

## SEFA Standardization Process

### Introduction:

The Scientific Equipment and Furniture Association (“SEFA”) is a United States based not-for-profit membership organization whose members principally consist of the world’s leading manufacturers of laboratory grade furniture and related equipment as well as the architects and lab planners who are responsible for designing state-of-the-art laboratory buildings throughout the world. As of 2024 SEFA had 165 members from 27 different countries. SEFA has evolved into an influential international organization whose primary purpose is to create laboratory-grade standards (formerly called “Recommended Practices”). This work is performed by the following committees:

- SEFA 1 - Fume Hoods
- SEFA 2 - Installations
- SEFA 3 - Work Surfaces
- SEFA 7 - Fixtures
- SEFA 8M - Metal Casework
- SEFA 8PH - Phenolic Casework
- SEFA 8PL - Plastic Laminate Casework
- SEFA 8P - Polypropylene Casework
- SEFA 8W - Wood Casework
- SEFA 9 - Ductless Enclosures
- SEFA 10 - Adaptable Casework Systems
- SEFA 11 - Liquid Chemical Storage Cabinets
- SEFA 12 - Lab Grade Seating
- SEFA 13 - Vertical Exhausting Laminar Flow
- Lab Grade Flooring (Draft)
- Lab Grade Washers (Draft)

SEFA routinely identifies products and services which require an international laboratory-grade standard. SEFA is in a unique position, through its worldwide membership, to form these Standard Writing Committees and organize the necessary committee meetings. These committee meetings and, if necessary, subcommittee meetings, are attended by SEFA legal counsel to ensure that due process is adhered to and that all necessary legal requirements are followed.

The following procedures have been approved by SEFA’s Board of Directors to ensure that all potentially impacted stakeholders have an opportunity to be heard in connection with the establishment of SEFA standards:

## **Procedure:**

### **Step 1:**

Any SEFA member, stakeholder, or anyone potentially impacted by SEFA Standards may propose that SEFA create a new standard or modify a pre-existing standard.

### **Step 2:**

After a proposal is made to create or modify a SEFA standard, that request will be submitted to a relevant pre-existing SEFA Standard Writing Committee. If no such committee exists, it shall be submitted to SEFA's Board of Directors for consideration.

### **Step 3:**

Within 60 days of a request to modify a pre-existing SEFA Standard, a vote of the relevant Standard Writing Committee shall take place. If a majority of the Standard Writing Committee members in attendance at a duly called committee meeting vote in favor of considering the proposed modification of a SEFA standard, then the committee shall undertake the prescribed process for modifying a SEFA Standard.

If a relevant SEFA Standard Writing Committee does not exist to address a new proposed laboratory-grade standard, the Board of Directors shall designate, by a majority vote, a chairperson to lead the initial committee meeting. At least 30 days prior to an initial meeting of a newly created committee, a public notice to SEFA's database, LinkedIn followers, and other social media platforms shall be distributed, stating the date and time of the initial committee meeting.

### **Step 4:**

The relevant SEFA Standard Writing Committee shall meet periodically to draft modified or new standards. During these committee meetings, those in attendance shall attempt to reach consensus on any modifications to a pre-existing standard or the creation of a new standard. Minutes of these discussions, deliberations, and decisions shall be documented by someone in attendance at each meeting. When deemed necessary, the committee shall follow Robert's Rules of Order as it pertains to any votes. There shall be a written agenda for each committee meeting, and committee co-chairs shall be voted upon at each SEFA Annual Conference. Each Executive SEFA member company shall be entitled to one vote at all committee meetings.

### **Step 5:**

After the standard writing committee has completed its work of modifying a pre-existing standard or creating a new standard, that proposed standard shall be first submitted to SEFA's Advisory Board members as well as SEFA's Associate members, who shall have at least 30 days to submit their comments to the relevant committee co-chairs and SEFA staff.

### **Step 6:**

Within 60 days after the deadline for Advisory Board members and Associate members to submit comments, the relevant Standard Writing Committee shall reconvene for the purpose of

considering those comments. The relevant committee will then take an appropriate amount of time to address the comments submitted by Advisory Board and Associate members.

Thereafter, the Standard Writing Committee shall vote upon the modified or newly created standard after taking into consideration the previously submitted comments.

**Step 7:**

After the Standard Writing Committee has addressed the comments provided by SEFA's Advisory Board members and Associate members and has voted on the modified or newly created standard, the standard will be released to the public. The standard will be distributed to the public via SEFA's database, LinkedIn page, website, and any other social media platform as deemed appropriate. The public will be given a 30-day period to provide SEFA staff with any comments they have regarding the modified or newly created standard. These comments will then be given to the chairperson of the relevant standard writing committee for consideration.

**Step 8:**

Once the public comments are received within the aforementioned 30-day period, the Standard Writing Committee shall reconvene for the purpose of considering the public comments received and thereafter vote upon the revised final modified or new standard.

**Step 9:**

After the committee has completed its work on the final modified or new laboratory-grade SEFA Standard, it shall be submitted to SEFA's Board of Directors for approval by a majority vote of the board members in attendance at a regularly scheduled Board of Directors meeting.

**Step 10:**

If the Board of Directors approves the final modified or new SEFA standard, it shall then be published on SEFA's website, LinkedIn page, database, and distributed worldwide on various social media platforms.