



ACGIH[®]

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Defining the Science of Occupational and Environmental Health

ACGIH[®] INFORMATION RELEASE POLICY

Purpose

The American Conference of Governmental Industrial Hygienists (ACGIH) is a private, not-for-profit, nongovernmental corporation that advances occupational and environmental health. ACGIH is a scientific association and has a number of technical committees that develop professional practice guidelines, such as Threshold Limit Values (TLVs), Biological Exposure Indices (BEIs), recommendations for industrial ventilation, bioaerosols and other occupational health hazards. ACGIH publishes and markets these professional practice guidelines. ACGIH has developed and implemented policies and procedures to ensure that the process for developing guidelines and publications is clear, consistent and available to the public. The purpose of this policy is to clarify when and how information may be released.

Information Development

The development of TLVs and BEIs is a multi-faceted process that includes a series of checks and balances designed to ensure that the final guidelines are based on a comprehensive analysis of all publicly available peer reviewed research, with opportunities for public input (described below), evaluation by ACGIH technical committees, and ratification by the ACGIH Board. The process has a built in transparency designed to provide all interested parties with full notice that a substance is being considered for review and that a substance is being evaluated for a possible guideline. If a technical committee determines that a guideline is appropriate, the proposed guideline and the supporting Documentation is published on the ACGIH Notice of Intended Changes and remains on that list for approximately one (1) year. During that time, all interested parties are invited to submit comments. At the end of the one (1) year period, the ACGIH Committee responsible for the draft guideline, reevaluates the proposed draft in light of comments received and/or newly published research and then makes a final recommendation. If approved by the Committee, it is submitted to the ACGIH Board of Directors for ratification.

The development of other professional practice guidelines such as recommendations for industrial ventilation, bioaerosols and other occupational health hazards also encourages input by interested parties. Comments are invited between editions and are given full consideration by the appropriate committee before publishing the next edition.

ACGIH Committee members and members of the Board of Directors, are all volunteers. ACGIH has a trained Science Group staff that has been assigned the responsibilities of supporting the guideline development process and presenting the ACGIH official position on guideline issues. The ACGIH Executive Director and Science Group staff serves as the official points of contact for questions pertaining to technical information and guidelines.

Information Release

Professional practice guidelines are not released until the appropriate committee and Board of Directors have approved and or ratified the guideline.¹ To ensure the integrity of the guideline development process, ACGIH does not make draft Documentation of TLVs or BEIs available to the public before they are published on the Notice of Intended Changes. It also does not make draft copies of other professional practice guidelines available to the public before they are published in a new publication or a new edition of an existing publication.

Committee reports and recommendations are the product of ACGIH and not of the Committee alone or individual committee members. Committee deliberations, drafts of documents, and tentative conclusions are all confidential. Directors and Committee members are expected to treat deliberations and draft products as confidential. Directors and Committee members should refer public requests for information to the ACGIH Science Group. All media and/or public requests for information shall be directed to the Executive Director or his/her designee in accordance with ACGIH's adopted Public Affairs and Communication Policy.

Questions concerning the release of information should be directed to the Executive Director of ACGIH.

¹ To ensure the integrity of the scientific process, ACGIH has adopted and implemented a Policy and Process on Bias and Potential Conflict of Interest. All members of the ACGIH Board of Directors, Committees and designated ACGIH staff are required to comply with this policy.