American National Standards (ANS) Process – Forms & PINS Deliberation

Questions: psa@ansi.org

September 2020
Standards are critical during this COVID-19 pandemic

• ANSI updates this page to alert you to standards activity relevant to the pandemic (https://www.ansi.org/COVID-19/)

• ANSI COVID-19 Resource Webpage
  • Links to many standards developers that have special information about their relevant standards work and published standards
    • e.g., PPE standard: ANSI/ISEA Z87.1-2010 American National Standard for Occupational and Educational Personal Eye and Face Protection
  • Link to the ANSI portal, Freely Available ISO and IEC Standards to Help Address COVID-19 Crisis
    • now includes 36 international standards covering medical equipment and devices – including ventilators and respiratory equipment; protective clothing used in health care settings; and business continuity management, security, and resilience.
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ANS Development Cycle — Forms Focus

PINS Announcement; PINS Deliberation

Public Review—BSR-8; Consensus vote

Consideration of Views & Objections; Recirculation; Complete SDO Appeals

ANSI Appeals; Publication

Approval as ANS

BSR-9: ANSI Review of Due Process Requirements
ANS Forms
PINS, BSR8|108, BSR11, PSA01

- [https://www.ansi.org/PSAWebForms/](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
  - 2020 edition in effect – required use by July 1, 2020
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 average 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.

Note: Adoption of an ISO or IEC standard requires compliance with ANSI’s Policy Regarding Rights to Nationaly 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.
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 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 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
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.

**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
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](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](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.
- 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
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](mailto: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.
E-Mail Receipt:

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

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 e-mail 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](mailto:psa@ansi.org).

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<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>
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</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
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
  • Review BSR-8 Receipt

• All proposed 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 suitable 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
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
BSR-11
Multi-purpose Extension Request Form

• Request 1 of 3 extensions:
  • Public review expiration (see 4.2)
  • Overage standard (see 4.7.1)
    • Not necessary if a PINS or BSR-8 has been submitted
  • Publication extension (see 4.5)

• BSR reviews some extension requests

• Audit process reviews requests in relation to ANSI that are part of the audit sample
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. Any negative “Patent letters of assurance” are 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
2020 BSR-9 Form Review
BSR-9 Form - January 21, 2020 version: Implementation

• 2020 BSR-9 posted www.ansi.org/asd
  • Procedures, Interpretations, Guidance and Forms

• Use the new BSR-9 form ASAP, but not later than July 1, 2020
  • Delayed use allowed if ASD relies on system-generated BSR-9 form

• Even if an ASD’s use of 2020 BSR-9 is delayed, all ASDs must immediately include with BSR-9 submittals any “negative” patent statements, with an explanation

• If an ASD cannot meet the July 1, 2020 deadline, please submit a written explanation to psa@ansi.org by March 1, 2020 (or sooner)
BSR-109 Form - January 13, 2020 version: Implementation for Audited Designators only

• 2020 BSR-109 posted www.ansi.org/asd
  • Procedures, Interpretations, Guidance and Forms

• Use the new BSR-109 form immediately

• All ASDs that are Audited Designators must immediately include with BSR-109 submittals any “negative” LOAs (patent statement of assurance) with an explanation

• If an Audited Designator cannot use the updated form immediately, please submit a written explanation to psa@ansi.org
**BSR-9 Form (2020):**

**Highlights of changes to the BSR-9 form**

- Explanatory text and guidance added to introduction
- Word version is the only option, but provides flexibility with respect to answers, tables, etc.
  - Online form version not available
- Reference to relevant sections of the *ANSI Essential Requirements* shown throughout, e.g., (See 1.2)
- Submit with supporting evidence of consensus to [psa@ansi.org](mailto: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 American National Standard (ANS) Formal Submittal Checklist

• 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.

• 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. (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.

• 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).
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 2-3 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.


• 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 (2020 Questions...)

• 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 (2020)

Preliminary Items

Date: Make sure the date is added, and that the BSR-9 form is dated past 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)

Check to indicate standard is maintained under continuous maintenance.
BSR-9 Form (2020)

Note: if the designation or title changes from PINS to BSR-8 to BSR-9 include prior and current for reference, noting the final version

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"): 
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):
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)

**NOTE new requirement:**

*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.
7. **PINS**: In response to the PINS announcement, were any comments received asserting that this proposed standard duplicates or conflicts with an existing ANSI or candidate ANSI 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:
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 (2020)

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 (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):
BSR-9 Form (2020)

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):
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)

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

14. Publication of an ANS is required within 6 months of the date of its approval as an ANS. To request that ANSI provide publication services, please contact the ANSI Publications Department. (See 4.5)
15. __ Check here if statements from patent holders (patent letters of assurance - LOA) have been received regarding this proposed ANS.

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

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

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

_ Check here if such patent letters of assurance were received by your organization.

_ Check here to indicate that such patent letters of assurance are attached, along with an explanation as to why the ASD believes the proposed ANS meets the ANSI Patent Policy.
BSR-9 Form (2020) - 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 (2020) - 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 fully with the ANSI Patent Policy and that any assurances received from patent holders comply with ANSI's (and the ASD's) Patent Policy. (See 3.1)

• That any patent holder’s statements we received for this proposed ANS have been made publicly available either on our website or will be made available on ANSI’s LOA repository. (See 15 above.)

• That any patent holder’s statements we received indicating the patent holder is unwilling to license essential patent claims have been provided with this BSR-9 form.

• That we agree to comply with the Commercial Terms and Conditions provision contained in the ANSI Essential Requirements. (See 3.2)
• I agree that the evidence supporting any statement in this submittal or its attachments will be furnished to ANSI immediately upon request at any time and for any reason, including as a result of an audit or third-party appeal.

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

• Our organization agrees to maintain the American National Standard by reaffirmation, revision, or withdrawal within five years of the date of ANSI approval.
BSR-9 Form (2020)

• Submitter’s name and contact information:
  Name:
  Title:
  Accredited Standards Developer:
  Address:
  City:
  State:
  Zip:
  Phone:
  E-mail/Signature:
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 (if allowed for in an ASD’s procedures and clear instructions are included along with a deadline for submitting or changing a vote)
  • in a memo to the consensus body
  • other
Reporting of Outstanding Negative Votes and Comments

• 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 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 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/comments</td>
<td>No w/out comments</td>
</tr>
</tbody>
</table>
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
  • Balance provision not included as an excerpt on the BSR-9
  • 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
BSR-10 Form – Stabilized Maintenance

• Used to submit a standard for stabilized maintenance
• Almost identical to BSR-9 form
• 4.7.3 Stabilized maintenance of American National Standards (see www.ansi.org/essentialrequirements)
• A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria: [all must be met]
BSR-10 form (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, 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 use of ANSI-related trademarks 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, etc.)
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
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
• 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
Question & Answers
PINS – Recap

• PINS Filing:
  ➢ “to demonstrate the opportunity for participation by all directly and materially affected persons (organizations, companies, government, etc.)

• PINS Deliberation:
  ➢ to demonstrate good faith efforts to coordinate and avoid unnecessary work

• PINS Guidance also includes sample PINS Deliberation Report
2.5.1 Notification of Standards Development - PINS

- At the initiation of a project to develop or revise an American National Standard\(^3\), notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. ([https://www.ansi.org/psawebforms/](https://www.ansi.org/psawebforms/))

- If an ASD’s procedures specify when a PINS is to be submitted, then that applies; otherwise, it should be timely to provide appropriate notice, and must be in advance of a draft/BSR-8 submittal.

- A statement shall be submitted and published as part of the PINS announcement that shall include:
  a) An explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard; and,
  b) Identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

*Question about “directly and materially affected interests”*
2.5.1 Notification of Standards Development - PINS

- Comments received in connection with a PINS announcement shall be handled in accordance with these procedures
  - 2.5 and its sub-parts; and
  - ASD’s related procedural provisions
  - See PINS informative guidance document for a sample (not mandatory) Deliberation Report
2.5 Notification of Standards Development - PINS - *When to resubmit...*

- If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.

  b) Identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

**Note:** If the Project Intent changes after a PINS or a BSR-8 is published, a new PINS would also be required in these instances:

  - From *Reaffirmation* to Revision or National Adoption
  - From *Withdrawal* to Revision or National Adoption
  - See PINS Chart (ExSC 004-2012)
2.5.1 PINS Exceptions

2.5.1.1 PINS Exceptions

• A PINS is **not required** for revisions of an American National Standard that is maintained under *continuous maintenance* and (1) is registered as such on the ANSI website, (2) has a notice in the standard that the standard is always open for comment and how to submit comments, and (3) has information on the developer’s website that the standard is under continuous maintenance and how to submit comments.

• A PINS is also **not required** in connection with the decision to maintain an ANS under the *stabilized maintenance option*.

• A PINS form **may be submitted, but is not required**, at the initiation of a project to *reaffirm or withdraw* an American National Standard.
2.5.1.2 Assertions of Conflict or Duplication

• If a developer receives written comments within 30 days from the publication date of a PINS announcement in Standards Action, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously (or concurrently) in Standards Action,
  
  • A mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline.
  
  • Such a deliberation shall be organized by the developer and the commenter and shall be concluded before the developer may submit a draft standard for public review.
2.5.1.2 Assertions of Conflict or Duplication

• If the deliberation does not take place within the 90-day period
  • *And the developer can demonstrate that it has made a good faith effort to schedule and otherwise organize it,*
  • *Then the developer will be excused from compliance with this requirement.*

• The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project
2.5.1.3 PINS Deliberation Report *(sample to come)*

- The outcome of a PINS deliberation shall be conveyed in writing (the “Deliberation Report”) within 30 days after the conclusion of the deliberation by the developer to the commenter and to ANSI.
  - PINS Guidance document includes a sample and optional report format; **REMEMBER – the Report must reflect “good faith efforts”**

- Upon submission of the Deliberation Report, the developer may continue with the submission of the draft standard for public review.
  - If additional deliberations take place, they should not delay the submission of the draft for public review, and an updated Deliberation Report shall be conveyed within 30 days after each deliberation.
  - Any actions agreed upon from the deliberations shall be carried out in a reasonably timely manner, but normally should not exceed 90 days following the deliberation.
2.5.1.3 PINS Deliberation Report

- Subsequently, the developer shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the subject standard to ANSI for approval.

- Stakeholders who were involved in the PINS deliberation process may also file separate Deliberation Report(s) with ANSI and the developer within 30 days after conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.
2.5.1.3 PINS Deliberation Report

• In the case of ANSI Audited Designators, the Audited Designator shall provide a Deliberation Report to the commenter and to ANSI within 30 days after each deliberation. The Audited Designator shall review the results of the deliberation prior to designating a standard as an ANS.

• While the outcome is not binding, unless binding provisions are agreed to by the developer, participants are encouraged to develop a consensus on whether and how the standards development project should proceed. See also 4.3.
**PINS Deliberation Report - Sample in Guidance**

1. Date of Deliberation  
2. Location of Deliberation  
3. Deliberation Chair/Leader:  
4. Deliberation Attendees (Name/affiliation):  
5. Decision-making Panel members (if by panel):  
6. Standard at issue (Designation and Title):  
7. ANSI-Accredited Standards Developer (Sponsor of standard):  
8. Scope of standard:  
9. Summary of comments prompting a PINS Deliberation (or attach comments):  
10. Summary of **good faith efforts** to date to resolve issue:  
11. Do the parties agree that there is conflict or duplication? If no, summarize position of each side:  
12. Key Discussion Points:  
13. Outcome of Deliberation/Next Steps and Agreed Upon Timeline:  
14. Contact information for submitter(s):
2.5 PINS Deliberation - Notes

- PINS Deliberation may take place via
  - In person meeting
  - Teleconference/webinar – *encouraged to allow for Q&A and to demonstrate “good faith efforts”*
  - In writing – *usually productive only if claim is easily resolved and could make it difficult to demonstrate “good faith effort”*
- Other?
2.5 PINS Deliberation - Notes

• PINS Deliberation Common Outcomes
  • Agreement to undertake a joint standard
  • One party abandons a project or modifies scope
  • Parties agree to continue discussions/coordination throughout the process, e.g., liaison members
  • Involved parties agree to disagree and continue to develop separate standards
  • Other

• Address PINS comments timely and in good faith, so Deliberation requirements do not delay the overall standards development process
2.5 PINS Deliberation - Notes

• It is true that

✓ A PINS deliberation report is not binding on involved parties, i.e., even if a deliberation does not result in a clear resolution, a developer may proceed to implement its ANSI-Accredited Procedures in support of a candidate standard for approval as an ANS.

✓ Claims of conflict or duplication may again be lodged at the public review phase, or in connection with a consensus body vote, at which time they must be addressed, responded to and if unresolved, may form the basis of an appeal at the standards developer level.
Some points to address common misunderstandings about PINS

• A PINS is not a placeholder
• A PINS does not have a shelf-life
• A PINS and a request for public review cannot be submitted and published at the same time
• A draft document is needed when a BSR-8 is published, not when a PINS is published
• Other...
Helpful Resources...

• ANSI COVID-19 webpage with links to related ASD and ANSI initiatives: https://www.ansi.org/COVID-19/
• ANS Forms: https://www.ansi.org/psawebforms/
• 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): www.ansi.org/standardsaction
• Summary of ANS process steps: www.ansi.org/anskeysteps
• ANS Value Brochure: www.ansi.org/ansvalue
• Standards Boost Business: www.standardsboostbusiness.org
• Staff are available via psa@ansi.org