**Date:**

*BSR-9 01012022*

**BSR-9 Form: Proposed American National Standard (ANS) Formal Submittal Checklist**

***Submit with supporting evidence of consensus to*** ***psa@ansi.org***

This form serves as a checklist of documentation that demonstrates evidence of procedural compliance with the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)) and an ANSI-Accredited Standards Developer's (ASD) accredited procedures in support of the approval of the standard identified below as an American National Standard (ANS). This form may only be submitted to the ANSI Board of Standards Review (BSR) if all of the requisite evidence of consensus accompanies it and the ASD's appeals process has concluded. If the consensus body is not balanced in accordance with your organization's accredited procedures and good faith targeted outreach has not been undertaken, please do not submit this BSR-9 form. Reference to relevant sections of the *ANSI Essential Requirements* is shown throughout this form, e.g., See 4.2.1.1 (*Criteria for approval of an ANS*).

An acknowledgement email will be sent to the submitter after ANSI (psa@ansi.org) has received a completed BSR-9. If you do not receive such an email within 2 working days, please contact psa@ansi.org to avoid unintended delays. Please also note the many procedural guidance documents that are available at [www.ansi.org/asd](http://www.ansi.org/asd), including guidance about outreach, balance, PINS Deliberations and appeals.

\*NOTES: The BSR-9 form is a Word document and is not available as an online form, but the PINS, BSR-8 and BSR-11 forms are at <https://www.ansi.org/psawebforms/> and should be used for those purposes. Adoptions of ISO, ISO/IEC and IEC standards require compliance with the *ANSI Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material* and the *ANSI Procedures for the Adoption of ISO and IEC Standards as American National Standards* ([www.ansi.org/nationaladoption](http://www.ansi.org/nationaladoption)).A request to maintain an ANS under the *Stabilized Maintenance* option (See 4.7.3) requires use of a BSR-10 form.

* Check here if this standard will be maintained under Continuous Maintenance. This option is only available to registered ASDs, so please do not check this box if your organization is not already registered under Continuous Maintenance. (See 4.7.2)
1. **Designation of Proposed ANS** (Do not include "ANSI" in the designation of a proposed ANS. Do include the year that is to be part of the designation if other than the current year. See 4.4):
2. **Title of Standard:**
3. **Project Intent (relates to the status of the standard in terms of the ANS process only, e.g., any standard that is not an approved ANS is a new standard and the project intent would be "Create new ANS"):**
* Create New ANS
* Revise current ANS
* Revise and redesignate current ANS
* Revise, redesignate and consolidate current ANS
* Revise and partition current ANS
* Addenda to a current ANS
* Supplement to a current ANS
* Reaffirm current ANS
* Reaffirm and redesignate current ANS
* Reaffirm a current national adoption
* Adopt identical ISO or IEC standard
* Adopt identical ISO or IEC standard and revise current ANS
* Adopt ISO or IEC standard with modifications
* Adopt ISO or IEC standard with modifications and revise current ANS
* Withdraw current ANS
1. **Attach consensus body roster including interest category of each member, how each member voted and a summary thereof.** (See 4.2.1.1)\_\_\_ Check here to indicate the consensus body roster is attached.
2. **Identify the consensus body, which is the group that approved the content of the standard and whose vote demonstrates evidence of consensus and is included in item 12 below** (See 1.0):
3. **Balance: Note that evidence of targeted outreach to underrepresented interest categories is required as part of this BSR-9, if the consensus body appears to lack balance in accordance with the ASD's balance provisions and the *ANSI Essential Requirements.*** (See 1.3, 2.3)

Excerpt the balance provision as it appears in your organization's accredited procedures here:

* Check here to confirm that the balance provision in your organization's accredited procedures has been satisfied. (If not, please review next option.)

or

* Check here to confirm that, if the consensus body does not appear balanced in accordance with your organization's accredited procedures, evidence of targeted outreach to underrepresented interest categories is attached to this BSR-9.
1. **PINS: In response to the PINS announcement, were any comments received asserting that this proposed standard duplicates or conflicts with an existing ANS or candidate ANS previously announced in Standards Action?** (See 2.5.1) \_\_\_ Yes \_\_\_ No \_\_\_ Not applicable because a PINS was not required
* If yes, please check here to indicate that a PINS Deliberation was held and a copy of the PINS Deliberation Report is attached. If a PINS Deliberation was required but not held, please explain here:
1. **Unresolved objections from public review (See Q12 to report unresolved consensus body votes): Are there any remaining unresolved public review comments that were submitted in response to an *ANSI Standards Action* public review announcement**? (See 2.5.2 and 2.6) If yes, answer both questions below; if no, proceed to question 9.
* Please state the number of public commenters (individuals, organizations, etc.) that remain unresolved (do not include a count of the number of comments and do not include unresolved votes of consensus body members here unless the member also submitted public review comments):
* Check here to confirm that the written attempted resolution sent to each unresolved public commenter is attached.
1. **Recirculation date(s):** Record the date(s) on which: (1) unresolved objections (including both unresolved public review comments and unresolved negative consensus body votes); (2) related attempts at resolution; and (3) any substantive changes, were provided to the entire consensus body for consideration and vote. (See 2.6 and 2.7)
* Recirculation was not required because there were no unresolved public review comments or unresolved negative votes, and no substantive changes were made to the standard after public review in Standards Action and the final consensus body ballot.
* Recirculation was required and evidence of the recirculation(s) (e.g., ballot cover letter) is attached.
	+ List the date(s) of recirculation(s):
1. **Appeals and related evidence: Was each unresolved public commenter and unresolved negative voter informed in writing of the right to file a procedural appeal with the standards developer?** (See 2.7 and 2.8)
	* Not applicable because no unresolved objections exist; *or*
	* Notice of the right to appeal was sent to all unresolved objectors (unresolved public commenters and unresolved negative consensus body voters) and evidence is attached.
	* The following participants concluded the appeals process at the standards developer level and a copy of each appeals decision is attached (provide name, affiliation and contact information for each):

11. **Date final consensus body vote closed (i.e., date the final vote or final recirculation ballot closed)**:

12. **Summary of Consensus Body Vote, i.e., the FINAL consensus body vote tally (if one or more recirculation votes were required, then the vote to report here is the final reconciled vote tally).** (See 2.7)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Interest Category** | **Affirmative(s)** | **Negative(s)** | **Negative(s) without comment** | **Abstention(s)** | **Not Returned** | **Total** |
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| **Total:** |  |  |  |  |  |  |

13. **Numerical consensus: Excerpt here the applicable numerical requirement for consensus exactly as it appears in your organization's accredited procedures.** (Note: please do not provide actual calculations, just the excerpted text.)

14. **Publication of an ANS is required within 6 months of the date of its approval as an ANS. To request that ANSI provide publication services, please contact the ANSI Publications Department. (See 4.5)**

15. **\_\_ Check here if statements from patent holders (patent letters of assurance - LOA) have been received regarding this proposed ANS.**

 **A copy of all such statements indicating that the patent holder is willing to license essential patent claims in accordance with the terms of the ANSI and ASD Patent Policies shall be made publicly available, but need not be attached to this BSR-9, unless the ASD elects to have ANSI publish the LOA to ANSI's LOA repository.**

* Check here if such patent letters of assurance are attached because you are asking ANSI to post these on ANSI's LOA repository.

 **A copy of all statements indicating that the patent holder is unwilling to license essential patent claims in accordance with the ANSI and ASD Patent Policies must be attached to this BSR-9.**

* Check here if such patent letters of assurance were received by your organization.
* Check here to indicate that such patent letters of assurance are attached, along with an explanation as to why the ASD believes the proposed ANS meets the ANSI Patent Policy.

16. **Certification statement: Please read and confirm compliance before signing and submitting to ANSI.**

I hereby declare the ANSI criteria for approval/withdrawal have been met and that the proposed ANS was acted on in accordance with section *4.2.1.1 Criteria for approval of an American National Standard* and the following criteria, and that evidence to this effect is enclosed or otherwise available for inspection:

* That due process requirements were met.
* That the standard is within the scope previously registered with ANSI.
* That any identified conflict with another American National Standard was addressed in accordance with the requirements set-forth in the *ANSI Essential Requirements*.
* That other known national standards were examined with regard to harmonization and duplication of content; if duplication exists, there is a compelling need for the standard.
* That unresolved objectors have been notified in writing of their right to file a procedural appeal to the standards developer and that all such appeals to the standards developer were completed.
* That any known unresolved objection as defined in the *ANSI Essential Requirements* to the approval/withdrawal of this standard as an American National Standard is documented herein.
* That no substantive changes have been made since the draft standard was last listed in *Standards Action*.
* That we agree to comply with the *ANSI Patent Policy* and that:
	+ Any patent holder’s statements or letters of assurances (LoAs) we receive comply with ANSI's (and our) Patent Policy (See 3.1) and will be made publicly available either on our website or on ANSI’s LOA repository (See 15 above).
	+ Any negative LoAs (i.e., those indicating the patent holder is unwilling to license essential patent claims) we receive will, in addition, be (i) provided with this BSR-9 form or, (ii) if received after the BSR-9 form is filed, provided directly to the Secretary of the BSR within 30 days of receipt.
* That we agree to comply with the *Commercial Terms and Conditions* provision contained in the *ANSI Essential Requirements.* (See 3.2)

I agree that the evidence supporting any statement in this submittal or its attachments will be furnished to ANSI immediately upon request at any time and for any reason, including as a result of an audit or third-party appeal.

If it develops that misstatements of fact have been made in connection with this submittal, I understand that the standard in question is subject to withdrawal with appropriate public notice with reasons therefor. Furthermore, I understand that our organization may be subject to disqualification for a period of time or withdrawal of accreditation for improper submission of a standard to the ANSI Board of Standards Review.

Our organization agrees to maintain the American National Standard by reaffirmation, revision, or withdrawal within five years of the date of ANSI approval.

**Submitter’s name and contact information:**

Name:

Title:

Accredited Standards Developer:

Address:

City:

State:

Zip:

Phone:

E-mail/Signature: