



American Society of Plumbing Engineers

6400 Shafer Court, Suite 350 | Rosemont, IL 60018
(847) 296-0002 | www.aspe.org

APPLICATION FOR ASPE STANDING, SPECIAL, SUB COMMITTEES AND WORKING GROUPS

ASPE Committee for which you are applying: _____ Date: _____

Why do you want to join this committee? Please provide additional qualifications, if any, that are not included on your resume.

First Name: _____ M I: ____ Last Name: _____

MAILING ADDRESS:

Street: _____ City: _____ State: _____ Zip: _____

Contact #: () _____

E-mail Address: _____

ASPE Member Number: _____ ASPE Chapter (if applicable): _____

- A. Attach an updated edition of your résumé or biographical record.
- B. If appointed as a member of any ASPE committee, or as a consultant to a committee, I agree to disclose any potential sources of bias and/or conflict of interest. Potential Sources of Bias and Conflict of Interest specifically applicable to the purpose and scope of this committee is as described below:

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, however, 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 and staff). For this purpose, the term "conflict of interests" means any financial or other interest that 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 CONFLICTS OF INTEREST ARISE

1. Committees are not balanced and include individuals with strong personal, financial, or professional interests in seeing that the committee recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence individual committee or staff members or to skew the body of information reviewed by the committee.
3. The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For some committees, 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.

TO AVOID CONFLICTS OF INTEREST

Adhere to ASPE procedures. These procedures include specific questions and assessments at the formation stage of the 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, or as topics are presented before the committee.

- C. If appointed as a voting member of the committee, I would qualify in the following interest category (check only one):

User Interest member Those who use the product or service involved, or those who receive substantial support from a user directly concerned, but are not involved with its production or distribution. This reference is not to users of the standard, but to users of the product or service covered by the standard.

Producer Interest member Those directly concerned with the production or distribution of the product or service involved, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned.

General Interest member Those who have interests other than those described above and may include consulting engineers or employees of appropriate government agencies, nationally recognized testing laboratories or educational institutions, and codes-oriented individuals.

- D. If appointed as a member of any ASPE committee, or as a consultant to a committee, I hereby grant the American Society of Plumbing Engineers (ASPE) the non-exclusive, royalty-free rights, including nonexclusive, royalty rights in copyright, to any contributions I make to documents prepared by or for a committee for ASPE publication and I understand that I acquire no rights in publication of such documents in which my contribution or other similar analogous form is used. I hereby attest that I have the authority and I am empowered to grant this copyright release.
- E. If appointed as a member of any ASPE committee, or as a consultant to a committee, I understand that certain expenses I may incur shall be my responsibility, except with the written prior approval of the Executive Director/CEO, ASPE President and an established budget has been set for such expenses by the ASPE Board of Directors.
- F. I acknowledge the following concerning my participation as a member of an ASPE committee, subcommittee, or working group:

All oral and written information, materials, databases, and publications shall be confidential information of ASPE and whether specifically noted or disclosed shall be considered to be bearing a legend of confidentiality, be understood to be confidential prior to disclosure to the agreeing party and shall remain under such confidentiality indefinitely.

All information and materials discussed, created, viewed, produced, or otherwise an outcome of this agreement shall exclusively belong to and be the property of ASPE.

The receiving party agrees to use its best possible ability and care to protect any and all oral and written information, materials, databases, and publications used during the agreeing party's term of the relations or production of the work product and for an indefinite period of thereafter. It shall hereby be understood that any and all oral and written information, materials, databases, and publications received by the agreeing party is on a "need to know" basis and shall be considered to have been supplied with necessary instructions regarding security and the party shall agree to protect the confidentiality of all materials. The receiving party agrees to not distribute confidential materials without having requested and received prior approval.

The agreeing party shall be bound not to disclose or use any information for the duration of the life of the ASPE Corporation and maintenance and life of any and all oral and written information, materials, databases, and publications (including current or future derivations).

The agreeing party shall not copy or allow any reproduction of any ASPE confidential information by any means whatsoever without the prior written consent of ASPE.

Other than for ASPE no longer requiring services of the agreeing party, the life of this agreement is indefinite.

I agree that such confidential/propriety ASPE materials, either printed or electronic, will be disseminated only to ASPE's Executive Director/CEO, ASPE President, or ASPE's Executive Director/CEO Designee.

This Agreement constitutes the complete understanding of the parties and supersedes all prior oral or written communication.

Signature

Date