

**Procedures
for the
Development of American National
Standards**



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APPA International (hereinafter referred to as the Administrator) will follow the established Standards Development Policies and Procedures (hereinafter referred to as Procedures) when developing ANSI approved American National Standards (hereinafter referred to as ANS). APPA is organized and is operated exclusively for charitable and educational purposes within the meaning of Sections 501(c) (3) and 170(c) (2) (B) of the International Revenue Code of 1954 (or the corresponding provisions of any future United States Internal revenue law). APPA was incorporated on January 16, 1974 in the District of Columbia, Washington, D.C. in the United States of America.

1. Introduction

This document describes the APPA procedures used to develop APPA American National Standards (“American National Standards” or “Standards”). These procedures meet the requirements for due process and development of consensus for approval of ANSs as required in the latest revision of ANSI’s *Essential Requirements*.

For the purposes of these procedures, the term “work group” shall be used to describe APPA standards writing group(s). Participation in work groups shall be open to all persons who are directly and materially affected by the activity in question and has a right to participate by:

- Expressing a position and its basis
- Having that position considered
- Having the right to appeal

2. Organization

The APPA standards program shall consist of APPA serving as administrator, the APPA work groups serving as standards writing groups, and the APPA Standards and Codes Council (ASCC).

2.1 Responsibilities of the ASCC

- Establishes and dissolve work groups on behalf of the I&C Committee.
- Appoints work group chairs.
- Monitors performance of the administrator in supporting the APPA standards program and the work groups.
- Reviews and provides comments on draft standards as technical experience allows during the work group draft review.

2.2 Responsibilities of the Standards Writing Work Groups

- Be sufficiently diverse to ensure reasonable balance with no dominance by one interest category, individual, or group in accordance with the latest revision of ANSI’s *Essential Requirements*.
- Responsible for drafting the standard document.
- Respond to all written views and objections on the draft content of the draft standard.
- The members of the Standards Writing Work Groups will make up the consensus body for approval to move the draft standard forward.

2.3 Copyright and Ownership of Deliverables

Work group members will be required, prior to work group participation, to consent to a written statement indicating that all work group deliverables and APPA standards shall be owned and copyrighted by APPA. The agreement will also require all work group members to honor tenants of operation (i.e., to create contributions and APPA standards that are developed in transparent manner and in an open and consensus driven process that best support the needs of educational institutions, students, learning, and campus communities).

2.4 Responsibilities of the Administrator (APPA)

- Overseeing compliance with ANSI procedures by the appropriate work group.
- Maintaining a roster of the work groups authorized by the ASCC, and the ANSI standards for which each work group is responsible.
- Provide staff to perform administrative work, including but limited to:
 - Preparation of meeting notices
 - Handle meeting arrangements
 - Preparation and distribution of meeting agenda, notes, ballots, and draft standards
 - Maintain adequate records in compliance with the latest revision of ANSI's *Essential Requirements*
- Submit candidate standards approved by the work group, with supporting documentation, for ANSI Board of Standards Review (BSR) review and approval as ANS.
- Perform other administrative functions as required by these procedures.
- Publish approved, revise and/or reaffirmed standards.
- Record and distribute the meeting notes of all work group meetings.
- Conduct ballots when required.
- Oversee compliance with the latest revision of ANSI's *Essential Requirements*.
- Maintain, distribute, and ensure compliance with standards development policies and procedures.
- Receive and distribute requests for participation in work group activities.
- Maintain all necessary records pertaining to work group activities.
- Perform other functions that may be necessary for the standards process.

3. The Canvass Process

3.1 Development of Canvass List

APPA shall develop a list of potential interested parties, organizations, companies, government agencies, standards developers, and individuals known to be, or who have indicated they are directly and materially affected by the standard. APPA shall meet the requirements for openness, balance and lack of dominance as defined in latest revision of ANSI's *Essential Requirements*.

In order to determine canvass participants, APPA shall announce the formation of the standards writing group informing potential members in writing about the use of APPA canvass process for developing of consensus, and request they declare their interest in participation and self-selected interest category. The announcement shall include the title, designation, scope, and description of the standard along with the history of its development, purpose and intended use. The development of the canvass list process shall be 30 calendar days.

Once the solicitation process has closed APPA will publish the canvass list on the APPA website.

3.2 Announcement of canvass initiation

APPA shall request that ANSI announce the initiation of the canvass in Standards Action to solicit additions to the list. This announcement will also be published in all applicable APPA publications and on the website. The canvass list will be updated and made available on the APPA website.

3.3 Conduct of Canvass

APPA shall transmit, at a minimum, the following information to all members of the canvass list the following information:

- 1) The purpose and intended use of the standard.
- 2) A brief history and explanation of how the standard was developed.
- 3) An explanation of canvass process in the voluntary consensus standards system.
- 4) A copy of the canvass list consisting of the name, affiliation, and category of interest.
- 5) A copy of the complete proposed American National Standard (ANS).
- 6) A link to the official letter ballot(s) which will indicate the review period.

The ballot form used by APPA shall provide opportunity for the voter to indicate its position (i.e., approve, approve w/comment, disapprove w/comment, or abstain w/comment), noting that in order to receive consideration, objections must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised. A follow-up notice shall be sent to the members not responding within ten calendar days of the ballot close date. The ballot may be closed at the end of sixty calendar days or sooner if all members have responded. An extension of up to sixty calendar days shall be granted from any member giving a legitimate reason.

4. Standards Under Continuous Maintenance

Revisions to a standard under continuous maintenance will be published no less than quarterly. Each request for change will be reviewed by the work group through the voting procedures defined in these procedures.

5. Due Process

Any organization with a direct and material interest has a right to participate by:

- a) Expressing a position and its basis,
- b) having that position considered, and
- c) having the right to appeal.

6. Openness

Voting membership and participation on the work groups shall not be conditional upon membership in APPA or in any organization. Therefore, APPA non-members (hereinafter referred to as "Membership Opt-out Participants" as well as APPA members shall be eligible for voting membership and participation in work groups. A work group member may choose to participate in a work group as either a "voting

member” or as an “observer”. From time to time Subject Matter Experts (SMEs) will be asked to join the work group. SMEs may participate in the work group discussions but will not have a vote.

7. Lack of Dominance

The standards development process shall not be dominated by any single interest category, individual, group, or organization. The membership of a work group shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group, individual, organization, or group.

8. Balance

To ensure reasonable diversity, APPA will defer to ANSI’s historical balance requirements as outlined in the latest revision of ANSI’s *Essential Requirements*, which state that the criteria for balance are that:

- No single interest category constitutes more than one third of the membership of a consensus body dealing with safety-related standards.
- No single interest category constitutes majority of membership of a consensus body dealing with other than safety-related standards. Each work group shall seek broad and diverse participation with the objective of achieving balance.

Should a work group lack balance, in accordance with the historical criteria for balance, targeted outreach effort to balance the work group shall be undertaken.

9. Coordination and Harmonization

Good faith efforts shall be made to resolve potential conflicts between and among existing ANSs and candidate ANSs.

10. Notification of Standards Development and Coordination

At the start of each project, the creation of the proposed standard or the revision of a current standard shall be submitted to ANSI by the APPA administrator. The information supplied to ANSI by the administrator shall include all relevant material required by as outlined in the latest revision of ANSI’s *Essential Requirements*.

11. Project Initiation Notification (PINS)

A project will be submitted to the ASCC that will contain the purpose and scope. The ASCC will approve the project and request the APPA Administrator to complete and submit the PINS to ANSI. Notification of standards activity shall be announced in APPA’s publications and on the website. A PINS form, or its equivalent, for announcement in *ANSI’s Standards Action*. The comment period for the PINS form is 30 calendar days. A PINS form shall be submitted at the initiation of a project to reaffirm or withdraw a standard. Comments received in connection with a PINS announcement shall be handled in accordance with these procedures.

A statement shall be submitted and published as part of the PINS announcement shall include:

- 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 IEC standard.
- Identification of the stakeholders likely to be directly affected by the standard.
 - Should stakeholders change substantively as the standard is developed, a revised PINS shall be submitted and published.

11.1 PINS Exceptions

A PINS is not required for revisions of an ANS that is maintained under continuous maintenance and:

- Is registered as such on the ANSI website.
- Has a notice in the standard that the standard is always open for comment and how to submit comment(s).
- Has information on the developer’s website that the standard is under continuous maintenance and how to submit comments.

A PINS is also not required in connection with the decision to maintain an ANS under the stabilized maintenance option. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw an ANS.

11.2 Comments Indicating Possible Duplication or Conflicts

If a developer 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 (or concurrently) in Standards Action, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by the developer and the commenter and shall be concluded before the developer may submit a proposed standard for public review. If the deliberation does not take place within the 90-day period and the developer can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the developer will 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 report will be conveyed in writing (the “Deliberation Report”) within 30 calendar days after the conclusion of the deliberation by APPA and sent to the commenter and ANSI. Upon submission of the deliberation report, APPA may continue with the submissions of the proposed standard for public review. If additional deliberation takes place, APPA shall not delay the submission of the proposed standard for public review, and an updated deliberation report shall be conveyed within 30 calendar days after each deliberation. Any actions agreed upon from the deliberations shall be carried out in a reasonable timely manner, but normally should not exceed 90 calendar days following the deliberation. Subsequently, APPA shall include all the deliberation reports with the BSR-9 submittal to the ANSI BSR for consideration should APPA ultimately submit the subject standard to ANSI for approval.

However, APPA shall make a good faith effort to develop a consensus with deliberation participants regarding whether and how the standards development project should proceed. ANSI will be sent a copy of the deliberation report.

Stakeholders who were involved in the PINS deliberation process may also file separate Deliberation Report(s) with ANSI and the developer within 30 calendar days after conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.

12. Discontinuance of a Project

The administrator shall be permitted to abandon the processing of a proposed new or revised standard or portion if the work group or ASCC approves such an action. The administrator will inform ANSI of this discontinuance so it can be announced in *ANSI's Standards Action*.

Discontinuance of a project after the PINS announcement shall be handled in accordance with these procedures. At the discretion of the ASCC such an action can be announced in APPA's publications and on the website. The administrator shall inform ANSI when a standards project is discontinued.

13. Interest Categories

13.1 Producer

A producer is a manufacturer or supplier of products and services used by educational institutions to construct, operate, maintain and support facilities, grounds, and all physical assets found on an educational institution campus or property.

13.2 User

Any educational institution that maintains and supports facilities, grounds, and physical assets used in the delivery of academic teaching, education, and instruction, such as higher education institutions (to include public and private four-year and two-year colleges and universities from all Carnegie Classes); Kindergarten through 12th Grade (K-12) public and private schools and systems; museums; libraries; and other institutions whose mission is to provide education and instruction and that maintain facilities and grounds.

13.3 General Interest

An entity or individual with reasonable interest and experience in education, who does not qualify as either a producer or user. The category includes but is not limited to consultants, academia, insurance companies, testing laboratories, government agencies, branches of the military, public interest organizations, and "not-for-profits" having an interest in educational facilities.

14. Membership Roster

The administrator shall maintain a roster of work group members and shall post it on the APPA website.

14.1 Removal from Work Group Membership

Work group members will be subject to removal for any of the following reasons:

- Failure to actively participate in work group meetings, proceedings or responsibilities (unexcused).
- Failure to return two consecutive ballots (unexcused).
- Failure to attend two consecutive meetings (including conference calls and virtual meetings).
- Failure to respond to all communication attempts by the work group chair or the administrator.
- A consensus body member removed in accordance with this section may reapply after attending two meetings.

Work group members will be notified via email of their status and the consequences of failure to comply with the items outlined above. The work group chair or administrator will report the removal of a work group member from the voting member roster at the next meeting of the full work group.

The work group chair may recommend removal of a work group member for not abiding by the work group guidelines on professional behavior and decorum.

14.2 Change or Termination of Membership Status on Work Group

Work group members must notify the administrator within 30 calendar days of any change in employment affecting representation or interest category to the work group and must submit a new request if continued membership on a work group is desired.

Work group members resigning their membership from the work group must tender a written resignation to the administrator giving the effective date and reason for resignation.

15. Meeting Notification, Notes, Decorum, and Related Requirements

15.1 Work Group Meeting Notices

The chair, by way of the administrator, shall issue a meeting notice to all work group members specifying the date, time, and place of meeting in advance of the meeting via email. Changes to meeting dates and times will be communicated to the work group as soon as the need is communicated to the administrator.

15.2 Work Group Meeting Agendas

The work group chair, by way of the administrator, shall develop an agenda for the meetings at the start of the standards development. From time to time if needed the agenda will be revised and distributed to all work group members.

15.3 Quorum

Participation, either a face-to-face meeting or via conference call of a simple majority (50%+1) of the members of the work group shall constitute a quorum for conducting business at the work group's meeting. If a quorum is not present, final actions shall be achieved subject to subsequent consensus ballot by the work group. Excused absence will not count toward quorum.

15.4 Attendance Records

Each member is expected to attend meetings. Work group members who are unable to attend a meeting should communicate with the administrator requesting an “excused” from the meeting. The administrator shall maintain records of attendance and record attendance on the meeting notes.

15.5 Meeting Recordings and Notes

The administrator shall record the meeting and upload to the document sharing platform within 24-hours of the meeting. A set of draft meeting notes will be sent to the work group members for review as soon as possible. The meeting notes shall contain the following:

- Meeting date
- A list of work group members attendance
- The time of meeting opened
- The meeting location
- Approval of previous notes
- If appropriate, action items
- The time of adjournment

15.6 Meeting Observers

Attendance of a work group meeting by interested parties as an observer shall be permitted. Participation by any observers shall be at the discretion of the chair. The chair shall also have the authority to exclude an observer who has engaged in disruptive behavior.

15.7 Meeting Parliamentary Procedures

For any procedural issues not covered under these procedures, *Robert’s Rules of Order* (latest edition) shall apply on questions of parliamentary procedure.

16. Consensus Vote

Consensus vote shall be taken at meetings and via electronic ballot for approval, reaffirmation, withdrawal of, or substantial changes to an ANS and/or a candidate ANS. The work group is considered the consensus body.

Quorum must be established for votes taken during meetings. The vote will be documented in the meeting notes that will be distributed to the all work group members. All members of the consensus body shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

All members of the work group shall have the opportunity to vote via electronic ballot within the deadline. Consensus ballots may be initiated by the work group chair, or by majority of members present at a meeting. Votes may be obtained via email communication with the administrator. Ballots are announced to the work group voting members:

- At the start of the balloting period an email is sent to all voting members of the work group.
- A reminder half way through the voting period is sent to the work group voting members who have not returned a ballot.

- A final notice is sent to the work group voting members who have not returned a ballot at noon (ET) on the day the ballot closes.

Below are the notification options available through the document sharing software used by the work groups.

Who is allowed to see the voting results?

All APPA TCO Work Group members, even while voting is still open

All APPA TCO Work Group members, after voting closes

Only administrators and chairs

Site administrators only

Show Details

Show voter details (name, organization) on the results page

Show Comments

Show voter comments on the results page

Show Vote Attachments

Show vote attachments on the results page

Allow Update

Allow voters to change their vote after they have cast it, until the ballot closes

Post As Admin

Post anonymously as "Administrator" instead of using your real name

Visible to all Workgroup Members

Allow all workgroup members to view the questions in this ballot. This does not alter the voting or result viewing permissions set above.

▼ **Notifications**

Notifications to Voters

New Ballot

Voting Reminder 1

Voting Reminder 2

Voting Reminder 3

Ballot Closed and Results Published

No representative or organization/company shall have more than one vote.

17. Evidence of Consensus and Consensus Body Vote

Evidence of consensus in accordance with these procedures shall be documented. Consensus is demonstrated, in part, by a vote of the consensus body.

A majority (50%+1) of the consensus body casting a vote (including abstentions) and at least two-thirds of those voting approve (not counting abstentions).

The consensus body vote shall be conducted and reported in accordance with the rules set forth herein. Votes for the approval of a document or portion thereof as a candidate ANS may be obtained by letter, fax, recorded votes at a meeting or electronic means. When recorded votes are taken at meetings, members shall be given the opportunity to vote before or after the meeting. When recorded votes are taken at meetings, members shall be given the opportunity to vote before or after the meeting.

APPA shall not change a vote unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to

the voter by the administrator. All negative votes that are not changed at the request of the voter shall be recorded and reported to the BSR as unresolved negatives by APPA.

APPA shall record and consider all negative votes accompanied by any comment that are related to the proposal under consideration. This includes negative votes accompanied by comments concerning potential conflict or duplication of the proposed standard with an existing ANS and negative votes accompanied by comments of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact they do not necessarily provide alternative language or a specific remedy to the negative vote.

APPA will not consider negative votes accompanied by comments not related to the proposal under consideration, or negative vote without comments. APPA shall indicate conspicuously on the letter ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as “negative without comments” without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as submittal of a new proposal, if clear instruction is provided on the ballot, and a negative vote unaccompanied by comments related to the proposal is received notwithstanding, the vote may be counted as a “negative without comment” for the purposes of establishing a quorum and reporting to ANSI. However, such votes (i.e., negative vote without comment or negative vote accompanied by comments not related to the proposal) shall not be factored into the numerical requirements for consensus. APPA is not required to solicit any comments from the negative voter. APPA is not required to conduct a recirculation ballot of the negative vote. APPA is required to report the “no” vote as a “negative without comment” when making their final submittal to the BSR.

APPA shall maintain records of evidence regarding any change of an original vote.

Except regarding votes on membership, each member of the consensus body should vote one of the following positions (or the equivalent):

- Affirmative
- Affirmative with comment
- Negative, with reasons (the reasons for a negative vote shall be given and if possible, should include specific wording or actions that would resolve the objection)
- Abstain with comment

For votes on membership, the affirmative/negative/abstain method of voting shall be followed. Votes regarding this issue need not be accompanied by reasons and need not be resolved or circulated to the consensus body. Abstentions are counted toward the required simple majority return of ballots, but not counted in the two-thirds approval of the ballot question.

17.1 Authorization of Letter Ballots

A letter ballot shall be authorized by any of the following:

- Majority vote of those present at a work group meeting
- The chair
- Quorum not met at meeting and agenda items require approval

17.2 Proxy Vote

Voting members of a work group may choose to have the administrator cast votes for them should they not be able to access the website. The document sharing software will record the vote as a proxy vote for recordkeeping.

17.3 Voting Period

The voting period for ballots are included below but not limited to:

- 60 calendar days from the issuance of a ballot for approval of draft standards
- 7 calendar days for comment resolution approval.
- 7 calendar days from the issuance of a ballot to approve work group continuing objection ballots.

17.4 Public Review and Comments¹

Proposals for new ANS and proposals for revision, reaffirmation, or withdrawal of an ANS shall be transmitted to ANSI using a BSR8 form for listing in the *Standards Action* in order to provide opportunity for public comment.

The comment period shall be one of the following:

- A minimum of 30 calendar days if the full text of the revision(s) can be published in *ANSI's Standards Action*
- A minimum of 45 calendar days if the document is available in an electronic format, deliverable within one day of a request, and the source from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*.
- A minimum of 60 calendar days for all first-time public review.

Such listing may be requested at any stage in the development of the proposal, at the option of APPA, and may be concurrent with final balloting. However, any substantive change subsequently made in a proposed ANS requires listing of the change in *Standards Action*.

17.5 Views and Objections

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in *Standards Action*.

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic communications) of the disposition of the objections and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within

¹ Although a 60-calendar day public comment period is not required in all instances, a number of provisions in the latest edition of ANSI's *Essential Requirements*, when read in combination, satisfy the WTO's 60 calendar day rule. Before adopting a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 calendar days in total for submission of comments on the draft standard if requested by an invested party within the territory of the WTO. Exceptions outlined in the rule are permitted due to issues of safety, health or environment. (See WTO Agreement or Technical Barriers to Trade (TBT). Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.)

procedures used by APPA. In addition, except in the case of Audited Designators, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved must be reported to the ANSI BSR.

APPA will consider any comments received subsequent to the closing of the public review and comment period or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be notified.

All unresolved objections and attempts at resolution (from the work group and public review) and any substantive changes shall be recirculated to the work group in order to afford all members the opportunity to respond, reaffirm, or change their vote. All objectors from the Work Group and public review will be provided a written disposition of their comments with reasons. All objectors will be informed of their right to appeal.

18. Appeals

This section gives criteria regarding the right to appeal, to whom appeals are made and what may be appealed.

18.1 Right to Appeal – Appeals at the APPA Level

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by APPA regarding the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS shall have the right to appeal. The burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Appeals shall be directed to the work group chair with the administrator being copied for the action or inaction in accordance with these procedures.

18.2 Complaint

The appellant shall file a written complaint with the work group chair and administrator within 30 calendar days after the date of notification of action or at any time with respect to inaction. The appellant has the responsibility of demonstrating adverse effects.

18.3 Response

After receipt of the complaint, the work group chair shall respond in writing to the appellant, in effort to resolve the complaint through an informal process. If feasible, the response to the appellant will occur within 30 calendar days. Otherwise, the appellant will be advised as to the reason for the delay.

18.4 Hearing

If the appellant and the work group chair are unable to resolve the written complaint informally in a manner consistent with these procedures, the chair shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least a 15-calendar day notice.

18.5 Appeals Panel

The appeals panel shall be appointed by the work group chair. The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute and who will not be materially

or directly affected by any decision made or to be made in the dispute. The appellant must be notified of the panel's composition and given the opportunity to object to the composition of the panel.

18.6 Conduct of the Hearing

The appellant has the responsibility of demonstrating adverse effects. The respondent must demonstrate that the work group and APPA took all actions in compliance with these procedures. Each party may present arguments, and members of the appeals panel may address questions to individuals.

18.7 Decision

The appeals panel shall render its decision in writing within 30 calendar days, to the chair presenting the findings of facts and conclusions, with reasons therefore, citing the evidence. The chair shall notify the appellant and the work group of the decision of the appeals panel, which shall be binding. The findings may include the following positions:

- Finding for the appellant, giving specific issues and facts regarding which actions or inactions were not taken with subsequent remanding the action to the work group and APPA.
- Finding for the work group and/or APPA, all actions or inactions were taken in compliance with these procedures.

At the conclusion of the panel deliberation and a decision has been made the decision of the appeal panel will be provided in writing to the appellant.

19. Publication

Standards approved as an ANS, shall be published no later than 6 months after BSR approval. A request for an extension of the deadline may be filed with ANSI. APPA shall publish the standard and enter into an agreement for ANSI to put the standard in their catalog for sale.

20. Administrative Withdrawal of Standards

APPA will inform ANSI of its desire to withdraw a standard as an ANS as described in these procedures.

An ANS shall be withdrawn five years following ANSI approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by ANSI's ExSC or its designee. An ANS that has not been reaffirmed or revised within the five-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-calendar day public review notice in *Standards Action*. ANSs that have not been revised or reaffirmed within ten years from the date of their approval as American National Standards shall be withdrawn, and such action shall be announced in *Standards Action*.

20. Compliance with Normative American National Standards Policies and Administrative Policy

APPA will comply with the ANSI's normative policies and administrative procedures established by the ANSI Executive Standards Council or its designee.

21. Antitrust Policy

APPA shall abide by the antitrust requirements as defined in the latest revision of ANSI's *Essential Requirements*, which state that "American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws". APPA's antitrust policy can be found on the APPA International web site (www.appa.org).

22. Patent Policy

APPA shall abide by the patent policy requirements as defined in the latest revision of ANSI's *Essential Requirements*.

23. Metric Policy

Each work group will use the International System of Units (i.e., the "Metric System") as the system of measurement used and published within its ANSs. At the work group's discretion, U.S. Customary Units may also be included within an ANS but in parenthesis and adjacent to "Metric System" measurements.

24. Interpretations Policy

Formal interpretations are for the purpose of providing a clarification of the meaning or intent of the language or the content of the published standard.

Standard interpretation request should be submitted to the administrator (standards@appa.org). APPA does not give any person, institution or organization the authority to interpret APPA standards on its behalf.

When a request for interpretation is received the administrator will notify the chair and call a meeting of the work group. If the work group has been dormant since the publication of the standard, the work group chair may appoint an ad hoc advisory group of work group members to draft a recommended response for review by the work group. The ad-hoc advisory group may include former members of the work group or other persons with subject matter expertise who are familiar with the standard and the issue or questions addressed in the request. Upon ad-hoc or work group majority approval (50%+1), the Administrator shall transmit a copy to the originator of the request.

All requests for interpretation or clarification shall be submitted in writing to the Administrator for review before action by any work group. The administrator shall issue an interim acknowledgment of the inquiry. Simple requests for information about a standard shall be answered by the administrator, in consultation with the relevant work group chair, as appropriate. Other requests shall be forwarded by the administrator to the work group chair that developed the standard. Upon Work Group majority approval, the Administrator shall transmit a copy to the originator of the request and post it on the website.

25. Record Retention Policy

It is the policy of APPA to establish and maintain records of standards development in compliance with the latest revision of ANSI's *Essential Requirements: Due Process Requirements for American National Standards*. Records concerning new, revised, or reaffirmed standards maintained under the periodic maintenance option shall be retained for at least one complete standard cycle (or until the standard is revised). Records concerning new, revised, or reaffirmed standards maintained under the continuous maintenance option shall be retained for a minimum five years or until approval of the subsequent revision or reaffirmation of the complete standard. Records concerning standards maintained under the stabilized maintenance option shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard. Records concerning withdrawn standards shall be retained for at least 5 years from the date of withdrawal. APPA may also maintain a document in accordance with the provisions for the stabilized maintenance of a standard as described in 4.7.3 of the latest revision of ANSI's *Essential Requirements*.

26. Commercial Terms and Conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an ANS. The appearance that a standard endorses any products, services or companies must be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex if the words "or the equivalent" are added to the references. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized if the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.