

## Instructions for Filling Out

# TEMPLATE\_Record\_of\_Non-Government\_Standards\_Activity\_BULK\_SUBMISSION\_v2.4.xlsx (Bulk Submission for a Single Organization)

The form is used for a single organization to submit NGSAs 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:

- 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.
- For entering your Organization number, see the Org List tab at the bottom of the template.
- 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 NGSAs data has 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 2.4					
Submitter Last Name:		Johnson				Submitter First Name:		Diane											
Submitter Title:		TSM				Organization Number of the PARTICIPANTS:		0				Technical Support							
Office Telephone Number:		865-481-4830				Submitter Email Address:		diane@doxcelerate.com				Missing or incorrect information in data entry section							
Date (mm/dd/yyyy) of Report:		07/11/2019				Do Not Complete the Cells Below if You Answered 'T' for Termination of Membership in the Type of Submittal Column													
Line No.	Status	Type of Submittal: "I" for Initial Submittal, "R" for Revision of Information Previously Submitted, or "T" for Termination of Membership	Last Name of Non-Government Standards Body (NGSBS) Participant	First Name of Non-Government Standards Body (NGSBS) Participant	Email Address of Non-Government Standards Body (NGSBS) Participant	Employment Status (Complete One Column only for Each Row)		Name of Non-Government Standards Body (NGSBS)	Country of Non-Government Standards Body (NGSBS)	Name of Main Committee	Name and/or Number of Activity (e.g., committee, sub-committee, working group, task group)	Voting Status: "V" for Voting or "NV" for Nonvoting	Representation (Complete One Column only for Each Row)		ID/Title of Standards Relevant to DOE Mission				
						DOE Enter "D" if Participant is Employed by DOE	Other Specify the Employment Status of Participant						DOE Enter "D" if You are Formally Designated as an Official DOE Representative	Other Specify the Type of Representation Below					
1	ok	I	Doe	John	john.doe@site.site		Technical Support	American Society of Mechanical Engineers	United States	ASME Committee on Nuclear Air and Gas Treatments	Working Group	NV		Technical Support	ASME AG-1 Codes on Nuclear Air and Gas Treatments				
2	Incomplete	R	Smith	Pete															
3																			
4																			

The Organizational List is located on the second tab at the bottom of the form.

### Filling Out Bulk NGSAs Data

**NOTE:** This template is used for multiple NGSAs 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 NGSAs use separate lines for each activity.
- For the *ID/Title of Standards Relevant to the DOE Mission* column, enter the information for the standard you 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 NGSAs 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 NGSAs data entry is completed satisfactorily, the remaining blue box at the top right will no longer display.

Your submission is complete.