PMMI The Association for Packaging and Processing Technologies (PMMI)

PROCEDURES FOR DEVELOPMENT AND MAINTENANCE OF STANDARDS

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FOREWORD

This document is divided into the Procedures for Development and Maintenance of Standards, as well as annexes which provide additional information about the development and processing of standards. These procedures were new in 2003 when PMMI changed from the “canvass” to “organization” method of standards development. The changes in this 2019 revision bring “PMMI’s Procedures” into compliance with the most current edition of the ANSI Essential Requirements: Due process requirements for American National Standards.

INTRODUCTION

PMMI has been an accredited Standards Developing Organization (SDO) since 1972. PMMI is concerned with developing standards for processing and packaging machinery and packaging related converting machinery. The purpose of this document is twofold: 1) provide the PMMI B155 Standards Committee members with a concise overview of the role and function of the Committee as they operate within the ANSI voluntary consensus system; and 2) provide the B155 Standard Committee with a procedural resource on the process of developing an American National Standard and the rules that PMMI must follow to maintain their accreditation as an ANSI accredited Standards Developing Organization.

THE B155 STANDARDS COMMITTEE – HISTORICAL OVERVIEW

PMMI The Association for Packaging and Processing Technologies (PMMI) has been active in the development of the safety standard for packaging machinery in the United States of America since 1970. These activities have been conducted using the guidelines promulgated by the American National Standards Institute (ANSI). ANSI is recognized in the United States and worldwide as the coordination and approval clearing house of America's voluntary standards system. In cooperation with its membership and through its councils, boards, and committees, ANSI coordinates the efforts of hundreds of organizations that develop American National Standards in the United States. It provides effective procedures and guidance necessary to help standards-writing organizations achieve consensus approval of proposed American National Standards.

Prior to 1972 no standard specifically addressed the safety concerns associated with Packaging and Packaging Related Converting Machinery. Between 1965 and 1968 two events began to unfold which have changed packaging machines significantly. Prior to 1965 product warranties covered those items specifically listed unless negligence was involved in an injury. Injured workers were only entitled to worker compensation as the sole source of remedy for an injury. Legal cases in 1965 finalized the concept of strict liability with the issuing of the Restatement, Second, Torts, 402(a), entitled, “Special Liability of Seller of Product for Physical Harm to User or Consumer”. The courts began using this concept in product liability cases. In addition, the United States Congress began consideration of new national workplace safety regulation. These regulations became law and were published in the Federal Register in 1970 and became known as OSHA regulations.

PMMI, in 1970, began work on a standard for safety for the packaging machinery industry. At that time PMMI felt it was important for the packaging industry to develop a set of safety guidelines. The first Standard was approved by the PMMI membership on September 27, 1972 and was approved as an ANSI Standard on August 6, 1973. The ANSI B155.1 standard has been reviewed and/or revised in 1979, 1986, 1994, 2000, 2006, 2010 and 2016. Significant changes were made in the ANSI B155.1-1994 and 2000 in response to the changing environment in which the industry conducts business and to address harmonization with ISO standards. The 2006 edition of PMMI B155.1 changed significantly when the standard was harmonized with the risk assessment requirements of the top “A” level ISO standards for TC199 Safety of Machinery.

From 1972 until 2002 PMMI developed the ANSI/PMMI B155.1 the Standard for Packaging Machinery and Packaging - Related Converting Machinery Safety Requirements for the Construction, Care and Use using the “canvass” method as accredited by ANSI. In 2006 PMMI changed to the “committee” method for the revision of B155.1 published in 2006. During 2014 PMMI membership was expanded to include companies who manufactured processing machinery for food, beverage and pharmaceutical products. Therefore, in 2015 the scope of equipment covered by PMMI standard development was expanded to include machinery for processing food, beverage and pharmaceutical products.
Procedures for Development and Maintenance of the PMMI B155 Standards

1 GENERAL

These procedures for the development and maintenance of PMMI The Association for Packaging and Processing Technologies (herein designated as “PMMI”) standards provide for due process, openness, balance and development of consensus standards proposed for approval by the individual “B155 standard committees” served by the PMMI Secretariat.

The B155 Standards Committees (SC) are designated as PMMI B155.x (X = 1, 2, 3, etc.) based on the specific scope of the committee’s work.

1.1 Steering Committee

A B155 Steering Committee will be established at the discretion of the Secretariat.

It shall be the responsibility of the Steering committee, subject to the approval of the technical budget by the Executive Committee of the Board of Directors of PMMI, to decide what standards development or technical report activities will be undertaken by the PMMI secretariat. The purpose of the steering committee is to determine what new work items shall be undertaken, which B155.x Standard Committee (SC) shall do the work and when a new B155.x SC is required to be formed. The Steering Committee serves as an advisory committee to the Secretariat and the B155.x SC Chairperson(s).

Steering Committee membership will consist of each active B155.x SC Chairperson, a Representative of the Secretariat and other such members as designated by the secretariat. PMMI’s Vice President Industry Services (or another officer named by the PMMI Executive Committee) shall be the individual designated as the point of contact for the secretariat.

The secretariat technical director of PMMI or his/her designate annually shall name the individual who shall serve as the Chairperson of the Steering Committee. Robert's Rules of Order (latest edition) may be used to expedite due process.

1.2 Standards Committee Formation and Organization

Any member of a B155.x SC or a directly and materially affected party may petition the Secretariat in writing for undertaking a new work item or formation or a new B155 standards committee. The request shall outline the scope of the anticipated standard or technical report and justify the perceived need. All requests for new work items for the PMMI secretariat shall be brought before the Steering Committee. Within 60 days of receipt of a request for a new work item the Secretariat shall coordinate a vote (simple majority of the committee) of the Steering Committee regarding the new work item or formation of a new B155 standard committee. Any action of the Steering Committee may be appealed to the Executive Committee of the PMMI Board of Directors.

Subsequent to the B155.x SC formation approval process:

- Notification of standards development activity shall be announced in suitable media as appropriate to demonstrate and provide a meaningful opportunity for participation, debate and deliberation by all directly and materially affected persons in a fair and equitable manner.
- A Project Initiation Notification System (PINS) form shall be filed with ANSI by the Secretariat for publication in Standards Action.

If PMMI 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 in Standards Action, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 60 days from the comment deadline. Such a deliberation shall be organized by the PMMI and the commenter and shall be concluded before the PMMI may submit a draft standard for public review. If the deliberation does not take place within the 60-day period and the PMMI can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the PMMI may 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.
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. Upon submission of the Deliberation Report, the developer may continue with the submission of the proposed standard for public review. If additional deliberations take place, they shall not delay the submission of the proposed standard 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. Subsequently, the developer shall include all 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. While the outcome is not binding, participants are encouraged to develop a consensus on whether and how the standards development project shall proceed.

Once a B155.x SC’s formation has been approved, the Secretariat shall coordinate a meeting to organize the members, appoint a Chairperson and committee secretary. At the initial meeting, committee participants will review and concur with the scope previously developed. Any substantive changes to the scope of the standard or technical report requested by the committee shall be approved by the B155.x SC and submitted to the Steering Committee for approval.

Substantive changes to a standard or technical report scope are not exclusive to the committee formative stage but can also be made at any time during the document development cycle, provided the procedure outlined above is followed and opportunity for public comment is afforded.

2 Secretariat

2.1 Responsibilities

PMMI or the committee secretary appointed by PMMI shall act as Secretariat for each B155.x committee and be responsible for:

a) Applying for Standards Developer accreditation approval by ANSI and maintain accreditation in accordance with the ANSI requirements contained the ANSI Essential Requirements;

b) Providing oversight for the B155.X SCs and the committee’s compliance with these and ANSI Essential Requirements;

c) Maintaining a current and accurate roster of the B155.X SC and a list of standards and technical reports for which the B155.X SC is responsible);

d) Providing a technical representative and administrative assistant to perform oversight activities and the administrative responsibilities and duties, including but not limited to: meeting notices and arrangements, processing of membership requests, review of attendance at committee meetings, preparation and distribution of meeting agendas, minutes, ballots, draft standards, Interest Category Surveys, and maintenance of adequate records;

e) Reviewing of B155.X SC adherence to the PMMI and ANSI Essential Requirements;

f) Performing or arranging editorial review of final draft standards and technical reports;

g) Conducting B155.X SC formal review and voting of candidate draft standards, as well as coordinate with ANSI (BSR 8 form) for the public review and comment period (usually concurrent with the B155.X SC review);

h) Submitting candidate standards approved by the B155.X SC along with supporting documentation, for ANSI review and approval as American National Standards;

i) Recommending candidate technical reports approved by the specific B155.X SC writing committee, along with supporting documentation, for ANSI to register as an PMMI Technical Report registered with ANSI;
j) Publishing ANSI approved or registered B155 standards, technical reports, revisions, and addenda;
k) Coordinating and respond to requests for interpretations of the standard(s) or technical report(s)
developed by the B155.x SC;
l) Developing revisions to these PMMI Operating Procedures, and coordinate their subsequent approval
by ANSI;
m) Submitting to periodic audit of overall procedural conformance by ANSI, and remit required ANSI fees;
n) Enforcing antitrust regulations at B155.x SC meetings or other related functions;
o) Performing any other administrative or oversight functions as required by these procedures, by ANSI,
or as deemed necessary to accomplish the overall objectives of the B155.x SC;
p) Overseeing all B155 committees’ compliance with these procedures, including the balance of directly
and materially affected parties;
q) Serving as the secretary of each of the B155 standards committees;
r) Preparing and maintaining records to provide evidence of compliance with these procedures. Records
concerning new, revised, or reaffirmed American National Standards maintained under the periodic
maintenance option shall be retained for one complete standard cycle or until the Standards, or a part(s)
of an American National Standard is revised. Records concerning withdrawals of American National
Standards shall be retained for at least five years from the date of withdrawal.

2.2 PMMI AS THE B155 SECRETARIAT

2.2.1 Organization

The Secretariat for the B155.x SC activities is PMMI. PMMI may designate a representative as a member to
any B155.x SC and Steering Committees. This may be the same individual or different staff members.
PMMI shall assign an individual or entity to serve as the “secretary” of each B155.x SC for the
administrative responsibilities and duties thereto. The term “Secretariat” as used throughout these procedures means the combination of PMMI staff members
and / or entities who are designated by PMMI with these B155 responsibilities either in whole or in part.

2.2.2 Administrative Procedures

The Secretariat shall maintain a set of written internal administrative procedures that describe the various
processes of how the Secretariat shall conduct, manage and administer its myriad duties and responsibilities
under these procedures. These administrative procedures shall be available to any B155.x SC member
upon written request to the Secretariat.

The Secretariat shall ensure that these administrative procedures remain current and functional and shall revise them as necessary to ensure the overall integrity and accountability of the Secretariat (PMMI) as an
ANSI-Accredited Standards Developer Organization.

2.3 Copyright and Royalties

The Secretariat holds the copyrights to all B155 standards and technical reports. The Secretariat claims
exploitation rights and entitlement to all royalties from the sale of published B155 standards and technical
reports, or licensing arrangements with third parties for the publication of B155 standards and technical reports
in either print or electronic media. Revenues are used to help defray a portion of the administrative costs
incurred by the Secretariat in conjunction with the performance of its responsibilities and duties to the B155
community and to ANSI during the development, processing, publication and distribution of B155 standards
and technical reports.

3 THE B155 STANDARDS COMMITTEE(s) (B155.x SC)

The purpose of each B155.x SC is to develop American National Standards for approval by the American
National Standards Institute Board of Standards Review. Each B155.x SC shall act as its own administrator for the
standards it shall be formed to develop. A B155.x SC may develop a Technical Report using these procedures.
B155 standards and technical reports cover the requirements for a specified (set of) processing, packaging or packaging related converting machine(s) (herein referred to as processing and packaging machine) or specified aspect of processing and packaging machine that reflects the state of the art for a specific machine or aspect of machine safety.

3.1 Organization

Each B155.x SC shall consist of its members and Secretariat. It shall have a title, scope, and an interest category system for its members. The membership shall be sufficiently diverse to ensure reasonable balance.

3.2 Officers

There shall be a Chairperson and a Vice-Chairperson appointed by the Secretariat from the individual members or representatives of the B155.x SC, subject to approval by vote of the B155.x SC. Approved officers automatically become B155.x SC members. Beginning January 1, 2019, each Chairperson and Vice Chairperson shall serve a two (2) year term or until a successor is selected and ready to serve. The Chairperson or Vice-Chairperson may serve more than one two-year term. The Vice-Chairperson shall carry out the Chairperson’s duties if the Chairperson is temporarily unable to do so. The Chairperson or Vice-Chairperson may be impeached for cause by a vote of the B155.x SC.

3.3 Executive Committee

The B155.x Executive Committee shall consist of the B155.x SC Chairperson, Vice-Chairperson and Secretariat.

3.4 Secretariat

The Secretariat of each B155.x SC is PMMI The Association for Packaging and Processing Technologies headquartered in Herndon, Virginia.

3.5 Task Groups

B155.X SC Ad Hoc Task Groups may be formed by approval of the B155.x SC Executive Committees. Such Task Groups should have a defined scope and an approximate timetable for completion of their assigned task, after which the ad hoc Task Group shall automatically dissolve.

3.6 Responsibilities

3.6.1 Standards Committee

The B155.x SC shall be responsible for:

a) Managing the development of proposed B155 standards and technical reports within its scope and assigned to the B155.x SC committees. This includes the revision, reaffirmation or withdrawal, or termination of the development process as detailed in the ANSI Essential Requirements clause (4.2.1.3) of American National Standards;

b) Voting on approval of proposed B155.x standards developed by its standard committee;

c) Maintaining the B155.x standards and technical reports developed by the committee;

d) Addition / termination of B155.X SC members;

e) Considering and acting on proposals for termination of the B155.X SC;

f) Other matters requiring B155.X SC action as provided in these procedures; and

g) Strictly observe rules regarding antitrust.

3.7 Responsibilities of the B155.x SC Chairperson

The responsibility of each B155.x SC Chairperson includes, but is not limited to:

Commented [FH8]: PMMI moved to Herndon VA on January 6, 2020.
3.7.1 Responsibilities of the B155.x Sc Members

The responsibility of each B155 committee (the Chairperson being accountable) will be to:

a) Develop the definitive / technical content of an assigned standard or technical report;
b) Respond or comply with direction from the committee Chairperson, the Secretariat or the B155.x Executive Committee; and
c) Consider and respond to issues, views, and objections resulting from letter ballots, requests for interpretation, Standards Action activity, and any other formal request for consideration.
d) Attend as many meetings as possible;
e) Be ready and willing to accept homework assignments;
f) Assume an approach of compromise as opposed to confrontation;
g) Support a policy of openness and encourage face-to-face, or otherwise direct handling of dissenting points of view;
h) Become knowledgeable about the PMMI procedural steps that are going to impact on the committee draft;
i) Realize that you do not serve on a standard committee in order to promote or inhibit the use of any one product;
j) Apprise the Secretariat of any changes in personal contact information (address, phone, fax, email, etc.); and
k) Strictly observe rules regarding antitrust.

3.7.2 Executive Committee

The B155.x SC Executive Committee’s responsibilities include the following:

a) Direct or control the activities of the B155.x committee;
b) Assure fair and equitable consideration of all viewpoints;
c) Resolution of instances of B155.X SC membership imbalance;
d) Approval of additional committee members (once the membership has been capped);
e) Select an appeals panel;
f) Decide disposition of B155.x SC members found in habitual default of their obligations; and

3.8 Membership

Members of the B155.x SC will consist of organizations (preferably national in scope), companies, government agencies, unions, trade associations, insurance groups, technical societies, machinery and equipment manufacturers, machinery users and individuals or other entities having a direct and material interest in the activities of the B155.x SC.
The addition or termination of members shall be subject to approval by majority vote of the B155.x SC after the application has been processed, or the membership reviewed.

3.8.1 Application

A request for membership in the B155.x SC shall be addressed to the Secretariat; shall indicate the applicant's direct and material interest in the B155.x SC’s work, and qualifications and willingness to participate actively. If the applicant is an organization, company, or government agency, it shall identify a Delegate, an Alternate, and a contact person within the organization as representatives of the applicant. The contact person may be the delegate or alternate.

The Secretariat shall send an application form for completion by the applicant designating which B155.x standards activities the applicant has a direct and material interest in.

The application form shall be returned to the Secretariat within 30 days to be included as part of the application for membership.

3.8.2 Recommendation

In recommending appropriate action to the B155.x SC on applications for membership, the Secretariat shall consider the:

a) Need for active participation by an interest category in each standard and technical report activity;

b) Potential for imbalance or dominance by a single interest category in each standard or technical report activity

c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;

d) Qualifications of representatives identified by the applicant organization, company, or government agency.

The Secretariat may consider reasonable limits on the size of the B155.x SC.

3.8.3 Diverse Interests

If distinct divisions of a single organization may demonstrate independent interests and authority to make independent decisions in the area of the activity of the B155.X SC, each may apply for membership.

3.8.4 Combined Interests

When appropriate, the Secretariat may recommend that the applicant seek representation through an organization that is already a member of the B155.x SC and represents the same or similar interest.

3.8.5 Review of Membership

The Secretariat shall review each B155.x SC membership list with respect to the criteria of participation. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the Secretariat shall so notify the member. Should that default continue beyond two subsequent actions requiring the attention of the B155.x SC members, the Secretariat shall direct the matter to the B155.x SC Executive Committee for appropriate action, which may include termination of membership on the committee.

3.8.6 Membership Roster

The Secretariat shall maintain a current and accurate roster for each active B155.x SC and shall distribute an updated roster to the members and otherwise on request. The rosters shall include the following:

a) Title of the B155.x SC and its designation;

b) Scope of the B155.x SC;

c) Secretariat - name of organization, name of the technical and administrative representatives, and contact information;

d) Officers - Chairperson and Vice-Chairperson;

e) Members - name of organization or agency, its delegate, alternate, and contact person (as applicable), address, phone, fax, email numbers, and business affiliations; or name, address, and business affiliation of individual member(s);
f) Interest Category of each member.

3.9 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the B155.x SC shall have the opportunity for fair and equitable participation without imbalance or dominance by any single interest category, individual or organization. No interest category shall represent more than one-third of a consensus body. Each B155.x SC member shall select an interest category as appropriate and in accordance with the B155.x SC’s established categories as defined below.

- **Manufacturer** – those directly concerned with the fabrication, production, manufacture or distribution of the product(s) covered by the scope of the standard involved. This category includes trade associations representing member organizations that manufacture, fabricate, produce or distribute the products involved.

- **User** – those who purchase, own or otherwise use the product(s) or component(s) involved. This category includes trade associations representing member organizations which purchase, own or otherwise use the product or component involved.

- **Professional (Societies or Individuals)** – Those organizations or individuals that represent disciplines within the packaging industry (e.g. American Society of Safety Professionals (ASSP) Institute of Packaging Professionals (IOPP), American Society of Mechanical Engineers (ASME) etc.) or segments of the packaging industry.

- **Materials / Components** – Those organizations or individuals who represent the industry segment that supplies packaging materials or components for use on processing and packaging machinery.

- **General** – those who have interest other than the categories above, and which may include any of the following:
  a) Federal, state or local governmental bodies having regulatory power, influence or interest in the field in question;
  b) Specialists having expert knowledge in the committee’s work who are not otherwise covered by another category of interest;
  c) Representatives of independent laboratories;
  d) Organized labor;
  e) Employees affected by the standard or technical report;
  f) Insurance interests;
  g) Researchers (academia);
  h) Other.

The interest categories shall be established or revised by vote of the B155.x SC upon recommendation by the B155 Secretariat. The rationale for the selection of categories shall be included in the committee ballot.

3.10 Observers and Individual Experts

Individuals and organizations having an interest in the work of the B155.x SC may request listing as observers. The B155.x SC may also select individual experts to assist it. Observers and individual experts shall be advised of the B155.x SC activities, may attend meetings, and may submit comments for consideration, but shall have no vote in B155.x SC matters.

3.11 Termination of the B155.x SC

A proposal to terminate a B155.x SC may be made by a directly and materially affected interest. The proposal shall be submitted in writing to the B155.x Secretariat and shall include at least the following:

1. Reasons why the B155.x SC should be terminated;
2. The name(s) of the organization(s) that shall assume responsibility for maintenance of any existing American National Standard(s) and Technical Report(s) that are the responsibility of the B155.x SC.
If it appears, after discussion among the proponents of the action and PMMI that the desired objective(s) can best be reached by termination, the proposal and supporting documentation shall be submitted to the B155.x SC with a letter ballot to terminate the B155.x SC and transfer responsibility, as appropriate, for the affected standard(s) and technical report(s), registered with ANSI. A 2/3 affirmative vote of the B155.x SC is required for termination.

B155.x SC that develop technical reports that are not registered with ANSI shall be terminated when the technical report is published, or the steering committee determines that consensus cannot be reached.

4 Procedures for Developing a Standard or Technical Report

4.1 Informal Review

Prior to formal review and at the B155.x SC Chairperson’s discretion, he/she may submit a draft for an informal public review outside of the writing Committee. This will generally consist of a list of individuals knowledgeable in the provisions and use of the standard and may include other B155.x SCs. Upon receipt and consideration of this input, the B155.x SC will finalize the draft standard for formal review.

Informal public review is used to garner informal input on the draft for a variety of reasons and is a process outside of “typical” ANSI or PMMI due process procedures. The B155.x SC is therefore under no obligation to incorporate, or formally respond to comments received in this process, provided this notification is clearly communicated to recipients upon provision of the draft and solicitation of their comments. The process of informal public review may be conducted more than once.

4.2 Public Review

Public review of the draft shall occur when a draft is submitted for formal ballot by submitting the draft to ANSI for notice of public review in “Standards Action”.

The Secretariat shall transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate U.S. Technical Advisory Group(s).

4.3 Voting on Standards

Voting on individual standards shall be conducted by letter ballot (correspondence or electronically) only according these procedures. The Secretariat shall conduct an official letter ballot on the final draft standard to the B155.x SC member delegates and alternates.

Voting on all other administrative or non-administrative matters discussed in these procedures shall be as outlined throughout this section of the procedures.

4.3.1 Authorization of Letter-Ballots

A Letter-Ballot may be authorized by any of the following:

a) Majority vote of those present at a B155.X SC meeting;

b) The B155.x SC Chairperson;

c) The Secretariat;

d) Petition of 20% or more B155.X SC members to address one or more issues not already balloted to or otherwise decided by the committee

4.3.2 Letter-Ballot Voting Period

The voting period for letter-ballots on final draft standards shall end 28 days (4 weeks) from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the B155.x Secretariat’s, discretion when warranted.

The voting period for letter-ballots on all other B155 related administrative or procedural matters shall end 28 days (4 weeks) from the date of issue or as soon as all ballots are returned, whichever comes earlier.

A follow-up communication requesting immediate return of a letter-ballot shall be sent, as appropriate, to B155.x SC members (delegates and alternate members) whose votes have not been received within 10 working days before the ballot closes.
4.3.3 Voting

Each B155.x SC member (delegate and alternate) will vote one of the following positions:

a) Affirmative;
b) Affirmative, with comment;
c) Negative, with reasons (the reasons for a negative vote should include specific wording or actions that would resolve the objection);
d) Abstain, (e.g., "No Interest") for ballots requiring full B155.X SC vote.

4.3.4 Vote of Alternate

An alternate’s vote is counted only if the principal representative (delegate) fails to vote by the deadline date of a letter ballot.

If votes are cast concurrently and in opposition, the delegate’s vote shall supersede, however, the Secretariat shall make timely notice to the delegate of the inherent conflict.

4.3.5 Representing more than one organization

A B155.x SC member shall have only one vote. This means that no individual representative shall have more than one vote or may represent more than one organization.

4.3.5.1 The Vote

To be considered a valid vote, all B155 voting bodies (B155.x SC, Executive Committee and Steering Committee) must have a 2/3 majority of the listed members actually vote (or return an official ballot).

In cases that do not meet the above criterion, the Secretariat must recast the vote.

4.3.5.2 Majority required

On all voting issues, a 2/3 majority approval of those voting shall result in the vote passing. The following is a list of voting issues:

a) Approval of ad hoc Task Group formation;
b) Approval of a change of a committee scope; and

c) Creation of a new standard or technical report;

d) Revisions and reaffirmations to existing standards;

e) Withdrawal of an existing standard or technical report;

f) Adoption of the B155 standard committee procedures, interest categories, or revisions thereof.

g) Discontinuance of a standard or technical report project.

Abstentions and ballots not returned are not included when determining a majority.

4.4 Disposition of Views and Objections

When the balloting has been closed, the Secretariat shall forward the ballot tally, views, and objections to the Committee Chairperson who shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants, including those who commented from the public comment period listing in Standards Action. An effort to resolve all expressed objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefore, and unresolved objections shall be informed in writing of their right to appeal such decisions. Any continued objections received shall be handled in accordance with clause 2.6 of the ANSI Essential Requirements.

The response to comments received as part of the public review shall include language that informs the commenter that the comment shall be considered “resolved” unless the commenter files a “continuing objection within 10 days.

Comment [FH13]: Per clause 4.2.1.3.2 of the essential requirements a SDO may withdraw and a standard without vote of the consensus body.

Comment [FH14]: Per clause 4.2.1.3.3 of the essential requirements a SDO may withdraw and a standard without vote of the consensus body.
Substantive changes and unresolved objections along with attempts at resolutions will be reported to B155.x SC members in order to afford all Voting Group members an opportunity to respond, reaffirm their previous vote or change their votes within two weeks through a recirculation ballot.

4.5 Substantive Change to a Draft

All substantive changes made to a draft will require an additional ballot by B155.XS SC and an additional public review as specified in clause 2.5 of the ANSI Essential Requirements. Only the substantive changes, not the entire draft, are subject to this follow-up requirement. The committee is responsible for determining a substantive change.

Should a ballot receive adequate votes for approval with submitted comments which result in minor substantive changes as determined by the committee, a recirculation ballot may be used in place of a full re-ballot of the draft. The recirculation ballot may be limited to only the unapproved changes and allow for members to vote, reaffirm their vote or change their vote. A recirculation ballot requires submission of BSR-9 form and the requisite public notice period. See Annex B for details.

Editorial changes are not subject to this requirement. An example of an editorial change is a correction in grammar or clarification that does not change the intent of the language or impose additional or fewer requirements.

Note - Examples of substantive changes would be changes in numerical values or language that impose additional requirements or fewer requirements (i.e., changes that may be substantial are changing an advisory requirement by changing the word “should” to “shall,” or vice-versa).

4.6 Report of Final Voting Result

The final result of the voting will be recorded, tabulated and reported to the consensus body and ANSI, as appropriate, by the Secretariat.

4.7 Submittal of Draft Standards

Upon completing the development of a draft standard, the committee Chairperson will authorize submission of the final draft to the Secretariat for editorial review and submission to the B155.x SC for a formal review via official letter ballot.

The B155.x SC Chairperson may also request concurrent review of a final draft. In this case, the Secretariat will submit the final draft to the B155.x SC and solicit public comment through Standards Action concurrently.

4.8 Submittal of Draft Technical Reports

Upon completing the development of a draft technical report, the B155.x SC Chairperson will authorize submission of the final draft to the Secretariat for editorial review and consideration of recommendation to ANSI for registration as a PMMI Technical Report registered with ANSI. The editorial review will consist only of minor grammatical edits or conformance to the ANSI Style Guide-sheet. Changes made beyond those mentioned above must go back to the B155.x SC for concurrence before final recommendation to ANSI.

Note - The procedures outlined in Section 1 through 8.2 are the same procedures for developing technical reports except the voting majority requirements contained in Section 4.3.5.1 and 4.3.5.2 (2/3) is changed to 1/2 for technical reports.

4.9 Recommendation and Registration of a Technical Report

The ANSI Procedures for the Registration of ANSI Technical Reports place the decision to publish a technical report with the Accredited Standards Developer, in conformance with its own operating procedures. When the Secretariat receives a formal request from a technical report writing Committee Chairperson that the draft document is “final” and ready for registration by ANSI, the Secretariat accepts the responsibility and will be accountable to exercise due diligence in ensuring that due process during the development of the technical report as well as consensus has been achieved within the committee or the B155 community as a whole. The Secretariat reserves the right to conduct additional review at its discretion (e.g., B155.x SC ballot or additional public review), or to deny recommendation to ANSI for registration as a technical report.

PMMI may develop Technical Reports that are not registered with ANSI.
5 MEETINGS

5.1 B155.X SC Meetings

B155.x SC meetings will be held, as decided upon by the B155.x SC, the B155.X SC Chairperson, the Secretariat, or by petition of five or more members. Meetings will be organized for the purpose of conducting business, such as but not limited to making assignments, receiving reports of work, considering the need for draft standards or technical reports, and considering views and objections from any source.

The B155.x SC Chairperson or Vice-Chairperson will be present at all meetings. Each B155.x SC will meet as the work requires.

5.1.1 Open Meetings

Meetings of each B155.x SC will be open to all members and others having a direct and material interest, including members of the general public. At least 28 day (4 four weeks) notice of regularly scheduled meetings will be given to appropriate media, such as trade journals, Standards Action etc. designed to reach directly and materially affected interests, as deemed appropriate by the Secretariat. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. Meeting reports shall be generated and distributed by the Secretariat. The Secretariat may at its option, maintain a permanent mailing list of other interests.

5.1.2 Quorum

A majority of the B155.x SC members present at a meeting shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation via subsequent letter ballot.

5.1.3 Meeting Venue

Meetings can also be conducted through means other than in-person. Communications media such as teleconference, videoconference, facsimile or other electronic modalities (i.e., web-based discussion boards, email, etc.) may also be used, provided measures are implemented to ensure there is no exclusion of interested participation on the Committee’s development process of a draft standard or technical report.

6 Appeals

Persons who have directly and materially affected interests and who have been, or who presume they shall be adversely affected by a B155 standard within the B155.X SC’s jurisdiction, shall have the right to appeal procedural actions (or in-actions) of the B155.X SC or the Secretariat.

6.1 Complaint

The appellant shall file a written complaint with the Secretariat within thirty days after the date of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standards that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

6.2 Response

Within 28 days (4 week) after receipt of a complaint, the respondent (B155.x Chairperson or Secretariat representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

6.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants.

6.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who shall not be materially or directly affected by any decision made or to be made in the dispute.
The B155 appeals panel will be selected by the B155.x SC Executive Committee. At least two members will be acceptable to the appellant and at least two will be acceptable to the respondent.

6.5 Conduct of the Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the B155.X SC and the Secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. For the hearing, Robert's Rules of Order (latest edition) apply to questions of parliamentary procedure not otherwise covered herein.

6.6 Decision

The appeals panel shall render its decision in writing within 28 days (4 weeks), stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. The appellant shall be provided a copy of the decision. Consideration may be given to the following positions, among others, in formulating the decision:

a) Finding for the appellant, remanding the action to the B155.X SC or the Secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;

c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the B155.X SC or the Secretariat for appropriate reconsideration.

6.7 Appeals to Recommend a Technical Report

Materially affected interests who wish to appeal the Secretariat's recommendation of a technical report to ANSI for registration, or refusal to make such recommendation, may avail themselves of the preceding appeals policies.

7 PMMI - B155 Policies

7.1 Harmonization

All B155 committee members should review and consider the relevant International (ISO, IEC) standards and the requirements of those standards for the purpose of harmonization of the B155 standards with International standards when it is feasible and appropriate.

7.2 Interpretations Policy

The B155.X SC does not formally or informally provide interpretations of standards or technical reports but regards such requests as a view or objection to be considered in the revision process (cycle) of a standard or technical report.

Inquiries requesting an interpretation of a B155.X SC approved B155 standard or technical report must be in the form of a written request submitted to the Secretariat. The Secretariat will respond to the request by providing a copy of the B155.X SC Interpretations Policy and an invitation to present their concerns to that particular standard or technical report writing committee during its current or next revision cycle.

7.3 Record Retention Policy

Each committee shall submit to the B155 Secretariat a copy of all standards related records including but not limited to meeting notices, agendas, minutes, and draft documents. The Secretariat shall retain these documents in either electronic or paper media for one (1) complete standard’s cycle (including a relevant ANSI audit) or until the standard or technical report is revised, reaffirmed, or withdrawn. Upon completion of its next published revision, all previously retained records specific to the standard or technical report shall be
destroyed. The actual approved American National Standard or registered Technical Report will be retained for a period of thirty (30) years.

7.4 Metric Policy
Dimensions and other units of measure shall be given in metric (SI) units followed by English units (e.g., inches, pounds, gallons) in parentheses (soft conversion from English to Metric units shall be permitted (e.g.: 14.6 cm (5 ¾ in)). “Soft Metric” means the result of mathematical conversion of inch-pound measurements to metric equivalents in specifications. The physical dimensions are not changed.¹

7.5 Commercial terms and conditions
The commercial terms and conditions specified in the ANSI Essential Requirements (clause 3.2) are considered part of these procedures.

7.6 Patent Policy
The ANSI patent policy - Inclusion of Patents in American National Standards specified in the ANSI Essential Requirements (clause 3.1) are considered part of these procedures

7.7 Antitrust
PMMI, as the B155 Secretariat, is a registered trade association with its principal place of business in the United States. Therefore, PMMI conducts its committee meetings under the auspices of the U.S. Department of Justice antitrust regulations. Any B155-related meeting is subject to these same regulations and they shall be strictly observed. In brief, the following discussions are prohibited either inside of, or in conjunction with Secretariat sponsored meetings:

a) Discussion which could be interpreted as collusion or other attempt to agree or bring about an understanding regarding price, conditions of sale including warranties, and customers;
b) Discussion regarding cost data of any manufacturer or seller;
c) Discussion on pricing or pricing methods;
d) Discussion on marketing plans or plans for introduction of innovative technology;
e) Discussion which could be interpreted as an attempt to exclude from manufacture or sale by means of standardization requirements greater than needed to affect a legitimate end use; or
f) Discussion which could be interpreted as an agreement or understanding to develop a standard, recommended practice, technical practice or interpretation, the purpose of which would be to affect the competitive position of any person or business entity.

Although everyone in the entire “B155 community” is responsible for observing antitrust regulations, the Secretariat is ultimately accountable for their application.

8 Communications
All formal or official B155.X SC correspondence shall be printed on “PMMI B155 Standards Committee” letterhead.

8.1 Formal Internal Communication
If correspondence between Committees involves issues or decisions (i.e., non-routine matters) affecting other committees, copies shall be sent to all affected B155 committee Chairpersons, the Secretariat, and the B155.X SC officers.

8.2 External Communication
Inquiries relating to the B155.X SC shall be directed to the Secretariat. B155.X SC members shall inform individuals who raise such questions of this requirement. All replies to external inquiries shall be made through the Secretariat.

Informative Annexes

¹ U.S. General Services Administration Acquisition Manual Part 511.001 definitions
Annex A Essential Requirements
Copies of the American National Standards Institute “Essential Requirements” document may be obtained from www.ansi.org

Annex B Recirculation ballot language
This recirculation ballot provides the B155.1 standard committee member an opportunity to:
1. Vote to:
   a. Affirmed
   b. Affirmed with comment
   c. Negative with comment.
   d. Abstain.
2. Recirculation ballots not returned will assumed to maintain the previously submitted ballot position.
   The recirculation ballot shall clearly indicate the purpose of the ballot (i.e. substantive changes, unresolved objections) and that unless a response is received, the prior ballot vote will be maintained. This practice allow members who have not voted previously to cast a ballot and eliminate confusion about why a ballot is being issued and the status of any prior votes – including negatives.

Annex C Consensus body membership report
The consensus membership report will contain:
Title, SC scope, secretariat information in the header of the report.
The members information:
   a) name of organization or agency
   b) delegate name
   c) alternate name
   d) contact person (as applicable)
   e) address
   f) phone numbers
   g) fax numbers
   h) email
   i) business affiliations
   j) company name
   k) company address
   l) business affiliation of individual member(s)
   m) interest category of each member
This will be a separate report from the voting results report.

Annex D Order of events for the standards development process.
1. The B155 Steering Committee determines what work is to be undertaken and request approval from the PMMI Executive committee.
2. PMMI Executive Committee authorizes the development or revision of a document.
3. BSR8 form (PINS notice) is filed with ANSI Note the standard at this point is referred to as e.g. BSR PMMI B155.1-20xx.
4. PINS deliberation report, if required is generated.
5. Standards committee membership is reviewed, or new committee formed.
6. The standard document is revised or developed.
7. The draft standard is noticed for ballot to the standards committee.
8. The draft standard is noticed out for public comment in Standards action. BSR8 form.
9. Comments from the committee and public comments are summarized.
10. Comment resolution meeting.
11. Comment resolution report is sent to all commenters requesting acceptance of the resolution, asking for a change in ballot (if necessary) and notifying them of the right to appeal. PMMI provides commenters from the public comment period and the consensus body a written disposition of the objection, and the reasons therefor, prior to the recirculation opportunity, instead of with the recirculation opportunity. It is possible that upon receiving the written disposition, an objector could withdraw the objection, or in the case of a public commenter, be considered resolved, thus eliminating the need under the ANSI Essential Requirements and the PMMI Procedures to recirculate the objection.
12. After the appeal deadline has passed the Ballot summary prepared.
13. A recirculation ballot may be necessary.
14. A second “public comment” may be required if “substantial changes occurred during the comment resolution.
15. When the ballots are reviewed, comment resolution addressed, and consensus reached a SR9 form is prepared and submitted to ANSI.