

Instructions for Filling Out Template Record of Non-Government Standards Activity v1.8 (Individual Submission)

Fill out your identifying information using the Tab and arrow keys to navigate through the required fields.

NOTES:

- Enter your information at the top of the form. For entering your organization number, see the Org List tab at the bottom of the template. If your organization is not listed, you will enter 0 in the identifying information and type the name of your organization in the box on the Org list beside 0.
- For Employment Status, enter either **D** for DOE Employee or **O** for Other and define "Other" in the space provided. Incomplete information will be highlighted in yellow.

When your identifying information has been entered correctly, the blue box at the top will be replaced with **Status: OK**

U.S. Department of Energy: Record of Non-Government Standards Activity										Version 1.8		Status: OK	
Last Name: Johnson		First Name: Diane											
Organization Number: 0		Doxcelerate											
Office Telephone Number: 8656966528		Email Address: diane@doxcelerate.com											
Employment Status (Enter 'D' for DOE or 'O' for Other): O		If You Entered 'O' for Other, Specify Your Employment Status: Doxcelerate		Missing or incorrect information in data entry section									
Date (mm/dd/yyyy) of Report: 07/27/2023													
Line No.	Status	Type of Submittal: 'I' for Initial Submittal, 'R' for Revision of Information Previously Submitted, or 'T' for Termination of Membership	Name of Non-Government Standards Body (NGSB)	Country of Non-Government Standards Body (NGSB)	Name of Main Committee	Name and/or Number of Activity (e.g., committee, sub-committee, working group, task group)	Voting Status: 'V' for Voting or 'NV' for Nonvoting	Representation (Complete One Column only for Each Row) DOE Enter 'D' if You are Formally Designated as an Official DOE Representative Other Specify the Type of Representation Below	ID/Title of Standards Relevant to DOE Mission	Type of Submittal Status			
1	ok	I	ASTM International	USA	D10 Packaging	D10.22 Hazardous Materials	NV	Doxcelerate	ASTM D6346-38 - Standard Guide for Accepting, Segregating and Packaging Materials Collected Through Household Hazardous Waste Programs	ok			
2	Incomplete	T		USA						ok			

Filling out NGS Data

NOTE: The template is used for all your NGSAs for the year.

- Enter each NGS in a numbered line, starting at line 1.
- For the *ID/Title of Standards Relevant to the DOE Mission* column, enter the information for the standard you are involved in. You are asked to enter "none" if you have no data. **Please do not leave blanks in the column.**
- When you have completed the NSGA entry satisfactorily, you will see **"ok"** in the Status column at the left.
- If you see **"Incomplete"** in the Status column, review your data to ensure that your entries apply to the requested information for each column.

When the NSGA data entry is completed satisfactorily, the remaining blue box at the top right will no longer display.

Your submission is complete.