

## Guidance Document Development and Approval Process (04/07/11)

1. The Documents Committee shall oversee the development and review process.
2. The Documents Committee will be chaired by two (2) members of the IFTPS Board of Directors.
3. A numbering system will be used:
  - a. Three (3) categories of documents are defined.
    - i. Best Practices Guideline – G
    - ii. White Paper – WP
    - iii. Symposium Proceedings – SP
  - b. Within each category, individual documents are uniquely numbered with an appropriate category designation followed by a number and version.
    - i. For example, G-001.V1. refers to *Temperature distribution protocol for processing in steam still retorts, excluding crateless retorts*
  - c. All Best Practices Guidelines and White Papers will be reviewed for updating every 5 years. The review will be done by the Document Committee chairpersons and 3-5 other individuals identified by the chairs of the Document Committee and/or the Board. New Best Practices Guidelines can only be developed for “mature” processes – not new or novel.
4. The process flow is defined below and in the attached process flow diagram.
  - a. Technical Committee, IFTPS Board, Document Committee, General Membership proposes the development of a document to be developed and published by IFTPS, and the Board of Directors assesses the need and scope of proposed document.
  - b. The sponsoring group, i.e. the group making the request, develops a draft document and submits the draft to the Document Committee
    - i. The sponsoring group may define the process by which the document is prepared for initial review, e.g. sub-group of a Technical Committee

- c. The Document Committee would assign a document number and would conduct an initial review of the draft document
  - i. The Document Committee may solicit feedback from other Board members and/or from other experts during the initial review
  - ii. Comments from the Document Committee are due within 3 months of receipt of the document from the sponsoring group
- d. The Document Committee provides comments back to the sponsoring group. The IFTPS Board and/or Document Committee may reject a proposed document at any time.
- e. The sponsoring group makes recommended changes and/or provides a rationale for rejecting a recommendation. Once changes have been made a Final Draft is submitted to the Document Committee
- f. The Document Committee sends Final Draft to general membership for a 45 day review and comment period
- g. The Document Committee conducts a review of the Final Draft and membership comments and determines if the Final Draft is ready for review by the entire IFTPS Board.
  - i. If the document is ready for review by the Board, the document is submitted to the Board.
  - ii. The Document Committee may determine that additional changes are needed prior to submission to the IFTPS Board. In this case the Document Committee forwards additional comments back to the sponsoring group.
- h. The Board conducts a final review. The expectation is that the Board will complete its review and provide a recommendation within 3 months.
  - i. Actions the Board may take are –
    1. Approves the document without revision for publication
    2. Recommend additional revisions
      - a. If additional revisions are needed, the Document Committee will provide the Board's comments to the sponsoring group.
      - b. The sponsoring group will make requested changes and will resubmit to the Document Committee.

3. Publish with dissenting views or exclusions cautions caveats so can have timely documents and handle with periodic updates
  - i. Published documents, i.e. Validation Guidelines and White Papers are to be reviewed on a periodic basis not to exceed every five (5) years. A similar process would be followed.
    - i. The Document Committee will identify documents that are due to be reviewed.
    - ii. The Document Committee, with input from the IFTPS Board of Directors, would identify 3-5 individuals to conduct the review. Review comments are due 3 months after being assigned.
    - iii. Revised documents would be submitted to the Document Committee and the review/approval process for new documents would be followed.
    - iv. Once changes are approved, the document version number and publication date will be changed.
  - j. Published documents would be posted to the IFTPS website.
5. While not developed in detail at this time, the format of documents should be standardized. At a minimum, the following sections should be included:
  - a. Objective/Rationale and Scope
  - b. References
  - c. Authorship

# Document Process Flow (9/23/09)



