



ASSE INTERNATIONAL

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

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American National Standards Institute

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Section I Procedures

I.A Procedures for the Development of Standards

These written operating procedures shall govern the methods used for development of standards and similar documents and shall be available to any interested person. These operating Procedures are maintained by ASSE International Chapter of IAPMO LLC (“ASSE International”). The Procedures shall be submitted to the American National Standards Institute (ANSI) for review and approval.

These Procedures are used in the development of voluntary consensus American National Standards. The Procedures meet the requirements of due process as defined in the American National Standards Institute (ANSI) *Essential Requirements: Due Process Requirements for American National Standards*. These Procedures are written to incorporate all procedural requirements set forth in the ANSI process. Where the *Procedures for the Development of Standards* do not specifically address an issue, the *ANSI Essential Requirements: Due Process Requirements for American National Standards* document referenced above shall serve as the precedent document.

These Procedures are also used in the development of Listing Evaluation Criteria.

I.B Revisions to Procedures

The Procedures for the Development of Standards will require modification as a result of changes made by ANSI in its procedures, or as part of normal review of processes and procedures to make the standard process more efficient and effective. ASSE International will present the proposed revision(s) to the Standards Committees and the ASSE International Board of Directors for review and comment. The revised Procedures shall be submitted to ANSI for review and approval.

Section II

II.A Principles

Consensus: Substantial agreement by directly and materially affected interests that signifies the concurrence of more than simple majority but not necessarily unanimity. It requires that all views and objections be considered and that an effort be made toward their resolutions.

Balance: Strive to ensure that the number of voting members from any one classification does not exceed one-third of the total number of a Standards Committee’s voting members. (See Table 1)

Due Process: Anyone interested in or affected by the standard has the right to participate by expressing a position, having their position considered or appealing if adversely affected.

Lack of Dominance: Any single interest category, individual or organization shall not dominate the standards development process. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

Notice: Timely and adequate notice of any action to create, revise, reaffirm or withdraw a standard, and of the formation of a new Working Group, shall be provided to all known directly and materially affected interests. Notice shall include a clear description of the purpose of the proposed activity and shall identify a readily available source for further information. In addition, the name, affiliation, and interest category of each member of the consensus body shall be made available to interested parties.

Openness: Participation in the standards process shall be open to all persons who are directly and materially affected by the standard. These Procedures are written to ensure that

there are no undue financial burdens involved in participation, and that voting participation on a consensus body is not conditional upon membership in any organization, including ASSE International or IAPMO, not unreasonably restricted on the basis of technical qualifications or other such requirements. Participation is available through voting membership on the Standards Committees, membership on the Working Groups, by meeting participation, or by public review and comment.

II.B Definitions

Alternate Member: A normally non-voting member of a standards committee who is able to participate and engage with the processes given in these procedures, only as given in Section III.C 5).

Contributing Member: A non-voting member of a standards committee.

Editorial Change: Corrections that do not alter the meaning of the standard, the test procedures or the test criteria. Editorial corrections include, but are not limited to typographical, spelling, grammatical, section numbering and formatting errors.

Periodic Maintenance: The maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of its approval as an American National Standard.

Quorum: A majority of the committee membership eligible to vote.

Secretariat: The role that coordinates and manages the administrative duties and records maintenance for a standards committee. This role is managed by ASSE International.

Standards Committees: The Product Standards Committee and the Professional Qualifications Standards Committee are the balanced consensus bodies responsible for development and maintenance of all ASSE/ANSI Standards.

Substantive Change: A change that directly and materially affects the use of the standard. Examples of substantive changes are: “Shall” to “should” or “should” to “shall”; Addition, deletion or revision of requirements, regardless of the number of changes; Addition of mandatory compliance with referenced standards.

Working Group: An ad hoc sub-committee of the Standards Committees that addresses a specific standard. Working Group actions shall be advisory to the appropriate Standards Committee. Working Groups are not governed by the rules of balance or consensus as defined in these Procedures.

Section III Standards Committees

III.A Product Standards Committee Structure

The scope of the Product Standards Committee (hereinafter “PSC”) of ASSE International shall be the development of product standards which incorporate test procedures for assemblies, devices, fixtures, appliances and materials pertaining to plumbing and piping systems which are in the interest of protecting the public health. These product standards shall include requirements for safety, health and performance. They may also include requirements such as construction, maintenance and operation of equipment and materials for plumbing and piping systems.

III.B Professional Qualifications Standards Committee Structure

The scope of the Professional Qualifications Standards Committee (hereinafter “PQSC”) of ASSE International shall be the development of professional qualifications standards which incorporate educational, training and industry experience requirements pertaining to the

installation, inspection or design of plumbing, fire protection and mechanical systems which are in the interest of protecting the public health.

III.C Membership

- 1) Membership on the Standards Committees is not conditional on membership in ASSE International or IAPMO.
- 2) The membership of the Standards Committees should not exceed fifteen (15) voting members each. Members shall be appointed by the ASSE International President and approved by the ASSE International Board of Directors.
- 3) Members shall be notified, in writing, when they are appointed to or removed from the Standards Committees.
- 4) A Committee member's term shall be for one (1) year. The number of terms shall not be limited.
- 5) A voting member may designate an alternate member to vote in their stead when they are unable to or choose not to vote. The alternate member shall have the same classification as the voting member.
- 6) ASSE International shall maintain the Secretariat role. Employees of ASSE International or The IAPMO Group shall not vote.
- 7) Members of the Standards Committees shall participate as individuals rather than as representatives of any employer or organization, including in the execution of all voting rights.
- 8) Those seeking appointment or reappointment to the Standards Committees shall complete and submit an application which shall be on file in the ASSE International office.
- 9) One of the voting representatives of the Product Standards Committee shall serve as liaison with the ASSE International Seal Control Board.
- 10) To assess balanced representation members shall be classified into categories as outlined in Table 1.

III.D Membership Classification

Members shall be classified per Table 1.

Voting members from diverse interest categories shall be sought with the objective of balance. The process shall not be dominated by any single interest category, individual, or organization.

Non-voting members, other than employees of ASSE International, shall represent a classification. Non-voting members consist of contributing and alternate members.

TABLE 1 - Classifications of Appointed Standards Committee Members

Engineer: One who is trained or professionally engaged in a branch of engineering.
Regulatory Agency: The individual official, board, department, or agency established and authorized by a federal, state, county, city, or other political subdivision created by law to administer and enforce the provisions of regulations or ordinances such as the plumbing code or public health code.
Licensed Contractor: An individual who is engaged in the business of design and/ or construction in the building industry and is licensed by a state, county, city, or other government agency to perform such work.
Code Development Agency: An organization that is engaged in the development and publication of one or more model codes (building, plumbing, mechanical, etc.) that is/are adopted as law by federal, state, county, city or other government agencies.
Testing Laboratory: An organization or business established primarily for the purpose of testing products and materials to recognized standards or testing procedures.
General Interest: A person or organization interested in the products or standards addressed by the committee, who is qualified to serve on the committee, and who does not fall under any of the other categories.
Manufacturer / Manufacturer's Association: A business or organization that is engaged in the manufacture of plumbing or mechanical products or an organization or association that represents such businesses or organizations.
Certification Agency: A person employed by an organization or business established primarily for the purpose of certifying products or individuals to recognized industry standards.
Academic / Skill-Trade Trainer / Educator: A person employed by an accredited industry training program, high school, college, or university where plumbing, fire protection or mechanical courses are taught.

III.E Duties of the Committee Officers

- 1) The Chairperson shall be appointed by the ASSE International President and approved by the ASSE International Board of Directors.
- 2) The Vice-chairperson shall be a voting member appointed by the Chairperson, if the Chairperson deems such appointment is necessary.
- 3) The term of office shall be one (1) year. The number of terms shall not be limited.
- 4) The Committee Chairperson and Vice-Chairperson shall be members of ASSE International.
- 5) The Chairperson shall be responsible for adjudicating all views and objections encountered in the balloting and public review process, in collaboration with the Secretariat.
- 6) The Chairperson shall preside at meetings in a manner that is efficient and in compliance with these Procedures and perform such duties as may be customarily associated with such office.
- 7) The Chairperson, or an appointee, shall review the performance of each Working Group at least annually to ensure that progress is being made on the project.
- 8) The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson's office and shall perform other such duties as may be assigned by the Chairperson.
- 9) The Chairperson shall report the status of standards at least semiannually to the ASSE International President and the ASSE International Board of Directors and provide a

liaison role between the standards committees and the ASSE International Board of Directors.

III.F Duties of the Committee

- 1) The Standards Committee is the consensus body and is responsible for:
 - a) Reviewing applications for proposed standards consistent with ASSE International's mission and reporting their recommendation to the ASSE International Board of Directors.
 - b) Voting on approval of proposed ASSE International Standards.
 - c) Ensuring that public health and safety issues are properly addressed in the standards.
 - d) Maintaining standards in accordance with these Procedures.
 - e) Advising on personnel for membership on the Working Groups.
 - f) Other matters requiring consensus body action as provided in these Procedures.
- 2) The Committee shall review all new and revised draft standards. All standards and revisions approved by the Committee shall be submitted to the Board of Directors with a recommendation for final adoption.
- 3) The Committee shall review each existing standard and recommend revising, reaffirming or withdrawing.
- 4) The Committee shall attempt to achieve consensus for the action proposed on a standard. The resolution of all comments shall be attempted. All attempts to resolve comments shall be recorded and maintained as part of the draft standard's file.
- 5) The Committee shall make a good faith effort to resolve potential conflicts and to coordinate standardization activities intended to result in harmonized American National Standards. A "good faith" effort shall require substantial, thorough and comprehensive efforts to harmonize a candidate American National Standard (ANS) and existing ANSs. ASSE International shall retain evidence of such efforts in order to demonstrate compliance with this requirement to the satisfaction of the appropriate ANSI body.
- 6) The committee will examine other known national standards with regard to harmonization and duplication of content and if duplication exists, determine whether there is a compelling need for the standard.
- 7) Meetings shall be held semiannually. One meeting shall be held in conjunction with the Annual Meeting and the second meeting shall be held in conjunction with the Mid-Year Meeting.
- 8) Meetings are open to the public. On questions of parliamentary procedure not addressed in these Procedures, "Robert's Rules of Order" shall be followed.
- 9) Members of the public shall be permitted to express their views through the Committee Chairperson on items being discussed but shall not have voting privileges.
- 10) Meetings shall be permitted to be held in executive session, as necessary and when directed by the Committee Chairperson.
- 11) Unless otherwise indicated, all Committee members' expenses shall be their own responsibility.
- 12) Only members of the Committee are permitted to be at the table during a meeting. The Chairperson may request an observer to be at the table to participate in the discussion of a specific agenda item.

III.G Participation on Committees

- 1) Members of the Committee shall agree in writing to adhere to these Procedures, and those set forth in the ASSE International By-Laws.
- 2) Committee members shall attend meetings and shall respond to ballots.
- 3) Failure of a Committee member to respond to letter ballots on three (3) consecutive occasions or to attend two consecutive meetings shall be justification for the Chairperson to recommend the removal of the member.
- 4) A Committee member whose change in employment affects his/her voting interest may also be removed.
- 5) Letter ballots shall be issued to the Committee.
- 6) Each member shall exercise his or her voting privilege within the prescribed time limits on the ballot.

III.H Voting at Meetings

A quorum is required to take action at a meeting. Actions taken require a majority vote.

III.I Actions requiring letter ballots

A letter ballot is required to adopt a new standard, or to revise, reaffirm or withdraw an existing standard, or to reject an application to initiate a new standard. All technical changes to existing or draft standards shall be letter balloted. Alternate members may give comments, but their vote shall not be counted regarding adoption, revision, reaffirmation, or withdrawal of a standard unless they are a designated representative of a voting member who is not voting.

III.J Voting and Resolution of Comments

- 1) Draft standards shall be balloted.
- 2) The Secretariat shall provide a ballot containing four (4) forms of response: Approved, approved with comment, negative or abstain.
- 3) Responses of negative shall be substantiated with comments and, if possible, proposed replacement wording or corrections.
- 4) All proposed technical changes must be accompanied by supporting data and rationale.
- 5) Ballots shall be closed upon receipt of all ballots or 21 days from the date of issue, whichever comes first. Reminder notices shall be sent to all committee members who have not submitted their ballot.
- 6) Ballots received after the close of the voting period shall not be considered unless an extension was granted by the Chairperson or Secretariat.
- 7) After the close of voting, the Secretariat shall submit to the Chairperson a vote tally with a list of all comments.
- 8) The Chairperson shall attempt to resolve comments and negative votes. The Chairperson shall determine which comments are editorial and which are substantive (technical). Editorial comments shall be resolved by the Chairperson or Secretariat with the objector. Substantive (technical) comments shall be resolved by the Chairperson, together with the Working Group if deemed necessary, and the objector. All objectors shall be advised in writing of the disposition of the objections and reasons, therefore.
- 9) The vote tally and ballot comments, along with the chairperson's attempts at resolution, shall be forwarded to the committee. All unresolved objections and attempts at resolution shall be designated as such and circulated to the committee to afford members the opportunity to respond, reaffirm or change their votes.

- 10) The Chairperson shall attempt to resolve all public review comments. The Chairperson shall determine which comments are editorial and which are substantive (technical). Editorial comments shall be resolved by the Chairperson or Secretariat with the objector. Substantive (technical) comments shall be resolved by the Chairperson, together with the Working Group if deemed necessary, and the objector. All objectors shall be advised in writing of the disposition of the objections and reasons, therefore. All unresolved objections from the public review process and attempts at resolution shall be designated as such and circulated back to the committee to afford members the opportunity to respond, reaffirm or change their vote.
- 11) All substantive (technical) changes to the draft shall be balloted again and shall undergo ANSI public review.
- 12) The draft standard shall be considered approved when a majority of the eligible members return the ballot and two-thirds (2/3) of those who vote approve the draft less abstentions.
- 13) Upon approval, the draft standard, vote tally and any unresolved comments shall be sent to the Board of Directors with a recommendation to adopt.

III.K Secretariat Role

ASSE International shall maintain the Secretariat and shall be responsible for:

- 1) Overseeing compliance with these Procedures.
- 2) Maintaining a roster of Standards Committees membership and maintaining a list of standards assigned to each Standards Committee.
- 3) Maintaining the roster of Working Group membership.
- 4) Providing administrative services to the Standards Committees and Working Groups.
- 5) Submitting documentation to ANSI.
- 6) Documenting and communicating actions and decisions made by the Standards Committees and Working Groups, including minutes of the meetings.
- 7) Publishing announcements on the ASSE International website, in ASSE International publications and in press releases concerning standards activity.
- 8) Letter balloting the Standards Committees and Working Groups.
- 9) Distributing and posting a draft agenda in advance of Standards Committee meetings.
- 10) Performing other functions as required by these Procedures.

Section IV Development of Standards

IV.A Project Initiation

A written application shall be submitted to ASSE International requesting the development of a Standard. There are different applications for Product Standards and Professional Qualifications Standards. The appropriate Standards Committee shall review the application and make a recommendation to the ASSE International Board of Directors. If the Board of Directors approves the development of the standard, then the project shall be initiated.

At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form. Notification of standards activity shall be announced on the ASSE website under Standards Updates, in communications through Standards Alerts and other suitable media to demonstrate the opportunity for participation by all directly and materially affected persons.

All comments received in response to the PINS announcement shall be addressed in accordance with clause 2.5 of the *ANSI Essential Requirements*.

IV.B ANSI Board of Standards Review

Proposals for new American National Standards (ANS) and proposals to revise, reaffirm or withdraw approval of an existing ANS shall be submitted to ANSI using the BSR-8 form for listing in *ANSI Standards Action* in order to provide an opportunity for public comment. After all comments and appeals have been addressed in accordance with these procedures, the standard has been approved by the ASSE International Board of Directors, the ANSI public comment period and any appeals processes have concluded, the BSR-9 form shall be submitted to ANSI.

IV.C Discontinuance of a Standards Project

ASSE International reserves the right not to proceed with the development of a draft standard if, in the exercise of its judgment, the publication of the proposed requirements would not be in the best interests of ASSE International. A written justification for such an action shall be made available upon receipt of any written request received by ASSE International within 60 calendar days of the date of final action. Appeals of such actions shall be made to the ANSI Executive Standards Council based on procedural noncompliance. Notification to ANSI shall be made as soon as possible.

IV.D Denial of Application to Issue or Revise a Product Standard

- 1) In developing performance standards, the Product Standards Committee shall not fail to recommend issuance of a new standard or revision of an existing standard, nor shall the Board of Directors fail to issue or revise a standard, for the reason that the product to be covered by the requested standard or revision is patented or produced by only one (1) or a limited number of manufacturers, provided that:
 - a) ASSE International has received a written application requesting such development or revision;
 - b) ASSE International has already issued a standard or revision of a standard covering any competing product(s);
 - c) the applicant has reasonably established in its application that the product(s) to be covered by the proposed standard or revision adequately meets the implicit or explicit performance goals required by the existing standard covering any competing product(s) (e.g. the applicant has proposed competent and reliable testing criteria for the product(s)); and
 - d) ASSE International does not at that time possess or rely upon a justification for failing to issue the requested standard or revision that would satisfy reasonable standard-setting criteria.

- 2) In the event that conditions IV(D)(1)(a) through (c) are satisfied, and the Product Standards Committee declines to recommend issuance or revision of the standard as requested, or the Board of Directors declines to issue or revise the standard as requested, ASSE International shall:
 - a) provide to the applicant a written statement of the justification and basis for the failure, including the identification of the standard setting criteria and tests or other evidence or information upon which ASSE International relied;
 - b) provide to the applicant a reasonable opportunity to respond;
 - c) if the applicant responds in writing, provide the applicant a written statement of the justifications and basis for the final decision which addresses all the issues raised by the applicant's response including the identification of the standard-

- setting criteria and tests or other evidence or information upon which ASSE International relied; and
- d) pursuant to ASSE International's records retention policies, maintain copies of the applicant's submissions, of all responses made to the applicant, of the applicant's responses thereto, if any, and of the justifications and bases for the final decisions.

IV.E Revision Cycle

Standards that have been approved as American National Standards shall be maintained under periodic maintenance and shall be reaffirmed, revised, or withdrawn at least every five years. If a reaffirmation, revision, or withdrawal is in process when the five-year limit is reached, ASSE International may request an extension from ANSI. The standard shall be withdrawn as an ANS if no action is taken at the end of the extension. Standards shall not be designated as American National Standards if no action has been taken beyond 10 years from the date of approval. Standards that are not ANS may be categorized as "inactive."

IV.F Consideration of Views and Objections

Prompt consideration shall be given to the written views and objections of all participants, including those comments on the PINS announcement or public comment listing in ANSI *Standards Action*. All comments received in response to the public review period shall be addressed in the same manner as the consensus body comments (per Section III.J

IV.G Provisional Standards

If a request for a Provisional ANS or Provisional Amendment to an ANS is received, the procedures as set forth in Annex B of the ANSI *Essential Requirements* shall be followed.

IV.H Standards Designation

Product Standards receiving final approval by the Product Standards Committee shall be designated as ASSE International 1[XXX] – Year. Product Standards that have been approved as an American National Standard shall include "An American National Standard" on the cover.

Professional Qualification Standards receiving final approval by the Professional Qualifications Standards Committee shall be designated as ASSE Series [X]000 – Year. Professional Qualification Standards that have been approved as an American National Standard shall include "An American National Standard" on the cover.

Reaffirmed standards shall be as designated in the previous publication – (RYear). The year in parenthesis shall indicate the year the standard was reaffirmed.

When an ASSE International standard is withdrawn, the standard designation number shall not be used in the future for any other standard. The standard designation number shall only be used if the withdrawn standard is reinitiated.

IV.I Confidentiality of Information

Drafts, ballots and other correspondence are confidential and shall be released only to Committee members unless prior permission of the applicable Standards Committee Chairperson has been authorized. Members of the Committee shall maintain confidentiality when voting on proposed standards or on the maintenance of existing standards.

IV.J Appeals

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction with regard to the development of a proposed Standard or the revision, reaffirmation, or withdrawal of an existing Standard have the right to appeal.

- 1) Objectors shall be notified, in writing, of the right to appeal unresolved objections to a standard, including public review objections.
- 2) The appellant shall file a written complaint with ASSE International within thirty (30) days after the date of notification of action or at any time with respect to inaction.
- 3) The appeal shall state the nature of the objection(s) including any adverse effects, the section(s) of these Procedures or the standard at issue, actions or inactions 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.
- 4) Within thirty (30) days after the receipt of the appeal, the Committee Chairperson shall respond in writing to the appellant.
- 5) If the appellant and the Committee Chairperson are unable to resolve the appeal the formation of an appeals panel shall be initiated within thirty (30) days.
- 6) The appeals panel shall consist of three (3) individuals who have not been directly involved in the dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute.
 - a) One member of the panel shall be appointed by the ASSE International President.
 - b) One member of the panel shall be appointed by the appellant.
 - c) One member of the panel shall be jointly appointed by the appellant and the ASSE International President.
- 7) The burden of proof to show adverse effect shall be on the appellant. The appellant shall have the responsibility of demonstrating adverse effects, improper actions or inactions, and the efficiency of the requested remedial action. ASSE International shall have the responsibility of demonstrating that actions taken were in compliance with these Procedures.
- 8) The appeals panel shall render its decision in writing within thirty (30) days. A majority of the appeals panel shall concur in the decision.
- 9) A finding for the appellant shall remand the action to ASSE International and the Committee.
- 10) A finding for ASSE International shall require no further action.

IV.K Requests to Make Corrections to a Published Standard

- 1) Proposed corrections to a published standard must be submitted in writing to the ASSE International Office. The proposed corrections shall then be forwarded to the appropriate Committee Chairperson for review.
- 2) The Committee Chairperson shall make a determination if the proposed correction is editorial or substantive (technical).
- 3) Proposed corrections deemed editorial are those that do not alter the meaning of the standard, the test procedures or the test criteria. Committee members shall be notified of editorial corrections. Copies of all correspondence shall be kept in the standards file.
- 4) If a proposed correction is deemed substantive (technical) by the Committee Chairperson, the Chairperson will recommend to the submitter that the proposed correction be the basis of an application for the standard to be opened for revision.

IV.L Requests to Revise a Standard Outside of its Revision Cycle

Requests to revise a standard outside of the normal revision cycle shall be submitted in writing to the ASSE International Office. Standards shall only be revised outside of the

normal revision cycle if there is a health or safety issue or if the Standards Committee deems it appropriate.

IV.M Copyright and Intellectual Property Rights

IAPMO has all and full rights in copyright in any material authored, either individually or with others, by members of the Committees and Working Groups, or which is submitted for proposed use of the Committees and Working Groups in an ASSE International Standard or other ASSE International publication. IAPMO reserves the right to register copyright of any material, standard or publication produced through the ASSE International Standards Program in its own name.

IV.N Patent Policy

ASSE International shall comply with the current ANSI Patent Policy.

IV.O Commercial Terms and Conditions Policy

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an ASSE International Standard. The appearance that a standard endorses any particular products, services or companies shall be avoided. It is generally not acceptable to include proper names or trademarks of specific companies or organizations, acceptable 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 determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. 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 as long as 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. For the purpose of development, approval and maintenance of ANS standards, ASSE International shall comply with the current ANSI policy related to commercial terms and conditions as stated in the ANSI *Essential Requirements*, Section 3.2 Commercial Terms and Conditions.

IV.P Metric Policy

For the purpose of development, approval and maintenance of ANS standards, metric units shall be included with inch-pound units in all ASSE International Standards. The primary units used shall be determined by the applicable standards committee and determined for each individual standard.

IV.Q Interpretations Policy

Requests for interpretations of ASSE International Standards shall include:

- 1) name and contact information of the individual requesting the interpretation;
- 2) name of organization the individual represents (if any);
- 3) appropriate references to the standard’s clauses that have a bearing on the issue cited in the request;
- 4) a concise explanation of the issue requiring a technical interpretation;
- 5) any supporting documentation that will assist in understanding or describing the issue;
- 6) and any recommendations the requestor would like to make concerning a possible technical interpretation, along with appropriate justification or comments.

Requests shall be made in writing to the Secretariat and shall be forwarded to the appropriate Standards Committee Chairperson. Proposed interpretations may be prepared by a Committee member, at the request of the Chairperson, with a particular expertise on the issue.

All proposed interpretations shall be prepared in writing and shall be submitted to the appropriate Standards Committee for approval. Interpretations shall be approved by a majority of the Committee and forwarded to the ASSE International Board of Directors for approval. If the ASSE International Board of Directors and Standards Committee do not agree on the proposed interpretation, rationale from the ASSE International Board of Directors shall be provided to the Standards Committee members. Both the Standards Committee and the ASSE International Board of Directors shall be provided with a second ballot. The results of the second ballot of the Board of Directors will be considered final.

Final interpretations shall be sent in writing to the requestor by the Secretariat.

IV.R Record Retention Policy

Records shall be retained for a minimum of one complete standard cycle or until the standard is revised. Records concerning withdrawal of an ASSE International ANS shall be retained for at least 5 years from the date of withdrawal, or for duration consistent with the audit schedule. ASSE International operates in compliance with the ANSI Evidence of Compliance Policy as described in Section 3.4 of the ANSI *Essential Requirements: Evidence of Compliance*.

IV.S Antitrust Policy

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.

IV.T Withdrawal of a Standard

- 1) A proposal to withdraw a standard shall be made in writing to the respective committee Chairperson for review. A justification for withdrawal is required.
- 2) The committee Chairperson shall decide whether or not the proposal may proceed for ballot to the appropriate standards committee. The proposal shall be considered approved when two-thirds (2/3) of the eligible members (less abstentions and non-returned ballots) or eight (8), whichever is greater, approve the proposal.
- 3) The Secretariat shall notify ANSI of the standard's withdrawal.
- 4) Withdrawn records shall be retained per Section IV.R.
- 5) If a withdrawn standard is proposed to be reinstated, it will be considered a new project and the procedures under Section IV.A shall be followed.

