



**BSR RVIA/_____ 20XX
RVIA INTERNAL ADMINISTRATIVE ANSI PROCEDURES
TEMPLATE 1**

NOTE: During this project regularly review the following ANSI website – www.ansi.org/asd which list all proposed American National Standards projects currently under development. This will provide a check to assure respective PIN or BSR-8 form(s) have been submitted for this project.

STEP	ACTIVITY
1	Develop a new “Potential” Canvass using previous Canvass (if applicable) and include any other individuals indicating interest to date.
2	Issue RVIA Standards News Bulletin (SNB) seeking participation on new Canvass. SNB-xx/xx Posted on RVIA.org Website x/x/20xx Note: Research and attempt to forward SNB to applicable Consumer Unions, Consumer Federation Consumer Union, National Consumers League, technical departments of universities, academic societies, retired business executives, retire teachers and other government agencies.
3	Mail letter to potential Canvass including copy of potential Canvass roster, definitions of interest categories, scope & origin development summary of standard, ANSI’s function & response form (30-day response deadline).
4	Submit PIN and mark “Yes” for solicit New Consensus Body Members. Note #1: Assure the correct designation of the proposed standard on the ANSI PINS form – example: “RVIA EXTLAD-1” (Do not include the designation “ANSI”). Note #2: Assure the correct answer regarding the question – Supersedes or Affects example - “ANSI/RVIA TSIC-1-2008 (R2013)” or “ANSI A119.5-

	2015” (Do not just enter the edition year).
5	File copy of PIN and verification of submittal of form & and correspondence from ANSI indicating receipt of PIN.
6	File copy of respective <i>ANSI STANDARDS ACTION</i> that documents PIN. <i>x/x/20xx</i> , Vol _____, # _____ Deadlines: Call for Members (ANS Consensus Bodies) Page _____ (In a timely manner). PIN : Page _____ <i>x/x/20xx</i>
7	Send reminder (second notice) to potential Canvasses for deadline to participate 1 week prior to deadline.
8	Upon reaching response deadlines organize all responses alphabetically. (STEP 2) RVIA Standards News Bulletin, (STEP 3) and for letter to potential Canvasses, (STEP 6) PIN/ Call for Members (ANS Consensus Bodies)
9	Determine and finalize proper balance of Canvass.
10	Note on potential Canvass – individuals who have not responded or indicated they do not want to participate. If necessary, notify individuals who do not make the Canvass due to balance factor.
11	Identify on Canvass Roster interest category for each individual and prepare summary of all categories at the end of the roster. Finalize, print, and file copy of latest Canvass Roster.
12	Confirm participation Canvasses via letter and copy of Scope of BSR RVIA/_____ 20XX, ANSI function, Canvass roster, RVIA Standards Development Operating Procedures, and current ANSI approved standard (if applicable).
13	Submit ANSI BSR-8 for public review of the entire standard for a 45-day period since it is more than five pages and only available in an electronic format. Note: Assure the correct answer regarding the question on the ANSI BSR-8 form – Supersedes or Affects example: “ANSI A119.5-2015” (Do not just enter the

	edition year).
14	File copy of BSR-8 and respective documentation, verifying submittal of form.
15	File copy of correspondence from ANSI indicating receipt of BSR-8.
16	File copy of respective <i>ANSI STANDARDS ACTION</i> that documents BSR-8 and call for comments, Vol._____, #_____, Date_____. BSR-8 call for comment-deadline date: x/x/20xx See page _____
17	Issue letter to Canvass seeking proposals regarding of BSR RVIA/_____ 20XX, standard. Deadline date: x/x/20xx
18	Send reminder letter to those who have not responded to letter (STEP 17) (10 days before deadline date).
19	Issue Standards News Bulletin (SNB) requesting submittal of proposals regarding of BSR RVIA/_____ 20XX, standard. SNB-xx/xx Posted x/x/20xx
20	Organize all proposals received in numerical order based on standard's reference numbers.
21	Develop Working Committee Document (WCD) that identifies each proposal and submitter.
22	Establish Working Committee to address each proposal and develop Working Committee Action & Statement.
23	Complete WCD by documenting Action and Comment Statement for each proposal for Canvass list review and vote.

24	Create from the WCD action a document showing strike-thru and underline.
26	Submit ANSI BSR-8 for public review for 30-day period if full text of WCD is no more than five pages – then can be published in <i>ANSI Standards Action</i> , 45-day period if electronic format (more than five pages or entire standard is sent upon request). Note: Assure the correct answer regarding the question on the ANSI BSR-8 form – Supersedes or Affects example: “ANSI A119.5-2015” (Do not just enter the edition year).
27	File copy of BSR-8 and respective documentation, verifying submittal of form.
28	File copy of correspondence from ANSI indicating receipt of BSR-8.
29	File copy of respective <i>ANSI STANDARDS ACTION</i> that documents BSR-8 and call for comments, Vol._____, #_____, Date_____. BSR-8 call for comment-deadline date: x/x/20xx See page _____
30	Ballot Canvass list on proposed changes to the standard and include WCD. (30-day response deadline or earlier if everyone responds). Deadline: x/x/20xx Note: Assure that the ballot options are limited to either one of three choices as follows: Approved, Object with Reason and Abstention.
31	Send reminder letter to those who have not responded to ballot (STEP 30) (10 days before ballot deadline).
32	Close of Canvass ballot and BSR-8 public review – organize results.
33	Forward to each public commentor the written deposition using Appendix 1/Template 2 for each proposal they submitted as documented in the WCD by the Working Committee prior to the issuing the formal WCCD letter ballot and providing 30 days deadline for response. If public commentor accepts the WCD

	action and withdraws their proposal or a public commentor can accept and consider their proposal resolved it must be received in writing.
34	File all public commentors written responses to withdraw proposals or consider proposals resolved and then revise WCCD as necessary before issuing as a WCCD ballot under STEP 40.
34	All outstanding comments that are received and not withdrawn or considered resolved by STEPS 33/34 must be entered into the Working Committee Comment Document (WCCD) that identifies each comment and submitter. If no comments are received proceed to STEP 47.
35	Complete WCCD by documenting Working Comment Action and Working Comment Statement for each comment for Canvass review and vote.
37	If necessary, submit ANSI BSR-8 with WCCD for “additional” public review. Note: Assure the correct answer regarding the question on the ANSI BSR-8 form – Supersedes or Affects example: “ANSI A119.5-2015” (Do not just enter the edition year).
38	File copy of BSR-8 and respective documentation, verifying submittal of form.
39	File copy of respective <i>ANSI STANDARDS ACTION</i> Vol. _____, #_____, Date x/x/20xx BSR-8 call for comment-deadline date: x/x/20xx See page _____
40	Ballot Canvass on WCCD action giving them an opportunity to change their original WCD vote (30-day response deadline). Note #1: Assure that the ballot options are limited to either one of three choices as follows: Approved, Object with Reason and Abstention. Note #2: If a recirculation is required and conducted, then identify clearly purpose of ballot (i.e.: substantive changes, unresolved objections) and note unless a response is received the prior WCD ballot vote will be maintained.

41	Send reminder letter to those who have not responded to ballot of WCCD (10 days before re-ballot deadline).
42	Close of WCCD ballot – organize results.
43	Send correspondence using Appendix 1 /Template 3 to all public commentors outlining the final WCCD balloting results (disposition of comments) and their right to appeal stating that if RVIA does not hear back from them within 30 days then the comment will be considered resolved. (Include language from A.8 Appeals of the RVIA - Standards Development Operating Procedures).
44	Establish & monitor deadline for any appeals to be received.
45	Complete all necessary action under A.8 Appeals of the RVIA - Standards Development Operating Procedures to assure resolution of the appeal and file all documentation related to the written compliant, response, appeals panel, the conduct of the hearing & decision.
46	Prepare final results of WCCD Letter Ballot and forward Final Consensus Ballot report to Canvass. Issued x/xx/20xx
47	Remove strikethrough and underline and get standard ready for publications. Note: Revise every future RVIA sponsored ANSI standard regarding the following sentence located in the frontmatter under the heading “Statement on Development Procedures” to read as follows: This standard was developed under the published procedures of the American National Standards Institute utilizing the canvass method process for developing evidence of a consensus.
48	Complete and submit BSR-9. File copy of BSR-9 and respective documentation verifying submittal of form. Note #1: Do not include in item #1 of the BSR-9 form the acronym “ANSI” in the designation of the standard. Note #2: Assure that item #5 of the ANSI BSR-9 form correctly identifies the consensus body – example: “RVIA LV Canvass” (Do not include the acronym ANSI).

	<p>Note #3: Assure that if a recirculation ballot attempts at resolution is issued for unresolved objections (public review/consensus body) insert the date issued to the Canvass regarding the ANSI BSR-9 form item #9.</p> <p>Note #4. Assure that item #12 of the ANSI BSR-9 form correctly identifies the date of final consensus body vote (i.e.: Date the final Canvass WCCD ballot vote was closed).</p>
49	File copy of correspondence from ANSI indicating receipt of BSR-9.
50	BSR – Approval Date of Final Action <u> x/x/20xx </u> .
51	File copy of respective <i>ANSI STANDARDS ACTION</i> that documents BSR-9 Final Action Vol._____, #_____, Date <u> x/x/20xx </u> . See pages _____
52	Add ANSI “approval date” to the standard as finalized in STEP 47 and mark as MASTER and make necessary arrangements for printing, stocking and full-fillment.
53	Develop and issue RVIA Standards News Bulletin (SNB) on availability of standard and include order form. SNB-xx/xx Posted x/x/20xx
54	Send thank you letter to Canvass along with a complimentary copy of the new standard and SNB/order form (STEP 53).
55	File copy of new ANSI approved Standard.

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Appendix 1 / Template 2

Dear _____,

As a public reviewer of the RVIA proposed ANSI standard _____ we are notifying you on the action taken by the RVIA _____ Canvass on your submitted proposal related to section: ____.

Your proposal and the disposition of your proposal and the reasons therefor taken by the RVIA _____ Canvass is documented in the attached Working Committee Document (WCD) as Proposal _____, Log # _____ (please see attached).

Should you desire to submit a comment about the action taken by the Canvass regarding your proposal, you would need to submit a comment in writing by _____ (30 business days from the date of receipt of this notification). You should include specific text (underline and or strike-thru) and respective substantiation related to your comment for the Canvass to consider. If we do not hear from you by the above deadline date your proposal will be considered "resolved."

You can also acknowledge that you consider your proposal to be resolved and no further action is necessary.

Should you have any questions, please feel free to contact me.

Respectfully,

Kent Perkins

Senior Director Standards
Standard Department
1899 Preston White Drive
Reston, VA 2019
D 571 665 5862





Appendix 1 / Template 3

Dear _____,

As a public reviewer of the RVIA proposed ANSI standard _____ we are notifying you on the action taken by the RVIA _____ Canvass on your submitted comment related to PROPOSAL: WCD, LOG # ____ (section: ____).

Your comment and the disposition of your objection and the reasons therefor taken by the RVIA _____ Canvass is documented in the attached Working Committee Comment Document (WCCD) as Comment _____, Log # _____ C (please see attached).

Please respond as to whether you consider your attached public review comment “resolved.” If RVIA does not hear from you by _____ (10 business days) your comment will be considered “resolved.”

Should you desire to appeal the action taken by the Canvass regarding your comment, then you would need to submit such an appeal in writing within 30 calendar days from the date of receipt of this notification.

You can also acknowledge that you consider your comment to be resolved and that you do not intend to pursue an appeal.

I have also attached RVIA’s current ANSI STANDARDS DEVELOPMENT OPERATING PROCEDURES for your reference that fully outlines your rights for consideration of views and objections (see section A.6).

Should you have any questions, please feel free to contact me.

Respectfully,

Kent Perkins

Senior Director Standards
Standard Department
1899 Preston White Drive
Reston, VA 2019
D 571 665 5862





PINS FORM

Designation of Proposed Standard

Enter the unique alphanumeric identifier used by the standards developer to refer to the draft standard, (e.g., ASD 123). "ANSI" should not be included in this designation as the draft standard is not yet an American National Standard.

- Sample of proper **Designation of the Proposed Standard:**

"RVIA EXTLAD-1"

"RVIA TSIC-1"

NOTE: Do not include in the designation above the term "ANSI"

Supersedes or Affects:

Enter the designation of the approved ANS to be superseded or affected, (e.g., ANSI/ASD 123-2015). This relates to the current ANS affected by the project intent. This is a required field for all but "New ANS".

- Sample of proper **Supersedes or Affects:**

"ANSI/RVIA TSIC-1-2008 (R2013)"

"ANSI A119.5-2015"

NOTE: Do not just enter the edition year.

BSR 8 FORM

Designation of Proposed Standard

Enter the unique alphanumeric identifier used by the standards developer to refer to the draft standard, (e.g., ASD 123). "ANSI" should not be included in this designation as the draft standard is not yet an American National Standard.

- Sample of proper **Designation of the Proposed Standard:**

"RVIA EXTLAD-1"

"RVIA TSIC-1"

NOTE: Do not include in the designation above the term "ANSI"

Supersedes or Affects:

Enter the designation of the approved ANS to be superseded or affected, (e.g., ANSI/ASD 123-2015). This relates to the current ANS affected by the project intent. This is a required field for all but "New ANS".

- Sample of proper **Supersedes or Affects:**

"ANSI/RVIA TSIC-1-2008 (R2013)"

"ANSI A119.5-2015"

NOTE: Do not just enter the edition year.

BSR 9 FORM

Item #1

1. **Designation of Standard:** _____ **Year that should be included in the designation, if other than the year of approval as an ANS:** _____

- Sample of proper **Designation of Proposed ANS**

"RVIA LV"

"RVIA TSIC-1"

Item #5

5. Identify the group that is considered to be the consensus body and whose vote is included in item 13 below:

- Sample of proper **Consensus Body**

RVIA LV Canvass

RVIA TSIC-1 Canvass

NOTE: Do not include in the designation above the term "ANSI"

Item #7

7. Did a PINS deliberation take place in connection with this standard (See ANSI Essential Requirements 2.5)? Yes No N/A If yes, then attach a copy of the required PINS deliberation report(s).

- Sample of proper **response**

"N/A" if no PINS deliberation was necessary

"No" could be interpreted as a PINS deliberation was required but not held.

Item #9 Date(s) on which unresolved objections (public review/consensus body), attempts at resolution and substantive changes, were provided to the consensus body for consideration. Attach evidence of compliance with this requirement (also referred to as "recirculation" or "reconsideration".) (See ANSI Essential Requirements 2.6.)

Date(s): _____ Not applicable: _____

- Sample of proper response

"N/A" if unresolved objections are not received.

If unresolved objections exist denote dates of respective documentation that provide evidence

Item #12

12. Date of Final Consensus Body Vote (i.e., date the final vote was closed): _____

- Sample of proper response

Deadline date for WCCD ballot