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

**2020 PROCEDURAL COMPLIANCE FORM: DUE MARCH 1, 2020**

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

Best wishes for 2020. This E-mail constitutes the 2020 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 2020 edition of the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)), complete the questions below and submit your reply to this E-mail (with attachments if necessary) to psa@ansi.org by **March 1, 2020**.

We encourage you to join us for a webinar to review the revisions included in the 2020 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements))*,* the 2020 ASD Compliance Form, and the new, updated BSR-9 form.  Webinar registration is required, please use one of the links below to register:

* **January 22, 2020 at 2pm** **Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e70145fae33a0998ac7c5ab17bdf838e3>
 (Go to the left hand side of the page and click Register, after “Event Status” (Register))

* **February 11, 2020 at 2pm Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e3807b13c864252a63372acaf0b2c7d87>

(Go to the left hand side of the page and click Register, after “Event Status” (Register))

**Two (2) Revisions to the *ANSI Essential Requirements* & Issuance of Revised BSR-9 and BSR-109 forms**

Please note that the 2020 edition of the [*ANSI Essential Requirements: Due process requirements for American National Standards*](http://www.ansi.org/essentialrequirements) (ANSI ER) includes two revisions described below. ([You may view the text of the revisions in this version of the ANSI Essential Requirements.](https://share.ansi.org/Shared%20Documents/Standards%20Activities/American%20National%20Standards/Procedures%2C%20Guides%2C%20and%20Forms/2020_ANSI_Essential_Requirements_rev%20shown.pdf)) Please also note that an updated BSR-9 form (BSR 109 for Audited Designators) has been issued and its use is required as soon as practicable, but not later than July 1, 2020.

**Revision 1**: The revision to ***3.1 ANSI Patent Policy*** removes the requirement that affirmative patent holder letters of assurance be submitted to ANSI. Such letters must still be retained by the ASD (subject to audit) and now they must also be publicly available on the ASD or ANSI's website. An ASD may elect to either publish letters of assurance on their website or submit them with a BSR-9/109 to ANSI for publication in ANSI's online repository. In addition, as of **January 1, 2020**, ASDs are expressly required to submit any negative patent holder letters of assurance along with the relevant BSR-9 or BSR-109 submittal. In such cases, the ASD would be expected to also submit an explanation as to why the ASD believes the proposed ANS meets the ANSI Patent Policy. The updated BSR-9 and BSR-109 forms highlight this requirement.

Here is the revision to section **3.1 ANSI Patent Policy**:

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

A record of the patent holder’s statement shall be retained in the files of ~~both~~ the ASD and ~~ANSI~~ shall be made publicly available (at the ASD's election, either on the ASD's website or ANSI's LOA repository).

*\*Note: this is a partial excerpt of 3.1 ANSI Patent Policy*

**Revision 2:** Section ***4.3 Planning, coordination and public notice*** has been updated to recognize reliance on the current procedures applicable to the handling of claims of conflict and duplication within the American National Standards (ANS) process. The PINS notification and deliberation process (See 2.5.1 PINS) is the primary mechanism by which claims of conflict and duplication are vetted within the ANS process, in addition to the opportunity for stakeholders to address such claims through public comment, voting and appeals processes. The ANS process relies on *ANSI Standards Action* ([www.ansi.org/standardsaction](http://www.ansi.org/standardsaction))and other public notices and outreach to promote stakeholder awareness and coordination of proposed standards development activities.

**\*\*\*NEW BSR-9/109 Form Implementation and Use\*\*\***

Updated **BSR-9** and **BSR-109** (for Audited Designators only) forms are now available. All ASDs are expected to begin to use the appropriate revised form for all submittals as soon as possible, but not later than **July 1, 2020**. Even if your organization requires some time to transition to the new BSR-9 (BSR-109) form, please be sure to attach any negative patent letters of assurance that apply to the standard for which the BSR-9 (BSR-109) form is submitted. In addition, if, for some reason, your organization is unable to implement the BSR-9 or BSR-109 form, as applicable, by **July 1, 2020**, please contact psa@ansi.org prior to March 1, 2020 with a written explanation.

**ACTION REQUIRED**

**Procedures:** Unlessyour organization's accredited procedures incorporate the actual text of the ANSI Patent Policy (Section 3.1 of the *ANSI Essential Requirements*) or the complete text of 4.3, the 2020 revisions alone do not require that you revise your organization's accredited procedures.  However, please remember that by returning this 2020 Compliance Form, you are confirming, on behalf of your organization, compliance with all provisions of the 2020 edition of the *ANSI Essential Requirements*, so please be sure that your procedures fully comply before submitting.

**Use of BSR-9 (109) Form:** Please begin to use the 2020 BSR-9 (BSR-109 for Audited Designators) immediately, but not later than July 1, 2020. This extended deadline is intended to allow those with systems that generate automated BSR-9 forms time to update their system. And, as noted earlier, if a negative patent letter of assurance is received in connection with a proposed ANS, then you are required to attach it to the BSR-9 (BSR-109) regardless of the version of the form you submit.

**FRIENDLY REMINDERS**

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 [Lists of Approved and Proposed ANS](https://share.ansi.org/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fStandards%20Activities%2fAmerican%20National%20Standards%2fApproved%20and%20Proposed%20ANS%20Lists&FolderCTID=0x01200019AF95C796227A438566C464851845DB) that are available in pdf and excel formats. Regular review of these reports will support the timely maintenance of each ASD’s proposed and approved ANS, as well as assist with meaningful coordination efforts among ASDs. Specific updates to these lists may be sent by an ASD to psa@ansi.org.
* We hope you have found the ANS-related webforms easy to use. In order to ensure smooth and timely processing and publication in Standards Action, please submit PINS, BSR-8s, BSR-11s and PSA-01s here:  <https://www.ansi.org/psawebforms>
	+ Please note that the 2020 ANSI Standards Action Publication Schedule is available at [www.ansi.org/standardsaction](http://www.ansi.org/standardsaction).
* The next full-day American Way class will be held at ANSI's NY office on April 1, 2020. [Registration is available.](https://web.cvent.com/event/d23e6de4-f962-48ad-82f4-d942e4c566ad/summary?rp=00000000-0000-0000-0000-000000000000)

**RETURN ASD COMPLIANCE FORM by March 1, 2020**

Please return this Compliance Form by **March 1, 2020**. Failure to return a completed 2020 ASD Compliance Form by March 1, 2020 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 1, 2020.  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 2020.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2020 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 2020 edition of the** [***ANSI Essential Requirements***](http://www.ansi.org/essentialrequirements) **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 2020 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) 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 2020 *ANSI Essential Requirements*. This revision will be submitted to ANSI (psa@ansi.org) for review and approval by the following date (*please indicate the date, which must be no later than March 1, 2021*):

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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 2020 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2020 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements), the 2020 ASD Compliance Form and the new, updated BSR-9 form.  Please register for this 1.5 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 22, 2020 at 2pm** **Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e70145fae33a0998ac7c5ab17bdf838e3>
 (Go to the left hand side of the page and click Register, after “Event Status” (Register))

* **February 11, 2020 at 2pm Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e3807b13c864252a63372acaf0b2c7d87>

(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 2020 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 2020 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 2020 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 2020 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 1, 2020.  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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