



American National Standards (ANS)

BSR-9 Form: Proposed ANS Formal Submittal Checklist

PSA/ANS Staff Contacts



psa@ansi.org = PSA's common email box

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- Jim Thompson – NY – 4913, jthompso@ansi.org

❖ Everyone is muted; raise your hand and you will be unmuted when we get to the Q&A at the end.

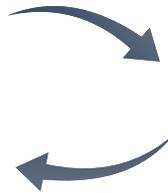
❖ This session is being recorded.

❖ Slides will be sent via Email later and posted at www.ansi.org/asd

ANS Development Cycle -Forms Focus



PINS Announcement;
PINS Deliberation



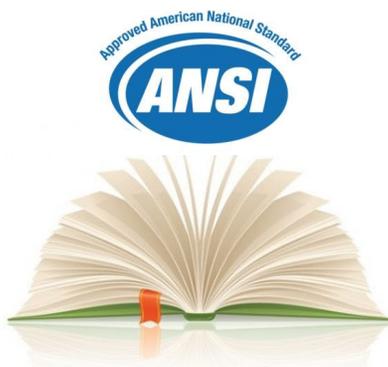
Public Review—**BSR-8**;
Consensus vote



Consideration
Of Views &
Objections;
Recirculation;
Complete SDO
Appeals



BSR-9: ANSI Review of
Due Process Requirements



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

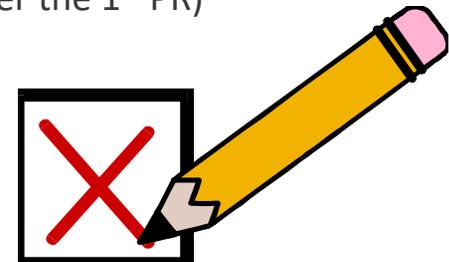
BSR-9 Form: Proposed ANS Formal Submittal Checklist

- ✓ Final form used to transmit a request to approve a document as an ANS (2022 edition)
- ✓ 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 if unresolved negative votes or public comments remain.
 - *This means: appeals heard and decision issued; or appeals 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.
- ✓ If the submittal is complicated, include a brief history/chronology for the BSR's benefit

Final Submittal for Approval

Before you submit to psa@ansi.org, confirm and include documentation that reflects compliance:

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 have been considered and a written response provided
4. Unresolved objections, attempted resolutions and substantive revisions have been reported to consensus body to allow them to vote, reaffirm or change their vote, i.e., recirculation is complete
5. ANSI public review(s) completed (including all substantive changes after the 1st PR)
6. Evidence of formal vote of consensus body is documented
7. Objectors have been informed in writing of the right to appeal
8. Any duly filed procedural appeals have concluded
9. Patent letters of assurance attached if NEGATIVE LOA or if ANSI posting requested
10. Binding certification statement reviewed and “signed”
11. If the BSR-9 is for a national adoption, please include eligibility letter or a confirming statement if your organization is the relevant U.S. TAG Administrator.



BSR-9 Acknowledgement - if you do not receive one within 48 hours after you email the BSR-9 and supporting documents, 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

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: 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.

Pro Tip: Label, organize and briefly explain (if not clear) targeted outreach efforts. Be sure to target more than members of your organization.

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 (if this is the case, a clear explanatory note is to 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 (or equivalent) to the commenter
 - Copy of meeting report at which comments were discussed and resolution attempted
 - ✓ Evidence of continuing unresolved objections
 - ✓ Evidence of written notification of the right to appeal to all unresolved objectors
 - ✓ Documented good faith efforts to resolve objections
 - ✓ Clear communications with deadlines and contact for questions

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:						

Sample 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 or insufficient
 - **(1) Insufficient documented evidence of targeted outreach (2) to more than members of the ASD**
 - 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

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: xxx

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), please contact the staff below, as appropriate:

For General Industry / Maritime / Agriculture:
Andrew Levinson
Director, Directorate of Standards & Guidance U.S. DOL/OSHA
200 Constitution Ave, NW, #N-3718
Washington, DC 20210
202-693-2048
levinson.andrew@dol.gov

For Construction:
Brian Rizzo
Acting Director, Directorate of Construction
USDOL/OSHA
200 Constitution Ave, NW, #N-3468
Washington, DC 20210
(202) 693-2020
Rizzo.Brian.A@dol.gov

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)

See: ANSI Essential Requirements, section 4.4

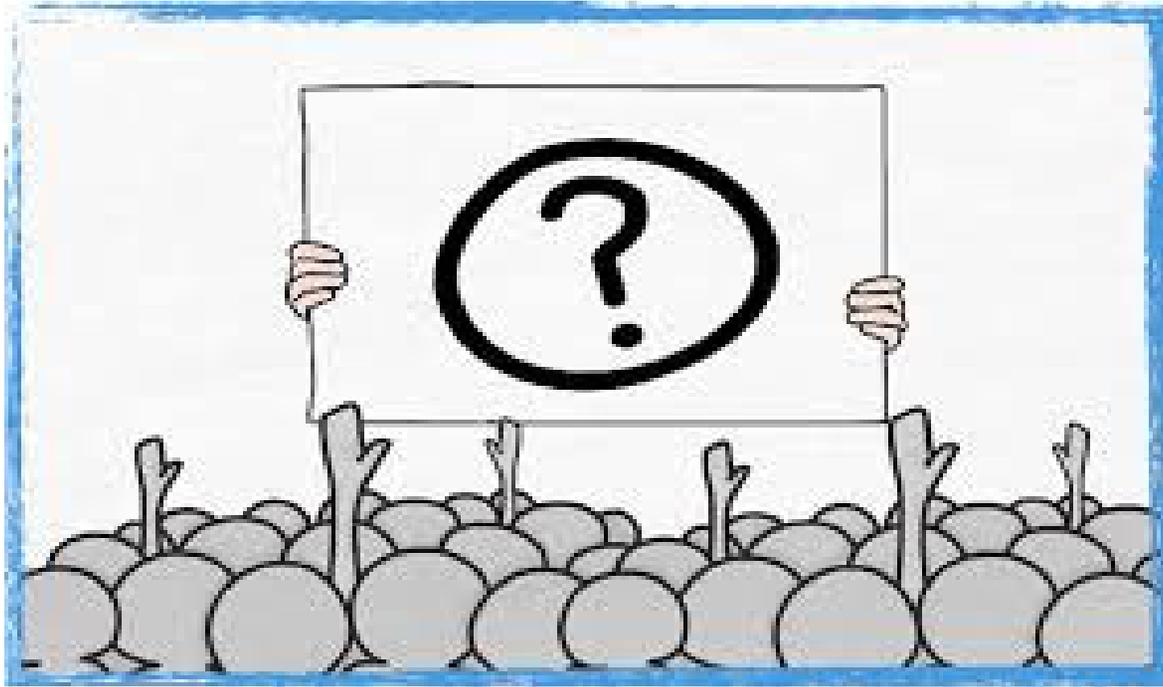


Use of ANS, ANSI, ASD Marks

- ANSI Rules: <https://www.ansi.org/resource-center/logo-use>
- In connection with a PINS/BSR-8/BSR-9 or a draft proposed ANS:
 - Do not use “ANSI” in the designation or in references to the draft document or on the ANSI forms
 - Do not refer to a draft as an ANS; a document (including maintenance actions) should not be labeled an ANS until after you receive the approval notice
 - Reaffirmations: for reaffirmations, the proposed designation should be BSR/ABC 123-2020, but the referenced document to be superseded should be “ANSI/ABC 123-202x”. ANSI will add (R202x) to the final designation, for example:
 - ANSI/ABC 123-2020 (R2025)
 - Portions of a document that are not processed as part of the ANS must be labeled in accordance with 4.4 of the *ANSI Essential Requirements*

ANSI, ANS, ASD Logos

- May not be used on products or promotional items, e.g., shirts, bags, etc.
- Translation: a translated version of an ANS may not carry the approved ANS mark or otherwise indicate that it is an ANS
 - ✓ the only version of an ANS that is approved as such is the English language version
 - ✓ see guidance document and section 4.5 of the *ANSI Essential Requirements*



Thanks for joining us today...

- ✓ Exit survey – 3 quick questions,
please complete them:
 - ❖ Was this webinar useful?
 - ❖ How can we improve it?