

Instructions for Filling Out

TEMPLATE_Record_of_Non-Government_Standards_Activity_BULK_SUBMISSION_v2.8.xlsx (Bulk Submission for a Single Organization)

The form is used for a single organization to submit NGSa information for multiple personnel. The form can include representatives of DOE and Other entities associated with the same organization or site.

Fill out your identifying information using the Tab and arrow keys to navigate through the required fields.

NOTES:

- Enter your information at the top of the form. For entering your organization number, see the Org List tab at the bottom of the template. If your organization is not listed, you will enter 0 in the identifying information and type the name of your organization in the box on the Org list beside 0.
- For Employment Status, enter either **D** for DOE Employee or **O** for Other and define "other" in the space provided. Incomplete information will be highlighted in yellow.
- Data on the "Input" tab can be Sorted. You will need to select **ALL** the columns before sorting. If you do not select all the columns, the data that you have entered will become jumbled and useless.

When your identifying information and NGSa data have been entered correctly, the blue box at the top will be replaced with **Status: OK**

U.S. Department of Energy: Record of Non-Government Standards Activity - Bulk Submission													Version 2.8		
Submitter Last Name: Johnson		Submitter First Name: Diane		Organization Number of the PARTICIPANTS: 0		Doxcelerate							Missing or incorrect information in data entry section		
Submitter Title: Support		Office Telephone Number: 8656966528		Submitter Email Address: diane@doxcelerate.com									Do Not Complete the Cells Below if You Answered "N" for Termination of Membership in the Type of Submittal Column		
Date (mm/dd/yyyy) of Report: 07/27/2023															
Line No.	Status	Type of Submittal: "Y" for Initial Submittal, "R" for Revision of Information Previously Submitted, or "T" for Termination of Membership	Last Name of Non-Government Standards Body (NGSB) Participant	First Name of Non-Government Standards Body (NGSB) Participant	Email Address of Non-Government Standards Body (NGSB) Participant	Employment Status (Complete One Column only for Each Row)		Name of Non-Government Standards Body (NGSB)	Country of Non-Government Standards Body (NGSB)	Name of Main Committee	Name and/or Number of Activity (e.g., committee, sub-committee, working group, task group)	Representation (Complete One Column only for Each Row)		ID/Title of Standards Relevant to DOE Mission	
						DOE Enter "Y" if Participant is Employed by DOE	Other Specify the Employment Status of Participant					DOE Enter "Y" if You are Formally Designated as an Official DOE Representative	Other Specify the Type of Representation Below		
1	ok	I	Doe	John	john@doxcelerate.com		Doxcelerate	ASTM International	USA	D10 Packaging	D10.22 Hazardous Materials	Y		Doxcelerate	ASTM D6346-08 - Standard Guide for Accepting, Segregating and Packaging Materials Collected Through Household Hazardous Waste Programs
2	incomplete	R		Jane			Doxcelerate	ASTM International		D12					

Filling Out Bulk NGSa Data

NOTE: This template is used for multiple NGSa participants from a single organization and can include both DOE representatives and contractors who work for that organization or site.

- Enter each participant in a numbered line, starting at line 1. If the participant is involved in more than one NGSa use separate lines for each activity.
- For the *ID/Title of Standards Relevant to the DOE Mission* column, enter the information for the standard they are involved in. You are asked to enter "none" if you have no data. **Please do not leave blanks in the column.**
- When you have completed an NGSa entry satisfactorily, you will see **ok** in the Status column to the left.
- If you see **incomplete** in the Status column, review your data to ensure that your entries contain the requested information for each column.

When the NGSa data entry is completed satisfactorily, the remaining blue box at the top right will no longer display.

Your submission is complete.