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

**2022 PROCEDURAL COMPLIANCE FORM: DUE MARCH 1, 2022**

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

Best wishes for 2022 – we hope that you and yours are safe and well. This E-mail constitutes the 2022 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 2022 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, 2022**.

We encourage you to join us for a webinar to review the revisions included in the 2022 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)) and the 2022 ASD Compliance Form.  We’ll also review the new required PINS field (already added to the online form) (<https://www.ansi.org/portal/psawebforms/>), the updated BSR-9/109 and BSR-10 certification statement – and discuss related compliance deadlines.

**Webinars to Review the *2022 ANSI Essential Requirements* & Updated Forms**

Webinar registration is required. Please use one of the links below to register – both sessions will cover the same information, but you are welcome to register for one or both. Live Q&A will be part of each session. We will allow 2 hours for each session.

* **January 27, 2022 - 2pm to 4pm** **Eastern**

**Register:** <https://goansi.webex.com/goansi/onstage/g.php?MTID=e85c62160daa4d64d08e0b8be49b19373>

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

* **February 24, 2022 - 2pm to 4pm Eastern**

**Register:** <https://goansi.webex.com/goansi/onstage/g.php?MTID=ea8c37b13f702a5e98293bc47a77ba497>

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

**Highlights of the Revisions included in the *ANSI Essential Requirements* (2022 edition)**

Please note that the 2022 edition of the [*ANSI Essential Requirements: Due process requirements for American National Standards*](http://www.ansi.org/essentialrequirements) (ANSI ER) includes a number of revisions and editorial updates described below. ([You may view the text of the revisions as shown in this linked version of the 2022 ANSI Essential Requirements.](https://share.ansi.org/Shared%20Documents/Standards%20Activities/American%20National%20Standards/Procedures%2C%20Guides%2C%20and%20Forms/2022%20ANSI%20Essential%20Requirements%20including%20revisions/2022_ANSI_Essential_Requirements_rev%20shown.pdf))

* 2.1 Openness: Moved existing footnote defining “affiliation” to the main text of 2.1. New definition of “sponsor” added.
* 2.3 Balance: The interest category of a voting member of a consensus body is to reflect the business or other interests of their primary source of support for participation on the consensus body. New definition of “consultant”. Reinforcing statement that sub-categories of interest categories should not be used to circumvent balance requirements and a clarification of the use of a General Interest category.
* 2.5 Notification of standards development: Emphasizes the need for timely and adequate notice of standards development activity to demonstrate a meaningful opportunity for participation by all directly and materially interested parties in a fair and equitable manner.
* 2.5.1 Project Initiation Notification System (PINS): New requirement to identify on the PINS form the interest categories that will or are expected to comprise the consensus body. New requirement for an ASD to respond in writing to a timely written request for additional information or for the opportunity to discuss a proposal that has been announced through a PINS.
* 2.8.2 Right to Appeal: Appeals at ANSI - clarifying text to better explain ANSI’s appeals processes and clear reference to applicable procedures based on the type of appeal, e.g., ANS approval vs ASD accreditation.
* 3.1.2 Record of statement (ANSI Patent Policy): Edit to spell out the meaning of the acronym “LOA” in the context of ANSI’s patent policy as “Letter of Assurance”.
* 4.1.2 Application for Accreditation as a Developer of American National Standards: Express requirement that documented evidence of sufficient support for an accreditation application is required if comments are submitted that challenge support for the application.
* Editorial updates:  Throughout the document, additional edits reflect a consistent use of "parties", "directly and materially interested parties" and with respect to appeals and withdrawal-for-cause requests, "directly and materially interested parties who have been or will be adversely affected" by the ANS at issue. If your organization has excerpted text from the *ANSI Essential Requirements* into its procedures, then you should also update your accredited procedures so that they align with ANSI’s 2022 edition. Such limited editorial updates alone do not require formal reaccreditation, but you are asked to submit the updated version of your accredited procedures to psa@ansi.org in a timely manner.

**ANS Form Updates – Required Use by April 1, 2022**

* **PINS:** A new field has been added to the online PINS form available at <https://www.ansi.org/portal/psawebforms/PINS_Form>: “Interest Categories: List the interest categories that will or are expected to comprise the consensus body.” This new field is optional until April 1, 2022, then all ASDs will be required to populate this field and provide this information. This new field reflects the *2022 ANSI Essential Requirements*.
* **BSR-9/BSR 109 (posted in www.ansi.org/asd):** The BSR-9 form (and BSR 109 form for use by ANSI Audited Designators only) certification statement has been updated; use of the updated form, as applicable, is required as of April 1, 2022. Note, however, that all ASDs are bound by the requirements of the updated certification form even if your organization needs time to fully implement the 2022 edition of the BSR-9/109 form, so please familiarize yourself with the update. After April 1, 2022, outdated forms will be returned and must be resubmitted to reflect the 2022 version of the BSR-9/109 form certification statement in order to be processed. The updated provision on the certification form reads as follows:

*That we agree to comply with the ANSI Patent Policy and that:*

* + *any patent holder’s statements or letters of assurances (LoAs) we receive comply with ANSI's (and our) Patent Policy (See 3.1) and will be made publicly available either on our website or on ANSI’s LOA repository (See 15 above).*
	+ *any negative LoAs (i.e., those indicating the patent holder is unwilling to license essential patent claims) we receive will, in addition, be (i) provided with this BSR-9 form or, (ii) if received after the BSR-9 form is filed, provided directly to the Secretary of the BSR within 30 days of receipt.*
* **BSR-10 (Stabilized Maintenance) form (posted in www.ansi.org/asd):** The BSR-10 has been updated to reflect current requirements and the updated certification statement. This form, like the BSR-9 and BSR-109 form, is available in Word only, not as an online form. Use of the updated form, as applicable, is required as of April 1, 2022. Note, however, that all ASDs are bound by the updated certification form even if your organization needs time to fully implement the 2022 edition of the BSR-10 form, so please familiarize yourself with the update. After April 1, 2022, outdated forms will be returned and must be resubmitted to reflect the 2022 version of the BSR-10 form in order to be processed.

**ACTION REQUIRED**

**Procedures:** Unlessyour organization's accredited procedures incorporate the actual text of the revised sections of the *ANSI Essential Requirements*, the 2022 revisions alone do not require that you revise your organization's accredited procedures.  That said, any references or discussion of ANSI’s procedural requirements must accurately reflect current provisions. Please remember that by returning this 2022 Compliance Form, you are confirming, on behalf of your organization, compliance with all provisions of the 2022 edition of the *ANSI Essential Requirements*, so please be sure that your procedures fully comply and reflect current requirements before returning the 2022 Compliance Form.

**FRIENDLY REMINDERS**

Some additional points of information:

* Please review the recently updated and enhanced ANS pages on ANSI's website. These pages may be useful to your organization's staff and those who participate in the standards development process. See [www.ansi.org](http://www.ansi.org) and select "American National Standards" from the top bar. In particular, you'll note two paths that walk the reader through ANSI's requirements: 1) General public; and 2) Standards Developers. Please also take a look at the updated [ANSI-Accredited Standards Developer list](https://www.ansi.org/american-national-standards/info-for-standards-developers/accredited-standards-developers#sort=%40titlecomputed%20ascending).
* Please take advantage of the many guidance documents that address the ANS process. These are available at [www.ansi.org/asd](http://www.ansi.org/asd) and through the ["Resource Center" tab](https://www.ansi.org/resource-center/american-national-standards), by selecting "American National Standards"
* 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. (Note that a direct link to these lists is also available on the [Standards Action](https://www.ansi.org/resource-center/standards-action#.X8VjjM1KiM8) page.)
* 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/portal/psawebforms/>  (Please continue to submit completed BSR-9, BSR-10 and BSR-109 forms to psa@ansi.org.)
	+ Please note that the 2022 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>

**RETURN ASD COMPLIANCE FORM by March 1, 2022**

Please return this Compliance Form by **March 1, 2022**. Failure to return a completed 2022 ASD Compliance Form by March 1, 2022 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, 2022.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your cooperation and participation.  We wish you a happy, safe and productive 2022.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2022 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 2022 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 2022 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) and a copy is attached along with a summary of the changes.  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 2022 *ANSI Essential Requirements*. This revision will be submitted to ANSI (psa@ansi.org) along with a summary of the changes for review and approval by the following date (*please indicate the date, which must be no later than March 1, 2023*):

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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 2022 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2022 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) , updated ANS forms and the 2022 ASD Compliance Form.  Please register for this 2-hour (estimated) 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 27, 2022 - 2pm to 4pm** **Eastern**

**Register:** <https://goansi.webex.com/goansi/onstage/g.php?MTID=e85c62160daa4d64d08e0b8be49b19373>

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 (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 2022 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 2022 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 2022 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 2022 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. Failure to submit a Compliance Form is also an Audit finding. If you require additional time to respond, please simply request a filing extension before the deadline of March 1, 2022.  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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