Work Programs for Standards and Public Review and Comment:

ANSI Essential Requirements

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Standards Action: www.ansi.org/standardsaction
1.5 Notification of Standards Development

- Notification of standards activity shall be announced in suitable media as appropriate to demonstrate an opportunity for participation by all directly and materially affected persons.
  - *Notice required in more than Standards Action alone*
  - *Evidence of notification of standards activity must be retained and is subject to audit*
  - *If you know that a group would be interested, send them notice, post on the web, use social media*
2.5 Notification of Standards Development - PINS

- Developers are encouraged to consult any relevant international or regional guides that may impact the proposed standard and
  - *shall advise* the relevant ANSI-Accredited U.S. TAG(s) if the standard is intended to be submitted for consideration as an ISO, IEC or ISO/IEC JTC-1 standard

- Note:
  - a list of ANSI-Accredited US TAGs with scope and contact for each is available at [www.ansi.org/isotags](http://www.ansi.org/isotags)
  - a list of USNC approved TAGs is available here: [http://www.ansi.org/standards_activities/iec_programs/tag_administrator_toolbox.aspx?menuid=3](http://www.ansi.org/standards_activities/iec_programs/tag_administrator_toolbox.aspx?menuid=3)
2.5.1 Notification of Standards Development - PINS

- At the initiation of a project to develop (new, national adoption) or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action.

- 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.
2.5.2 Public Review (BSR-8 Form)

- Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form for listing in Standards Action in order to provide an opportunity for public comment.

- If it is the case, then a statement of intent to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in Standards Action.
2.5.2 Public Review (BSR-8 Form)

- The comment period shall be one of the following:
  - A minimum of **thirty** days if the full text of the revision(s) can be published in *Standards Action*;
    - Up to 5 pages in strikethrough-underline
    - Not for a first public announcement of a new ANS
  - A minimum of **forty-five** days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*;
    - One day = within one business day
  - A minimum of **sixty** days, if neither of the aforementioned options is applicable.
2.5.2 Public Review (BSR-8)

- Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer, and may be concurrent with final balloting.

- However, any substantive change subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

- ASDs can do more, but not less
2.5.2 Public Review (BSR-8 Form)

- ANSI’s definition of substantive change applies:
  - A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:
    - “shall” to “should” or “should” to “shall”;
    - addition, deletion or revision of requirements, regardless of the number of changes;
    - addition of mandatory compliance with referenced standards.
2.5 Public Review - Notes

- Public Review in *Standards Action*
  - A second or third, etc., BSR-8/public review is required if substantive changes are made to the draft after ANSI public review
    - Strikethrough and underline format is best, with an explanation, including any limitations on the text that is available for public comment
2.5 Public Review - Notes

- Public Review in *Standards Action*
  - Text that is not part of the proposed ANS should be clearly labeled as such so comments related to it are not submitted (see also clause 4.4 Designation of ANS).
  - ANSI public review may take place prior to, at the same time as, or following the consensus body vote.
    - But if ASD procedures are specific, then ASD must abide by them.
For More Information

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