

American National Standards (ANS) Process: Forms

- The webinar will start at 2pm Eastern
- All participants are muted for the duration of the webinar
- Slides will be distributed to all by email
- Please use the CHAT option to submit a question to “All Panelists”
- This session will be recorded and the recording *may* be available at a later date



Let's get started...

- On behalf of ANSI, thanks very much for joining us today
- A huge thank you to those of you who are already involved in standards...you literally make the world a better place
- Topic for the next 60-90 minutes:
 - **ANS Forms = ANS Data =
Procedural Compliance Tracking**

Just a reminder...

ANS-Related ANSI Staff - psa@ansi.org

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- Patty Griffin, ANSI Sr VP & General Counsel – NY
- Procedures & Standards Administration - NY
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- psa@ansi.org = our common email box



*ANSI Essential Requirements: Due process requirements for
American National Standards*

www.ansi.org/essentialrequirements

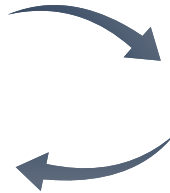
2.5.1 PINS; 2.5.2 BSR-8/Public Review; 4.2 Approval of actions in connection with ANS;
4.5 Publication; 4.7 Maintenance of ANS



ANS Development Cycle -Forms Focus



PINS Announcement;
PINS Deliberation



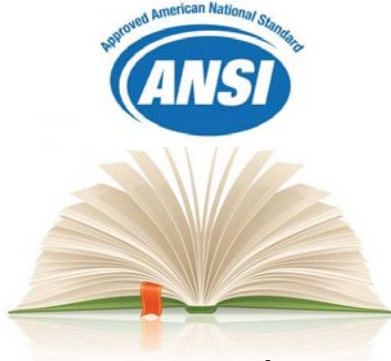
Public Review—**BSR-8**;
Consensus vote



Consideration
Of Views &
Objections;
Recirculation;
Complete SDO
Appeals



BSR-9: ANSI Review of
Due Process Requirements



ANSI Appeals;
Publication;
Maintenance (**BSR-11**)

ANS Commonly Used Forms

PINS, BSR8 | 108, BSR11, PSA01, BSR-9

- <https://www.ansi.org/PSAWebForms/>
 - PINS: Project Initiation Notification System (updated 2022)
 - BSR8 | 108: Initiates public review in Standards Action
 - BSR11: Extension request
 - PSA01: Registration of a Technical Report with ANSI
 - **BSR-9:** Final submittal checklist (checklist of items required for submittal to ANSI, that is submitted via email with attachments – Word form) (2022)
 - **BSR-10: Stabilized maintenance** (Word form)
- *Let's look at the forms online first*



ANSI Standards Action Web Forms

The following forms are for use by ANSI-Accredited Standards Developers (ASD). PINS, BSR8|108 & BSR11 Forms are for notification of standards development and coordination in compliance with the *ANSI Essential Requirements: Due process requirements for American National Standards*.

PINS (Project Initiation Notification System)

This form is required for proposed new and revised American National Standards (ANS) and national adoptions of ISO, IEC and ISO/IEC standards as ANS; it is optional for a reaffirmation or withdrawal of an ANS. It is not required for ANS under Continuous Maintenance. It is used to request an announcement in ANSI Standards Action of a project initiation notification and is intended to complement other such announcements made by ANSI-Accredited Standards Developers (ASD) to advise the public and materially affected interests of standards development activity and the opportunity for participation.

BSR-8/108 (Public Review Request)

This form is used to request a public review announcement in ANSI Standards Action in order to provide an opportunity for public comment on a draft American National Standard (ANS).

BSR-11 (Extension Request)

This form is used to request an extension in relation to: an overage standard; a BSR-9 submittal after public review; or the publication of an American National Standard (ANS).

PSA-01 (Registration of a Technical Report with ANSI)

Features and functions on the PSA web forms:

- The PSA forms [share many of the same fields](#) including descriptions for each field, drop-down menus, a preview button to proof your data and a submit button for transmitting your data to ANSI.
- Many of the PINS & BSR8|108 fields are the same, including the:
 - developer contact fields at the top
 - designation
 - title of standard
 - project intent (drop-down menu)
 - supersedes or affects
 - abstract of project (scope summary)
 - adoption of an ISO or IEC standard
 - unit of measure, (check box) and
 - solicit new consensus body members (check box)
- The PINS, BSR8|108 & BSR11 Extension forms also [offer the option of downloading and submitting your data in an Excel table](#) for large submittals of 10 or more standards.

Three sections on the web forms: top section

1. The top section includes Contact Fields & Submit “DATA” or “EXCEL” Form Tab Options.

- Enter contact data just once for multiple standards.
- If your web browser’s auto-fill is enabled, the data is remembered.
- You can submit data in one of two ways:
 1. the “Submit Data Form” tab lets you enter data directly into the fields provided;
 2. the “Submit Excel Form” tab is for submitting 10 or more standards using Excel.

Date: 3/7/2023

Web PINS Form: Project Initiation Notification System

After you enter your contact information once in the relevant fields that follow, you can then submit data to ANSI in one of two ways: 1) by entering required (★) data for each standard in the fields shown below (i.e., using the Submit Data Form tab); or 2) by downloading and submitting data in an Excel table (i.e., choose instead the Submit Excel Form tab). If you choose the Submit Excel Form tab, specific instructions will display. Otherwise, choose “Submit Data Form” and please enter your data for each standard into the fields provided. Fields marked with (★) are required. When you have completed entering the information, you may PREVIEW it, but you must hit the SUBMIT button to transfer the final data to ANSI. If you would like to add another standard using the Submit Data Form, click the ADD REQUEST button on the confirmation screen. A receipt for each form successfully entered will be emailed to you directly upon successful submittal. Please retain a copy of that record as evidence of procedural compliance subject to ANSI Audit.

★ **ANSI Accredited Standards Developer Acronym:** Select the acronym of the developer responsible for the project. If this is a joint project, select the developer assuming administrative responsibility for the project.

★ **First Name:**

★ **Last Name:**

★ **E-mail:**

★ **Phone (include dashes in phone format, e.g.: 212-123-4567):**

Submit Data Form Submit Excel Form

Three sections on the web forms: middle section

2. The middle section includes all required fields related to the standards project.

- Enter data into all required fields for this standards project.
- Fields marked with a star ★ are required. (Can't leave blank.)
- Please be brief when entering data for large text fields. (200 word count limit)

The screenshot shows a web form titled "Submit Data Form" with a "Submit Excel Form" option. The form contains several required fields marked with a red star (★):

- ★ Designation of Proposed Standard:** Enter the unique alphanumeric identifier used to refer to the proposed standard, (e.g., ASD 123). Please do not include the following in the designation as the proposed standard is not yet approved as an ANS: "ANSI", "ANS", "BSR", or a year date.
- ★ Title of Standard:** Enter the full title of the standard for which the form is submitted. Please do not include the following in the title as the proposed standard is not yet approved as an ANS: "American National Standard", "ANSI" or "ANS".
- ★ Project Intent:** Select the type of project action intended from the list. The project intent relates to the status of the standard within the American National Standards (ANS) process only. For example, the project intent for a standard that is not a current ANS would be "Create new ANS".

Below the "Project Intent" dropdown, there is a section for "Supersedes or Affects:" with a text input field. The instruction reads: "Enter the designation of the approved ANS to be superseded or affected, (e.g., ANSI/ASD 123-2015). This relates to the current ANS affected by the project intent. This is a required field for all but 'New ANS'." Below this is another text input field.

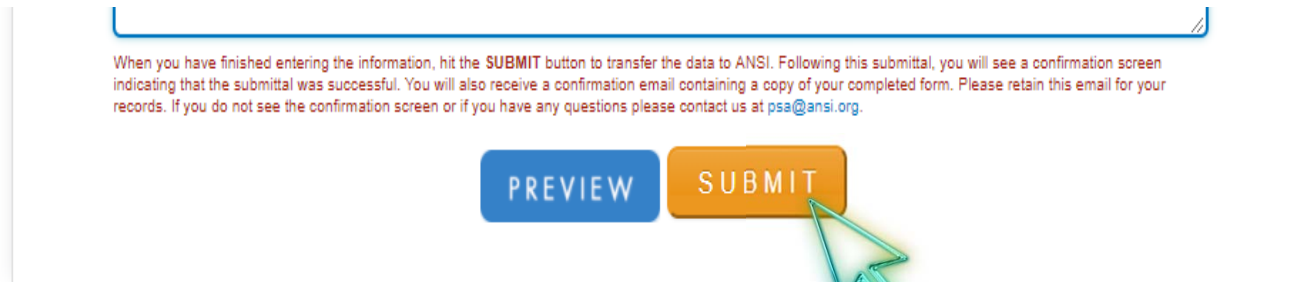
Below that is another text input field with the instruction: "Identify ISO, IEC or ISO/IEC standard to be adopted If an ISO, IEC or ISO/IEC Standard is to be adopted as an American National Standard, enter the designation of the standard(s) to be adopted."

At the bottom, there is a checkbox labeled "Includes text from ISO, IEC or ISO/IEC standard: Check here if this standard includes excerpted text from one or more ISO, IEC or ISO/IEC standards, but is not an identical or modified adoption."

Three sections on the web forms: bottom section

3. The bottom section includes the “PREVIEW” & “SUBMIT” buttons.

- After entering the data, you may click the “PREVIEW” button to proof or print your form.
- When you’ve completed your entry you must click the “SUBMIT” button to submit to ANSI!
- A confirmation screen will immediately follow indicating that the submittal was successful.



Note: Adoption of an ISO or IEC standard requires compliance with ANSI's Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material and with the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards.

PINS, BSR8 | 108 & BSR11 offer an Excel Form option

Use the “Submit Excel Form tab” to download, complete, and upload your data using Excel.

- The “Submit Excel Form” tab (shown on the right) can be used for submitting data for multiple standards (10 or more).
- Click on the “Submit Excel Form” tab to display additional instructions.

Submit Data Form | Submit Excel Form

Excel PINS Form: Project Initiation Notification System

- ▶ Click Download to save the Excel template to your computer.
- ▶ If you have the template, skip the download and go to the next step.
- ▶ Open the file on your computer; enter your data, completing all required columns.
- ★ Save the file under a new name in your ANS documentation folder.
- ▶ Note: these files are subject to ANSI audit so please name them for easy identification.

DOWNLOAD

- ★ Click BROWSE to upload the required File Attachment.
- ▶ Note: the file name should be displayed in the field provided

BROWSE

- ★ Click Submit to transmit your attached submittal.
- ▶ A confirmation screen will be displayed when successfully transmitted.
- ▶ A receipt with a copy of your submittal will be emailed to you within a day.
- ▶ Note: retain the copy with your ANSI audit records.

SUBMIT

If the file is not displayed or if you do not receive a confirmation, your file has not been transmitted to ANSI. Try Again! For questions or assistance, please contact ANSI staff at psa@ansi.org. We will respond to your inquiry within 24 hours.

Instructions for the Submit Excel Form.

Use the “Submit Excel Form” tab to download, complete, & upload your data using Excel.

- ✓ Click [Download](#) to save the Excel template to your computer.
- If you have the template, skip the download and go to the next step.
- ✓ [Open](#) the file on your computer; enter your data, completing all required columns.
- ✓ [Save the file under a new name](#) in your ANS documentation folder.
 - *Note: these files are subject to ANSI audit so please name them for easy identification.*

- ✓ Click [BROWSE to upload](#) the required File Attachment.
 - Note: the file name should be displayed in the field provided

- ✓ Click [SUBMIT](#) to transmit your attached submittal.
 - A confirmation screen will be displayed when successfully transmitted.
 - A receipt with a copy of your submittal will be emailed to you within a day.
 - *Note: retain the copy with your ANSI audit records.*

Common fields on both the PINS & BSR8 | 108:

★ **Designation of Proposed Standard:** Enter the unique alphanumeric identifier used to refer to the proposed standard, (e.g., ASD 123). **Please do not include the following in the designation as the proposed standard is not yet approved as an ANS: “ANSI”, “ANS”, “BSR”, or a year date.**

ABC 123/ISO 9999

★ **Title of Standard*** Enter the full title of the standard for which the form is submitted. Please do not include the following in the title as the proposed standard is not yet approved as an ANS: “American National Standard”, “ANSI” or “ANS”

Emergency Intervention System

★ **Project Intent:** From the drop down menu, select the project intent. The project intent relates to the status of the standard within the American National Standards (ANS) process only.

Adopt identical ISO or IEC standard and revise current ANS

Supersedes or Affects: Enter the full designation of the approved ANS to be superseded or affected, (e.g., ANSI/ASD 123-2015). This relates to the current ANS affected by the project intent. This is a required field for all but “New ANS”.

ANSI/ABC 123/ISO 9999-2010

Common fields on both the PINS & BSR8 | 108:

Identify ISO, IEC or ISO/IEC standard to be adopted: If an ISO, IEC or ISO/IEC Standard is to be adopted as an American National Standard, enter the designation of the standard(s) to be adopted.

ISO 9999:2010

★ **Includes text from ISO or IEC standard?***: Check Yes if the project includes text from an ISO or IEC standard(s) but is not an adoption.

Yes No

★ **Unit of Measure***: Select either US, Metric, both or “not applicable”.

Metric

★ **Scope Summary***: Provide a one paragraph description of the standard. There's a 500 char-limit.

Specifies the performance requirements for an emergency intervention system. The is intended for use in public and private environments.

X

Solicit New Consensus Body Members: Check here to request the publication in Standards Action of a call for membership on the relevant consensus body.

Fields unique to the PINS web form:

★ **Project Need*** Explain briefly why the project is needed.

Adoption of this standard will be beneficial to the industry.

★ **Identify Stakeholders:** List here the categories that are likely to be directly impacted by the project, such as (*consumer, medical, environmental, etc.*).

Industry Users, Manufacturers, Contractors, General Interest

★ **Interest Categories:** List the interest categories that will or are expected to comprise the consensus body (Please do not exceed 100 word count).

User, Producer, General Interest

Revises a previous PINS submittal?*: Check YES only if a PINS Form has already been submitted, and you are revising the stakeholders.

Yes No

Fields unique to the BSR8 | 108 web form:

★ **Single Copy Price:** Enter the price of the draft standard. Please indicate if there are different prices (i.e. member vs. non-member), or if the draft standard is available free of charge.

\$50.00 (nonmembers); \$40.00 (members)

★ **Public Review Length:** Select the applicable Public Review length. The minimum comment period shall be one of the following: 30 days if the text of the revision is no more than five pages (this option may not be used for any project intent other than a revision); 45 days if the document is deliverable electronically within one day of a request; 60 days, if neither of the aforementioned apply or if you wish to request a 60 day public review.

30

Attach File for 30-Day Public Review: Use the Browse button to upload either a PDF or Word file. The text of the revisions must be limited to five pages or less to be published in Standards Action.

Browse

Fields unique to the BSR8 | 108 web form:

★ **Order copy from:** Identify the source for ordering a paper copy draft.

Customer Service: +1-800-999-9990 or online: <http://abc.org>

★ **Order electronic copy:** Specify the E-mail or URL address from which the 45-day public review draft may be obtained within 24 hours in an electronic format.

<http://abc.org/store>

★ **Send public review comments to:** Specify a name, E-mail or URL address for the person who will respond to comments.

George Smith, gsmith@abc.org

BSR11 Multi-purpose Extension Request Form

Use the “BSR11” tab to Submit Extension Requests for proposed and approved ANS.

- Enter the Document Number, Title of Standard, Extension Type, Reason for the requested extension, and the Date of the Extension requested. (This is the future date anticipated)
- Requested Extension Types include:
 - **PUBLIC REVIEW EXPIRATION:** to submit BSR-9 more than 1 year after the close of public review
 - **OVERAGE:** to submit candidate standard that is more than 4 years past its approval date as an ANS
 - **PUBLICATION:** to publish approved standard as an American National Standard

The screenshot displays a web form with the following fields and labels:

- ★ Document Number: [Text input field]
- ★ Title of Standard: Enter the full title of the standard for which the form is submitted. "ANSI" should not be included in this title. [Text input field]
- ★ Extension Type: Please indicate the type of extension requested: (Please see explanation of extension types) [Dropdown menu showing "-- Select One --"]
- ★ Reason for requested extension: [Text input field]
- ★ Enter the Date Of Extension requested [Date picker field]

Date of Extension: This is a future date based on the amount of time you need before you are able to submit a PINS, BSR-8 or BSR-9 (as applicable) or to complete the Publication of an approved ANS.

Three Steps To A Successful Submittal:

1. Enter your data for all of the required fields

All of the fields labeled with a red star★ are required.

2. Click the orange SUBMIT button to submit data to ANSI.

After entering your data, the SUBMIT button will be displayed in **orange**. You must Click the SUBMIT button!

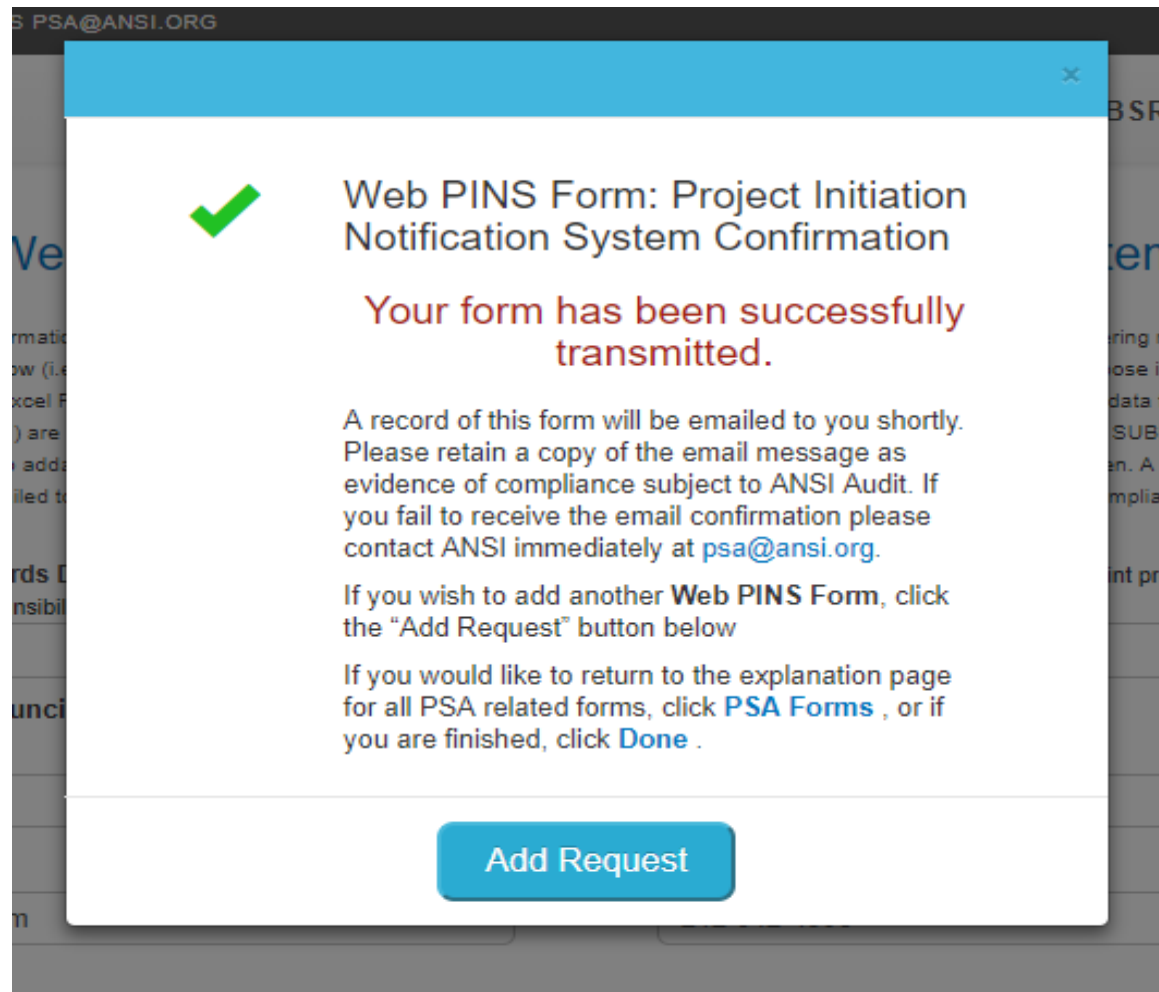
3. A Confirmation screen will be displayed. (next slide)

A confirmation screen will immediately be displayed showing that your form was submitted successfully. If you do not see the confirmation screen your form did not go through. **Try again.**

Within a few moments you will also receive an **E-mail receipt with an embedded image of the form**. Save this message for your records. **If you do not receive the E-mail receipt your form may not have gone through.**

Please try again or contact us at psa@ansi.org for support.

Confirmation Screen:



E-Mail Receipt:

ANSI Receipt of ACC WEB PINS Submittal for BSR/ACC 123-2011x Inbox x

? psa@ansi.org
to me ▾

Web PINS: Project Initiation Notification System

Dear ANSI-Accredited Standards Developer,
Mary Weldon

Thank you for your support of the American National Standards process.

We are in receipt of your ACC PINS for BSR/ACC 123-2011x. Your request will be processed in accordance with the [Standards Action Publication Schedule](#). Within two weeks of your submission, you will receive an acknowledgment email indicating the publication date of your request. Please retain a copy of this submittal receipt as well as the acknowledgment email as documentation subject to ANSI audit. If you fail to receive the acknowledgement email, or have any questions concerning your submission, please contact us at psa@ansi.org.

Form Type	PINS
Date Created	Monday, March 05, 2018
Acronym	ACC
Submitter Organization	American Chemistry Council
First Name	Mary
Last Name	Weldon
Phone	(212) 642-4908

Forms are reviewed, processed and published in Standards Action:

- ✓ Your form (data) will be reviewed and queued up according to the usual [Standards Action Publishing schedule \(next slide\)](#). We'll contact you with any questions/concerns.
(www.ansi.org/standardsaction)
- ✓ Within 2 weeks you will also receive an acknowledgement E-mail confirming the date in Standards Action for your request.
- ✓ If at any point you have a problem submitting your data, or if you do not receive your receipts or see your standard listed in Standards Action, please contact us right away for assistance. Email us at psa@ansi.org.
- ✓ Most failed submittals are due to not hitting the **SUBMIT button**, entering invalid data or attempting to upload incompatible file attachments.



2023 Standards Action Publishing | Volume No. 54

*The "Submit End" deadline applies to forms received by Monday, 5:00 PM ET

Based on the dates below, an ANSI-Developer can anticipate that a request made between the SUBMIT START date and the *SUBMIT END 5 PM date will appear in ANSI Standards Action on the SA PUBLISHED date.

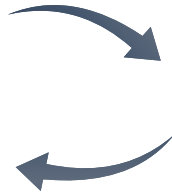
The last three columns display the 30, 45 & 60-DAY PR (Public Review) END dates

ISSUE	SUBMIT START	*SUBMIT END 5 PM	SA PUBLISHED	30-DAY PR END	45-DAY PR END	60-DAY PR END
01	12/20/2022	12/26/2022	Jan 6	2/5/2023	2/20/2023	3/7/2023
02	12/27/2022	1/2/2023	Jan 13	2/12/2023	2/27/2023	3/14/2023
03	1/3/2023	1/9/2023	Jan 20	2/19/2023	3/6/2023	3/21/2023
04	1/10/2023	1/16/2023	Jan 27	2/26/2023	3/13/2023	3/28/2023
05	1/17/2023	1/23/2023	Feb 3	3/5/2023	3/20/2023	4/4/2023
06	1/24/2023	1/30/2023	Feb 10	3/12/2023	3/27/2023	4/11/2023
07	1/31/2023	2/6/2023	Feb 17	3/19/2023	4/3/2023	4/18/2023
08	2/7/2023	2/13/2023	Feb 24	3/26/2023	4/10/2023	4/25/2023
09	2/14/2023	2/20/2023	Mar 3	4/2/2023	4/17/2023	5/2/2023
10	2/21/2023	2/27/2023	Mar 10	4/9/2023	4/24/2023	5/9/2023
11	2/28/2023	3/6/2023	Mar 17	4/16/2023	5/1/2023	5/16/2023
12	3/7/2023	3/13/2023	Mar 24	4/23/2023	5/8/2023	5/23/2023
13	3/14/2023	3/20/2023	Mar 31	4/30/2023	5/15/2023	5/30/2023
14	3/21/2023	3/27/2023	Apr 7	5/7/2023	5/22/2023	6/6/2023
15	3/28/2023	4/3/2023	Apr 14	5/14/2023	5/29/2023	6/13/2023
16	4/4/2023	4/10/2023	Apr 21	5/21/2023	6/5/2023	6/20/2023
17	4/11/2023	4/17/2023	Apr 28	5/28/2023	6/12/2023	6/27/2023
18	4/18/2023	4/24/2023	May 5	6/4/2023	6/19/2023	7/4/2023
19	4/25/2023	5/1/2023	May 12	6/11/2023	6/26/2023	7/11/2023
20	5/2/2023	5/8/2023	May 19	6/18/2023	7/3/2023	7/18/2023
21	5/9/2023	5/15/2023	May 26	6/25/2023	7/10/2023	7/25/2023
22	5/16/2023	5/22/2023	Jun 2	7/2/2023	7/17/2023	8/1/2023
23	5/23/2023	5/29/2023	Jun 9	7/9/2023	7/24/2023	8/8/2023
24	5/30/2023	6/5/2023	Jun 16	7/16/2023	7/31/2023	8/15/2023
25	6/6/2023	6/12/2023	Jun 23	7/23/2023	8/7/2023	8/22/2023
26	6/13/2023	6/19/2023	Jun 30	7/30/2023	8/14/2023	8/29/2023
27	6/20/2023	6/26/2023	Jul 7	8/6/2023	8/21/2023	9/5/2023
28	6/27/2023	7/3/2023	Jul 14	8/13/2023	8/28/2023	9/12/2023
29	7/4/2023	7/10/2023	Jul 21	8/20/2023	9/4/2023	9/19/2023

ANS Development Cycle -Forms Focus



PINS Announcement;
PINS Deliberation



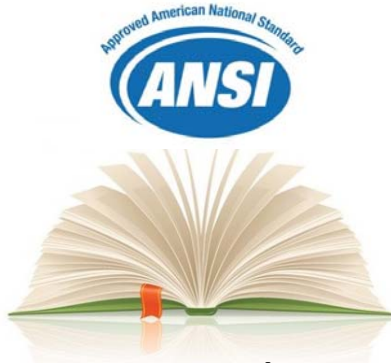
Public Review—**BSR-8**;
Consensus vote



Consideration
Of Views &
Objections;
Recirculation;
Complete SDO
Appeals



BSR-9: ANSI Review of
Due Process Requirements



ANSI Appeals;
Publication;
Maintenance (**BSR-11**)

Project Initiation and Coordination (2.5)

Project Initiation Notification System (PINS)

- ✓ Alerts those who may be interested in participating that work is underway and those who are developing standards in the same area for potential need of harmonization
 - Required to be published in a timely manner, i.e., at the initiation of a project
- ✓ Key upfront coordination activity
 - PINS deliberation required within 90 days of SA announcement if a written claim of conflict or duplication with an existing ANS is received
 - Revised PINS only required if the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard changes as the standard is developed
- Mandatory for: new standards, new adoptions and revisions (see CHART)
- Optional for: reaffirmations, withdrawals, continuous maintenance
- Online PINS: https://www.ansi.org/PSAWebForms/PINS_Form

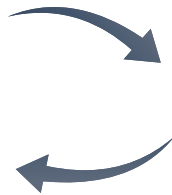
Key Points About PINs Forms

- Retain PINS Receipt as part of your records
- A PINS does NOT:
 - Prohibit development of similar standard by another developer
 - Mandate development of an American National Standard
 - Have a shelf-life
- Refer to informative PINS document issued by the ANSI ExSC and posted at www.ansi.org/asd
 - ✓ Includes a sample PINS Deliberation Report
- *See additional reference slides at the end of this slide deck*

ANS Development Cycle -Forms Focus



PINS Announcement;
PINS Deliberation



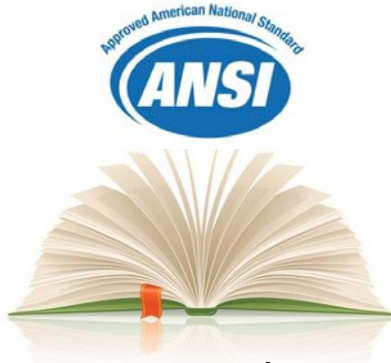
Public Review—**BSR-8**;
Consensus vote



Consideration
Of Views &
Objections;
Recirculation;
Complete SDO
Appeals



BSR-9: ANSI Review of
Due Process Requirements



ANSI Appeals;
Publication;
Maintenance (**BSR-11**)

ANSI Public Review (BSR-8) Review Form

- Let's look at the flow again...
- BSR8 | 108: https://www.ansi.org/PSAWebForms/BSR8_Form
- All standards are required to be announced in Standards Action for public review and comment
- ANSI public review is initiated via the online BSR8 | 108 form
 - Multiple public reviews may be required
- Developers are required use other relevant media as well
- ANSI public review may take place prior to, at the same time as, or following the consensus body vote
 - In accordance with a developer's procedures

ANSI Public Review (continued)

- Length of public review
 - 30 days if all of the changes can be published in 5 pages or less in Standards Action – *(May not be used for a new ANS, please ensure accuracy and usability of pdf of revisions)*
 - 45 days if available electronically within 24 hours
 - 60 days, all other situations
- Subsequent public reviews may be limited in scope to just the revisions (**substantive changes – next slide**) made since the last public review in Standards Action
 - but this should be clear to the reader, so we recommend any limitation be part of the BSR-8 scope and/or document

Substantive changes

- **Substantive Change:** A substantive change in a proposed American National Standard is one that **directly and materially affects the use of the standard**. Examples of substantive changes are below:
 - “Shall” to “should” or “should” to “shall”;
 - Addition, deletion or revision of requirements, regardless of the number of changes;
 - Addition of mandatory compliance with referenced standards.
- *If your procedures do not include a process for determining whether changes are substantive vs. editorial, consult the Chair or Officers or drafting group or consensus body and document the results*
- A second or third, etc., public review is required if substantive changes are made to the draft after an ANSI public review
 - ✓ You may limit a public comment period to just the change since the last public comment, e.g., a word, a phrase, a paragraph
 - ✓ **It is the consensus body’s decision when to stop making new substantive changes, but any substantive change must be fully processed, including public review, comment resolution, vote, etc.**
 - ✓ Document who makes the decision, how and why a particular decision was made as it can be challenged by a participant via a complaint or appeal, or later identified as a concern in the ANSI audit

ANSI Public Review Commenters

- ✓ Comments and objections that are related to the proposal under consideration shall be considered –
 - a developer may require that comments be submitted in **electronic format**, but this should be clearly articulated in procedures and explanations provided to the public
 - **REMEMBER:** the purpose of public review is to gather input, so the mechanism used to submit comments should not be complicated
- ✓ Claims of conflict and/or duplication, even if addressed during a PINS deliberation, must be considered and responded to like any other comment
 - NOTE: for a national adoption of an ISO or IEC standard, such a claim precludes further use of the expedited procedures
- ✓ Objectors are required to be informed in writing (including electronic communications) of the disposition of comments and the reasons therefore

ANSI Public Review Commenters

- Public review objectors may be instructed to respond by a certain date in order to maintain their objection and to be considered “unresolved” and thus, eligible to appeal
 - Establish and articulate firm response deadlines
- Consideration of late comments
 - If considered, full due process applies
 - If not, then retain for consideration during next review cycle

BSR-11 Multi-use Extension Request Form

- Three types of extensions are described in the ANSI Essential Requirements
- BSR-11 is used to request all three extension types and each is described on the online form:
 1. Public review expiration (see 4.2)
 2. Overage standard (see 4.7.1) (5-10 years)
(Not necessary if a PINS or BSR-8 has been submitted)
 3. Publication extension (see 4.5)
- ANSI BSR reviews some extension requests
- Audit process reviews requests in relation to ANS that are part of the audit sample

Questions?

Remember: a separate session addresses details about votes and comments in the ANS process

What is a BSR-9?

- Final form to initiate approval as an ANS
- Checklist – demonstrates compliance and provides evidence of compliance
- Prepare documentation for BSR review
 - make it easy to review, e.g, add a chronology for complex cases
 - use a partially prepared BSR-9, e.g., include excerpt on numerical requirements, contact information, etc.
- References relevant section of the *ANSI Essential Requirements* (confirm that the information provided is what is being requested and is relevant)
- Certification statement is important and BINDING

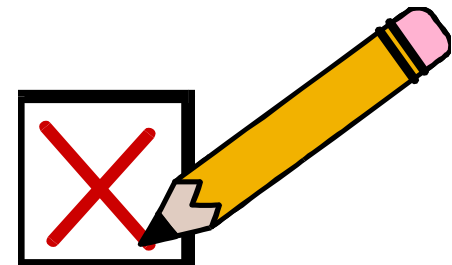
BSR-9 Final Submittal for Approval

- Final submittals to ANSI are made via the BSR-9 form
 - Electronic submittals: psa@ansi.org
 - Do not include a copy of the standard
- Final submittals are to be made within one year from the close of public review
 - an extension is possible – see [BSR-11 form - https://www.ansi.org/portal/psawebforms/](#)

Final Submittal for Approval

Before Final Submittal Confirm:

1. Outreach to achieve balance is documented; Targeted outreach as needed is documented
2. PINS deliberations, if any, documented and attach report(s)
3. All objections considered and a written response provided
4. Unresolved objection, attempted resolutions and substantive revisions reported to consensus body to allow vote or vote change; recirculation complete
5. ANSI public review(s) completed (of all substantive changes)
6. Evidence of formal vote of consensus body
7. Objectors informed in writing of right to appeal
8. Appeals actions concluded
9. Patent letters of assurance attached if NEGATIVE LOA or if ANSI posting requested
10. Certification statement reviewed and “signed”



BSR-9 Form – January 1, 2022 version: Implementation

- 2022 BSR-9 posted www.ansi.org/asd
 - [Procedures, Interpretations, Guidance and Forms](#)
- Use the 2022 BSR-9 form – **older versions will be returned**

BSR-109 Form – January 1, 2022 version: Implementation

- 2022 BSR-109 posted www.ansi.org/asd
 - ✓ [Procedures, Interpretations, Guidance and Forms](#)
- ❖ *Note: BSR-109 forms are only for use by ASDs that hold the status of ANSI Audited Designator*

BSR-9 Acknowledgement - if you do not receive one, then contact psa@ansi.org

Dear ANSI-Accredited Standards Developer:

Thank you for your recent BSR-9 submittal. Staff will review the submittal and contact you if we have any initial questions or if documentation appears to be missing.

If no unresolved objections are reported on the BSR-9, and the documentation is in order, you may expect to receive an approval notice within 2-3 weeks. If unresolved objections are reported, then the submittal will be reviewed by the ANSI Board of Standards Review (BSR). If staff or the BSR have any questions concerning the BSR-9 submittal, we will contact you in writing for a response. When the BSR makes a final decision with respect to the submittal, an E-mail notification will be sent to you and to any objectors who concluded the appeals process at the standards developer.

If you do not hear from us again within one month of the submittal date, please send an E-mail to psa@ansi.org to check on the status of your submittal.

Thank you for your support of the American National Standards process.

Best regards,

PSA Staff

psa@ansi.org

BSR-9 Form Review

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) 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, 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). 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
 4. **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~~.
 5. **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):

BSR-9 Form (2022 = current): Highlights of the BSR-9 form

- ✓ Explanatory text and guidance in the introduction
- ✓ Word version is the only option, but provides flexibility with respect to answers, tables, etc.
 - Online form version not available
- ✓ Submit with supporting evidence of consensus to psa@ansi.org
 - Complicated or non-routine submittals should/may include a chronology/brief summary to help the BSR understand the documentation

BSR-9 Form: Proposed ANS Formal Submittal Checklist

- ✓ A **checklist** of documentation that demonstrates evidence of procedural compliance with the *ANSI Essential Requirements* (www.ansi.org/essentialrequirements) **and** an ASD's accredited procedures
 - in support of the approval of the standard (identified on the form) as an American National Standard.
- ✓ References to relevant sections of the *ANSI Essential Requirements* are shown throughout this form, e.g., See 4.2.1.1 (*Criteria for approval of an ANS*).
- ✓ Only submit 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.
 - *appeals heard and decision issued or filing period expired or written statement from would-be appellants that they will not appeal*
- ✓ 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.

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

- 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, including guidance about outreach, balance, PINS Deliberations and appeals.

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

- ***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).
- A request to maintain an ANS under the *Stabilized Maintenance* option (See 4.7.3) requires use of a BSR-10 form.

BSR-9 Form (2022)

- ✓ **Date:** Make sure the BSR-9 is dated after the date of the close of the final consensus body vote including any recirculation ballots, appeals filing deadline and/or date the appeals decision(s) were issued.
- 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)
 - *Separate requirements apply to ANS under CM so please review 4.7.2*

BSR-9 Form (2022)

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"):

BSR-9 Form (2022)

- 4. 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.
- 5. 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):**

BSR-9 Form (2022)

6. **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.

BSR-9 Form (2022)

7. 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:*

BSR-9 Form (2022)

8. 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.

BSR-9 Form (2022)

9. 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 (or)
- (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):

Note: Reporting of Unresolved Negative Votes and Comments: Recirculation

- Unresolved negative votes and comments shall be reported to the entire consensus body along with attempted resolutions and substantive changes to allow all members (not only those who voted in response to the first ballot) the **opportunity to respond, reaffirm or change their vote**
- This may be done
 - via a recirculation ballot
 - as part of meeting minutes (it is recommended that an explanatory note be included in the minutes and the minutes must be detailed)
 - in a detailed memo to the consensus body
 - other

Note: Unresolved Objections (Votes and Public Review)

- The ANSI BSR looks for information on unresolved objections, whether from the consensus ballot or public review, including:
 - The original objection
 - Attempts of resolution
 - letters to the commenter
 - copies of minutes of meetings at which comments were discussed
 - Evidence of continuing unresolved objections
 - Evidence of written notification of the right to appeal to all unresolved objectors
 - Good faith efforts to resolve
 - Clear communications with deadlines

BSR-9 Form (2022)

10. 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):

BSR-9 Form (2022)

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
Total:						

Reconciliation of votes of consensus body for reporting to ANSI BSR/Audit verification

- How to reconcile multiple ballot tallies (NOTE: if no change to a vote is received, then the original vote stands)

Original Vote	Yes w/comments	Yes w/comments	No w/comments	No with Comments	Not returned	Not returned
Recirculation Vote	No w/comments	No w/out comments	No w/out comments	No with comments	No w/comments	No w/out comments
Final Record	No w/comments	No w/out comments	Original comments from original “no” vote would have to have been addressed – in other words, you can report a final vote as “no w/out comments” but you would have had to address and recirculate the original comments	No with comments	No w/comments	No w/out comments

BSR-9 Form (2022)

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)

BSR-9 Form (2022)

Related to the Patent Policy

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.

BSR-9 Form (2022) - Certification

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.

BSR-9 Form (2022) - Certification

16. Certification statement: *Continued...*

- 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)

BSR-9 Form (2022) – Certification

Continued...

- 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.

BSR-9 Form (2022)

- **Submitter's name and contact information:**

Name:

Title:

Accredited Standards Developer:

Address:

City:

State:

Zip:

Phone:

E-mail/Signature:

BSR-9 Tips/Common Errors

- ✓ A properly submitted BSR-9 will be processed more quickly
- ✓ **Common errors** in making the final submittal include:
 - Outdated form used
 - BSR-9 form not signed or submitter information not provided
 - Documentation concerning unresolved votes and comments not complete
 - PINS question misunderstood
 - Efforts to achieve balance, if required, not documented
 - Insufficient targeted outreach
 - Lack of written notice of the right to appeal, or appeals notice unclear

BSR-9 Tips/Common Errors

- Numbers with respect to the voting tally do not reconcile
- BSR-9 submitted prior to the close of ANSI public review
 - Please note that you will need to resubmit the entire BSR-9 package, not just the form with a new date
- Text explaining the applicable numerical requirements for consensus incomplete or numerical requirements not satisfied
- Dates of the recirculation opportunity(ies) incomplete or unclear
- Language of recirculation opportunity unclear
- Consensus body members identified mistakenly as public review commenters
- Associated BSR-8/public review close date is more than 2 years old

Questions?

BSR-10 Form – Stabilized Maintenance (4.7.3) (2022)

- Used to submit a standard for **stabilized maintenance**
- Word document, almost identical to BSR-9 form
- *4.7.3 Stabilized maintenance of American National Standards*
- A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria: [**all must be met**]

BSR-10 form – Stabilized Maintenance (continued)

- a) the standard addresses **mature technology** or practices, and as a result, is not likely to require revision
- b) the standard is **other than safety or health related**;
- c) the standard currently holds the status of American National Standard and has been **reaffirmed at least once**;
- d) **at least ten years have passed since the approval or last revision** of the standard as an ANS;
- e) the standard is required for use in connection with **existing implementations or for reference purposes**.

Final Approval by ANSI

- Upon receipt, the final submittal is reviewed by PSA staff to verify completeness. Once complete:
 - Submittals with no outstanding objections – administratively approved by PSA Staff (3 days-2 weeks typical)
 - Submittals with outstanding objections or those that may appear to be out-of-compliance or are not routine – provided to the BSR for approval via letter ballot (15 days – several months, depending on submittal)
 - If you submit a BSR-9 or -10, but do not get a receipt, please contact psa@ansi.org

Approval by ANSI

- American National Standards logo available from psa@ansi.org to publish on ANS
 - Cannot refer to a draft as a draft “ANSI” standard or otherwise use the approved logo
 - Read ANSI Logo & Mark Use:
http://www.ansi.org/about_ansi/ansi_logo_mark/ansilogo.aspx?menuid=1
 - ✓ Note other marks an ASD may use: ANSI Member and ASD

ANS Approval E-mail

RE: Notification on Final Action on: ANSI/xxx
Approval Date of Final Action: 6/5/2023 Standards Action Publication Date: 6/9/2023
The Board of Standards Review has approved the above action in connection with a candidate American National Standard:

Notice of this Final Action will be published in an upcoming issue of Standards Action. For actions other than withdrawals, applicable publication and maintenance requirements are contained in clause 4 of the ANSI Essential Requirements: Due process requirements for American National Standards.

If you believe that this American National Standard may be of interest to the Occupational Safety and Health Administration (OSHA) for possible regulatory adoption, please forward a copy of the published standard to OSHA at the address listed below:

For General Industry / Maritime / Agriculture:

Maureen Ruskin
Acting Director, Directorate of Standards & Guidance U.S. DOL/OSHA
200 Constitution Ave, NW, #N-3718
Washington, DC 20210

For Construction:

Scott C. Ketcham
Director, Directorate of Construction
USDOL/OSHA
200 Constitution Ave, NW, #N-3468
Washington, DC 20210

In addition, as you know, many standards are incorporated by reference (IBR) in the U.S. Code of Federal Regulations (CFR). To facilitate public access to these standards, ANSI has established an online 'IBR portal'. We request that your organization consider contributing its referenced standards to ANSI's IBR portal (<https://ibr.ansi.org/>). To discuss this option, please contact Michelle Maas-Deane at mdeane@ansi.org.

Notification of Right to Appeal to the ANSI Board of Standards Review In accordance with ANSI Essential Requirements, those objecting to this final action who have completed the appeals process at the Standards Developer are hereby notified of their right to file a procedural appeal with the ANSI Board of Standards Review (BSR). If you have not completed the appeals process at the standards developer, you are normally not eligible to appeal to the BSR. If you are eligible and choose to appeal, the appeal statement and all supporting documentation must be filed in writing with the office of the undersigned within 15 working days after receipt of this official notification. The appeal must be based on procedural criteria, and include a statement as to why the BSR action should be modified. The BSR will not render decisions on the relative merits of technical matters, but it shall consider whether due process was afforded technical concerns. The appeal must be accompanied by a \$1,200 filing fee payable to ANSI.

If you require an extension of the appeals filing deadline, please direct your written request along with a justification therefore to the office of the undersigned before the 15 working day deadline or you shall forfeit your right to appeal. A complete copy of the Operating Procedures of the ANSI Board of Standards Review, including clause 7, which addresses the appeals process, is available in the public library on ANSI Online (www.ansi.org) or by contacting psa@ansi.org.

Please contact the PSA Department at psa@ansi.org if you have any questions.

Thank you for your continued support of the American National Standards process.

Sincerely,
Anne Caldas
Secretary, ANSI Board of Standards Review (BSR)



ANS Approval Logo - On ANS Only (Not on website or letterhead)

Rules: ER 4.4 and <https://www.ansi.org/resource-center/logo-use>



Approval by ANSI Denied

- A standard may be denied approval as an ANS if it can be shown that:
 - ✓ the process was not open
 - ✓ appropriate representation of interests did not exist on the consensus body
 - ✓ appropriate outreach efforts were not undertaken or documented
 - ✓ comments were not properly considered
 - ✓ the developer did not implement its ANSI-accredited procedures fully
 - ✓ substantive changes were not processed properly
 - ✓ notice of procedural appeal not given or improper
 - ✓ appeals procedures not followed
 - ✓ other

Appeal of ANSI BSR Decision

- Those that concluded a procedural appeal at the standards developer level **are sent a copy of the ANSI Approval email by ANSI**
- 15 working day appeals filing deadline with an extension possible prior to expiration date
- During appeals period, standard remains approved as an ANS unless the BSR decides otherwise

Questions?

- Introduction
- Standards Developers
- General Public

- What is an ANS?
- More to Know
- Get Involved
- Essential Requirements

GET TO KNOW ANSI'S ESSENTIAL REQUIREMENTS!



The Essential Requirements govern the American National Standards development process.

[ACCESS THE ER >](#)

SOLUTIONS

I want to... Select an option

THE AMERICAN NATIONAL STANDARDS INSTITUTE OVERSEES STANDARDS AND CONFORMITY ASSESSMENT ACTIVITIES IN THE UNITED STATES.



ANSI's mission is to enhance both the global competitiveness of U.S. business and the U.S. quality of life by promoting and facilitating voluntary consensus standards

Where can I find information about ANS?

www.ansi.org

First tab on the left

www.ansi.org/asd

1. List of ANSI-Accredited Standards Developers (ASD) with a scope and contact
2. Lists of **proposed** and **approved** ANS – **including national adoptions (point-in-time)**

www.ansi.org/StandardsAction

1. Public review announcements, approvals and link to ANS reports

Helpful Resources...

- ANS Webforms (PINS, BSR-8, BSR-11, PSA-01): <https://www.ansi.org/portal/psawebforms/>
- ANS Process Overview: <https://www.ansi.org/> (1st tab on the left)
- *ANSI Essential Requirements*: www.ansi.org/essentialrequirements
- List of approved ANS and proposed ANS: www.ansi.org/asd
- List of ANSI-Accredited Standards Developers: www.ansi.org/asd
- *ANSI Standards Action* (weekly information about proposed and approved ANS, subscription option): www.ansi.org/standardsaction
- Summary of ANS process steps: www.ansi.org/anskeysteps
- ANS Value Brochure: www.ansi.org/ansvalue
- ANSI FAQ page: <https://www.ansi.org/standards-faqs>
- ANSI Acronym Glossary: <https://www.ansi.org/standards-faqs/acronym-glossary>
- Standards Boost Business: www.standardsboostbusiness.org
- Online and in-person training options: <https://www.ansi.org/education/activities/standards-training-courses-webinars>
- Hybrid meetings and the “new normal”: <https://www.ansi.org/resource-center/new-normal-resources>
- Staff are available via psa@ansi.org

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