**Instructions:**

 **1. Please fill out as much of the requested information as possible. It is mandatory to provide a contact name, phone number and fax number to which questions can be directed. If you have an electronic mailing address, please make that available as well.**

 **2. Attach any information you believe is related to the request. The more complete your request is, the less time is required to review it.**

 **3. Once completed, send your request to:**

 **Rae McQuade**

 **NAESB, Executive Director**

 **1301 Fannin, Suite 2350**

 **Houston, TX 77002**

 **Phone: 713‑356‑0060**

 **Fax: 713‑356‑0067**

 **by either mail, fax, or to NAESB’s email address, naesb@naesb.org**

**Once received, the request will be routed to the appropriate subcommittees for review.**

**NAESB Correction/Clarification Procedure**

**Minor Clarifications and Corrections to Standards**

Minor clarifications and corrections to existing standards include: (a) clarifications or corrections made by a regulatory agency to standards that are of a jurisdictional nature, or by the American National Standards Institute or its successor; (b) clarifications or corrections to the format, appearance, or descriptions of standards in standards documentation; (c) clarifications or corrections to add code values to tables; and (d) clarifications and corrections that do not materially change a standard. Any request for a minor clarification or correction to an existing standard should be submitted in writing to the executive director. This request shall include a description of the minor clarification or correction and the reason the clarification or correction should be implemented.

**1. Processing of Requests**

The executive director shall promptly notify the EC and any appropriate subcommittee(s) of the receipt of the request. The members of the applicable quadrant’s EC shall promptly determine whether the request meets the definition of a minor clarification or correction. Through the decision of the vice chair of the applicable quadrant, this determination may be delegated to one of the quadrant’s subcommittees, with the concurrence of the subcommittee chair, in which case the subcommittee shall make a prompt decision.

If the request is determined to meet the definition of minor clarification or correction, the applicable quadrant’s EC, with input from any subcommittee(s) to which the request has been forwarded, shall act on the request within one month of its receipt. A meeting to discuss the request is not required; the decision may be made by notational vote. A simple majority of the votes received shall determine the outcome. The members of the applicable quadrant’s EC shall be given at least three working days to consider and vote on the request.

**2. Public Notice**

The results of the vote on the request for a minor clarification or correction shall be posted on the NAESB website and the members of the applicable quadrant shall be notified of the request by e-mail. If the request has been approved by the applicable quadrant’s EC, the notification shall include a brief description of the request, the contact name and number of the requester so that further information can be obtained, and the proposed effective date of the clarification or correction. The proposed effective date of the minor clarification or correction shall normally be one month from the date of the public notice. Any interested party shall have an opportunity to comment on the request, and the comments shall be posted on the NAESB website. The comment period is two weeks.

**3. Final Disposition of Approved Requests**

If no comments are received on an approved request, the standard shall be clarified or corrected as specified in the approved request on the effective date proposed. If comments are received, they shall be forwarded to the members of the applicable quadrant’s EC for consideration. Each comment requires a public written response from the applicable quadrant’s EC. The applicable quadrant’s EC shall determine whether changes are necessary as a result of the comments. Members of the applicable quadrant’s EC shall be given three working days to consider the comments and determine the outcome, which shall be decided by a simple majority of the votes received. A meeting to discuss the request is not required; the decision may be made by notational vote. The standard shall be clarified or corrected in accordance with the outcome of the vote, effective with the completion of voting, and notice thereof shall be posted on the NAESB website.

Date of Request: \_November 7, 2013\_\_\_

1. Submitting Entity & Address:

\_\_\_\_\_\_\_Northern Natural Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_1111 S 103rd Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_Omaha, NE 68124\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Contact Person, Phone #, Fax #, Electronic Mailing Address:

 Name : \_\_\_\_\_\_\_\_Micki Schmitz\_\_\_\_\_\_\_\_\_

 Title : \_\_\_\_\_\_\_\_Business Systems Analyst

 Phone : \_\_\_\_\_\_\_\_402-398-7653\_\_\_\_\_\_\_\_\_\_

 Fax : \_\_\_\_\_\_\_\_402-548-5281\_\_\_\_\_\_\_\_\_\_

 E‑mail : \_\_\_\_\_\_\_\_micki.schmitz@nngco.com

3. Version and Standard Number(s) suggested for correction or clarification:

This request proposes a correction of the recommendation for R13007 (addition of 1 data element to the Award Download dataset).

4. Description of Minor Correction/Clarification including redlined standards corrections:

R13007 was adopted by the EC 8/22/13.

The recommendation places the requested data element at the detail level rather than the header level.

Please modify the Technical Change Log, EDI X12 Mapping Guidelines, and Transaction Set Tables such that the implementation is the REF 050 rather than REF 100.

5. Reason for of Minor Correction/Clarification: