it explains technically the specificities of such standards, i.e. common to several TCs. In general each matrix corresponds to a TC (sludge, waste, soil...). Therefore a multimatrix work item is in general a common work item to several TCs. This explains a main benefit of such common work by reducing significantly the manpower and travelling costs : experts are needed for a single joint WG instead of several WGs. It is to be noted that this is relevant when the matrix specific of those TCs are sufficiently similar so that effective benefits are generated.

¹ In their 21st June 2007 meeting the CEN/SABE/AHG “Co-existence vertical and horizontal standards” took its recommendation 3 :
Subject: CEN/SABE/AHG ‘Co-existence’ – Room for multi matrix voting (fundamental).

The CEN/SABE/AHG – Co-existence of vertical and horizontal standards

having discussed the possibility of multi-matrix voting,
- noting that horizontal issues will increase in the future;

- recommends to SABE through ENV TC CT to make available a procedure for developing, adopting and maintaining multi-matrix standards in the environmental fields.

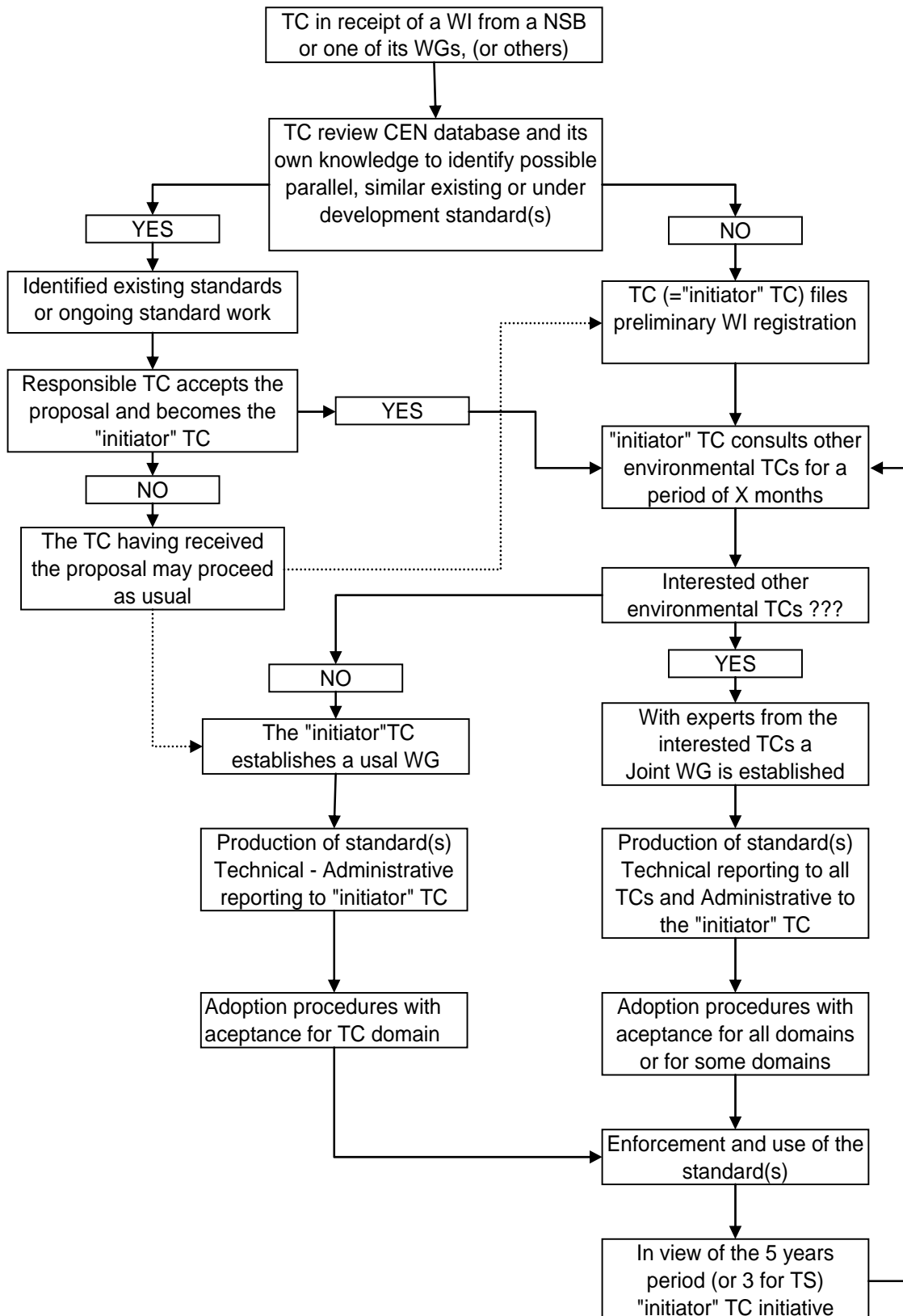
² In their 11-12 June 2007 meeting the CEN TC 292 Waste characterisation took its resolution 586 :

CEN/TC 292 noting

- the existing practical cooperation between WGs of different TCs
- the fact that no formalized procedures are available for developing and publishing multimatrix standards resulting from this cooperation

requests ENV TCs CT to take these aspects into account while discussing the procedures for horizontal work items.

Figure 1 – Summary of the procedures



2 Initiation of CEN work for environmental testing standards common to several environmental TCs

A proposal for a possible Work Item is generally submitted to Environmental TCs either by TC members or by one of its WG. In both cases this TC, the "initiator" TC when considering this proposal, should consult the CEN database and use its own knowledge to identify possible parallel, similar existing or under development standard(s).

If a parallel, similar existing or under development standard is identified, contact should be arranged with the responsible body in view of arranging joint work to extend the field of application i.e. the scope of the relevant standard. Such work is to be done under the leadership of the body responsible for the standard. If the responsible body declines to initiate such work within x months, the initiator body may then elect to file a preliminary WI registration.

If no parallel, similar existing or under development standard is identified, the TC files a preliminary WI registration.

In both cases this preliminary WI registration is used by the "initiator" TC for the consultation of the Environmental TCs provided in the ToR of the ENV TCs CT to invite these TCs to take part in the development of this WI. It is to be noted that this is done on the basis of a document that has been approved by the "initiator" TC and therefore can be made public in the consultation. It is also to be noted that the preliminary registration provides flexibility so that sufficient time can be allowed for consultation of the environmental TCs, instead of the one month limit in the present procedure which is now considered as too short. Finally It should be noted that the same procedure applies for standards maintenance. The "initiator" TC, in charge of the maintenance, shall consult the other TCs which have taken part to the production-adoption of a common standard on the relevance of revising or confirming such standard at the time required date.

The next step is specified in the section "development" and involves the "initiator" TC and the environmental TCs that have answered positively to the consultation.

In the development of the common preliminary WI the guidance given on title and scope in section 3.1 should be considered

3 Development of common environmental testing CEN standards

The process described in section 2 above results in a registered preliminary WI accepted by several environmental TCs in view of elaborating jointly a standard applicable in the fields of each TCs. This standardisation work is carried out in a Joint WG constituted of experts nominated by all the interested TCs and the NSBs. This Joint WG adapts the preliminary title and scope to reflect all the scopes of common work identified by the interested TCs in the consultation of the environmental TCs. This Joint WG reports technically to each TC and to the "initiator" TC for the other matters. The final registration is activated when the standardisation work is sufficiently advanced to select the level of standardisation – validation that is appropriate, (e.g. EN or TS). The common WI worked out by the Joint WG belongs to the list of WI of each participating TCs.

As for other standards the usual CEN rules and CEN work methods apply to the elaboration of measurement standards common to several TCs, especially the so-called PNE rules (CEN rules part 3 – ISO rules) (*quoted rules are in italics*).

3.1 Specific features

The specific features of such standards common to several environmental TCs are listed thereafter.

For the Scope and Title, consideration of the applicable CEN-ISO rules (the so called PNE rules) results in the following recommendations :

- A. The title should be user-friendly providing a relevant information consistent with the scope (=field of application) without expanding nor reducing it implicitly or explicitly.
- B. In the scope, two essential aspects of a standard specifying step(s) of a measurement/testing method in the environmental field are to be addressed as detailed as needed :
 - the matrix/matrices on which the measurement/testing method is applicable
 - the measurand(s) (or type of test) which is(are) determined in the specified step(s) of the standardised measurement/testing method
- C. In the title, for sake of clarity and consistency with the scope :
 - The title element T1 (“introductory”) should indicate without ambiguity (“no-more no-less”) the matrix/matrices to which the measurement/testing method is applicable (the relevant details being specified in the scope) and
 - The title element T2 (“main”) should indicate the measurand(s) (or type of test) determined in the standardised measurement/testing method.
 - The title element T3 (“complementary”) should be used to indicate either a variant of the determination of the measurand or the step(s) of the measurement/testing process described in the standard (or to specify a part of a standard in several parts)
- D. The title element T1 may incorporate a general term more user-friendly such as “characterisation of” or “microbiology of.....” followed by the matrix or list of matrices to which the measurement/testing method is applicable.

In the title element T1 the matrix/matrices should be addressed by

- a single term for a single matrix
 - a single term by which the group of matrices (specified in the scope) could be identified without ambiguity (e.g. “building products”, “food and animal feeding stuffs”)
 - a list of matrices when an acceptable global term is not available (e.g. “granular wastes and sludges”, “wastes, sludges and sediments”, “soils, sludges and treated bio-wastes”etc.)
- E. When the title part T1 covers a large variety of matrices, ambiguities should be avoided and all possible exclusion should be clearly stated in the scope

For the Foreword, According to the rules :

"The type of this element is informative preliminary.

The foreword only contains information which are administrative, for example the Technical Committee(s) which prepared the standard, the links with other standards and if necessary the details concerning the standards which have been cancelled and replaced by this standard.

The foreword shall not contain requirements or recommendations ; they shall be included in the main body of the standard."

Consequently the foreword should list the cooperating TCs (and TC short name) involved in the development of the standard. It should also indicate that the validation status is documented in the clause "performance characteristics"

For the section "Performance Characteristics" Since the validation of a measurement standard is a key issue for the end-user, this measurement standard (EN or CEN/TS) shall include a section "performance characteristics" presenting the results of the validation work, and especially containing a clear definition of the areas in which this validation is relevant. This can be summarised in a table such as the following example :

Matrix	Validation	Document
Soil	Validated	[reference]
Sludge	Validated	[reference]
Treated bio-waste	Validated	[reference]
Soil improvers	Not validated	

3.2 Usual features

As in the development of any standard, the usual CEN rules and CEN methods of work are applicable.

For other clauses apart from those specified in 3.1 above, different sections are to be used depending on the type of standards being considered. For normative references, terms and definitions, principle, equipment – materials – reagents, operating procedure, verifications and calculations, and measurement report there are no specific features.

Also for robustness validation and interlaboratory validation, there are no specific features and the two validation steps are as for any other testing standard (see the policy paper ENV TCs CT)

Finally when the produced standards are dealing each with one or several steps of the measurement-testing process, there is a need of interfacing, coordination of those standards. This should be addressed in the same way as for the standards of a single TC, taking into account the more complex situation of standards common to several TCs

NOTE In general the following steps are considered in order to encompass the entire measuring-testing process : sampling plan, taking of the field sample and obtaining the laboratory sample, transport/storage, preparation of test sample and/or test portion, extraction, pre-treatment, analysis/quantification/enumeration and overall measurement report

4 Adoption and maintenance of CEN measurement/testing standards common to several environmental TCs

All usual adoption rules in CEN apply

Since several TCs are concerned – i.e. in general several matrices – it is recommended to use the normal route : CEN Enquiry and Formal Vote.

Common standards have often triggered in NSB and among experts a fear that at national level there would be only a single national position. In fact if the opinion at national level is that the proposed common prEN is applicable to the domains of TCs A-C-E and not to the domains of TCs B-D, it is possible to express such an opinion in the vote : In such case the vote should be negative with – as compulsory justification – the statement that it would be accepted if it is not applicable to B-D. Finally being the result of a common WI this standard is listed in the list of each TC (except if the standard was not approved for its scope)

Maintenance follows also the usual routes. The TC in charge for the administrative tasks (the initiator TC) launch the 5 years procedure among all the participating TCs. This may result in a confirmation, a revision according to the above procedure.

Annex A – ENV TCs Terms of Reference

- A.** The main role of the .ENV TCs CT. is to facilitate co-operation/co-ordination among the CEN Environmental TCs in view of producing CEN Standards common to more than one environmental field. This excludes acting and making decisions on behalf or in place of environmental TCs, unless the TCs mandate the ENV TCs CT to do so. This main role relates to regular on-going co-operation/co-ordination.
- B.** A first role of the .ENV TCs CT. is to be a forum for exchange of information and discussion among the environmental TCs.
- C.** An additional role is to alert and advise its parent body in case of unresolved conflicts between environmental TCs regarding co-ordination/co-ordination of the development of horizontal standards.
- D.** For the regular on-going cooperation/coordination, the .ENV TCs CT. will prepare detailed procedures based on the following principles:
- Focus on the preparation on common NWI.
 - When a TC envisage a NWI, either for a new subject or the revision of an existing standard, it should invite other relevant environmental TCs to participate in an ad-hoc group to prepare a common proposal for this NWI aiming at developing a common standard (so-called .horizontal.).
 - A common proposal for a NWI must include a title, scope and justification and a proposal for the organisation of the work involving the relevant TCs.
 - In accordance with today CEN rules:
 - A common standard that is agreed upon by all involved TCs will be submitted to the Member Bodies for the regular adoption steps.
 - If an almost common text (identical standards by each involved TC except for a few elements specific to that TC e.g. title) for a standard can be produced, the regular adoption procedures shall be launched in parallel.
 - If a text is developed that is very similar except for specific amendments to the text because of the nature of the matrix or the aim of the measurement for that matrix, TCs follow their own regular adoption steps.
 - The .ENV TCs CT. aims at ensuring proper application of such regular ongoing co-operation/co-ordination procedures by means of an annual review of the achieved results and proposals for improvement when needed.
- E.** When preparing the detailed procedures corresponding to the present ToR, if clarifications or amendments of CEN procedures are found appropriate, then a proposal with clear justification shall be submitted beforehand to CEN/BT.
- F.** The .ENV TCs CT. will work by consensus with membership consisting of chair and secretary of environmental TCs, environmental coordinator of the NSBs and SABLE chair, vice-chair and secretary. The ENV TCs CT will work mainly electronically and will meet no more than twice a year in conjunction with the SABLE meetings.
- G.** The .ENV TCs CT. will report directly to SABLE as a SABLE Team. Its members are:
- The Chairmain and Secretary of each environmental TC
 - The Chairmain, Vice-Chairman and Secretary of SABLE
 - The Environmental Co-ordinator of CEN Members
 - Other participants on an ad-hoc basis
- The Chairman and Secretary are the Chairman and Secretary of SABLE.