



Procedures for the Registration of Technical Reports with ANSI

Edition: January 2006

Issue date: January 31, 2006¹

Copyright by the American National Standards Institute (ANSI), 25 West 43rd Street, New York, New York 10036. This material may be copied without permission from ANSI only if and to the extent that the text is not altered in any fashion and ANSI's copyright is clearly noted. Please visit ANSI Online at www.ansi.org.

¹ Includes editorial updates only to the January 2003 edition.

Foreword

With increasing emphasis being placed on technical reports both in the European Community and internationally, it is important to have an established mechanism for the registration of such technical reports. This is particularly important in areas of developing technology that may eventually be covered by International Standards but for which the only documentation currently available is an International Technical Report.

Accredited Standards Developers develop technical reports that are useful in conjunction with American National Standards. These are often informational or tutorial in nature, or give methods for application of an American National Standard. Registration of such documents is undertaken by the American National Standards Institute (ANSI) to encourage widespread use and acceptance, not only of the Technical Report, but also of the related American National Standard.

All material contained in a Technical Report that has been registered with ANSI is informational in nature. Technical reports may include, for example, reports of technical research, tutorials, factual data obtained from a survey carried out among Standards Developers and/or National Bodies, or information on the "state of the art" in relation to standards of National or International bodies on a particular subject. Technical reports may not to be used as a way to circumvent the regular consensus process for approval of an American National Standard.

CONTENTS

1 Criteria for the Registration of Technical Reports with ANSI	3
2 Requirements for Foreword	3
3 Procedures for Approval by the Accredited Standards Developer and ANSI Registration	3
4 Designation and Publication	4
5 Appeals	5

American National Standards Institute Procedures for the Registration of Technical Reports with ANSI

1 Criteria for the Registration of Technical Reports with ANSI

Technical Reports may only be submitted for registration with ANSI by an Accredited Standards Developer. (See the *ANSI Essential Requirements: Due process requirements for American National Standards*, for information on the accreditation process.)

Such a Technical Report shall be entirely informative in nature and shall not contain information implying that it is a standard. It shall clearly explain its relationship to aspects of the subject that are, or will be, dealt with in related American National Standards. Nothing in these procedures precludes a standards developer from developing, approving and disseminating its own reports or other publications.

All Technical Reports registered with ANSI must be in compliance with the ANSI Patent Policy. In addition, registration with ANSI of an ISO or IEC document as a Technical Report requires compliance with the *ANSI Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material*.

2 Requirements for Foreword

When a Technical Report that has been registered with ANSI is published, the following text, completed as appropriate, shall be included in the foreword. "Publication of this Technical Report that has been registered with ANSI has been approved by the Accredited Standards Developer (name and address). This document is registered as a Technical Report according to the Procedures for the Registration of Technical Reports with ANSI. This document is not an American National Standard and the material contained herein is not normative in nature. Comments on the content of this document should be sent to _____(Accredited Standards Developer name and address)."

In addition, the foreword should include a rationale for the publication of the Technical Report that is registered with ANSI.

3 Procedures for Approval by the Accredited Standards Developer and ANSI Registration

All Accredited Standards Developers intending to submit technical reports to ANSI for registration are required to establish procedures by which said technical reports are promulgated. A copy shall be received by ANSI, reviewed and approved by the ExSC and placed on file prior to the submission of any technical reports for registration.

The decision to publish a document as a Technical Report that is registered with ANSI (or as a Supplement to a currently registered Technical Report) shall require approval by the Accredited Standards Developer using its own procedures and the procedures contained in this document. The Accredited Standards Developer assumes responsibility for assuring that policies and procedures are followed in the development and approval of a Technical Report that is registered with ANSI. At the time of the submittal by the Accredited Standards Developer of the technical report for registration, the Accredited Standards Developer shall certify that it has complied with its own and these procedures.

Technical Reports that are registered with ANSI need not be subjected to consensus by public review before approval action is taken by the Accredited Standards Developer. In addition, no approval by ANSI's Board of Standards Review, the Executive Standards Council, or any other

ANSI body is required prior to registration of the Technical Report with ANSI, provided, however, that ANSI reserves the right to deny registration of any Technical Report, for legal reasons, upon advice of its counsel, or where it is shown that publication of the Technical Report is contrary to the public interest.

Prior to registration of the Technical Report with ANSI, a 30-day announcement of the intent to register said report shall be placed in *Standards Action*. Parties interested in further information will be instructed to contact the Accredited Standards Developer. Immediately following the close of the announcement of the intent to register, the technical report shall be registered with ANSI. A PSA-01 form shall be used to initiate both the announcement in *Standards Action* and ANSI registration.

The Accredited Standards Developer may choose, at any time, to issue a supplement to a Report that has been registered with ANSI. The issuance of a supplement to a Technical Report that has been registered with ANSI shall require adherence to the same procedures as for registration with ANSI of a Technical Report.

Each Technical Report (with any supplements) registered with ANSI is subject to review by the Accredited Standards Developer, following its own procedures. Reaffirmation, revision or withdrawal of a Technical Report that is registered with ANSI is determined by the responsible Accredited Standards Developer and the results of this determination are transmitted to ANSI for registration and publication action, as appropriate. Any Technical Report that has not been reaffirmed, revised or withdrawn by the tenth anniversary of its registration will be administratively withdrawn and a notice of same placed in *Standards Action*.

4 Designation and Publication

A Technical Report that has been registered with ANSI shall have its cover or title page marked with the words "a Technical Report prepared by (name of accredited standards developer) and registered with ANSI". The words "an American National Standard" shall not be used on any such Technical Report. The date of registration shall be included in the published Technical Report, preferably on the cover.

A Technical Report registered with ANSI shall be identified by a unique alphanumeric designation that shall include:

1. A Technical Report Identifier. This identifier is: xx TR (where xx represents the accredited standards developer submitting the technical report);
2. A designation assigned by the standards developer and registered by ANSI. For example: AIIM TR 123-1991.
3. The committee designation in Technical Reports developed by an Accredited Standards Committee (ASC). For example: X3 TR 1-1991.
4. The international designation in cases of national adoption of an International Technical Report. For example: ISO TR 10045-1991.

Multiple designations should be avoided. If a Technical Report has multiple designations, an attempt shall be made by those concerned to arrive at a single designation.

Technical Reports that are registered with ANSI shall be published and made available within three months of registration, if possible. In no case shall publication take longer than six months. The standards developer shall publish the Technical Report or shall arrange for publication by another entity.

5 Appeals

Developers of Technical Reports that are registered with ANSI shall establish and adhere to procedures that afford materially affected interests the opportunity to challenge the decision to register a technical report with ANSI. Materially affected interests wishing to initiate such a challenge at ANSI shall first exhaust all methods of challenge at the Accredited Standards Developer's level prior to submittal to the ANSI Appeals Board.

The only basis upon which such an appeal shall be filed is failure of the Accredited Standards Developer to follow either its own procedures or any other provisions contained in these procedures. The burden of proof shall be on the appellant.

An announcement regarding the appeal will appear in *Standards Action*. There will be no suspension of the registration of the document with ANSI as a Technical Report during the appeals process.