



## **BLACK LIQUOR RECOVERY BOILER ADVISORY COMMITTEE**

### **BLRBAC OPERATING POLICIES AND PROCEDURES**

#### **I. OBJECTIVES**

- 1.1 To facilitate conducting BLRBAC business in an orderly manner and in accordance with by laws.
- 1.2 To provide minimum, necessary guidelines to supplement the by-laws where appropriate.
- 1.3 To provide a clarification and a written record of practices and procedures.
- 1.4 To provide a uniform reference to assist Subcommittee Chairs and others responsible for leading BLRBAC work.

#### **II. PRIMARY BLRBAC FUNCTIONS**

- 2.1 Analysis, classification, and reporting of incidents
- 2.2 Development and publication of Recommended Good Practices
- 2.3 Development and publication of Advisory Statements
- 2.4 Operating Problems Session
- 2.5 Technical Session
- 2.6 Specialty Seminars

#### **III. BLRBAC POLICIES AND PROCEDURES**

- 3.1 Management – Executive Committee
  - A. The Executive Committee shall establish policies and procedures to ensure the continuity of operations. The policies and procedures shall be attached to the operating procedures as appendices.
    1. Policies shall be Appendix A
    2. Procedures shall be Appendix B
- 3.2 Execution of work – Subcommittee and Task Groups

- 3.3 Implementation of work products – 2-level
  - A. Subcommittee/Task Group recommended to Executive Committee for approval
  - B. Submission of recommendations approved by the Executive Committee to the Main Committee for approval
- 3.4 Establishment or reactivation of Subcommittees and Task Groups shall be the responsibility of the Executive Committee. The Executive Committee should serve as sponsor. It should provide clear guidance as to the purpose and expected results of the undertaking.
- 3.5 The Chairman of BLRBAC shall appoint Subcommittee and Task Group chairmen.
- 3.6 Subcommittee and Task Group chairman shall be responsible to:
  - A. Select members to serve utilizing appropriate resources for the task to be undertaken, with assistance from the Executive Committee if needed. The BLRBAC principle to provide for an even balance in the participation by manufacturers, owners, and insurers of recovery units shall be observed to the greatest extent practicable; external resources may be used to provide specific expertise on a temporary, for the duration of the task, basis.
  - B. To identify and appoint a qualified co-chairman subject to the approval of the Executive Committee.
  - C. Schedule and conduct open and closed or interim meetings as needed to accomplish timely completion of the work.
  - D. Issue a written agenda to all Subcommittee or Task Group members at least two weeks in advance of each scheduled meeting, with a copy to the Secretary of BLRBAC.
  - E. Publish minutes of all meetings no later than four weeks after each meeting with a copy to the Secretary of BLRBAC.
  - F. Provide a written report to the Executive Committee detailing status, progress, issues, etc., and a presentation to the Main Committee meeting at each regularly scheduled BLRBAC meeting.
  - G. To maintain a current copy of the BLRBAC by-laws and to conduct all meetings in full accordance with them.
  - H. To maintain an accurate attendance record for each meeting to be included in the meeting minutes.
  - I. To maintain a current Subcommittee/Task Group membership list and to Promptly report any changes to the Secretary of BLRBAC.
- 3.7 Subcommittee or Task Group membership shall be limited to representatives of regular Members and Associate Members, plus any outside resources utilized on a temporary basis to provide special expertise.
- 3.8 Subcommittee action shall be in the form of a majority vote of 75% or more of the members. Temporary outside resources shall not be eligible to vote. Votes to be recorded in the minutes.

- 3.9 Subcommittee or Task Group membership includes the responsibility to regularly attend meetings and to contribute to the accomplishment of the work. Failure to attend more than two consecutive scheduled meetings without making prior arrangements with the chairman shall result in termination of membership.

**APPENDIX A – POLICIES**

**A.1 Anti-Trust:**

A.1.1 POLICY

In accordance with the BLRBAC Articles of association Paragraph 2.3, the person running each BLRBAC meeting shall read the following statement at the start of the meeting:

"This meeting and all BLRBAC meetings are held in accordance with the BLRBAC Anti-Trust policy"

**A.2 Conflict of Interest:**

The Conflict of Interest policy provides guidelines for BLRBAC representatives and attendees on avoiding conflicts of interest.

A.2.1 POLICY

A.2.1.1 Each BLRBAC representative shall avoid any situation and refrain from any activity which affects or might reasonably appear to affect, adversely to BLRBAC, the representative's exercise of impartial judgment in conducting the business of BLRBAC.

A.2.1.2 Each BLRBAC representative shall refrain from using information obtained from BLRBAC that has not been made generally available to the public by BLRBAC, either for personal profit or in any manner that affects or might reasonably be expected to adversely affect BLRBAC's interests.

A.2.1.3 Any situation or conduct which might reasonably appear to constitute a conflict of interest or a violation of this policy shall be promptly reported to the Executive Committee of BLRBAC. The Executive Committee shall make a determination if a conflict exists.

A.2.1.4 Only the Chairman or her/his designee shall have the authority to approve exceptions to this policy.

A.2.1.5 Any violation of this policy will result in appropriate disciplinary action, up to and including removal from Subcommittee participation.

A.2.2 APPLICATION

The Conflict of Interest Policy shall apply to BLRBAC Executive Committee members, Subcommittee Chairpersons, and Subcommittee Members

A.2.3 DEFINITIONS:

A.2.3.1 Conflict of Interest - Any BLRBAC representative or attendee action, which, although not specifically mentioned herein, could influence, or could be perceived to influence, decisions relative to BLRBAC, or have the potential to adversely affect the BLRBAC Guidelines and Recommended Practices.

A.2.3.2 Representatives - For the purposes of this policy, Representatives shall include all Officers, Subcommittee members and Committee/Subcommittee Secretaries of BLRBAC.

**A.3 Incident Reporting:**

The Incident Reporting Policy provides guidance on when incident classification by cause or type may be made.

**A.3.1 POLICY**

A.3.1.1 Classification of an incident as an “Explosion”, “Critical Exposure”, on “Non-Critical” is to be done only on the basis of:

1. An Incident Report submitted by the owner/operator.
2. In the absence of an Incident Report and if litigation has been completed, information available from either the owner/operator of the facility or in a public domain report may be used.

A.3.1.2 Classification of an incident as “Other” shall be permitted when information not in accordance with A.3.1.1 is available.

**A.3.1.3 Near Misses**

A.3.1.3.1 Near Misses can be included in a Subcommittee Report if desired.

A.3.1.3.2 If near misses identify an issue that needs to be addressed, this should be done as an update by the Subcommittee responsible for the affected document.

**A.3.2 APPLICATION**

The Incident Reporting Policy is applicable to all Subcommittees who have questionnaires or surveys.

**A.4 Hospitality Suites:**

The Hospitality Suites Policy provides a consistent policy regarding the use of “hospitality suites” or other special events held in conjunction with BLRBAC meetings at the hotel where the BLRBAC meeting is being held.

**A.4.1 DEFINITIONS**

A.4.1.1 Hospitality Suite: Any function or activity held within the hotel or on the hotel property where the BLRBAC meeting is occurring by any company or organization who is hosting such function or activity because the BLRBAC meeting is being held.

**A.4.2 POLICY**

A.4.2.1 Hospitality Suites shall only be permitted to be hosted by Regular Member, Associate Member, and Corresponding Member companies and organizations.

A.4.2.1.1 At least one employee of a company or organization hosting a hospitality suite shall be registered for the BLRBAC meeting.

A.4.2.2 Hospitality suites shall not run during regularly scheduled BLRBAC Subcommittee and Main Committee meetings.

A.4.2.2.1 Regularly scheduled Subcommittee meetings are on Mondays 8:00 AM – Noon and 1:00 PM – 4:00 PM and on Tuesdays 8:00 AM – Noon.

A.4.2.2.2 Main Committee meetings are on Tuesdays from 1:00 PM – 3:00 PM and on Wednesdays from 8:00 AM – Noon.

A.4.2.3 Brochures advertising hospitality suites shall be permitted to be placed on a table in the registration room. Brochures will not be included in the registration packets.

## **A.5 Activity Night:**

### **A.5.1 POLICY**

A.5.1.1 Activity Night shall be permitted to occur on Tuesdays beginning not before 3:00 PM.

A.5.1.1.1 Activity Night shall not be held if so requested by the Executive Committee or if there are insufficient contributors to economically support it.

A.5.1.2 Any BLRBAC Regular Member or Associate Member may be a contributor to Activity Night.

A.5.1.2.1 BLRBAC funds an amount equal to the amount paid by other contributors who support Activity Night.

A.5.1.3 A brochure advertising Activity Night shall be permitted to be included in the registration packets.

A.5.1.4 While not encouraged, hospitality suites in accordance with the A.4, Hospitality Suites, shall be permitted to run concurrently with Activity Night.

## **A.6 Records Retention:**

The record retention policy provides guidance on how BLRBAC records shall be retained.

### **A.6.1 POLICY**

A.6.1.1 Financial Records or accounting type records: seven years or since the last tax audit, whichever is the longer.

A.6.1.2 General Ledger: 50 years.

A.6.1.3 Contacts: The life of the contact plus seven years

A.6.1.4 Executive Committee meeting minutes and all other documents dealing with the Executive Committee: Life of the organization.

A.6.1.5 BLRBAC Recommended Practices and Guidelines: Life of the organization.

A.6.1.6 BLRBAC Main Committee Meeting Minutes: Life of the organization.

A.6.1.7 The following records need not be formally archived

A.6.1.7.1 Incident reports are not being formally archived.

A.6.1.7.2 Membership Database

**A.7 Use of BLRBAC Resources:**

BLRBAC Guidelines and Recommended Practices are available for download without restriction and at no cost. They are not copyright protected. This policy provides information on their intended and proper use. Also addressed are the use of other BLRBAC resources including its databases, e-mail address lists, BLRBAC secretarial services, and BLRBAC funds.

**A.7.1 POLICY**

A.7.1.1 BLRBAC resources will not be used for commercial purposes including but not limited to being utilized to promote products or services.

A.7.1.2 BLRBAC Recommended Practices and Guidelines and other documents on the BLRBAC website may be downloaded by anyone and may be used for the sharing and distribution of technical materials of interest to the membership.

A.7.1.3 Downloaded documents shall not be altered in any way except in support of BLRBAC Subcommittee activities to revise and update such documents.

**A.7.2 DEFINITIONS**

A.7.2.1 Resources: Corresponding mailing lists, Email distribution lists, Secretarial services paid by BLRBAC, and BLRBAC funds.

**A.8 Meeting Attendees and Registration Fees:**

A.8.1 All attendees at BLRBAC meetings shall be registered.

A.8.1.1 Registration may be completed in advance by the posted cut-off date or at door by presenting a completed registration form and check by mail for advance registration or by check or cash in person for at door registration.

A.8.2 Presenters at the Operating Problem Session on Tuesdays and the Technical Presentations following the Main Committee Meeting on Wednesdays will have their registration fees waived. This applies to the presenters only.

A.8.2.1 Others attending from companies making presentation are required to pay the meeting fee.

A.8.2.2 Presenters at the Monday Subcommittee meetings or the Tuesday ESP Subcommittee meetings will not have their registration fees waived.

A.8.3 The registration fee for the Secretary of the ESP Subcommittee, may be waived with the approval of the Executive Committee.

A.8.4 Past BLRBAC officers can, upon request and subject to Executive Committee approval, retain membership in BLRBAC as Associate Members after they retire. They shall pay the applicable meeting registration fee for meetings they wish to attend.

A.8.5 The Advance Registration cutoff date shall match the cutoff date for guest room reservations as agreed to in the contract with the hotel.

A.8.5.1 Registration forms and check shall be post-marked by no later than the cutoff date. Registrations with post-marks after this date will be processed as At-Door registrations and be assessed the At-Door Registration fee.

**A.9 Disclaimer**

A.9.1 POLICY

A.9.1.1 Each BLRBAC Guideline and Recommended Practice shall include the following Disclaimer inside the front cover page of the document.

A.9.2 TEXT OF DISCLAIMER

**Notice and Disclaimer of Liability Concerning Recommended Guidelines and Procedures**

BLRBAC brings together volunteers from operating companies, manufacturers and insurance companies representing varied viewpoints and interests to achieve consensus on Guidelines and Recommended Practices for the safe operation of recovery boilers. While BLRBAC facilitates this process, it does not independently test, evaluate or verify the accuracy of any information or the soundness of any judgments contained in its Recommended Guidelines and Procedures.

BLRBAC disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on BLRBAC Guidelines and Recommended Practices. BLRBAC also makes no guaranty or warranty as to the accuracy or completeness of any information published herein.

In issuing and making this document available, BLRBAC is not undertaking to render professional or other services of or on behalf of any person or entity. Nor is BLRBAC undertaking to perform any duty owed by any person or entity to someone else. Anyone using BLRBAC Guidelines and Recommended Practices should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstance.

Users of BLRBAC Guidelines and Recommended Practices should consult applicable federal, state and local laws and regulations relating to the safe manufacture and operation of recovery boilers. BLRBAC does not, by the publication of its Guidelines and Recommended Practices intend to urge action that is not in compliance with applicable laws, and its publications may not be construed as doing so.

**A.10 Picture/Video taking and Verbatim Transcripts/Recording during Committee and Subcommittee Meetings:**

A.10.1 No picture/video taking or verbatim transcripts/recordings during Committee and Subcommittee meetings shall be taken/made permitted by the Executive Committee or the Subcommittee Chair responsible for the meeting.

A.10.1.1 This restriction does not apply to the verbatim recording made by hotel staff at the request of the BLRBAC Executive Committee for the Main Committee



Meeting on Wednesday. This recording shall only be used by BLRBAC's Secretarial Services for the purpose of creating minutes of the Main Committee Meeting.

**A.11 Requests for Materials**

BLRBAC collects data for the purpose of learning from the experience. If we don't share, then we are not accomplishing our purpose. On the other hand, we don't want to create a situation where companies don't submit incidents because they don't want information posted.

**A.11.1 POLICY**

A.11.1.1 Only the Incident Summary Lists as contained in BLRBAC Meeting Minutes are available to the General Public.

A.11.1.1.1 Incident questionnaires are available only to ESP Subcommittee members and shall only be used by those members for the purpose of supporting BLRBAC.

A.11.1.1.2 Incident and explosion databases maintained by the ESP Secretary shall be made available to the ESP Subcommittee and the Executive Committee.

A.11.1.1.3 Requests by others for a copy of the incident and explosion databases require approval by the Executive Committee.

A.11.1.2 Any information not generally disclosed to the public shall only be disclosed as required by law or legal process.

**A.12 Guest Policy**

**A.12.1 POLICY**

A.12.1.1 BLRBAC meetings are open to all Member Company employees and guests who are authorized to attend BLRBAC.

A.12.1.2 For an employee of a company or organization that is not a member of BLRBAC to be an authorized guest, they must be invited by a member company. Member companies must notify BLRBAC Secretarial Services by e-mail the names, affiliation and e-mail address of all guests they wish to invite.

A.12.1.3 All guests are required to submit the properly completed registration form and to pay the appropriate registration fee (Advance or At Door).

APPENDIX B – PROCEDURES

**B.1 Technical Presentation Guidelines:**

The presentation of technical or “state-of-the-art” topics relating to the safe operation of chemical recovery boilers has historically been a part of the spring and fall BLRBAC meetings. Selection of technical papers presented at the Operating Problems Session on Tuesdays and following the Main Committee Meeting on Wednesdays is made by the Vice-chairman. Presentations at Subcommittee Meetings on Mondays or Tuesday mornings are the responsibility of the applicable Subcommittee chair.

For presentations at the Operating Problems Session and following the Main Committee Meeting, the speaker is allocated 20-30 minutes to present their paper. A question period normally follows the presentation.

The person in charge of the presentations (BLRBAC Vice Chair or Subcommittee Chair) is responsible for determining the appropriateness of the presentation and should obtain a preview of the presentation and/or a draft of the paper to check for excessive commercialization and applicability of the material for BLRBAC attendees.

BLRBAC will provide a projector for connection to a laptop computer. The presenter is responsible for providing a computer to support the presentation.

Presenters may supply copies of their papers for the meeting registrants. The presenter may alternatively provide his or her contact information to attendees wanting to request an electronic version of the paper/.

Should there be questions concerning meeting arrangements, meeting room details, slide, or other presentation equipment requirements, etc., contact the BLRBAC Treasurer (refer to Contact Information in the most recent BLRBAC Meeting Minutes or the Contact Information page on the BLRBAC website).

**B.2 Subcommittee Meetings:**

Subcommittees are encouraged to hold Open Meetings whenever practical. Closed Meetings can be held upon request with approval by the Executive Committee. All Subcommittee meetings, Open or Closed, may be attended by Executive Committee members. Attendees wishing to attend a closed meeting should contact the Subcommittee Chair prior to the meeting.

If a Subcommittee wishes to order lunch to be brought into their meeting room, they may do so, but the lunch should not be billed to BLRBAC.

Requests for a projector for use during a Subcommittee Meeting should be made to the BLRBAC Treasurer.

A bullet list of Subcommittee activities for the next meeting are to be provided to Secretarial Services upon request for inclusion in the Meeting Information/Registration

package. The BLRBAC Secretary will use these bullet lists to create Subcommittee Meeting Agendas to be posted outside the registration room to help attendees to decide which Subcommittee meetings to attend.

### **B.3 Dissolving Tank Incidents**

The Safe Firing of Black Liquor Subcommittee will review all Dissolving Tank incidents for review during their closed meeting session. When an incident report has been received by the ESP Subcommittee, the report should be shared with the chair of the Black Liquor Subcommittee and a representative of the Black Liquor Subcommittee should be seated at the ESP Subcommittee meeting on Tuesday morning to handle that incident.

### **B.4 DCE Incidents**

The DCE Subcommittee will be responsible for handling all DCE incident reports. Presentation of these incidents will be included with the ESP Subcommittee meeting on Tuesday morning if time permits or will be included in the Operating Problems Session.

### **B.5 Handhole Incidents**

Handhole incidents are to be made available to the chairman of the Materials and Welding subcommittee. The ESP Subcommittee will present handhole incidents during the ESP Subcommittee open review of incidents meeting.

### **B.6 New or Updated Recommended Practices and Guidelines:**

#### Disclaimer

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*BLRBAC disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on BLRBAC Guidelines and Recommended Practices. BLRBAC also makes no guaranty or warranty as to the accuracy or completeness of any information published herein.*

*In issuing and making this document available, BLRBAC is not undertaking to render professional or other services of or on behalf of any person or entity. Nor is BLRBAC undertaking to perform any duty owed by any person or entity to someone else. Anyone using BLRBAC Guidelines and Recommended Practices should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstance.*

*Users of BLRBAC Guidelines and Recommended Practices should consult applicable federal, state and local laws and regulations relating to the safe manufacture and operation of recovery boilers. BLRBAC does not, by the publication of its Guidelines and Recommended Practices intend to urge action that is not in compliance with applicable laws, and its publications may not be construed as doing so.*

New or updated Recommended Practices and Guidelines are to be reviewed by the Executive Committee prior to release for review and comment on the BLRBAC website.

- The chairman of the Subcommittee responsible for the document should send the document to the BLRBAC Secretary.
- The BLRBAC Secretary should review the document and make non-technical changes only as needed for presentation to the Executive Committee.
- The Executive Committee will normally review the document within two weeks.
- If the Executive Committee agrees the document is ready for membership review and comment, The BLRBAC Secretary will have the document posted on the BLRBAC website linked under “Documents for Review and Comment”.

When the e-mail communication is sent out by BLRBAC’s Secretarial Services letting everyone know the meeting minutes are posted and again when the meeting registration announcement is sent out, a statement listing the materials that are available for review on the website will be included.

- At the discretion of the BLRBAC secretary, a separate e-mail communication specifically by BLRBAC’s Secretarial Services identifying documents that are posted for membership review and comment.

All documents expected to be brought to the membership for vote at the next BLRBAC meeting will be posted on the BLRBAC website and the membership notified of such posting by not less than two months prior to the meeting.

- Documents posted less than two months prior to the next meeting will not be brought to a vote at that meeting.

Comments should be sent to the Subcommittee Chair responsible for the document.

If technical changes are made to the document as a result of comments received, the document shall be resubmitted for the review Executive Committee review and re-posting on the website.

If no changes are made, or changes are only editorial, the document is presented at the Wednesday Main Committee meeting during the Subcommittee’s Report for vote by the BLRBAC Regular Members in attendance at the meeting.

- A two-thirds affirmative vote is required for a document to be approved.
- For complex documents, individual parts may be voted on separately upon request by any one attendee at the Main Committee meeting.

When separate voting is done and some parts pass and other parts require further change, the portions that have been accepted will be published provided the Executive Committee and the Subcommittee Chair responsible for the document agree such publication is appropriate.

**B.7 Communication To and From Subcommittee Chairs/Members**

BLRBAC recommended practices/guidelines are used by some in the industry as specifications or design requirements. Our intent is to share technical knowledge, experience and data; operating companies must decide how to use our documents. The documents should be clearly written, to allow people familiar with recovery boilers and their auxiliaries to understand our intent. The user of these documents will have to make numerous decisions in their application to specific installations.

1. Discussion – any subcommittee chairman or member is free to respond to questions received on their document on a “discussion” basis, as they feel qualified. This is not an official BLRBAC response, just additional information to assist the questioning person to understand the intent of the document.

The response can be verbal or written, but should include that it is provided for discussion only and not intended to change the written guidelines. If verbal, a short summary should be written and shared with other subcommittee members. If written, it should be shared with the subcommittee members.

2. Clarification/Interpretation – any request for a more formal clarification or interpretation should be in writing to the subcommittee chairman. The chairman should ensure that the request is understandable and generally fits within the subcommittee scope or document, if not, it should be returned for clarification or redirection. If it is accepted, it should be forwarded to the subcommittee members and added to the agenda of the next subcommittee meeting. The person submitting the request should be invited to attend the meeting.

The request should also be reviewed to determine if it impacts any other subcommittees, and if it does it should be forwarded to that subcommittee chairman and the review coordinated between subcommittees.

The subcommittee should discuss the request in its meeting and decide whether a formal reply is warranted or not. A formal reply would be considered a Clarification. The other options are to provide a Discussion response, decide that the request does not fit within the subcommittee’s scope or that it goes beyond the level of detail in their guideline.

A Clarification/Interpretation will be submitted to the Executive committee for review and approval. Upon approval it would be published on the BLRBAC website. The general intent would be to include the clarification in the next revision to the subcommittee guideline, at which time the clarification would be removed from the website.