



BLACK LIQUOR RECOVERY BOILER  
ADVISORY COMMITTEE

BLRBAC OPERATING 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 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 PROCEDURES

- 3-1 ◇ Management -- Executive Committee
- 3-2 ◇ Execution of work -- Subcommittee and Task Groups

## ATTACHMENT C -- Page 2 of 3

### III. BLRBAC PROCEDURES (Cont.)

- 3-3 ◇ Implementation of work products -- 2-level
- (A) > Subcommittee/Task Group recommendations 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.

## ATTACHMENT C – Page 3 of 3

### III. ELRBAC PROCEDURES (Cont.)

- (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.