



APPENDIX 1

RVIA INTERNAL ADMINISTRATIVE ANSI PROCEDURES

1/16/2021

BSR _____

	Activity
1	Develop a new Potential Consensus Body using old Canvass and if applicable any other individuals indicating interest, and draft letter asking for participation. NOTE: Submittal of ANSI Pin/Initiation of Consensus Body (STEP #3) shall be implemented at the same time as STEP #1.
1a	Issue RVIA Standards News Bulletin seeking participation on new Canvass.
2	Mail letter to potential Consensus body including copy of potential Consensus, definitions of interest categories, scope & origin development summary of standard, ANSI's function & response form (30 day response deadline).
3	Submit PIN and or request for Initiation of Consensus to ANSI. Note: Assure the correct designation of the draft standard – example: BSR/RVIA EGS-1
3a	File copy of PIN/Initiation of Consensus Body and verification of submittal of form.
3b	File copy of correspondence from ANSI indicating receipt of PIN/Initiation of Consensus Body.
3c	File copy of respective ANSI STANDARDS ACTION that documents PIN/ Initiation of Consensus Body-30-day deadline , Vol. , # Date .
4	Document deadline for proposals from PIN/Initiation of Consensus Body in Standards Action. PIN I.C.

5	Send reminder (second notice) to potential Consensus Body for deadline to participate 1 week prior to deadline.
6	Upon reaching response deadlines organize all responses alphabetically. (Step 1a) RVIA Standards News Bulletin, (Step 2) and for letter to potential Consensus Body, (Step 3c) PIN/Initiation of Consensus Body.
7	Determine and finalize proper balance of Consensus Body.
8	Note on potential Consensus Body – individuals who have not responded or indicated they do not want to participate.
9	Notify individuals who do not make the Consensus Body due to balance factor.
10	Identify on Consensus Body Roster interest category for each individual and prepare summary of all categories at the end of the roster.
11	Finalize, print and file copy of latest Consensus Body Roster in Project Book and note date of each revision.
12	Confirm participation Consensus Body via letter and copy of Scope, ANSI function, Roster, Canvass operating procedures, and current standard.
13	Submit ANSI BSR-8 for public review of the entire standard for a 45-day period since it is available in an electronic format NOTE: Assure the correct designation of the draft standard – example: BSR/RVIA EGS-1
13a	File copy of BSR-8 and respective documentation, verifying submittal of form.

13b	File copy of correspondence from ANSI indicating receipt of BSR-8.
13c	File copy of respective ANSI STANDARDS ACTION that documents BSR and call for comments, Vol. , # , Date .
13d	BSR-8 call for comment-deadline date is .
14	Issue letter to Consensus Body seeking proposals on the standard. Deadline date:
14a	Send reminder letter to those who have not responded to letter (step 13) (10 days before deadline).
15	Draft RVIA Standards News Bulletin on call for proposals for standard and include proposal form with 60 day response deadline.
16	Organize all proposals received from Steps 13, 14 and 15 in numerical order based on standard's code reference numbers.
17	Develop Working Committee Document (WCD) that identifies each proposal and submitter based on submittal of proposals from Steps 13, 14 and 15.
18	Establish Working Committee to address each proposal and develop Working Committee Action & Statement.
18a	Complete WCD by documenting Proposal Action and Proposal Statement for each proposal for Consensus list review and vote.
19	Incorporate Working Committee action from WCD into a new "draft" standard showing strike-thru and underline.

20	Create cross reference document by inserting WCD Log #s onto “draft” standard where proposed revisions were made.
21	Ballot Consensus list on proposed changes to the standard and include WCD as reference. (30-day response deadline or earlier if everyone responds). NOTE #1: Submittal of ANSI BSR-8 (step #20a) shall be implemented the same date as step #20.) NOTE #2: Insert note onto STDS Calendar to issue reminder letter 10 days before ballot deadline – see STEP #22.
21a	Submit ANSI BSR-8 for public review (30-day period if full text of WCD published in Standards Action, 45-day period if electronic format, 60-day period if neither aforementioned options is available) (look at ANSI publishing schedule to determine when this will fall and adjust dates accordingly). NOTE: Assure the correct designation of the draft standard – example: BSR/RVIA EGS-1
21b	File copy of BSR-8 and respective documentation, verifying submittal of form.
21c	File copy of correspondence from ANSI indicating receipt of BSR-8.
21d	File copy of respective ANSI STANDARDS ACTION that documents BSR and call for comments, Vol. , # , Date .
21e	BSR-8 call for comment-deadline date is: .
22	Send reminder letter to those who have not responded to ballot (step 21) (10 days before ballot deadline).

23	Close of Consensus ballot and BSR-8 public review – organize results in order of code reference numbers.
23a	If no negative comments are received from the WCD Canvass ballot or the BSR-8 then issue to the Canvass a summary of the ballot vote and indicating that the draft standard will now be submitted to ANSI for final approval. Note: Proceed to STEP 34.
24	If negative comments are received from the WCD Canvass ballot or the BSR-8, then develop Working Committee Comment Document (WCCD) that identifies each comment and submitter.
25	Re-convene the Working Committee to address each proposal and complete WCCD by documenting Comment Action and Comment Statement for each comment for Consensus review and vote.
25a	Submit ANSI BSR-8 for public review (30-day period if full text of WCCD published in Standards Action, 45-day period if electronic format, 60-day period if neither aforementioned options is available) (look at ANSI publishing schedule to determine when this will fall and adjust dates accordingly). NOTE: Assure the correct designation of the draft standard – example: BSR/RVIA EGS-1
25b	File copy of BSR-8 and respective documentation, verifying submittal of form.
25c	File copy of correspondence from ANSI indicating receipt of BSR-8.
25d	File copy of respective ANSI STANDARDS ACTION that documents BSR and call for comments, Vol. , # , Date .
25e	BSR-8 call for comment-deadline date is:

26	<p>Re-ballot Consensus on WCCD action giving them an opportunity to change their vote (30-day response deadline).</p> <p>NOTE #1: Submittal of ANSI BSR-8 (step #32) shall be implemented on the same date as step #26)</p> <p>NOTE #2: Insert note onto STDS Calendar to issue reminder letter 10-days before ballot deadline – see STEP #27.</p> <p>NOTE #3: Identify clearly purpose of ballot and note unless a response is received the prior WCD ballot vote will be maintained.</p>
27	<p>Send reminder letter to those who have not responded to re-ballot of WCCD (10-days before re-ballot deadline).</p>
28	<p>Close of ballot and deadline for BSR-8 – organize results (those who haven't responded to re-ballot, their original ballot stands).</p>
28a	<p>Working Committee reviews the ANSI Annex A definition of “substantive changes” and determines if WCCD does contain substantive change(s). If it is unclear whether substantive change(s) have been made then the Consensus must be letter balloted to determine whether the change(s) are editorial or substantive in nature.</p>
29	<p>Prepare final results of WCCD Letter Ballot and forward Final Ballot report to Consensus. (Identify in the report that this is being supplied for informational purposes only and no additional opportunity for Consensus body responses, such as reaffirm or change in vote can be honored.)</p>
30	<p>Send letter to each negative commenter and Consensus outlining the final balloting results, disposition of negative comments and giving them the opportunity to appeal (include language from 2.8 appeals on ANSI Essential Requirements).</p>
31	<p>Establish & monitor deadline for appeals to be received and resolve all negatives. Upon resolution of all negatives proceed to step #34.</p> <p>NOTE #1: Upon any decision by the Appeals Panel forward written decision to the appellant within 5 days.</p>

32	<p>With the completion of WCCD, submit ANSI BSR-8 (copy of std.) for “additional” public review (if changes can be incorporated into a single sheet they can be submitted for a 30-day review vs. 45 or 60) (change dates accordingly).</p> <p>NOTE: Assure the correct designation of the draft standard – example: BSR/RVIA EGS-1</p>
32a	File copy of verification of submittal of form.
33	<p>File copy of respective ANSI STANDARDS ACTION Vol. _____, # _____, Date _____, Comment Deadline Date _____. (30 day period if full text published in Standards Action, 45 day period if electronic format, 60 day period if neither aforementioned options is applicable).</p>
34	Remove strikethrough and underline and get standard ready for publications.
35	Draft BSR-9 for review and approval by Senior Director of Standards
35a	<p>Assure “Designation of Standard” reads like following sample: <u>“BSR/RVIA EGS-1”</u></p>
35b	<u>Assure Project Intent is correct</u>
35c	<u>Assure date of final consensus body vote is correct – should be letter ballot deadline date for WCCD or of WCD if no public comments were received.</u>
35d	<u>Assure evidence of consensus tally is correct and summary body vote attached.</u>
35e	Submit BSR-9 (after appeal deadline has passed and no appeals have been rec’d) if appeals rec’d stop here and refer to appeal process in RVIA operation procedures.

	NOTE: BSR-9 form must be filed into ANSI within a year following the close of the ANSI public review period.
36	File copy of BSR-9 and respective documentation verifying submittal of form.
37	File copy of correspondence from ANSI indicating receipt of BSR-9.
38	BSR – Approval Date of Final Action .
39	File copy of respective ANSI STANDARDS ACTION that documents BSR-9 Final Action Vol. , # , Date .
40	Submit standard to Publications for price quotes on printing.
41	Authorize approved printer to print document.
42	Develop and issue RVIA Standards News Bulletin on availability of standard and include order form.
43	Get Publications and Accounting approval on order form.
44	Verify quantity rec'd versus amount ordered on standard.
45	Notify Publications of amount of stock for inventory purposes.

46	Send thank you letter to Consensus body along with a complimentary copy of the standard and an order form to order more (same form as SNB).
----	---