

# standard methods

## for the Examination of Water and Wastewater

### General Guidelines for Task Groups

1. The work of the Joint Task Group (JTG) usually will be accomplished by correspondence because of the geographical separation of the members.
2. The schedule of activities for each JTG will be based on the amount and type of work to be done. The Joint Editorial Board (JEB) and Part Coordinator (PC), in consultation with each individual JTG chair, will set deadlines for completion of JTG activities. It is very important that a JTG chair not automatically assume that he or she may follow the developed schedule for another JTG. Because JTGs will be formed when needed, each JTG will have a unique schedule.
3. You will find your task as JTG chair much easier if you seek responses to specific questions, avoiding the need for lengthy answers except where they are clearly required. Some members have limited clerical assistance and delays may result.
4. Review the general and specific charges for your section.
5. Document each JTG member's vote on a method, section, or issue. Conduct voting by signed ballot, and ensure that all negative votes from a JTG member are accompanied by a written explanation of the reason(s) for the negative vote.
6. When there is a negative vote or a disagreement within a JTG, try to resolve the issue within the JTG. If this cannot be accomplished, the unresolved dissent may be submitted to the PC for decision, if necessary. The issue may eventually go to the full Standard Methods Committee (SMC) for final resolution.
7. Membership on JTGs is selective and is usually based on the need for members competent in the areas related to the scope of work and charge to the JTG. While the recruitment of JTG members is the responsibility of the JEB Liaison, the PC, and the JTG Chair, appointment of JTG members is officially done by the JEB Liaison assigned to the part where the section is located. This is done after receipt of a proposed member list from the JTG Chair via the PC.
8. Please provide your PC with a final list of **voting** JTG members and any information you have on unresponsive members. It is Standard Methods policy to drop a member from the JTG after failure to respond to two ballots. Such an individual will not receive recognition in the book as a member of the JTG.
9. After the formation of the JTG, it is expected to function at the direction of its chair. Inform the PC when the JTG is organized and operating, and make progress reports to the PC when requested. Become familiar with the complexity of the total operation, and be aware of the usefulness of prompt responses to the PC concerning the activities of the JTG. Each time you ballot your JTG, send a copy of the ballot to your PC to enable effective tracking of progress.
10. Please review the JTG Manuscript Checklist to determine if all items have been completed. The checklist **must** accompany the JTG manuscript and JTG ballots.