

Charter for the Pharmaceuticals, Food, and Fine Chemicals (PFFC) Subcommittee of CCPS

1. NAME AND ACRONYM

The name of this subcommittee is the Pharmaceuticals, Food and Fine Chemicals Subcommittee (PFFC) of the Center for Chemical Process Safety (CCPS) an Industrial Technology Alliance of the American Institute of Chemical Engineers (hereinafter called "Subcommittee").

2. PURPOSE

The purposes of the Subcommittee, a nonprofit scientific, educational, and charitable organization, are the following:

- 2.1 The furtherance of the aims and purposes of the American Institute of Chemical Engineers (AIChE) and the Center for Chemical Process Safety
- 2.2 Network amongst the Pharmaceutical, Food, and Fine Chemical industries to further process safety best practices and remain relevant to current needs of those industries. The main principles of these industries that differ from other CCPS membership includes the following:
 - a. Smaller scale manufacturing than the petrochemical industry
 - b. Use of hazardous substances/materials that are not typically regulated by chemical process safety regulations even though the types or quantities of chemical inventory may present fire, explosion, chemical reaction, and toxic or biologic risk
 - c. Use of batch chemistry unit operations
 - d. Use of external manufacturing and tolling operations
 - e. Use of Research and Development (R&D) scale-up facilities (e.g. pilot plants or small-scale manufacturing)
- 2.3 Allow for an additional awareness to volunteer on active CCPS projects so that the perspectives of the Pharmaceutical, Food, and Fine Chemicals industries are considered.
- 2.4 Share CCPS project outputs so that members can use them at their facilities to help manage risk and promote best practices.
- 2.5 Share industry trends and practices (learn from each other) in order to promote process safety best practices.

2.6 Propose new CCPS projects on behalf of the subcommittee, to be voted on by CCPS member companies within the TSC business meetings.

2.7 Work on projects sponsored and implemented by the subcommittee members.

3. POWERS

The Subcommittee shall have the authority, within the limits specified by the CCPS bylaws and this Charter, to do any lawful acts reasonably necessary or desirable to carry out the Subcommittee's purposes.

4. GENERAL

4.1. All matters properly brought in question (e.g. a formal motion is raised) shall be decided by a majority of the votes cast by Subcommittee members.

4.2. In the case of any question concerning the interpretation of any portion of the Charter, the decision of the Subcommittee shall be final unless it is superseded by a decision of the CCPS Planning Board which is a subset of the CCPS Technical Steering Committee.

4.3. The Subcommittee shall not be held responsible for unauthorized opinions of its members, no matter how or where expressed.

4.4. The Subcommittee does not consent to the use of its name for any purpose other than the objects stated in the Charter.

5. DISSOLUTION

5.1. Upon the dissolution of the Subcommittee, any assets remaining thereafter shall be conveyed to CCPS.

5.2. In the event that the CCPS as part of the American Institute of Chemical Engineers is not then in existence or is not then exempt under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at such time, the assets shall be conveyed to an organization dedicated to the perpetuation of objectives similar to those of the American Institute of Chemical Engineers and exempt under Section 501(c)(3) of the internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at such time.

6. ORGANIZATION

6.1. This Subcommittee will follow Article IV Sections 1 through 3 of the CCPS Bylaws.

6.2. The CEO & Executive Director of CCPS or their designee, herein referred to as CEO, shall provide overall administration, management, and supervision of CCPS

and shall be responsible for the activities of CCPS. The CCPS CEO shall have financial authority in Article II Section 4, authority to engage staff, as needed, for CCPS operations and establish procedures for the conduct of CCPS business. The CEO of CCPS shall be appointed by and shall report to the Executive Director of AIChE.

7. MEMBERSHIP

- 7.1. Employees of CCPS member companies can elect to join PFFC by contacting AIChE or CCPS staff members.
- 7.2. There is no fee for membership, as activities are paid through CCPS membership fees.
- 7.3. The CCPS member company must identify the proposed PFFC member as being a current or retired employee of the -
 - a. Pharmaceutical, Food, or Fine Chemical manufacturing Industry.
 - b. Or of the CCPS member company (of any industry type).
 - c. Or serves the pharma, food or fine chemical industries as a government authority, consulting firm, or insurance carrier.
- 7.4. A list of members and their email addresses are maintained by CCPS staff.
- 7.5. Individuals not meeting the criterion in section 7.1 can participate on projects and attend group meetings upon the invitation of the Subcommittee Chair or Vice Chair, but they may not vote on Subcommittee matters and will not have access to CCPS member online materials.
- 7.6. General membership meetings are open to anyone willing to participate, but this does not grant them access to CCPS member content.
- 7.7. The Subcommittee encourages diverse participation from across its eligible industries to enrich discussions, share insights, and advance the Subcommittee's objectives.

8. LEADERSHIP AND COMMITTEE STAFFING

8.1. Subcommittee Minimum Staffing

The subcommittee must be staffed, at minimum, with the following positions, who are either employees of CCPS or employees of CCPS member companies.

- a. CCPS Staff Member to help facilitate the administration of emails, set up group meetings, issue surveys, and help with other administrative work such as

- obtaining leadership access to electronic filing system (e.g. shared folder). This is a role chosen by CCPS.
- b. Subcommittee Chair helps facilitate planning and membership meetings, connects with the broader CCPS community, and is responsible for the project activities of the group. This is a volunteer role that is chosen by membership vote or appointment by CCPS. They must be an active employee or retiree of a CCPS member company that identifies as serving the Pharmaceutical, Food, or Fine Chemicals industry and be willing to serve a term of at least 3 years.
 - c. Vice-Chair that helps the Chair and will perform the duties of the Chair in the case of their absence or inability to serve. This is a volunteer role that is chosen by membership vote or appointment by CCPS. They must be an active employee or retiree of a CCPS member company that identifies as serving the Pharmaceutical, Food, or Fine Chemicals industry and be willing to serve a term of at least 3 years.
 - d. Secretary that scribes subcommittee records (minutes), records all meeting and discussion decisions; and saves those results to an electronic filing application (e.g. a shared drive or cloud storage system). This is a volunteer vote that is chosen at the discretion of the Chair and Vice-Chair, who may request a formal vote if several candidates volunteer.

8.2. Leadership Provisions

- a. Both the Chair and Vice Chair roles must remain employees of a CCPS company that identifies as serving the Pharmaceutical, Food or Fine Chemicals industry. If their employment no longer meets that criterion, the subcommittee must nominate and vote to identify a new person to fill the role.
- b. The term limit of leadership roles, except for the CCPS Staff member, is not to exceed 2 years. Prior to the term end, the Subcommittee membership will accept nominations and vote to retain the current person or confirm another person.
- c. Leadership must remain in good standing by attending planning committee meetings, contributing /meeting deadlines when asked, and remain engaged.

8.3 Working Committees

- a. The Chair may choose to identify and delegate to working committees. This group's membership includes following.
 - i. Volunteers who are also members of PFFC
 - ii. Non-voting volunteers who are not members of PFFC, at the Chair or Vice Chairs invitation

- c. A list of working committee membership, upon approval by CCPS staff, will be maintained by the CCPS Staff Member involved in subcommittee leadership.
- d. Committees which are appointed to prepare for specific meetings, events, or Subcommittee initiatives and activities shall continue to perform their functions, if satisfactorily handled, until the meetings, events, initiatives, or activities designated have actually occurred. The term of service of such committees may, therefore, continue after the end of term of the Chair who made the original appointments. Standing Committees serving from year-to-year may be designated by the Chair or Vice Chair.

9. MEETINGS

- 9.1. The subcommittee will meet at least once, preferably four times, a year. Meeting minutes, including attendance, will be recorded by the secretary.
- 9.2. The CCPS Staff member shall send members a notice of all meetings of the complete subcommittee membership at least three weeks in advance of such meetings and provide follow-up reminders at their discretion.
- 9.3. A quorum for meetings of the complete subcommittee membership shall consist of five percent of the membership. Except where otherwise stated in this Charter, all actions at the meeting of the Division shall be decided by a majority of those voting.
- 9.4. The order of business for meetings of the complete subcommittee membership shall be determined by the Chair.
- 9.5. Leadership and standing committees may meet as frequently as is appropriate for the activities defined by their roles.
- 9.6. The Chair shall preside at all meetings of the Subcommittee. In their absence, the Vice-Chair shall preside.
- 9.7. To foster inclusivity and broad participation, meetings may be conducted in a format that accommodates members' diverse locations and schedules. Efforts shall be made to ensure that all meeting formats are accessible and facilitate effective engagement.

10. COMMUNICATIONS

- 10.1. The Subcommittee will communicate to membership using the following channels maintained by the CCPS Staff Member:
 - a. Email minutes within one week after a subcommittee meeting
 - b. Maintain the Subcommittee website under the direction of the Chair or Vice Chair

- c. Email invitations to the next PFFC meeting at least 2 weeks prior to the meeting start date. More lead time is preferred and may be acted upon as needed. Reminder emails will be sent at the discretion of Leadership.
 - d. Provide a social media request to join meetings via the CCPS LinkedIn account at least 1 week prior to subcommittee general membership meetings.
 - e. As appropriate, request from the AIChE Process Safety Division to re-post messages on their private channel(s).
- 10.2. Additional communications from Subcommittee Leadership may be requested periodically, as needed. Examples include the following:
- a. CCPS Quarterly Newsletter to include PFFC updates
 - b. Technical Steering Committee Meeting announcements or updates (two times a year)
- 10.3. Feedback and Engagement: An open channel for feedback and suggestions from members will be maintained to foster a dynamic and responsive communication environment. This may include dedicated email addresses, surveys, or interactive sections on the website.

11. OTHER PROVISIONS

- 11.1. The subcommittee shall issue appropriate reports to the Technical Steering Committee as guidance for the functions of the Technical Steering Committee as defined in Article IV, Section 5 of the CCPS Charter and Bylaws.
- 11.2. The Subcommittee intends meetings to be inclusive to help promote process safety principles and sharing. Therefore, harassment will not be tolerated. Subcommittee members and participants are expected to follow an ethical code of conduct as directed by AIChE's Code of Ethics, <https://www.aiche.org/about/governance/policies/code-ethics>, and as directed by their employers. If it becomes apparent an individual is not following ethical standards, Leadership may remove the individual from the subcommittee membership and take additional action (e.g. deny them from attending meetings) as appropriate.
- 11.3. The Subcommittee will regularly review and assess its activities to identify opportunities for improvement, ensuring that it remains responsive to the evolving needs of the industries it serves and maintains best practices in process safety. This Charter will be amended as the Subcommittee feels it needs to do so.

12. AMENDMENTS TO THE CHARTER

- 12.1. Proposals for amendments to this Charter from AIChE Board of Directors, the Technical Steering Committee, the Advisory Board, the Managing Board, Subcommittee or the CCPS staff shall be made in writing, along with the appropriate rationale, and sent to the CCPS CEO.
- 12.2. No later than three months after receipt, the CCPS CEO shall submit the proposed amendments to the Advisory Board and to the Managing Board together with appropriate recommendations. After review and comment by the Advisory Board and the Managing Board, the Managing Board will vote on the proposed amendments at its following meeting.
- 12.3. Adoption of any proposed amendment shall require a two-thirds affirmative vote of the Managing Board members.

13. GENERAL PROVISIONS

- 13.1. The Managing Board is empowered to rule on any question concerning the interpretation of this Charter, subject to final jurisdiction of the AIChE Board of Directors.
- 13.2. In all respects and issues not specifically covered in this Charter, the general rates and procedures of AIChE shall apply with equal force as if such had been included in this Charter.