

## Procedures for canvass by SPRI, an accredited standards developer

These procedures constitute SPRI's canvass process for developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards (ANSI Standard). *In order to maintain accreditation by ANSI, SPRI shall continue to maintain procedures meeting the current requirements of due process and criteria for approval and withdrawal of American National Standard and continue to maintain its status as an incorporated, registered or otherwise recognize legal entity. SPRI shall comply with the normative policies and administrative procedures established by the ANSI Executive Standards Council.*

### 1. Submittal of PINS Form

- Upon receipt of SPRI Board or Technical Committee approval to initiate a project to develop or revise an ANSI Standard, SPRI shall notify ANSI using the Project Initiation Notification System (PINS) form or its equivalent, for listing in *Standards Action*.  
  
A vote of the SPRI Board or Technical Committee is not needed to initiate the review, reaffirmation or revision of an existing ANS. The establishment of a Task Force to undertake the review indicates SPRI's approval of the project.
- The PINS Announcement shall include (1): a statement of the need for the project, (2) identification of the stakeholders, and (3) the interest categories that will or are expected to comprise the consensus body, and (4) if it is SPRI's intent to submit the standard for consideration as an ISO, IEC, or ISO/IEC JTC-1 standard.
- SPRI will consult all relevant international or regional guides that may impact the proposed standard and advise the relevant ANSI Accredited U.S. TAG(s) if the standard is to be submitted for consideration as an ISO, IEC or ISO/IEC JTC-1 standard.
- If SPRI wishes to adopt an ISO or IEC standard as an ANSI Standard it shall comply with the requirements set forth in the *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards*.
- Timely and adequate notice of SPRI's project shall be submitted to suitable industry media for publication to demonstrate that a meaningful opportunity for participation, debate and deliberation by all directly and materially affected persons in a fair and equitable manner was provided.
- If as the standard is developed, the identified stakeholders change substantively, a revised PINS shall be submitted and published.
- A PINS form is not required at the initiation of a project to reaffirm or withdraw an ANSI Standard.
- A PINS is not required for revision of an ANSI Standard that is maintained under continuous maintenance and 1) is registered as such on ANSI's website, 2) has a notice in the standard that the standard is always open for comments, and 3) has information on the SPRI website that the standard is under continuous maintenance and how to submit comments.
- Comments received from PINS announcement shall be handled in accordance with these procedures.
- Written requests for additional information or the opportunity to discuss the proposal from a directly and materially interested outside party or consensus body member during the 30-day PINS comment period, shall be responded to in writing within 30 days of the comment deadline.
- Written comments received within thirty (30) calendar days from the publication date of a PINS announcement in *Standards Action* asserting that SPRI's proposed standard duplicates or conflicts with an existing ANSI Standard or a candidate ANSI Standard that has been announced previously or concurrently in *Standards Action*, shall require that a deliberation of representatives of the relevant stakeholder groups be held within 90 days from the comment deadline to discuss whether there is a compelling need for the proposed standard project. Such a deliberation shall be organized by SPRI and the commenter. The deliberation shall be concluded before SPRI may submit a proposed standard for public review. If the deliberation does not take place within the 90-day period SPRI must demonstrate that it has made a good faith effort to schedule and otherwise organize it. Then SPRI 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 the PINS deliberation shall be conveyed within 30 days after the conclusion of the deliberation by SPRI in writing (the “Deliberation Report”) to the commenter and to ANSI. Upon submission of the Deliberation report, SPRI may continue with the submission of the proposed standard for public review. If additional deliberations take place, they should 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, ideally within 90 days following the deliberation. Subsequently, SPRI shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review for consideration should SPRI 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 SPRI within 30 days after the conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval. While the outcome is not binding, unless binding provisions are agreed to by SPRI, participants are encouraged to develop a consensus on whether and how the standards development proceed.

## 2. Pre-Canvass

- SPRI shall develop a list of potential canvasees consisting of those organizations, companies, government agencies, standards developers, individuals, etc., known to be, or who have indicated that they are directly and materially affected by the standard.
- Industry organizations known to be, or who have indicated that they are directly and materially affected by the standards shall be invited to participate in the canvass process.
- SPRI shall conduct a pre-canvass interest survey in which SPRI informs the potential canvasees in writing via email, fax, US postal service or other means, about the use of the canvass process for developing evidence of consensus. If the potential canvasees are interested in participating, an appropriate interest category shall be selected by the canvasee who then shall be placed on the canvass list.
- SPRI’s pre-canvass interest survey letter shall contain the title, designation, scope, description of the standard along with the history of its development, purpose and intended application of the standard, and an explanation of the ANSI function.
- The time for response shall be at least thirty (30) calendar days from the date of the pre-canvass interest inquiry and shall be so noted in the letter.
- Participants from discretely defined interest categories covering directly and materially interested parties shall be sought with the objectives of achieving balance and having no single interest category constituting a majority of the membership of a consensus body (also known as the canvass list) dealing with other than safety-related standards.
- If the consensus body lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance has been approved by the ANSI Executive Standards Council, SPRI shall undertake measures to achieve balance.
- No individual shall represent more than one organization. No organization shall have more than one member on the canvass list. In the case of organizations for which separate divisions can demonstrate different interests and independence, each division can hold a voting membership. SPRI will comply with the requirement for openness found in the ANSI Essential Requirements.
- Interest categories shall consist of the following:

<b>Producer</b>	Those who are predominantly involved with the production, marketing or supplying of products, materials or systems that are directly related to the scope of the proposed standard. This category typically includes manufacturers and the trade associations that represent the manufacturers of the relevant product.
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**Other Producer** Those who are predominantly involved with manufacturing, marketing or supplying of products, materials or system related to the proposed standard but not the primary product involved. This category typically includes manufacturers and the associations that represent products other than the primary product related to the proposed standard.

**User** Those who are predominantly interested in the use of products, materials, or services identified within the proposed standard. This category usually includes contractors, consumers, regulatory agencies, safety associations, certification agencies, testing laboratories, distributors, retailers, etc.

**General Interest** Those who cannot be categorized as a Producer, Other Producer or User are included. This category typically includes professional and lay people employed by academic and scientific institutions, experts, testing agencies, government agencies, insurance companies, etc.

This list of categories may be expanded or revised if necessary. Interest categories shall not be created for the purpose of avoiding balance requirements. In cases where a consensus body member receives funding from SPRI or other sponsoring entity, that information shall be disclosed to determine if it will impact the member's interest classification.

- Once an interest survey has been properly completed for a standard, there is no need for it to be repeated for subsequent balloting of the document.
- Each member of the canvass list will have only one vote.
- SPRI may conduct a single interest survey for a group or category of standards. A canvasee who has indicated a desire to be on SPRI's canvass list for a particular category or categories of standards shall receive the draft document(s), letter ballot(s), and all appropriate information.
- SPRI may choose to have a draft standard reviewed by a select group of industry representatives before submitting the Form BSR-8 and the first ballot.
- The consensus body shall be those that have responded affirmatively to the precanvass survey or have requested participation in the canvass through the listing in *Standards Action*.

### 3. BSR-8

- After establishing the interest category of potential canvasees, SPRI shall submit a BSR-8 form to initiate a listing in *Standards Action*. A BSR-8 shall be transmitted to ANSI for proposals for a new Standard or to revise, reaffirm, or withdraw existing ANSI Standard.
- SPRI shall determine whether such listing shall be concurrent with the canvass.
- SPRI shall determine whether an announcement of the proposed action in other potentially suitable media is appropriate.
- The affiliation and interest category of each member of the consensus body shall be made available to interested parties upon request. Affiliation refers to the entity that the consensus body member represents (which may or may not be that person's employer). If the consensus body member is serving in an individual capacity, then the name of the individual, that person's sponsor (if any) and interest category should be available. Contact information is not required.
- The comment period for a listing in *Standards Action* as a result of the submittal of the BSR-8 shall be as follows:
  - A minimum of thirty (30) days if the full text of the revision(s) can be published in *Standards Action* (a weekly publication of ANSI);
  - A minimum of forty-five (45) days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
  - A minimum of sixty (60) days, if neither of the aforementioned options is applicable or if requested by

an interested party that is within the territory of a Member of the WTO.

#### 4. **Conduct of Canvass**

##### **A. Ballot Form Information**

- SPRI may begin to conduct the canvass at any time after submittal of the BSR-8 to ANSI.
- Canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the other canvasees.
- SPRI shall transmit, at minimum, the following information to all canvasees and other parties so requesting unless the developer has previously supplied this information:
  - a) the purpose and intended application of the standard;
  - b) a brief history and explanation of how the standard was developed;
  - c) an explanation of ANSI's function and the use of the canvass process in the voluntary consensus standards system;
  - d) a copy of the canvass list, consisting of the name, affiliation, and interest category of each canvasee;
  - e) a copy of the complete proposed ANSI Standard or the relevant portion under consideration when the canvasee has previously received the complete standard;
  - f) official letter ballot(s) to all canvasees; and
  - g) information regarding the right to appeal and the appeals process.
- It is recommended that the right to appeal should be included with all re-circulations.
- Should the document contain material that is not to be considered for approval as an ANSI Standard, such as an introduction, commentary or annex, a clear statement shall be included indicating those portions of the standard that are not to be considered for approval by ANSI.
- The ballot form used shall provide opportunity for the canvasee to indicate its position:
  - Approve/Affirmative\*;
  - Approve with comment/Affirmative with comment;
  - Negative (with comment) with the advice that, in order to receive consideration, negative ballots must be accompanied by supporting written reasons and, where possible, proposals for a solution to the problem raised/negative with reason; (the reasons for a negative vote shall be given and if possible should include specific working or actions that would resolve the objection; and
  - abstain (with or without comment).

\*SPRI will begin using the term "Affirmative" as of November 2015.

- The time allotted for the canvass ballot may be closed at the end of thirty (30) calendar days.
- Canvass participants may request removal from the canvass list.

##### **B. Ballot responses**

- At least one follow-up shall be sent via email, fax, US postal service, or other means at least 10 calendar days before the ballot closes to canvasees not responding to a ballot request. Any change in vote shall be submitted to SPRI in writing.
- A negative vote without comments shall be reported as such on the BSR-9. SPRI is not required to address it, recirculate it or inform the voter of the right to appeal.

- 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. (See 5. Disposition of Views and Objections).
- All ballots received after the closing date, or as soon thereafter as the minimum participation rate is achieved, will be considered as not having been returned. All statements accompanying these ballots will be forwarded to the subcommittee for information, and the voter will be notified of this action.
- Re-balloting may be closed after thirty (30) calendar days or sooner if all canvassees have responded.
- Those not on the canvass list who have a direct and material interest in the standard have an opportunity to participate in the review of the standard during the public review process, announced in *Standards Action*.
- If a majority of the canvass list does not respond to a ballot, the ballot is considered invalid, and SPRI will not respond to negatives submitted in response to that ballot.

**C. Calculation of Consensus**

- All members of the consensus body (canvass list) shall have the opportunity to vote on the approval of a document or portion thereof.
- Approval of a new standard, revision or reaffirmation of an existing standard, or an addendum to part or all of an existing standard, shall require approval by at least a majority of the canvass list and at least two-thirds of those voting, excluding abstentions.

A ballot may be withdrawn from consideration at any time during the ballot period if SPRI determines that the proposed standard is technically inaccurate, would cause restraint of trade or would cause harm to the user or industry.

**5. Disposition of Views and Objections**

- SPRI shall respond as follows to “negative” ballots and public review comments:

<b>Objection</b>	<b>Definition</b>	<b>Action</b>
Persuasive	Objection is substantive and SPRI agrees with the objection.	<ul style="list-style-type: none"> <li>▪ Standard is modified to address the objection.</li> <li>▪ Unless the objector changes his or her vote, the Canvass body shall be provided the unresolved objections and attempts at resolution and provided an opportunity to respond, reaffirm, or revise their votes.</li> <li>▪ Canvassee or public review commenter is advised of the written decision and reasoning</li> <li>▪ A new BSR 8 is submitted to ANSI.</li> </ul>
Objection Withdrawn	Canvassee withdraws objection.	<ul style="list-style-type: none"> <li>▪ No action necessary.</li> </ul>
Editorial	Objection is not substantive but SPRI agrees with the objection.	<ul style="list-style-type: none"> <li>▪ Standard is modified to address the objection. Canvassee or public review commenter is advised of the written decision and reasoning.</li> <li>▪ <u>Unless the objector changes his or her vote, the Canvass body shall be provided the unresolved objections and attempts at resolution and provided an opportunity to respond, reaffirm, or revise their votes.</u></li> </ul>
Non-Persuasive (unresolved objection)	Objection can be substantive or not substantive, but SPRI does not agree with it.	<ul style="list-style-type: none"> <li>▪ Canvassee or public review commenter is advised of the written decision and reasoning.</li> <li>▪ The Canvass body shall be provided the unresolved objections and attempts at resolution and provided an opportunity to respond, reaffirm or revise their votes.</li> <li>▪ ANSI provided correspondence with BSR-9 form.</li> </ul>

Previously Addressed	Objection has been previously submitted and addressed.	<ul style="list-style-type: none"> <li>▪ Canvassee/objector advised of the situation and provided the previous disposition and rationale or reasons therefore. Objector can change vote.</li> <li>▪ If Objector does not change vote, the objection stands and is treated as an unresolved objection.</li> </ul>
Not Related	SPRI determines that the objection is not related to the subject of the ballot	<ul style="list-style-type: none"> <li>▪ SPRI notifies the objector.</li> <li>▪ Objector can change vote.</li> <li>▪ If Objector does not change vote, the objection stands and is treated as an unresolved objection that is deemed not related.</li> </ul>

- Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS announcement or public comment listing in *Standards Action*.
- All substantive changes will be relisted for public review through the BSR-8 form.
- In connection with an objection articulated during a public comment period or submitted in connection with a vote, an effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore.
- The objector shall be informed in writing that an appeals process exists within procedures used by the standards developer.
- Each objection resulting from public review or submitted by a member of the consensus body, which is not resolved, must be reported to the ANSI Board of Standards Review (BSR).
- If the full document has received sufficient approval to meet the numeric qualification for approval but an objection or comment results in a substantive change to the document, the revised sections of the document may be recirculated to the canvass list for approval. Correspondence related to the objection and proposed changes shall accompany the recirculation ballot.
  - A substantive change in a proposed Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:
    - “shall” to “should” or “should” to “shall”;
    - Addition, deletion or revision of mandatory requirements, regardless of the number of changes;
    - Addition of mandatory compliance with referenced standards.
- Unresolved objections, attempts at resolution, and any substantive change made in a proposed ANSI Standard shall be reported to the consensus body in order to afford all members an opportunity to respond, reaffirm, or change their vote within thirty (30) calendar days.
- During recirculation the canvass participants shall be given an opportunity to respond, reaffirm or change their vote. If a canvass participant does not respond to the recirculation but has previously voted on the full document, the original vote will stand.
- SPRI shall acknowledge new objections raised during a recirculation ballot but shall not be required to report them to the canvass body or provide the canvass body with the opportunity to respond, reaffirm, or change their vote.

- Comments received in relation to a ballot that is later withdrawn from consideration will not be addressed by SPRI.
- When this process is completed in accordance with the written procedures of SPRI, SPRI may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.
- 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 so notified.

#### **6. Submittal of Standard (Form BSR 9)**

- Upon completion of the procedures for canvass, for disposition of views and objections, and for appeals, the evidence of procedural compliance in support of the proposed standard shall be submitted to ANSI for approval via the BSR-9 Form. Submission of the BSR-9 shall be within one (1) year from the close of the comment period listed in the *Standards Action*.
- The information to be supplied to ANSI shall include those currently required by ANSI Essential Requirements.
- When reporting the votes a “0” must be included when no votes are received in a voting option.
- In the unusual case that an interest area is considered non-relevant and has no self-identified participants it should not be listed on the form
- Standards being reaffirmed shall be identified in the following manner:
  - Republished with a designation that includes the year of reaffirmation (R20xx): or
  - With an insert accompanying the original standard; or
  - Via a notation on or in the document.
- An approved standard shall be published in accordance with the requirements of the ANSI Essential Requirement.

#### **7. Appeals**

- Persons (sometimes referred to as “Appellant”) who have directly and materially affected interests, and who have been or will be adversely affected by a standard being canvassed, shall have the right to appeal any procedural actions, inactions, or non-compliance of SPRI (sometimes referred to as “Respondent”). The appeal process shall be concluded before final submittal of evidence of consensus is made to ANSI in support of the approval of a standard as an American National Standard.
- Claims raised during the standards development process are to be addressed per the SPRI appeals process.
- An appeal of the approval of a standard as an American National Standard is to be filed in accordance with the *Operating Procedures of the ANSI Board of Standards Review*.
- The Appellant may file an appeal of SPRI’s continuing accreditation status with the ANSI Executive Standards Council prior to the conclusion of the SPRI Appeals Process.
- The appeal of action must be filed in writing with SPRI within thirty (30) calendar days after the date of notification of action. Appeals of inaction may be made at any time. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI committee.
- The Appellant shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that is 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 by SPRI.
- Within thirty (30) calendar days after receipt of the appeal by SPRI, SPRI shall respond in writing to the Appellant, specifically addressing each allegation of fact in the complaint to the extent of the Respondent’s knowledge.



- If, after 30 days from SPRI's written response to the Appellant, either the Appellant or SPRI determines that the Parties will likely be unable to resolve the written appeal informally, the Appellant and SPRI each have the right to notify the other Party in writing that an impartial Appeals Panel (hereinafter sometimes referred to as "Panel") shall be convened.
- The Panel Members shall consist of three individuals, knowledgeable as to the policy or other concerns related to the dispute, 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 that could be made in the dispute, or who have any other conflict of interest in hearing the matter.
- The Appellant shall name one Panel Member, as shall SPRI. Those two members shall be expected to timely choose a third member. If the two members are unable to agree upon a third member the SPRI Board of Directors shall name the final Panel Member.
- Convening the Panel works as follows: Upon receipt of the written request that a panel be convened, both Parties will have ten (10) calendar days in which to provide in writing the names of their respective Panel Members.
- The three-member Panel shall schedule the date, time and place for the appeal hearing at the earliest day possible provided that not less than twenty-one (21) days notice be given to each Party.
- A schedule of exchange of documents and concise summaries of testimony that will or might be used at the appeal hearing, along with guidelines to facilitate the holding of the hearings shall be provided to the Appellant and Panel Members. If agreeable to both Parties, the schedule of events may be extended.
- *Timely Exchange of Documents and Concise Summaries of Testimony Requirements*  
The Appellant is required to email or mail via overnight-delivery copies of all of the documents and the concise summaries of testimony that it will or might introduce at the appeal hearing, to each of the Panel Members and to Respondent (SPRI) within seven days from the date the Panel has informed the Parties that it has selected a date for the appeal hearing.

The Respondent is required to email or mail via overnight delivery copies of all of the documents and the concise summaries of testimony that it will or might introduce at the appeal hearing, to each of the Panel Members and to Appellant within seven days from its receipt of Appellant's aforementioned submission.

- *Representation at the Impartial Appeals Panel Hearing ("Hearing")*  
Each Party has the right to have not more than three individuals present at the Hearing, none of whom will be an attorney, unless both Parties have agreed that there can be more than three individuals present, or that both Parties have the right to have an attorney present there.
- *Burden of Proving Each Party's Case, and Burden of Putting on Evidence in Support of Its Case*  
The Appellant has the burden of demonstrating any adverse effects, improper actions or inactions, or other substantial improprieties in the procedures followed, or not followed, by Respondent, and the efficacy of the requested remedial action sought as part of the appeal.

The Respondent has the burden of demonstrating that it remained in substantial compliance with all procedural requirements and that, in the event of its failure to maintain in substantial compliance, any remedial action sought by Appellant would be ineffective, detrimental or otherwise unnecessary to correct the failure alleged in the appeal and found to have occurred.

- *Conduct of the Hearing*  
The Panel Members, who may elect to vote one member as chair, will: (1) establish equal periods of time in which the Parties may present their testimony and refer to relevant documents; (2) rely only upon those documents and testimony that have been provided to the other Party and to Panel Members timely prior to the opening of the Hearing; (3) require the Appellant to put on its case in support of the appeal first; (4) require the Respondent to put on its case in support of the defense thereafter; (5) permit Appellant an opportunity for rebuttal if, in the Panel's judgement, any request for rebuttal would be necessary or otherwise appropriate to be permitted; (6) ensure that fairness abounds in terms of allowing

for only one person to speak at a time, allowing for questioning of any participant in the Hearing by the other Party, once the first Party who called the participant has finished asking questions; Panel Members may question participants at any time as they believe would be helpful to completing the Hearing; the Panel Members will determine the timing and duration of any breaks to be taken, the adjournment of the day and the Hearing, and the need for any further day of Hearing, if such becomes advisable to the Panel Members.

- ***Panel Decision and Written Opinion***

The decision to be provided to SPRI and the Appellant after the close of the Hearing is to be: (1) submitted in writing by the Panel, and signed by all three Panel Members, although any Panel Member may disagree with the decision reached by the other two Panel Members, either in full or in part; (2) the written decision, which can be authored by one or more of the Panel Members as the Members will determine, should be completed within thirty (30) calendar days from the close of the Hearing, and earlier if it can be done so, fairly and with full consideration of the issues presented.

- Based on a preponderance of the evidence presented to the appeals Panel, consideration shall be given to the following positions, among others, in formulating its decision:
  - a) Finding for the Appellant, remanding the action to SPRI with a specific statement of the issues, and facts and arguments in regard to which fair and equitable action had not apparently been taken by SPRI;
  - b) Finding for the Respondent, with a specific statement of the facts and arguments that demonstrate fair and equitable treatment of the Appellant and the Appellant's objections;
  - c) Finding that new, substantive facts and arguments have been introduced, and remanding the entire action to SPRI for appropriate reconsideration.
- To the extent that questions arise considering the holding of the hearing, not inconsistent with the requirements set forth within this provision for appeals, the Panel may use, but is not required to use, current guidelines, procedures and protocols for hearings set forth by American Arbitration Association (AAA).
- Each Party may adduce other pertinent facts and arguments to support its case, and members of the Panel may address questions to individuals. *Robert's Rules of Order Newly Revised* (current edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.
- A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported by SPRI to the consensus body and ANSI.
- If the appeals process described above is unsuccessful, the Appellant has the right to appeal to ANSI. SPRI agrees to the procedures concerning an appeal to ANSI as outlined in the ANSI Essential Requirements.

## **8. Parliamentary Procedure**

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order Newly Revised* (current edition) may be used to expedite due process.

## **9. Interpretations**

- Official interpretations of an ANSI Standard shall be made only by the accredited standards developer responsible for maintenance of that standard (SPRI).
- Requests for Interpretations must be submitted in writing to SPRI.
- The SPRI Technical Committee will create an ad hoc Task Force to prepare an interpretation which will then be reviewed and may be approved by the SPRI Technical Committee with a simple majority vote of Technical Committee members present and voting. That Interpretation will then be presented to and may be approved by the SPRI Board of Directors by a simple majority vote of Board members present and voting.
- SPRI, through its Technical Committee, will provide, in writing, any approved official interpretation of an ANSI Standard developed and canvassed through SPRI.

- ANSI shall not issue, nor shall any person have the authority to issue, an interpretation of any ANSI Standard in the name of ANSI.

#### **10. Metric Policy**

U.S. Customary Units is the required unit of measurement in all SPRI ANSI Standards. International System of Units (SI) may follow the U.S. Customary Unit measurement in parentheses.

#### **11. Processing Suggestions for Revision of a SPRI-Developed Standard**

When suggestions for change to SPRI-developed ANSI standards are received outside of the normal review schedule, they are submitted to the SPRI Technical Committee to consider at its next regularly scheduled meeting. The Committee shall decide by majority vote of the members present and voting whether the suggestion has merit and, if so, take one of the following actions:

- a. Rejects the suggestion;
- b. Accepts the suggestion for inclusion in the next regular revision of the Standard. (SPRI maintains a revisions file that is opened when the regular revision is scheduled for review);
- c. Accepts the suggestion for revision of the Standard as soon as possible. (The Standard is revised and as per the normal revision procedures); and
- d. The originator of the suggestion is informed by mail of the above action within thirty (30) calendar days of SPRI's meeting at which the suggestion was considered.

If suggestions for revision are accepted by the SPRI Technical Committee, SPRI will submit the proposed revised SPRI standard for approval, and all of the current SPRI canvass procedures will apply.

#### **12. Regular Review of a SPRI-Developed ANSI Standard**

- SPRI-developed ANSI standards will be reviewed within five years of the most recent issue. Prior to the scheduled review date, SPRI will notify the SPRI membership and provide copies of the revisions file kept for that Standard. A Task Force of interested members will be formed, and it will review the Standard and consider the revision suggestions on file. As appropriate, revisions will be drafted and distributed to SPRI Membership for consideration at its then-next regularly scheduled meeting. If by majority vote, as described above the Task Force accepts the revision, the SPRI Membership will be notified that a revision canvass is being initiated, and SPRI Membership is invited to participate. The Standard will be recanvassed as per the approved canvass procedures.
- If SPRI wishes to withdraw its support of one or more of its ANSI Standard standards, it may do so by a majority vote of the SPRI Technical Committee and SPRI Board of Directors and without a vote of the relevant consensus body. SPRI shall notify ANSI immediately and the standard shall be withdrawn as an ANSI Standard and may be announced in Standards Action.
- SPRI may abandon the processing of a proposed new or revised ANSI Standard or portion thereof, with a majority vote of the SPRI Technical Committee and SPRI Board of Directors and without a vote of the relevant consensus body. SPRI shall notify ANSI immediately so that such action can be announced in Standards Action.

#### **13. Records Retention Policy**

Records for new, revised, or reaffirmed standards shall be retained by SPRI for one complete standards cycle. All records relating to the withdrawal of an SPRI ANSI Standard shall be maintained by SPRI for five years from the date of withdrawal.

#### **14. Patent Policy**

SPRI shall comply with the most current version of the ANSI Patent Policy.

#### **15. Commercial Terms and Conditions**

SPRI shall comply with the ANSI Commercial Terms and Conditions Policy.

**16. Commentary**

The following text will introduce the Commentary section of SPRI Standards:

This Commentary is not a part of this standard. It consists of explanatory and supplementary material designed to assist users in complying with the requirements. It is intended to create an understanding of the requirements through brief explanations of the reasoning employed in arriving at these requirements or to provide other clarifications. It therefore has not been processed in accordance with ANSI Essential Requirements and may contain material that has not been subjected to public review or a consensus process. Thus, it does not contain requirements necessary for conformance with the standard.

The sections of the Commentary are numbered to correspond to the sections of the standard to which they refer. Since it is not necessary to have supplementary material for every section in the standard itself, there may be gaps in the numbering in the Commentary.

**17. Antitrust Policy**

SPRI shall comply with the ANSI Antitrust policy. In addition, SPRI complies with its own Antitrust Policy which provides in part that its participant in its programs “comply with antitrust laws. Discussions which could affect competitive pricing decisions or other competitive factors are forbidden. There may be no discussions of pricing policies or future prices, production capacity, profit margins or other factors that may tend to influence prices. In discussing technical issues, care should be taken to avoid discussing potential or planned competitive activities. Members and participants should be familiar with the SPRI Antitrust Policy and act in conformity with it.”

**18. Normative Administrative Procedures**

The official language of the SPRI process, is English. The only version of SPRI’s accredited procedures and American National Standards Institute (ANSI) approved documents as an ANS, is the English language version.