**ANSI-ACCREDITED STANDARDS DEVELOPER (ASD)**

**2019 PROCEDURAL COMPLIANCE FORM: DUE MARCH 4, 2019**

Subject: 2019 ASD Procedural Compliance Form: Response due March 4, 2019 to psa@ansi.org

**\*\*DATED NOTICE\*\***

Best wishes for 2019. This E-mail constitutes the 2019 ANSI-Accredited Standards Developer (ASD) Procedural Compliance Form, embedded below (there are no attachments). Please review your organization’s accredited procedures in light of the 2019 edition of the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)), complete the questions below and submit your reply (with attachments if necessary) to this E-mail to psa@ansi.org by March 4, 2019.

We encourage you to join us on January 23, 2019 at 2:00 pm Eastern, for a webinar to review the 2019 *ANSI Essential Requirements,* the 2019 ASD Compliance Form and a review of select ANS procedural requirements.  Registration is required:

* **January 23, 2019 at 2pm** Eastern:

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e87f0321cacd483e4bd66f8a2feccb100>
 (Go to the left hand side of the page and click Register, after “Event Status” (Register))

Please note that the 2019 edition of the [*ANSI Essential Requirements: Due process requirements for American National Standards*](http://www.ansi.org/essentialrequirements) (ANSI ER) contains one revision to the ANSI Patent Policy, as follows:

**3.1 ANSI patent policy - Inclusion of Patents in American National Standards\***

There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

Participants in the ASD/ANSI standards development process are encouraged to bring patents with claims believed to be essential to the attention of the ANSI-Accredited Standards Developer (ASD).

If an ASD receives a notice that a proposed, revised or ~~ANS or an~~ approved ANS may require the use of such a patent claim that is not already covered by an existing assurance, the procedures in this clause shall be followed…

*\*Note: this is a partial excerpt of 3.1*

Unless your accredited procedures incorporate the text of the ANSI Patent Policy (complete text of section 3.1 of the *ANSI Essential Requirements*, unchanged), this revision alone does not require that you revise your accredited procedures.  However, by submitting this 2019 Compliance Form, you are confirming compliance with all provisions of the 2019 edition of the *ANSI Essential Requirements*, so please be sure that your procedures fully comply before submitting.

Some additional points of information:

* Please take advantage of the many guidance documents that address, for example, the PINS process, targeted outreach, balance, appeals and process efficiencies; these are available at [www.ansi.org/asd](http://www.ansi.org/asd).
* All ASDs are encouraged to review regularly the updated ANS data reports that are now available in pdf and excel formats.  These tools will facilitate the review of ANSI’s records of proposed and approved ANS. The reports are available in a folder at [www.ansi.org/asd](http://www.ansi.org/asd). Regular review of these reports will support the timely maintenance of each ASD’s projects and ANS, as well as assist with meaningful coordination efforts among ASDs. Updates to these lists may be sent to psa@ansi.org.
* Finally, we hope you have found our updated and new ANS-related webforms easy to use.  Please submit PINS, BSR-8s, BSR-11s and PSA-01s here:  <https://www.ansi.org/psawebforms>

Please return this Compliance Form by the March 4, 2019 deadline. Failure to return a completed 2019 ASD Compliance Form by March 4, 2019 may jeopardize your organization's status as an ANSI-Accredited Standards Developer (ASD).  To avoid this, and only if necessary, please simply request a filing extension before the deadline of March 4, 2019.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your cooperation and participation.  We wish you a happy and productive 2019.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2019 PROCEDURAL COMPLIANCE FORM**

Questions marked with an asterisk (\*) are mandatory.

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**1.\* Applicability:**

This ANSI Procedural Compliance Form applies to the procedures associated with this ANSI-Accredited Standards Developer:

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**2.\* Do your current ANSI accredited procedures comply with the 2019 edition of the *ANSI Essential Requirements* without any revisions (if Yes please skip to question 4)?**
Please indicate YES or NO:

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**3. Submittal of revised procedures/statement of intent to revise procedures to comply (check one):**

\_\_Our accredited procedures have been revised to comply with the 2019 *ANSI Essential Requirements* and a copy is attached.  Please indicate here if any additional changes have been made to your accredited procedures:

\_\_Our accredited procedures will be revised in order to comply with the 2019 *ANSI Essential Requirements*. This revision will be submitted to ANSI (psa@ansi.org) for review and approval by this date (*please indicate the date, which must be no later than March 2, 2020*):

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**4.\* Returned By:**
Please enter information for the staff associated with the accredited procedures for which this form is submitted:

Full Name:

E-Mail:

**REGISTER FOR ANS 2019 COMPLIANCE WEBINAR**

We encourage you to join us for a brief webinar to review the 2019 *ANSI Essential Requirements* and the 2019 ASD Compliance Form.  Please register for this 1 hour session through the following link – once on the registration page, go to the left hand side of the page and click Register, after “Event Status” (Register):

* January 23, 2019 at 2pm Eastern: <https://goansi.webex.com/goansi/onstage/g.php?MTID=e87f0321cacd483e4bd66f8a2feccb100>
(Go to the left hand side of the page and click Register, after “Event Status” (Register))

**PLEASE NOTE**

If your organization maintains more than one set of ANSI-Accredited Procedures, please submit a 2019 Procedural Compliance Form for each separately accredited set of procedures.  Please submit to psa@ansi.org.

**FAQs**

**Why do I have to return this E-mail that contains the 2019 ASD Procedural Compliance Form?**

To maintain compliance with the conditions upon which ANSI accreditation was granted, your organization is required to review and update, if necessary, your ANSI-Accredited Procedures to ensure that they comply with all requirements and revisions reflected in the 2019 edition of the [ANSI Essential Requirements](http://www.ansi.org/essentialrequirements).

**Will I receive a receipt?**

Within two weeks of submitting this completed form you will receive an acknowledgement email. Please retain that email receipt for your records. If you do not receive an acknowledgement email please send an inquiry to psa@ansi.org as a transmission or other error may have occurred.

**If revisions are made to my organization's accredited procedures (now or later), what should I do?**

Please send the revised procedures in strikethrough, underline format with an explanation of the changes to psa@ansi.org.  The revisions may prompt the reaccreditation process and review by the ANSI Executive Standards Council (ExSC).

**What happens if I do not submit the 2019 Procedural Compliance Form?**

The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised of any failure to submit and your organization's status as an ANSI-Accredited Standards Developer will be reviewed and could be suspended.  There is no reason for this; if you require additional time to respond, please simply request a filing extension before the deadline of March 4, 2019.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your continuing commitment to the American National Standards (ANS) process.  If you have any questions, please send an email to psa@ansi.org.

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