ANS Development Cycle — Overview

- PINS Announcement; PINS Deliberation
- Public Review-BSR-8; Consensus vote
- Consideration of Views & Objections; Recirculation; Complete SDO Appeals
- ANSI Appeals; Publication
- Approval as ANSI
- BSR-9: ANSI Review of Due Process Requirements

Introduction to ANSI and the U.S. Standardization System
ANS Forms
PINS, BSR8|108, BSR11, PSA01 - NEW

- https://www.ansi.org/PSAWebForms/
  - PINS: Project Initiation Notification System
  - 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)
  - Not available as an online form, Word document only
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 overdue 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:

- All PSA forms share many of the same features 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, such as 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 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 browsers’ 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.
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.
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.
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 10 or more standards.
- Click on the tab to display additional instructions.
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 ANSI 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 alpha-numeric code for the draft standard.

BSR/ABC 123/ISO 9999-201x

★ **Title of Standard** Enter the full title of the standard.

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 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
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.

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

**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

ANSI
American National Standards Institute
Fields unique to the BSR8|108 web form:

- **Order paper 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 ANSI.

- Enter the Document Number, Title of Standard, Extension Type, Reason for the requested extension, and the Date of the Extension requested.
- 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 ANSI
  - **PUBLICATION**: to publish approved standard as an American National Standard
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.
   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 your form attached. 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:

Web PINS Form: Project Initiation Notification System Confirmation

Your form has been successfully transmitted.

A record of this form will be emailed to you shortly. Please retain a copy of the email message as evidence of compliance subject to ANSI Audit. If you fail to receive the email confirmation please contact ANSI immediately at psa@ansi.org.

If you wish to add another Web PINS Form, click the “Add Request” button below.

If you would like to return to the explanation page for all PSA related forms, click PSA Forms or if you are finished, click Done.
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.

<table>
<thead>
<tr>
<th>Form Type</th>
<th>PINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Monday, March 05, 2018</td>
</tr>
<tr>
<td>Acronym</td>
<td>ACC</td>
</tr>
<tr>
<td>Submitter Organization</td>
<td>American Chemistry Council</td>
</tr>
<tr>
<td>First Name</td>
<td>Mary</td>
</tr>
<tr>
<td>Last Name</td>
<td>Weldon</td>
</tr>
<tr>
<td>Phone</td>
<td>(212) 642-4908</td>
</tr>
</tbody>
</table>
Forms are reviewed, processed and then published in Standards Action:

- Your form will be reviewed and queued up according to the usual Standards Action Publishing schedule. We’ll contact you with any questions/concerns.

- 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.
Project Initiation and Coordination (2.5)

Project Initiation Notification System (PINS) - review form

- 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](https://www.ansi.org/PSAWebForms/PINS_Form)
Key Points About PINs Forms

- Review PINS Receipt
- 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
ANSI Public Review (BSR-8) Review Form

- BSR8|108: [https://www.ansi.org/PSAWebForms/BSR8_Form](https://www.ansi.org/PSAWebForms/BSR8_Form)
  - Review BSR-8 Receipt

- 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 shall 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
  - 45 days if available electronically and can be delivered in 24 hours
  - 60 days, all other situations

- Subsequent public reviews may be limited in scope to just the revisions made since the last public review in Standards Action
  - but this should be clear to the reader
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.

- 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 shall 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 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
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 shall be made within one year from the close of public review (an extension is possible - see BSR-11 form)
Final Submittal for Approval

Before Final Submittal Confirm:
1. Outreach to achieve balance 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
10. Certification statement reviewed and “signed”
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

We will now review abbreviated samples:

1. BSR-9 without unresolved objections
2. BSR-9 with unresolved objections
BSR-9 Data Review

The BSR-9 Form provides evidence of consensus and demonstrates compliance with the *ANSI Essential Requirements*. It shall include:

- The Date of the Submittal
- Item 1: Complete designation (if changed, include past designation)
  - Indicate if year-date is different than year of approval
  - Indicate change of designation if one took place since PINS or BSR-8
- Item 2: Full title of standard (if changed, include past title)
- Item 3: Project intent (national adoptions of ISO or IEC standards shall be noted)
- Items 4, 5, and 6: Confirm that a roster of consensus body members with interest category and vote of each is included (include legend if abbreviations are used)
  - If roster appears to lack balance, indicate that you have provided evidence of attempted outreach to achieve balance and provide such evidence
  - Include the name of the group that serves as the consensus body
BSR-9 Data Review (2)

- **Item 7:** Indicate if a **PINS deliberation** has taken place
  - This is different from confirming you have submitted a PINS form
  - Attach PINS Deliberation Report, if applicable

- **Item 8:** Indicate the number of unresolved objections from public review
  - This is different from number of objectors or number of negative votes from consensus body. It is the number of individuals/orgs with unresolved public comments.
BSR-9 Data Review (3)

- Item 9: List the date(s) of all recirculation opportunities
- Item 10: Confirm that all unresolved objectors were given a written notice of the right to appeal to the standards developer
- Item 11: Indicate if any appeals took place at the developer level and attach decision
Unresolved Objections (Votes and PR)

- 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 objections
  - Evidence of written notification of the right to appeal to all unresolved objectors
Reporting of Outstanding 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)
  - in a memo to the consensus body
  - other
A developer shall not change a vote unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to the voter by the developer.

An “unresolved” negative vote or comment is one that has not been withdrawn

– Also referred to as an “outstanding” negative
– Public review comments may be handled differently than voter comments, but procedures should be explicit in this regard
**Reconciliation of votes of consensus body**

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

<table>
<thead>
<tr>
<th>Original Vote</th>
<th>Yes w/comments</th>
<th>Yes w/comments</th>
<th>No w/comments</th>
<th>No w/with comments</th>
<th>Not returned</th>
<th>Not returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recirculation Vote</td>
<td>No w/comments</td>
<td>No w/out comments</td>
<td>No w/out comments</td>
<td>No w/with comments</td>
<td>No w/comments</td>
<td>No w/out comments</td>
</tr>
<tr>
<td>Final Record</td>
<td>No w/comments</td>
<td>No w/out comments</td>
<td>Original comments from original “no” are applicable.</td>
<td>No with comments</td>
<td>No w/with comments</td>
<td>No w/out comments</td>
</tr>
</tbody>
</table>
BSR-9 Data Review (4)

- Item 12: List the date the final vote was closed
- Item 13: Summary of voting by interest category (consensus body vote)
  - Number of affirmative votes, negative votes, negative votes without comments, abstentions, and ballots not returned - broken down by interest category
  - The data on the summary of voting shall be consistent with the consensus body roster, i.e., the total number of voting members shall equal the total number of votes recorded by interest category
- Item 14: List your organization’s numerical requirements for consensus
  - This should be exactly the same as it appears in your ANSI Accredited procedures - please simply cut and paste it onto the form
- Item 15: If you are interested in ANSI publication services, please contact that department directly (Bob Hager, bhager@ansi.org)
BSR-9 Data Review (5)

- Item 16: Indicate if patent letters of assurance have been filed with your organization and attach them.
- Item 17: Certification Statement - IMPORTANT - When the developer signs the BSR-9 form, it is relied on by ANSI and confirms, in part:
  - Due process requirements were met;
  - A developer’s accredited procedures were followed;
  - Appeals to the developer have been concluded;
  - ANSI’s commercial terms provision has been complied with;
BSR-9 Data Review (6)

- Any known continuing objection, in accordance with a developer’s procedures, is documented in the submittal;
- Coordination and harmonization procedures were implemented appropriately;
- No substantive changes have been made to the draft listed in Standards Action; and,
- Developer is in compliance with the ANSI patent policy.

These statements are legally binding, and may be verified by ANSI during the audit process or at any time
- If statement is found inaccurate as a result of an Audit, the ExSC may remand an approved ANS to the BSR for reconsideration and possible withdrawal of ANS status
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
  - 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
- 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
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, but do not get a receipt, please contact psa@ansi.org
Approval by ANSI

- American National Standards logo available to publish on document
  - Cannot refer to a draft as a draft “ANSI” standard or otherwise use the approved logo
  - Read trademark requirements here: http://www.ansi.org/about_ansi/ansi_logo_mark/ansilogo.aspx?menuid=1
ANS Approval E-mail

-----Original Message-----
From: Charlene Banks
Sent: Monday, December 05, 2011 10:10 AM
To: XXXX
Subject: ANSI Notification of Final Action for ANSI/XXX (R2010)

John Smith
ABS
RE: Notification on Final Action on: ANSI/XXX (R2010)
Title of standard (reaffirmation of ANSI/XXX)
Approval Date of Final Action: 12/2/2011
Standards Action Publication Date: 12/9/2011

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 your organization has arranged for ANSI to publish this standard, please contact Harvey Rosenfeld in the Publishing Department at 212-642-4921. Arrangements and questions concerning ANSI’s sale of this standard should be directed to Danielle Gordon at (212) 642-4891.

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:
Virginia Fitzner, Director of Safety Standards
Directorate of Safety Standards Programs
U.S. Department of Labor/OSHA
200 Constitution Avenue, N.W., Room N3609
Washington, D.C. 20210

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 $500 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 me at psa@ansi.org or via fax to (212) 840-2298 if you have any questions or if I may be of assistance to you.
Thank you for your support of the American National Standards process.

Sincerely,
Anne Caldas
Secretary, Board of Standards Review
ANS Approval Logo - On ANS Only (Not on website or letterhead)
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
- other non-compliances with the ANSI Essential Requirements or an ASD’s procedures
Appeal of ANSI BSR Decision

- Those who concluded a procedural appeal at the standards developer level and are reported on the BSR-9 form are sent a copy of the ANSI Approval email with appeals notification and procedures.
- 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.
- ANSI BSR Operating Procedures, Appeals provision applies.