

# Organization of Scientific Area Committees for Forensic Science (OSAC) Update

**Jeremy S. Triplett**

**Chairman**

**Forensic Science Standards Board**



**National Commission on Forensic Science**

**Washington, DC**

**December 7, 2015**

# Agenda

- OSAC Objective and Architecture
- Standards/Guidelines Process is Operational
- OSAC Recent Updates
- OSAC Now & Moving Forward



# OSAC Objective

**To create a sustainable organizational infrastructure dedicated to identifying and fostering the development of technically sound, consensus-based documentary standards and guidelines for widespread adoption throughout the forensic science community**



# OSAC Registries: A Framework for a Quality Infrastructure

## OSAC Registries

MANDATORY

Registry of Approved  
Standards

NON-MANDATORY

Registry of Approved  
Guidelines

## Catalog of Forensic Standards and Guidelines

Existing standards and guidelines  
including SWG documents



Forensic Science Laboratories and Accreditors

# OSAC Registries of Approved Standards and Guidelines

*Documentary standards and guidelines that have demonstrated:*

## 1. Technical merit

- Detailed Scope
- Examination of fitness for purpose
- Consideration of uncertainty measurement and potential bias
- Method validation, as appropriate

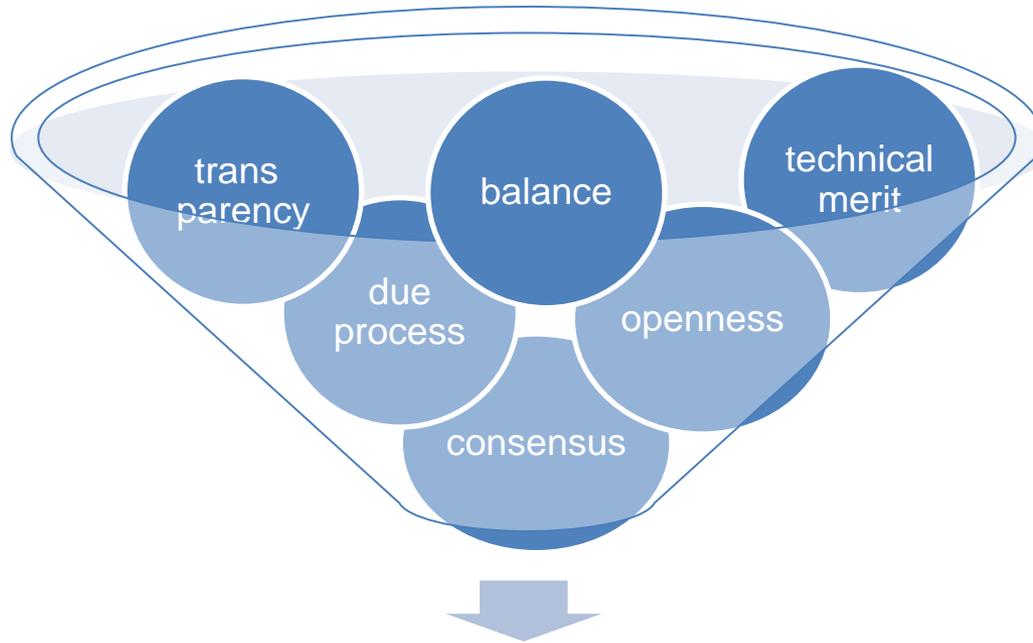
## 2. Reasonable standards development process

- Due Process
- Consensus
- Openness
- Transparency
- Freedom from undue influence
- Balance of interests

### Registry Sources:

1. An existing standard developed using approved processes
2. Catalyzed with an existing SDOs

# OSAC: Standards vs. Guidelines



## OSAC Registry of Approved Standards

### Standard - **mandatory**

- Specifies uniform methods, actions, practices, or processes, protocols
- Compliance recommended to be mandatory and modified only under unusual circumstances: (**shall**)
- Approved by FSSB

## OSAC Registry of Approved Guidelines

### Guideline – **strongly recommended**

- Suggested methods, actions, practices, or processes to consider in absence of applicable standards
- Best practices that are strongly recommended but not required (**should**)
- Approved by SAC

# Traditional Hierarchical Organizational Chart

## Forensic Science Standards Board (FSSB)

Legal Resource  
Committee (LRC)

Quality Infrastructure  
Committee (QIC)

Human Factors  
Committee (HFC)

Biology/DNA  
SAC

Chemistry/  
Instrumental Analysis  
SAC

Crime Scene/  
Death Investigation  
SAC

Digital/Multimedia  
SAC

Physics/Pattern  
Interpretation  
SAC

Biological Data  
Interpretation and  
Reporting Sub

Biological Methods Sub

Wildlife Forensics Sub

Fire Debris and Explosives Sub

Geological Materials Sub

Gunshot Residue Sub

Materials (Trace) Sub

Seized Drugs Sub

Toxicology Sub

Anthropology Sub

Disaster Victim  
Identification Sub

Dogs and Sensors Sub

Fire and Explosion  
Investigation Sub

Medicolegal Death  
Investigation Sub

Odontology Sub

Digital Evidence Sub

Facial Identification Sub

Speaker Recognition Sub

Video/Imaging Technology  
and Analysis Sub

Bloodstain Pattern  
Analysis Sub

Firearms and  
Toolmarks Sub

Footwear and Tire Sub

Forensic Document  
Examination Sub

Friction Ridge Sub

SAC = Scientific Area Committee  
Sub = Subcommittee

March 17, 2015

# Understanding the OSAC Levels

## Forensic Science Standards Board (FSSB)

- Set policy, rules, priorities for OSAC
- Manage OSAC Registry of Approved Standards and Approved Guidelines

## Legal Resource, Quality Infrastructure, Human Factors Committees

- Provide advice across all forensic science and discipline committees

## Scientific Area Committees

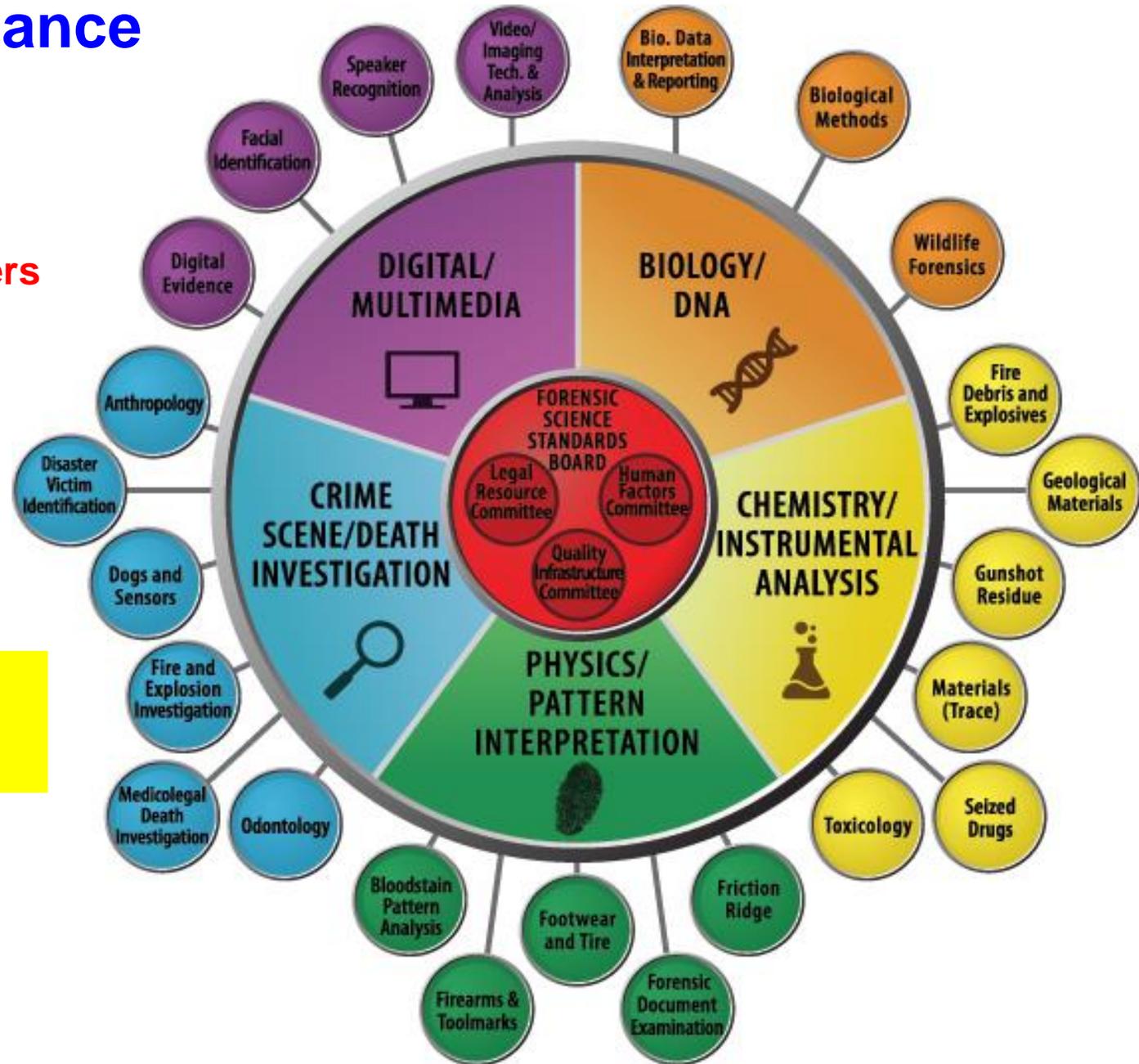
- Manage work within a scientific area (harmonize/leverage across related disciplines)
- Adopt and approve scientific area standards, (e.g., terminology, reporting requirements, conclusion statements)

## Discipline Specific Subcommittees (Working Groups)

- Identify and develop (with an SDO or the canvass method) standards & guidelines for discipline

# OSAC at a Glance

- **1913 Total Applications**
- **542 OSAC Members**
- **150+ Affiliates**  
(current 8/2/2015)



**364 ACTIVE PROJECTS!**

# Agenda

- OSAC Objective and Architecture
- Standards/Guidelines Process is Operational
- OSAC Recent Updates
- OSAC Now & Moving Forward





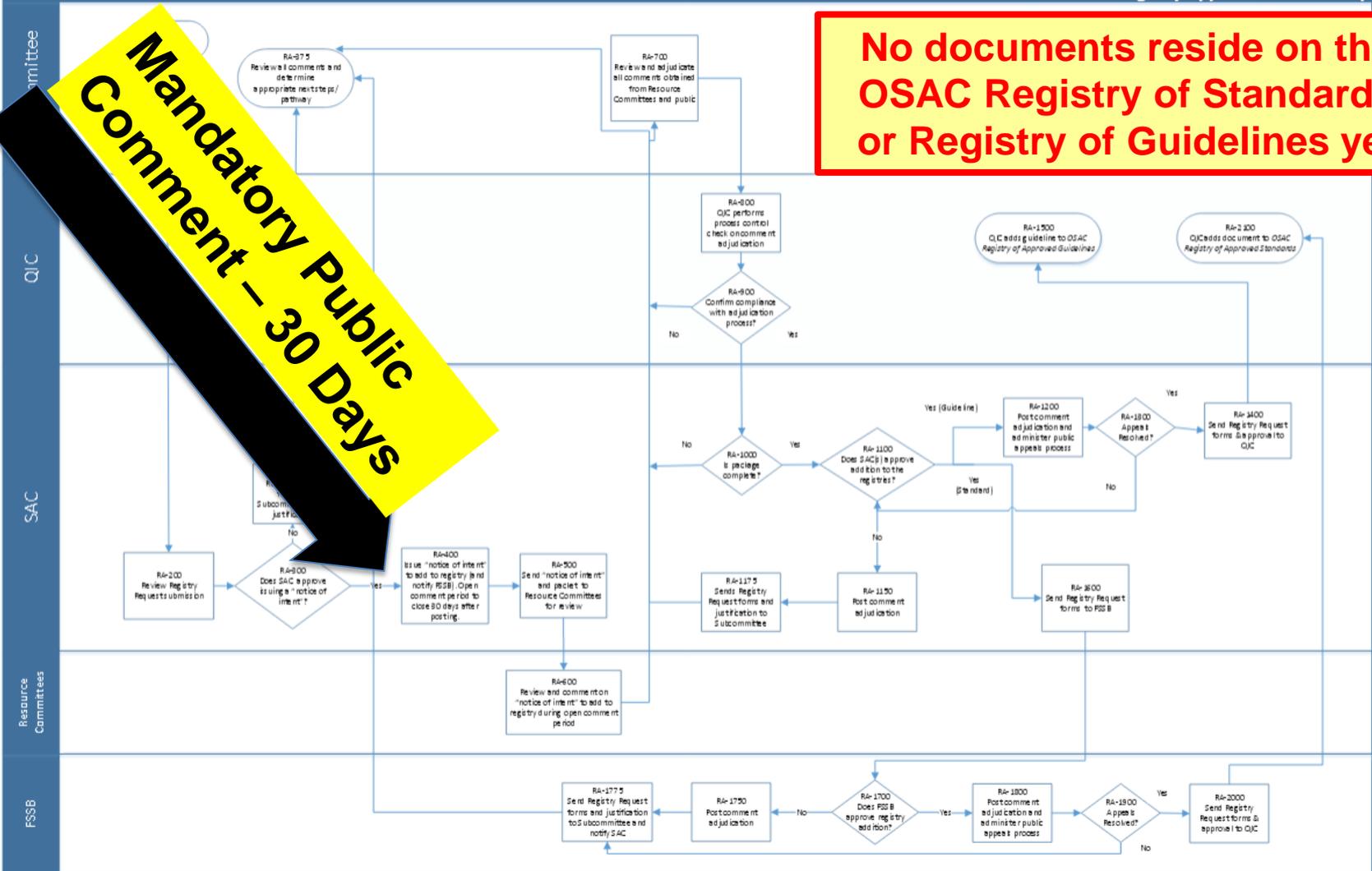
# OSAC Registry Approval Process is Operational

OSAC Registry Approval Process of Published Standards/Guidelines Process Map

Registry Approval Process Map

**Mandatory Public Comment – 30 Days**

**No documents reside on the OSAC Registry of Standards or Registry of Guidelines yet**



<sup>1</sup> Begin with a standard or guideline that the subcommittee has deemed to be technically sound (QIC Form 1), and that the subcommittee QIC liaison has confirmed to be developed through an approved standards development organization or an approved process (QIC Form 2).

<sup>2</sup> Forms include 1) QIC Form 1: Technical Merit Worksheet 2) QIC Form 2: Standards Development Process Worksheet (if applicable) 3) QIC Form 3: Registry Request 4) QIC Form 4: Impact Worksheet 5) QIC Form 5: Harmonization Worksheet.

Version 1 / Date of Issue: 7.1.2015 / Document Owner: Quality Infrastructure Committee (QIC) / Issuing Authority: Forensic Science Standards Board (FSSB)

# Where You Can Impact the Process: SDO

- OSAC Standards/Guidelines will be developed predominantly in existing Standards Development Organizations (SDOs) like ASTM, AAFS, NFPA, ADA, etc.
  - Become a member and vote “Affirmative” or “Negative with Comment” to recommend a change to a standard under development.
  - Be part of the SDO’s comment adjudication process – determines how a subcommittee/committee resolves “negative comments”.
  - Be Persuasive or Editorial



# Where You Can Impact the Process: OSAC

- OSAC Mandatory Public Comment Process
  - OSAC Standards/Guidelines – once a Scientific Area Committee (SAC) determines a standard/guideline has technical merit and has followed a reasonable standards development process – they vote to post a “Notice of Intent” to add the document to an OSAC registry.
  - 30 day public comment period opens (**Submit your comments**)
  - Subcommittee will adjudicate public comments
  - If SAC approves document after Subcommittee adjudicates all the comments – 15 day appeals process begins
    - Submit an appeal if you feel your comment was not adjudicated properly.



# First Standards Through Public Comment

1. SAC Chem Seized Drugs RA-1 (*Standard*): **ASTM E2329-14 Standard Practice for Identification of Seized Drugs, 2014**
2. SAC Chem Seized Drugs RA-3 (*Standard*): **ASTM E2548-11e1 Standard Guide for Sampling Seized Drugs for Qualitative and Quantitative Analysis, 2011**
3. SAC Chem Materials: RA-2 (*Standard*) **ASTM E2926-13 Standard Test Method for Forensic Comparison of Glass Using Micro X-ray Fluorescence (u-XRF), 2013**

# First Standards Through Public Comment

4. SAC Chem, Materials RA-4 (*Standard*): **ASTM E2330-12 Standard Test Method for Determination of Concentrations of Elements in Glass Samples Using Inductively Coupled Plasma Mass Spectrometry (ICP-MS) for Forensic Comparisons, 2012**
5. SAC Chem Fire Debris & Explosives RA-1 (*Standard*): **ASTM E2881-13 Standard Test Method for Extraction and Derivatization of Vegetable Oils and Fats from Fire Debris and Liquid Samples with Analysis by Gas Chromatography-Mass Spectrometry, 2013**

# OSAC Process Worksheets Now in Operation

## OSAC Technical Merit Worksheet



This worksheet is intended to assist in reviewing a potential standard or guideline to determine its appropriateness for inclusion on the OSAC Registries. Depending upon the nature of the standard or guideline, not all areas will be applicable. Additional factors may be needed for the evaluation of standards relating to observational- and judgment-based practices or human factors such as training, qualifications, research and quality control.

DATE:

CHAIR  
Name:

Affiliation:

Email:

Phone:

- Document Title, Number, and Year:
1. Are the purpose and scope of the document relevant to forensic science?
    - Are relevant terms, acronyms, or abbreviations defined?
  2. Terminology
    - Are relevant terms, acronyms, or abbreviations defined?
  3. Bibliographic References
    - Does the document contain references to other documents?
  4. Quality Control
    - Does the document describe a quality control process?
  5. Is the document a test method or reporting guidelines, methods, or procedures?

## OSAC Harmonization Worksheet



This worksheet must be submitted with your Registry Request Form. The form is intended to assist in the evaluation of potential conflicts with documents currently listed on the OSAC Registries.

DATE:

CHAIR  
Name:

Affiliation:

Email:

Phone:

- Document Title, Number, and Year:
1. Does the document contain any information currently listed on the OSAC Registries as opposing techniques or methods?
    - Yes
    - No (If "No", the form is complete)
  2. Name of conflicting or overlapping document:

## OSAC Impact Worksheet



This worksheet must be completed and included with the Registry Request Form if the referenced document is likely to produce a financial, human resource, or other impact on the forensic community.

DATE:

CHAIR  
Name:

Affiliation:

Email:

Phone:

- Document Title, Number, and Year:
1. What is the intended impact of the document? For example, is this standard likely to impact forensic scientists?

## OSAC Standard Development Process Worksheet



Complete the following worksheet if the standard or guideline submitted for addition to the OSAC Registry was not developed by a recognized standards development organization (SDO) but might meet the process requirements. Provide all documentation to support the responses as attachments.

DATE: <input type="text"/>	SUBMITTING SUBCOMMITTEE: <input type="text"/>
CHAIR Name: <input type="text"/> Affiliation: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>	TECHNICAL CONTACT (if different than Chair) Name: <input type="text"/> Affiliation: <input type="text"/> Email: <input type="text"/> Phone: <input type="text"/>

- Document Title, Number, and Year:
1. Was a written procedure used to govern the creation of this standard or guideline?
    - Yes
    - No (If yes, describe below):

# OSAC

## Technical Merit Worksheet

### 3. Bibliographic References

Does the document contain references, including scientific or academic, that support its content?  Yes  No  N/A

6. Does the document provide guidance on estimating uncertainty?  Yes  No  N/A

9. Have studies regarding the validation of the test procedure been conducted and results reported?  Yes  No  N/A  
*If yes, include reference(s).*

11a. Is this a generally accepted practice in the relevant forensic community?  Yes  No  N/A  
*If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable practitioners.*

11b. Is this a generally accepted practice in the general scientific community?  Yes  No  N/A  
*If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable researchers, statisticians, measurement scientists, etc.*

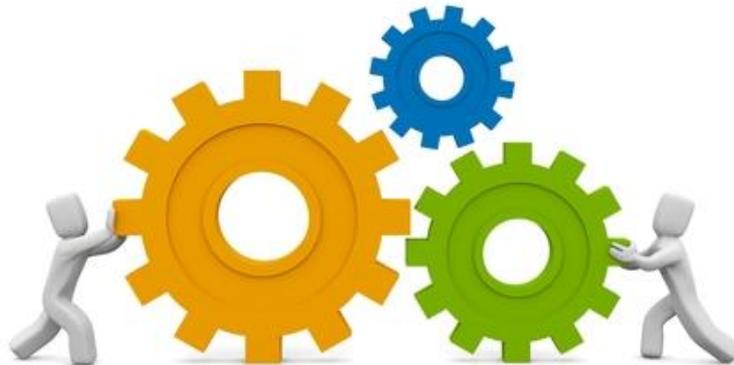


# OSAC Registry Request

## 6. OSAC COORDINATION

Have you collaborated with the Resource Committees on technical merit, harmonization, impact, or other considerations?

HFC     LRC     QIC     N/A



# Agenda

- OSAC Objective and Architecture
- Standards/Guidelines Process is Operational
- OSAC Recent Updates
- OSAC Now & Moving Forward



# New Disciplines Process

## How do we evaluate requests for adding new disciplines to OSAC?

### Evaluation criteria

- Impact of the discipline
- Render conclusions in a legal context
- Process forensic evidence
- Frequency of use
- Research publications defining scientific basis
- How is the discipline related to /different from existing OSAC subcommittees

### Ways to Incorporate

- Task Group
- Add to scope of existing subcommittee
- New subcommittee

# Introducing Crime Scene

## Forensic Science Standards Board (FSSB)

Legal Resource  
Committee (LRC)

Quality Infrastructure  
Committee (QIC)

Human Factors  
Committee (HFC)

Biology/DNA  
SAC

Chemistry/  
Instrumental Analysis  
SAC

Crime Scene/  
Death Investigation  
SAC

Digital/Multimedia  
SAC

Physics/Pattern  
Interpretation  
SAC

Biological Data  
Interpretation and  
Reporting Sub

Fire Debris and Explosives Sub

Anthropology Sub

Digital Evidence Sub

Bloodstain Pattern  
Analysis Sub

Biological Methods Sub

Geological Materials Sub

Disaster Victim  
Identification Sub

Facial Identification Sub

Firearms and  
Toolmarks Sub

Wildlife Forensics Sub

Gunshot Residue Sub

Dogs and Sensors Sub

Speaker Recognition Sub

Footwear and Tire Sub

Materials (Trace) Sub

Fire and Explosion  
Investigation Sub

Video/Imaging Technology  
and Analysis Sub

Forensic Document  
Examination Sub

Seized Drugs Sub

Medicolegal Death  
Investigation Sub

Friction Ridge Sub

Toxicology Sub

Odontology Sub

**Crime Scene Sub**

SAC = Scientific Area Committee  
Sub = Subcommittee

# Future Subcommittees or Task Groups???

- Forensic Art
- Polygraph
- Forensic Psychiatry
- Forensic Engineering
- Forensic Entomology
- Linguistic Evidence
- Forensic Mapping
- Fire Modeling
- SANE nurses



# Research Needs Assessment

OSAC uniquely populated to provide feedback on basic and applied research needs

~57% = forensic science practitioners

~28% = researchers / academia

OSAC will not perform or fund research directly; however, subcommittees will collect and publish identified research needs that can inform the research community





## OSAC Research Needs Assessment Form

- Subcommittee will identify gaps/needs
- Research needs will be published on OSAC website
- Researchers / grantors can use as resource for grant applications and solicitations

<http://www.nist.gov/forensics/osac/osac-research-needs-assessments.cfm>

# OSAC Newsletter

- Monthly Release
- Public Comment Period
- OSAC Vacancies
- OSAC Meetings
- Feature Articles
- Accomplishments



## Inside this issue

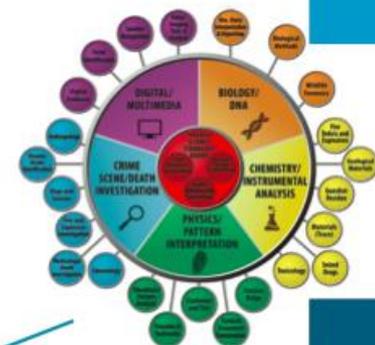
- Feature Article:**  
OSAC Publishes the Standards/  
Guidelines Registry Approval Process  
Page 1
- Message from the Forensic Science  
Standards Board (FSSB)  
Page 2
- Message from the OSAC Affairs Director  
About OSAC  
Page 3
- Recent and Upcoming Meetings  
Page 4
- OSAC Vacancies  
Page 5
- Upcoming Public Comment Periods  
for Standards/Guidelines  
Under Consideration for  
the OSAC Registry  
Page 6
- OSAC Catalog of External Standards  
and Guidelines  
Page 7
- OSAC Accomplishments  
Page 8

## Feature Article:

### OSAC Publishes the Standards/Guidelines Registry Approval Process

One aim of the OSAC is to identify and promote existing technically sound, consensus-based, and fit-for-purpose documentary standards that are based on sound scientific principles. This is achieved through the *OSAC Registry of Approved Standards* and the *OSAC Registry of Approved Guidelines*. A standard or guideline that is posted on the registry demonstrates that the methods it contains have been judged by forensic practitioners, academic researchers, measurement scientists, and statisticians, to be valid.

Once populated, forensic scientists and practitioners will be able to refer to the *OSAC Registry of Approved Standards* and the *OSAC Registry of Approved Guidelines* for a uniform set of high quality standards on how to produce scientifically sound and statistically valid test results, laboratory results, and courtroom testimony. These standards should help to increase confidence in the criminal justice system and the testimony put forth by practitioners.



The OSAC has recently developed and launched the *OSAC Registry Approval Process of Published Standards and Guidelines*, which is a rigorous process that includes checklist criteria against which existing standards and guidelines are to be analyzed before they are posted to the registries. This includes an analysis of technical merit, the openness of the development process (to ensure balanced interests are represented), consensus,

... Continued page 4

# Agenda

- OSAC Objective and Architecture
- Standards/Guidelines Process is Operational
- OSAC Recent Updates
- OSAC Now & Moving Forward

# OSAC Recent Collaborative Meetings

- LRC, HFC, QIC, Chemistry SAC & Crime Scene SAC at NIST on July 27-28<sup>th</sup>



- FSSB Meeting at NIST on July 29-30<sup>th</sup>



# OSAC Recent Collaborative Meetings

- Physics SAC – August 2-3<sup>rd</sup> @ IAI



- Digital SAC – August 3<sup>rd</sup> & 5<sup>th</sup> @ IAI
- OSAC Plenary Day – August 4<sup>th</sup> @ IAI
- Biology SAC – October 15<sup>th</sup> & 17<sup>th</sup> @ ISHI
- FSSB – December 3<sup>rd</sup> and 4<sup>th</sup>, DC

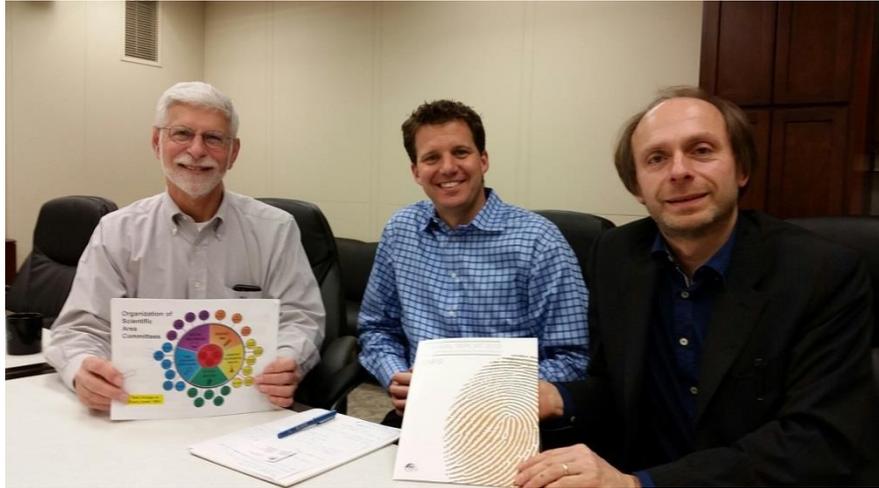
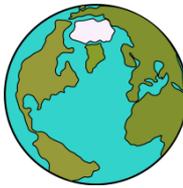


# OSAC Upcoming Meetings

- Full OSAC Meeting - January 25-29, 2016
  - 500+ in Leesburg, Virginia
- AAFS Public Reporting – February 22-23, 2016
  - 5 SAC Chairs Public Presentations
  - 24 Subcommittee Chairs Public Presentations



# Future Potential for International Collaborations



OSAC & ENFSI:  
Jan De Kinder  
2015



OSAC & NIFS:  
Dr. Linzi Wilson-Wilde  
2015



OSAC & International Forensics Strategic Alliance 2015

# OSAC Moving Forward

- **Outreach** – Continue to conduct open OSAC forums and provide presentations to stakeholder organizations
- **Functional Shift** – Transition from infrastructure build-out to operations focusing on standards and guidelines development
- **OSAC Affiliates** – Team up with Members on Task Groups for special projects and serve as pool for new positions and replacements
- **Become an OSAC Affiliate** – apply online <https://www.nist.gov/forensics/osac-application.cfm> and be appointed to a Task Group to become an OSAC Affiliate



# Stay Informed

- How can I be notified of latest OSAC announcements or when standards are open for public comment?
  - [www.nist.gov/forensics](http://www.nist.gov/forensics)
  - Insert your email address
- Where are the latest publicly available OSAC materials?
  - OSAC Homepage:  
<http://www.nist.gov/forensics/osac/index.cfm>
  - OSAC Library:  
<https://workspace.forensicosac.org/kws/public/documents?view=all-documents>



Sign up to receive news about NIST Forensic Science.

\*Email Address

Submit



# Questions?

**Organization of Scientific Area Committees for Forensic Science**

August 2015 | Vol. 1, Issue 1

**OSAC Newsletter**

**Organization of Scientific Area Committees for Forensic Science**

**Inside this issue**

- Feature Article:**  
OSAC Publishes the Standards/  
Guidelines Registry Approval Process  
Page 1
- Message from the Forensic Science  
Standards Board (FSSB)  
Page 2
- Message from the OSAC Affairs Director  
About OSAC  
Page 3
- Recent and Upcoming Meetings  
Page 4
- OSAC Vacancies  
Page 5
- Upcoming Public Comment Periods  
for Standards/Guidelines  
Under Consideration for  
the OSAC Registry  
Page 6
- OSAC Catalog of External Standards  
and Guidelines  
Page 7
- OSAC Accomplishments  
Page 8

**Feature Article:**  
**OSAC Publishes the Standards/Guidelines Registry Approval Process**

One aim of the OSAC is to identify and promote existing technically sound, consensus-based, and fit-for-purpose documentary standards that are based on sound scientific principles. This is achieved through the OSAC Registry of Approved Standards and the OSAC Registry of Approved Guideline. A standard or guidelines that is posted on the registry demonstrates that the methods it contains have been judged by forensic practitioners, academic researchers, measurement scientists, and statisticians, to be valid.

Once populated, forensic scientists and practitioners will be able to refer to the OSAC Registry of Approved Standards and the OSAC Registry of Approved Guidelines for a uniform set of high quality standards on how to produce scientifically sound and statistically valid test results, laboratory results, and courtroom testimony. These standards should help to increase confidence in the criminal justice system and the testimony put forth by practitioners.

The OSAC has recently developed and launched the OSAC Registry Approval Process of Published Standards and Guidelines, which is a rigorous process that includes checklist criteria against which existing standards and guidelines are to be analyzed before they are posted to the registries. This includes an analysis of technical merit, the openness of the development process (to ensure balanced interests are represented), consensus,

... Continued page 4

OSAC website: <http://www.nist.gov/forensics/osac/>

# OSAC Registry Request



<b>DATE</b>	<b>SUBMITTING SUBCOMMITTEE</b>
<b>CHAIR</b>	<b>TECHNICAL CONTACT</b> <i>( if different than Chair )</i>
<b>Name:</b>	<b>Name:</b>
<b>Affiliation:</b>	<b>Affiliation:</b>
<b>Email:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Phone:</b>

**DOCUMENT TITLE, NUMBER, AND YEAR**

**1. TECHNICAL MERIT**

The document has appropriate technical merit when evaluated using the factors questioned on the **Technical Merit Worksheet** as well as any other factors deemed relevant by the submitter(s).

**Yes** (Include **Technical Merit Worksheet** with this OSAC Registry Request Form)

**2. STANDARDS DEVELOPMENT PROCESS**

The document was developed by: \_\_\_\_\_ a recognized standards developing organization (SDO) using a “reasonable voluntary consensus standards development process” (openness, due process, balance of interest, an appeals process, consensus, etc.)

If by a recognized SDO, give SDO name:

If the document was a) not developed by a recognized SDO or b) is not, or will not be maintained by the SDO, complete the **Standards Development Process Worksheet** and include with OSAC Registry Request Form.

**3. IMPACT**

Is placing this document on the Registry likely to produce a financial, human resource, or other impact on the forensic community?

**Yes**      **No** (If yes, complete the **Impact Worksheet** and include with OSAC Registry Request Form.)

**4. HARMONIZATION**

Does information presented in this document contain material that conflicts or overlaps with any other document currently on the OSAC Registries?

Known conflicts:      **Yes**      **No** (If yes, complete the **Harmonization Worksheet** and include with OSAC Registry Request Form.)

**5. REGISTRY RECOMMEND**

This document is being recommended for:

**OSAC Registry of  
Approved Guidelines**

**OSAC Registry of  
Approved Standards**

**6. OSAC COORDINATION**

Have you collaborated with the Resource Committees on technical merit, harmonization, impact, or other considerations?

HFC      LRC      QIC      N/A



## OSAC Research Needs Assessment Form

**Title of research need:**

**Keywords:**

**Submitting subcommittee(s):**

**Date Approved:**

*(If SAC review identifies additional subcommittees, add them to the box above.)*

### **Background information:**

1. Description of research need:

2. Key bibliographic references relating to this research need:

3a. In what ways would the research results improve current laboratory capabilities?

3b. In what ways would the research results improve understanding of the scientific basis for the subcommittee(s)?

3c. In what ways would the research results improve services to the criminal justice system?

4. Status assessment (I, II, III, or IV):

	Major gap in current knowledge	Minor gap in current knowledge
No or limited current research is being conducted	<b>I</b>	<b>III</b>
Existing current research is being conducted	<b>II</b>	<b>IV</b>

*This research need has been identified by one or more subcommittees of OSAC and is being provided as an informational resource to the community.*

Subcommittee

Approval date:

*(Approval is by majority vote of subcommittee. Once approved, forward to SAC.)*

SAC

1. Does the SAC agree with the research need? Yes  No

2. Does the SAC agree with the status assessment? Yes  No

*If no, what is the status assessment of the SAC:*

Approval date:

*(Approval is by majority vote of SAC. Once approved, forward to NIST for posting.)*



10. Is the document fit-for-purpose?    Yes    No    N/A

*Explain how the document does or does not meet the expectations of the target audience. This audience may include the document user and the consumer of the document results.*

11a. Is this a generally accepted practice in the relevant forensic community?    Yes    No    N/A

*If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable practitioners.*

11b. Is this a generally accepted practice in the general scientific community?    Yes    No    N/A

*If no, explain. If yes, describe how the document represents consensus opinion of knowledgeable researchers, statisticians, measurement scientists, etc.*

12. Is this document considered to be a standard or a guideline?

Standard                  Guideline

13. What other concerns, issues or aspects were considered while evaluating the technical merit?

14. Technical Merit Rating\*\* \_\_\_\_\_

- 1 Acceptable
- 2 Acceptable with minor revisions
- 3 Acceptable with major revisions
- 4 Unacceptable

*\*Test Procedure: Total operation necessary to perform the analysis e.g., preparation of the specimen or sample, of the reference materials or of the reagents, the use of instruments and of formulas for the calculations (when the test is quantitative), the preparation and use of calibration curves and the determination of the number of replicates. (Source of definition: United Nations International Glossary of Terms for Quality Assurance and Good Laboratory Practices UNDOC ST/NAR/26/Rev.1)*

*\*\*If Technical Merit is 1, include this worksheet as part of the Registry Request packet for submission to the SAC for approval. If Technical Merit is 2 or 3, evaluate whether document should be revised (by working with the relevant SDO or standards process procedure) prior to submission for addition to the Registry. If Technical Merit is 4, retain this worksheet as a record of document consideration. Other factors may be considered as determined by the submitting OSAC Unit.*

*Please submit this worksheet with your Registry Request Form.*

Please use this box if you need extra space for a response. Please include the question number(s) with the continuation of your response.

