



AMERICAN SOCIETY OF  
AGRICULTURAL AND  
BIOLOGICAL ENGINEERS  
(ASABE)  
STANDARDIZATION  
PROCEDURES

ANSI accredited February 2022

# Contents

ASABE Standardization Procedures	5
1 Terms Used in the ASABE Standardization Procedures	5
2 General	5
2.1 Legal Entity	6
2.2 Procedures	6
2.3 Notifications	6
2.4 Openness	6
2.5 Balance	6
2.6 Lack of Dominance	6
2.7 Patents, Commercial Terms and Conditions, and Antitrust Policy	6
2.8 Metric Policy	6
2.9 Interpretation Policy	6
2.10 Cooperative Development	6
2.11 Basic Development Process	6
3 ASABE Deliverables	7
3.1 Standard	7
3.2 Technical Report (TR)	7
4 Balloting Guidelines (General)	8
4.1 Reference to a “Ballot”	8
4.2 Approval by a Consensus Body	8
4.3 Disapproval Votes	8
4.4 Handling of Comments	8
4.5 Ballot Follow-Up Options.	9
4.6 Maintenance Review Ballot	10
5 Standards Development Oversight Structure	11
5.1 Standards and Technical Council (STC) Responsibility	11
5.2 Policy and Procedures Committee (STC-01)	11

5.3	ASABE Community Standards Oversight Committee Responsibility	12
5.4	Consensus Body Responsibility	12
5.5	ASABE Staff Responsibility	13
6	ASABE Standards Project Development	13
6.1	Project Proposal	13
6.2	ANS Endorsement	14
6.3	Consensus Body	14
6.4	Project Proposal Form Approval	15
6.5	If ANS: PINS (Project Initiation Notification System)	16
7	Project Development and Consensus Body Approval	16
7.1	Responsibility	16
7.2	Discontinuance of a Standards Project	16
7.3	Balloting of the draft document	17
7.4	If ANS: BSR-8	17
7.5	Comment resolution	17
7.6	If ANS: BSR-11	17
8	Community Review	18
8.1	The Standards Oversight Committee	18
8.2	If ANS: BSR-9	19
8.3	Press Release Notification	19
9	Technical Report Development	19
9.1	Project Proposal for Technical Report	19
9.2	Committee Review of a Technical Report	19
9.3	Committee Approval of a Technical Report	19
9.4	If ANSI: PSA-01 (Procedures and Standards Administration)	20
9.5	Publication of a Technical Report	20
9.6	Maintenance Review of a Technical Report	20
9.7	Withdrawal of a Technical Report	20

9.8	Press Release Notification	20
9.9	Transitioning a Technical Report into a Standard	20
10	ASABE and International Documents	20
10.1	Eligible Standards	20
10.2	National Adoption and ANS	20
10.3	National Adoption Consensus Body	21
10.4	Designation of a National Adoption of an International Standard	21
10.5	International Standards Annexes	21
10.6	Identical National Adoption of International Standards and Deliverable (without deviations)	21
10.7	Expedited identical adoption	21
10.8	National Adoption of International Standards and Deliverables with Deviation(s)	22
11	Standardization Appeal Process	22
11.1	Appeal Content	22
11.2	Appeal submission	22
11.3	Submission Address	22
11.4	Appeal Response	23
11.5	Appeal Body	23
11.6	Appeal Process	23
11.7	Hearing the Appeal	23
11.8	Grounds for Appeal	24
12	Maintenance of and Responsibility for Published Standards	24
12.1	Transfer of Maintenance Responsibility	24
12.2	Annual Notification of Maintenance Review Status	24
12.3	Maintenance Review	24
12.4	Stabilized Maintenance of ASABE Standards	26
13	Publication, Revisions, and Records	27
13.1	Publication	27
13.2	Recording Revisions	27

13.3	Technical Revisions	27
13.4	Revising Existing Standards	27
13.5	Editorial Revisions	27
13.6	Errors in publication	27
13.7	Corrigendum	28
13.8	Record Retention	28

# ASABE Standardization Procedures

(accredited February 22, 2022)

## 1 Terms Used in the ASABE Standardization Procedures

**1.1 ANS:** American National Standard, formally recognized standard by the American National Standards Institute

**1.2 ANSI:** American National Standards Institute, the formally recognized national standards body of the United States

**1.3 Ballot:** Structured survey provided to identified members of a committee

**1.4 Consensus Body:** Voting members of an ASABE committee involved in the approval of a project or the maintenance of published deliverables. The Consensus Body is bound by the requirements of openness, balance, and consensus.

**1.5 Community:** Grouping of committees with common focus areas within the ASABE organization. Most Communities have a Standards Oversight Committee (section 5.3). The Standards Oversight Committees report to the Standards and Technical Council.

**1.6 Deliverable(s):** A product of a development process

**1.7 Project:** Proposal whose Project Proposal Form has been balloted and approved by the assigned Standards Oversight Committee or in the case of a Technical Report, by the responsible committee

**1.8 Project Proposal Form (PPF):** ASABE form required for the consideration of a new standard or technical report project, a revision of a current published standard, or the adoption of an international standard or other deliverable

**1.9 Standards Development Organizations (SDO):** Organization involved in standards development

**1.10 Substantive Change:** Change that directly and materially affects the technical intent or use of the standard.

Some examples of substantive changes are:

- a) "shall" to "should" or "should" to "shall";
- b) Addition, deletion, or revision of requirements, regardless of the number of changes;
- c) Addition of or changes to normative references;
- d) Changes to normative numerical values regardless of reason.

**1.11 U.S. TAG:** A Technical Advisory Group which determines the U.S position regarding an ISO deliverable on behalf of ANSI for an established ISO Technical Committee (TC) or Subcommittee (SC) that is administered by an accredited SDO, also known as a "Mirror Committee" internationally

NOTE All reference to "days" refers to calendar days

## 2 General

These procedures for the development and maintenance of the ASABE standards and deliverables provide for due process, openness, balance, and development of consensus standards proposed for approval by the assigned

ASABE committees Consensus Body on behalf of the Society. If circumstances arise that are not covered in these procedures, the *Essential Requirements of the American National Standards Institute (ANSI)* shall be followed.

**2.1 Legal Entity** ASABE shall maintain its status as a registered legal entity subject to the required ANSI audit provided on a five-year rotation.

**2.2 Procedures** ASABE shall maintain procedures meeting the requirements of due process and criteria for approval and withdrawal of American National Standards. ASABE shall notify ANSI following the approval of any revision to the *ASABE Standardization Procedures*.

**2.2.1** International Standards and deliverables include documents developed by ISO, IEC, and other international Standards Developing Organizations. All ASABE Standards, Engineering Practices, Data, Technical Reports, and adopted international standards are informational and advisory only. Their use by anyone engaged in industry and trade is entirely voluntary. Conformity does not ensure compliance with applicable ordinances, laws, and regulations. Prospective users are responsible for protecting themselves against liability for infringement of patents.

**2.3 Notifications** Any references to communications specified to be “written” or “in writing” in these procedures may be fulfilled by electronic or hard copy means unless otherwise specifically defined.

**2.3.1** Notification of the development or publication of an ASABE deliverable shall be placed in suitable media formats as appropriate to the topic to allow the opportunity for any materially affected individual or group to request participation or further information. Targeted outreach to assist with the Consensus Body balance of interest areas will take place via various means as needed.

**2.4 Openness** All interested groups and individuals shall be provided the opportunity to participate in the development of standards. Non-ASABE members are invited to participate on all ASABE committees in an observing member capacity unless voting status is needed to satisfy balance requirements.

**2.4.1** In discharging their responsibilities, the members of Consensus Bodies shall function as individuals and not as agents or representatives of their employers. Members are appointed to Consensus Bodies based on their personal qualifications and ability to contribute.

**2.5 Balance** Consensus Bodies drafting a standard shall strive to obtain broad representation and shall provide an opportunity for qualified interested individuals to participate.

**2.6 Lack of Dominance** All ASABE Consensus Bodies shall avoid dominance by any one interest area

**2.7 Patents, Commercial Terms and Conditions, and Antitrust Policy** ASABE shall follow the patent, commercial terms and conditions, and anti-trust policies found in *ANSI Essential Requirements*.

**2.8 Metric Policy** Specifications shall be expressed in SI (Système International d’Unites) units or in both SI and USCS (U.S. Customary System).

**2.8.1** ASAE EP285, Use of SI (Metric) Units, includes a list of preferred SI units. These SI units are in alignment with ISO 80000-1:2009, Quantities and Units — Part 1: General (International Organization for Standardization).

**2.9 Interpretation Policy** ASABE shall not provide interpretation of ASABE Standards or deliverables

**2.10 Cooperative Development** These standardization procedures shall apply when development of deliverables is done in cooperation with other organizations unless otherwise agreed upon by the participating parties.

**2.11 Basic Development Process** This is a basic overview of the development process; details are found in the main body of the document. ASABE staff is responsible for seeing that all relevant steps are completed per the approved procedures.

- a) Need for a new project, revision or withdrawal is identified and submitted using a PPF (section 6).

- b) Ballot PPF to Community Standards Oversight Committee for approval to begin a project.
- c) Project moves forward as determined (section 7).
- d) Consensus Body is balloted for approval. This process may take place several times as comments are addressed.
- e) Community Standards Oversight Committee reviews the development process once Consensus Body approval is finalized (section 8).

### 3 ASABE Deliverables

**3.1 Standard** A standard is an agreed upon process or information developed by a group of people with expertise in their subject matter who are familiar with the needs of the organizations they represent.

**3.1.1 Designation Prefixes** ASABE recognizes the following categories of standards in their portfolio using these prefixes in the designation as consensus documents.

- a) **Standard (S)** A definite terminology, specification, performance criteria, or procedure providing interchangeability; enhancing quality, safety, economy, or compatibility; viewed as a proper and adequate model or example. Standards may include:
  - definitions, terminology, graphic symbols, and abbreviations;
  - performance criteria for materials, products, or systems;
  - testing procedures;
  - specifications or ratings regarding size, mass, volume; etc.
- b) **Engineering Practice (EP)** A best management practice, procedure, or guide accepted as appropriate, proper, and desirable for general use in design, installation, or utilization of systems or system components, and based upon current knowledge and the "state of the art".
- c) **Data (D)** Numerical values, including statistics, and relationships, either mathematical or graphical, organized, codified, and uniquely applicable to engineering in agriculture, food, and other biological systems. Data need not be free of variation.
- d) **Identical National Adoption (ISO)** This prefix indicates an identical national adoption of an international standard with no deviation.
- e) **National Adoption with Deviation (AD)** An international standard adopted as a national standard with Consensus Body approved additions or subtractions that apply to the U.S. national needs or markets.

**3.2 Technical Report (TR)** A technical report is not a consensus document and is not to be considered a standard. All material contained in the technical report is informational in nature.

- a) Technical reports may include, for example, reports of technical research, tutorials, factual data obtained from a survey carried out among standards developers and/or national bodies, or information on the "state of the art" in relation to standards of national or international bodies on a particular subject.
- b) Technical reports may be published directly by ASABE.
- c) Technical reports may be presented for registration by ANSI.



## 4 Balloting Guidelines (General)

NOTE Maintenance Review ballot information is found in section 4.6 with details in section 12.3.

**4.1 Reference to a “Ballot”** shall be understood to be a thirty (30) -day period for review and comment on the question being presented unless otherwise clearly stated.

- a) Abstentions and disapprovals without comments are not counted toward the numerical requirements for a valid ballot.
- b) A reminder should be sent approximately ten (10) days prior to the close of the ballot to members who have not returned a vote. Additional reminders may be sent as needed.

**4.2 Approval by a Consensus Body** to move a project forward must meet the following requirements.

**4.2.1 Greater than 50%** of the Consensus Body membership shall vote “approve” on the ballot.

**4.2.2 AND at least 75%** of the Consensus Body membership, less abstentions and disapprovals without comment, who respond to the ballot shall vote “approve” on the ballot.

- a) Disapproval votes shall be accompanied by comments or rationale and suggestions for changes submitted. This shall be clearly stated in the ballot language.
- b) If numerical requirements are not achieved, ballot extension(s) may be implemented
- c) The total duration of a ballot, including extensions, should not exceed sixty (60) days.
- d) If after the ballot extension(s) the minimum requirements have not been met, the ballot shall be considered disapproved.

**4.2.3 Vote choices shall be:**

- a) approve
- b) disapprove with comments
- c) abstain

**4.2.3.1** Any vote may be accompanied by comments.

**4.2.3.2** Efforts shall be made to resolve all comments.

### 4.3 Disapproval Votes

**4.3.1** Disapproval votes that are not accompanied by comments or suggestions relative to the proposal will be counted as “Disapprove without comments” and shall not be considered for numerical consensus requirements.

**4.3.2** Disapproval votes with suggestions or comments not related to the proposal will be counted as “Disapprove without comment” and shall not be considered for numerical consensus requirements. Resolution is not required.

**4.4 Handling of Comments** The project lead shall address any comments from the ballot, as well as any comments provided by outside parties.

**4.4.1** The commenters shall be provided the disposition of their relevant comments with justification in writing.

**4.4.2** The project lead should seek to achieve resolution of the relevant comments.

**4.4.3** Where relevant, commenters shall be requested to provide acceptance or rejection with clarification of the proposed resolutions in writing within a specified time frame (minimum of fourteen (14) days).

- a) **For public review commenters:** The public review commenters shall be notified in writing that comment resolutions not responded to within the written specified time indicated will be considered resolved.
- b) **For Consensus Body members:** Documentation shall be provided in writing for any direction to change a recorded vote following the close of a ballot and comment resolution. Staff may request a vote change following comment resolution.

**4.4.4** Following the completion of the comment resolution and with documentation of commenters’ responses indicating acceptance or rejection of the proposed resolution, further actions may be considered. The project lead shall work with ASABE staff to determine the next course of action.

**4.4.5** Upon completion of comment resolution, the Consensus Body shall be notified of the comments made, the proposed resolution and the result of the resolution including all changes made to the project draft. This may be communicated directly to the members or included in subsequent ballots.

**4.5 Ballot Follow-Up Options.**

**4.5.1 A fifteen (15) day recirculation ballot** to the Consensus Body shall be posted if comments cannot be resolved to the satisfaction of both parties and a standing disapproval exists. The scope is limited to the review of the unresolved concerns. The ASABE staff shall provide the following materials in the recirculated ballot to the Consensus Body:

- a) a summary of the comments along with attempts at resolution and all correspondence involving unresolved objections and
- b) Fifteen (15) days to vote, reaffirm a previous vote, or change a previous vote.
- c) Consensus Body members shall be notified that new items shall not be brought up during this voting period and notified that all votes from the immediately previous ballot are still valid, and this fifteen (15) day ballot is an opportunity to change their vote, if desired, or to vote if they did not do so previously. The last vote registered for the Consensus Body member will be the vote of record.

<b>Name</b>	<b>Ballot 1</b>	<b>Ballot 2</b>	<b>Final</b>
John Doe	Disapprove	Approve	Approve
John Smith	Approve	(no vote)	Approve
Jane Doe	(no vote)	Approve	Approve

**Example of Recirculation Ballot Tally**

- d) Any comments that are not resolved by the recirculated ballot and comment resolution attempts require a notice in writing to the objector of their right of appeal through the process outlined in these procedures.
- e) Documentation forwarded with the approved project in the submission to the Standards Oversight Committee shall include any issues not resolved during balloting. The rationale of why the issue could not be resolved shall be included in the report.

**4.5.2 A thirty (30) day recirculation ballot** to the Consensus Body shall be considered in consultation with the project lead. if the result of the previous ballot was “Approve with comments” and the following conditions exist,

- a) the previous ballot result was “approve with comments”; and
- b) the amount of substantive changes since the previous ballot or resulting from comment resolution are minimal.

**4.5.2.1** In the case of a thirty (30) day recirculation ballot

- a) the scope of the ballot shall be limited to only the changes made since the last ballot, and
- b) the ASABE staff shall provide the following materials in the recirculated ballot to the Consensus Body:
  1. the substantive changes shall be clearly identified;
  2. documentation of comment resolution;
  3. at least thirty (30) days to vote, reaffirm a previous vote, or change a previous vote;
  4. The Consensus Body members shall be notified that during this thirty (30) day recirculation ballot that all votes from the immediately previous ballot are still valid, and this 30-day ballot is an opportunity to change their votes, if desired, or to vote if they did not do so previously. The last vote registered for the Consensus Body member will be the vote of record.
  5. If ANS: A new BSR-8 (Board of Standard Review) Form shall be submitted to ANSI for all thirty (30)-day recirculation ballots.

**4.5.3 An entirely new ballot shall be posted** if the initial ballot did not receive the requisite approval votes. All comment resolutions and draft modifications shall be identified in the ballot material.

- a) All changes made since the previous ballot are to be clearly identified in the draft presented in each iteration.
- b) The balloting process shall begin anew, and Consensus Body members shall be notified that all prior vote(s) are considered null.
- c) All comments and attempted resolutions from the prior ballot shall be provided to the Consensus Body for the new ballot.
- d) The new ballot shall follow the process outlined in 4.1 and 4.2.
- e) If ANS, a new BSR-8 Form shall be submitted to ANSI.

**4.5.4 No further balloting in cases where:**

- a) any comments or disapproval votes have been reversed or withdrawn with appropriate documentation on file,
- b) the draft was approved with no comments or only editorial comments. No action beyond the editorial corrections is required before moving to final Standards Oversight Committee Review.

**4.6 Maintenance Review Ballot**

**4.6.1** All ASABE deliverables shall undergo a maintenance review for relevance five (5) years from the last approval date unless designated for stabilized maintenance (section 12.4).

**4.6.2** Vote options for Maintenance Reviews shall be:

- a) reaffirm
- b) revise
- c) withdraw
- d) abstain

NOTE See section 12.3 for additional detail.

**4.6.3 Determination of Maintenance Review**

- a) At least 30% or six (6) Consensus Body members of the responsible committee (whichever is greater) shall be required to review the document and vote for a valid ballot.
- b) The Maintenance ballot result is determined with greater than 50% of the votes, less abstentions and revise or withdraw without comments, as reaffirm, revise, or withdraw.
- c) A revise vote shall be accompanied by a completed PPF with the project lead identified, to be counted. A revise vote without a PPF submission will be considered as revise without comment and not count toward numerical requirements.
- d) A withdraw vote shall be accompanied by a completed PPF with the project lead identified, to be counted. A withdraw vote without a PPF submission will be considered as withdraw without comment and not count toward numerical requirements.
- e) If numerical requirements are not achieved, a ballot extension(s) may be implemented
- f) If consensus is not reached refer to section 12.3.5.

## **5 Standards Development Oversight Structure**

### **5.1 Standards and Technical Council (STC) Responsibility**

**5.1.1** The Standards and Technical Council shall review specific standards actions as reported by the Standards Oversight Committees. STC shall aid ASABE staff in determining the responsible technical community for projects that have some cross-community interest.

**5.1.2** If it is not apparent which ASABE technical community should review the proposal; the Standards and Technical Council, with input from the Director of Standards, shall assign the project to specific committees where subject areas may involve multiple fields of interest for coordination of the project. The assigned committees shall interface with each other on issues of mutual interest in the review of the proposal and action taken.

**5.1.3** If the scope of the project or makeup of the Consensus Body substantially crosses ASABE technical communities or is in a technical community without a Standards Oversight Committee, the STC-01 Policy and Procedures Committee shall assume the same role that a Community Oversight Committee would serve. The Standards Oversight Committees of all impacted technical communities shall be notified of the project and of the fact that STC-01 is serving in that role, as well as the results.

### **5.2 Policy and Procedures Committee (STC-01)**

**5.2.1** The Policy and Procedures Committee (STC-01) has responsibility for the process and procedures used in standards development.

**5.2.2** STC-01 is responsible for ensuring and maintaining the accreditation of ASABE as a standard development organization accredited by ANSI.

**5.2.2.1** STC-01 shall work with the ASABE staff in communication with ANSI and review reports from ANSI on issues relating to process, procedures, or audits.

**5.2.3** STC-01 shall remain current with standardization activities relating to ASABE standardization policies and procedures and shall share pertinent information with Standards Oversight Committees.

**5.2.4** STC-01 shall report annually to the ASABE Standards and Technical Council on issues related to process or procedures and actions or communications with ANSI.

### **5.3 ASABE Community Standards Oversight Committee Responsibility**

**5.3.1** The Standards Oversight Committee has responsibility for approving proposed projects and final approval in coordination with the committees within each community.

**5.3.1.1** The Standards Oversight Committee may assign the task of developing a project to an existing ASABE committee to serve as the Consensus Body or may create a new Consensus Body for this purpose.

**5.3.1.2** Any independent individual project should be assigned to an existing committee for long-term maintenance once approved for publication. When an existing committee is not evident the Standards Oversight Committee may approve a committee for long-term maintenance.

**5.3.2** The Standards Oversight Committee shall review and approve new project submission and balance of the proposed Consensus Body.

**5.3.3** The Standards Oversight Committee shall perform the final review of the approved draft standard project. The Standards Oversight Committee shall verify that due process has been followed in development of the standard.

**5.4 Consensus Body Responsibility** The Consensus Body shall be identified in the project proposal period to move the project through the document development.

**5.4.1 Consensus Body Selection** The project lead shall finalize the list of the Consensus Body with staff support. The Consensus Body list shall be maintained by ASABE staff. All project participants shall have access to the review ballots as they are presented via the ASABE committee communication platform.

Information including name, company affiliation, and interest area of the Consensus Body shall be made available upon request. Personal contact information shall not be provided.

**5.4.2 Research and Information Gathering** The research of material and interchange of ideas and information between all interested groups shall be the responsibility of the Consensus Body. The Consensus Body members are ultimately responsible for identifying any information contained in other published, copyrighted documents.

**5.4.3 Standards Technical Responsibilities** The Consensus Body and any outside resources involved in the standards development are responsible for the technical accuracy of the document, and for clarity in communicating requirements.

**5.4.4 Format and Content of Draft Standard** The Consensus Body shall follow the requirements for format and content of draft standards as described in the *ASABE Standards Development Guidelines*.

**5.4.5 Development Records** The Consensus Body is expected to provide all documents pertinent to the development or revision of a project to the ASABE staff. Such documents should include, but are not limited to, committee minutes, draft standards, any revisions of the project PPF, the committee correspondence, and any data input.

**5.4.6 Project Approval** Project approval is decided by the Consensus Body.

- a) All Consensus Body members are expected to vote on proposed projects.
- b) The key responsibilities of the Consensus Body members are technical content and accuracy of information contained in the document.
- c) See section 4 for ballot guidelines.

**5.4.7** ASABE committees are responsible for the Maintenance Review of their assigned published deliverables.

**5.5 ASABE Staff Responsibility** ASABE staff is knowledgeable about the development process and has the overall responsibility of guiding project leads and Consensus Bodies through the process as well as verifying compliance to procedures and all requirements.

ASABE staff shall oversee:

**5.5.1** verification of the final Consensus Body roster for balance;

**5.5.2** if seeking ANS endorsement, submission of ANSI forms as required during the development or Maintenance Review process in the currently approved format;

**5.5.3** public posting of project information via the ASABE website, press releases, and other communications as available both prior to development and following publication as deemed appropriate;

**5.5.4** general administration, contact, and support to any interested parties requesting participation or information regarding the project;

**5.5.5** documentation of all completed processes and due dates;

**5.5.6** administration of ballots;

**5.5.7** communication to the Consensus Body, Standards Oversight Committee and other interested parties regarding ballot status, results, comments, and resolutions; and

**5.5.8** overall committee support as needed.

## **6 ASABE Standards Project Development**

**6.1 Project Proposal** Any individual, committee, or organization, whether associated with ASABE or not, may express the need for development of a project by ASABE. This includes proposals for new, withdrawal of, or revisions to standards or technical reports.

**6.1.2** A completed PPF shall be sent to ASABE staff by the project initiator. Proposals should avoid duplication of content covered in any existing ASABE standard. See the *ASABE Standards Development Guidelines* for directions on filling out the PPF.

**6.1.2.1** If an incomplete PPF is received, ASABE staff may assist completion as deemed necessary.

**6.1.3** Staff will assign a project number and review the PPF prior to balloting to the Standards Oversight Committee.

**6.1.4** A Project Proposal Form is available on the ASABE website (<http://www.asabe.org>) or the *ASABE Standards Development Guidelines*.

**6.2 ANS Endorsement** All proposed standards projects are eligible to be considered for endorsement by ANSI as an American National Standard. This must be indicated on the submitted PPF.

**6.2.1 Criteria** The proposed project should meet one or more the following criteria for endorsement as an American National Standard:

- a) The project defines products or processes, engineering practices, or includes data of interest to groups not served by ASABE. Adoption as an American National Standard will publicly communicate the project intent.
- b) The community served by ASABE will benefit from recognition of the published project and the subsequent compliance by groups in other fields.
- c) The project has potential for inclusion into regulation or building codes.
- d) American National Standards may be beneficial if the project is used as a basis for an international standard.
- e) All national adoptions of international standards either with or without deviation shall be developed as ANS endorsed standards

**6.3 Consensus Body** A listing of the proposed membership of the Consensus Body members is to be presented to the Standards Oversight Committee along with the PPF for review and approval.

- a) Observing members (non-voting) may be informed throughout the development process as requests are made.
  - 1. Observing members may participate in the drafting and review process.
  - 2. Observing members may cast a vote to indicate support or not during a ballot as provided by the ASABE ballot platform but their vote will not be counted toward meeting the numerical requirements of the Consensus Body.
  - 3. All comments submitted by Observing members shall be addressed with the intent of resolution.
- b) Consensus Body members may be added at the discretion of the Chair or project lead, after consultation with staff regarding balance, based on interest area or needed expertise prior to balloting.
- c) The Consensus Body shall strive to demonstrate broad representation and shall provide an opportunity for qualified individuals from substantially interested producer, consumer, and general interest groups to participate. If distinct divisions of an organization demonstrate independent interests and authority to make independent decisions, each is permitted to apply for membership.
  - 1. Groups may include, but are not limited to:
    - a. user (end user of a product);
    - b. producer (manufacturer of a product);
    - c. academia (involved with an institution of education);
    - d. researcher (involved in research);
    - e. government (representing a government organization);
    - f. consultant (independent consultant for industry);

- g. safety expert (involved in safety aspects);
  - h. general interest (other interested parties);
  - i. design (involved with the design aspects);
  - j. testing (involved with testing aspects);
  - k. compliance (involved with ensuring compliance);
  - l. supplier (product provider).
2. An interest group may be further broken down into sub-groups. For example, the producer category may be broken down into vehicle (tractor) producers, implement producers, and accessories producers, provided a description is included on the Consensus Body roster.
  3. Additional interest areas may be added as determined appropriate for the participating Consensus Body members.

**6.3.1** With respect to interest groups, companies, and experience, a substantial balance of the Consensus Body shall be maintained. There shall be no opportunity for dominance by any single interest group or company. Dominance refers to 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.

- a) No single interest group shall constitute more than one-half (1/2) of the Consensus Body.
- b) No single interest group shall constitute more than one-third (1/3) of the Consensus Body for safety-related projects.
- c) Membership of the Consensus Body should be limited to not more than three (3) members or 20% of the total Consensus Body, whichever is less, from a single organization, unless members are clearly identified as being from different fields of expertise, which allow for independent decision making.

**6.3.2** It is recommended that a Consensus Body have a minimum of twelve (12) members for participation in the final review and balloting of a proposed project.

**6.3.3** If the Consensus Body is unable to obtain the appropriate membership, the project lead may request support in identifying additional participants. Additional public requests for participation should be considered. Evidence of meaningful targeted outreach shall be documented when applicable.

**6.4 Project Proposal Form Approval** The process of submitting the PPF is to ensure need, value, and consideration of the relationships to other standards, either within the Society or other SDOs, and representation in the process. The completed PPF and the Consensus Body roster shall be balloted to the appropriate Community Standards Oversight Committee for approval

**6.4.1** During the Project Proposal ballot, the Standards Oversight Committee shall:

- a) review the Consensus Body proposal to verify the project's rationale and scope, confirm the rationale, and confirm the balance of the Consensus Body of the committee;
- b) confirm that the project is directed toward the objectives of ASABE;
- c) respond to the Consensus Body request for assistance (if applicable);
- d) provide recommendations to the project's rationale or scope if needed;
- e) and if included, review alignment with other SDO groups.



**6.4.2 Numerical requirements** for project approval are met when greater than 50% of the Standards Oversight Committee votes to approve.

**6.4.3 Posting of a Project** With approval of the project by the Standards Oversight Committee, the ASABE staff shall post an announcement of the project approval on the ASABE website. Other communications options may also be used to identify interested and affected stakeholders.

**6.4.4 Project Submission Requirements** The information provided on the original PPF shall be updated as needed throughout the project with the Standards Oversight Committee notified of changes to the scope, or significant change to the Consensus Body.

- a) A fifteen (15) day notification to the Standards Oversight Committee requesting the identification of any concerns arising from the noted changes will serve to satisfy this requirement.
  1. If no concerns are identified the changes are considered approved.
  2. If negative comments are brought forward, the project lead shall discuss the change with the dissenting Standards Oversight Committee member. If no resolution is acceptable to both parties, an updated PPF shall be balloted to the Standards Oversight Committee. The project will not move forward until the PPF is approved

## **6.5 If ANS: PINS (Project Initiation Notification System)**

**6.5.1** If the project has been submitted for consideration of ANSI endorsement, an ANSI PINS form shall be submitted to ANSI in conjunction with the PPF ballot or upon the approval of the project. A PINS is not required when a PPF is submitted for standard withdrawal.

- a) The ANSI PINS notification begins a thirty (30) day public review period following publication in *ANSI Standards Action*.
- b) The ANSI PINS notification is to be considered the primary mechanism by which claims of conflict and duplication are noted.

**6.5.2** No further action may be taken regarding draft balloting by the Consensus Body until the stated thirty (30) day public review has closed.

**6.5.3** All notifications and comments received as a result of the public review shall be handled in accordance with the *ANSI Essential Requirements*.

**6.5.4** The draft approval process by the Consensus Body may begin once all public review notifications and comments have been resolved and documented with ANSI.

## **7 Project Development and Consensus Body Approval**

**7.1 Responsibility** The drafting and content management of the project is the responsibility of the assigned Consensus Body. The *ASABE Standards Development Guidelines* will be followed for all formatting unless special permission is received for deviation or in the case of the national adoption of an ISO or IEC standard with or without deviation.

**7.1.1** If, during a project, the Consensus Body for the project should need to be changed, the procedure outlined in section 12.1 for published standards shall be followed.

**7.2 Discontinuance of a Standards Project** Discontinuance of an active standards project may be done by one of the following methods.

**7.2.1 Formal Committee Decision** ASABE staff shall discontinue an assigned project upon receiving documentation of discontinuance from the Consensus Body.

- a) The changed status of the project shall be communicated to the Standards Oversight Committee and any interested committee. The Consensus Body shall have documentation of the decision.
- b) If the project was submitted as a proposed American National Standard, ASABE staff shall notify ANSI of the discontinuance of the project.

**7.2.2 Individual Request** In cases where ASABE staff receives a written request from the project lead to discontinue a project, the request to discontinue shall be communicated to all known interested parties. Unless a written justification is received within thirty (30) days detailing a basis for continuation, staff shall discontinue the project.

- a) If justification for continuance is submitted, a project lead must be identified for the project.
- b) After thirty (30) days, the project shall require resubmission of a completed PPF to reactivate activity.

**7.2.3 Inactive Projects** ASABE projects that have had no activity, process progression, nor any response from the project lead for at least two years may be discontinued.

- a) The project lead and Consensus Body shall be notified of the pending status change and be provided two weeks to respond. If no adequate response is received by the stated date the project will be noted as discontinued.
- b) A PPF shall be submitted to the Standards Oversight Committee should there be desire to develop a project that has previously been discontinued.

**7.3 Balloting of the draft document** The Consensus Body members shall be balloted on the technical content of the draft standard following the procedure outlined in section 4.

**7.4 If ANS: BSR-8** If the draft has been selected for endorsement as an ANS, a BSR-8, *Standards Action* public review request form, shall be submitted to ANSI at the point of each Consensus Body ballot initiation including subsequent ballots for a single project and Maintenance Review ballots.

**7.4.1** Submission of the BSR-8 Form prompts the posting of the project in *ANSI Standards Action* for public review.

**7.5 Comment resolution** All ballot and public review comments received within the balloting or public review period shall be addressed in writing with the intent to provide resolution whenever possible in a timely manner. See options provided in section 4.4.

- a) If unresolved objections remain the objector is to be notified of the Appeal Process found in section 11. No further action may take place until the Appeal Process has been resolved.
- b) If all comments and objections are resolved following the close of the Consensus Body ballot and the ANSI public review period if applicable, the project is ready to be presented to the community Standards Oversight Committee.

**7.6 If ANS: BSR-11** *ANSI Essential Requirements* require the submission of a BSR-11 form requesting an extension if:

- a) a BSR-9 is not submitted within one (1) year of the close of a BSR-8 public review period, or
- b) an ANS is five (5) years past its most recent approval (revision or maintenance review) and a PINS or BSR-8 have not been submitted, or

- c) an approved standard is not published within six (6) months of ANSI endorsement.

## 8 Community Review

**8.1 The Standards Oversight Committee** reviews the reports from the Consensus Body on the approved project to ensure compliance with due process requirements and the *ASABE Standardization Procedures*.

**8.1.1 Approved Draft Standard Submission** ASABE staff shall ballot the Standards Oversight Committee to approve the submitted draft standard. The ballot materials shall include but not be limited to the following:

- a) **Approved draft standard in ASABE format** Refer to *ASABE Standards Development Guidelines*.
- b) **Final PPF** This shall include any updated information on the scope, project lead, and existing or proposed standards in related fields that have been identified since the project was initiated. This shall also include a statement on harmonization with other standards if applicable.
- c) **Report on final ballot comments** This shall include all comments submitted, proposed resolutions, and the result of the resolutions (changes made, not made, and/or feedback provided to the commenter) and commenter response from the final ballot.
- d) **Consensus Body Roster** The final Consensus Body Roster including interest areas and vote results shall be presented for review.
- e) **Optional reports** to the Standards Oversight Committee may include reports from potential users of the standard who have reviewed the final draft. Any documentation from unresolved objections and all attempts at resolution.

**8.1.2 The Standards Oversight Committee review** shall include but not be limited to, verification of the following items:

- a) Verify that the rationale for the project confirms the need for the standard.
- b) Verify that due process has been achieved with the representation and the criteria outlined in section 6.3 have been met.
- c) Confirm that the Consensus Body has appropriately addressed the committee ballot and public review comments.
  - 1. Outstanding technical issues identified by the Consensus Body shall be referred to the committee with recommendations for resolution.
  - 2. If the Consensus Body requests assistance in addressing ballot comments, the Standards Oversight Committee shall request the Consensus Body to identify a chair and appoint three members to serve on a review group to address the outstanding technical issues.
- d) Confirm if the project has been considered for ANSI endorsement or presentation to international organizations for consideration as a new project.

**8.1.3 Standards Oversight Committee ballot results** Numerical requirements for project approval are met when greater than 50% of the Standards Oversight Committee votes to approve.

- a) If numerical requirements have been met for approval at the close of the ballot, the draft standard is considered verified as complying with the approved *ASABE Standardization Procedures*, the draft standard is prepared for publication as an ASABE standard.

- b) If numerical requirements have not been met or the result of the verification review ballot is disapproval, the draft document is returned to the committee with comments to be resolved.
  - 1. The Consensus Body is to take appropriate action to address the comments which may include discontinuing the project or restarting the project as needed.
  - 2. The project documents may be resubmitted to the Standards Oversight Committee when required steps are completed.

**8.2 If ANS: BSR-9** Once the standards development process has been successfully verified by the Standards Oversight Committee, notification is sent to ANSI via the completion and submission of the BSR-9 form for consideration of endorsement as an American National Standard. A Consensus Body Roster noting the interest areas and final votes for all Consensus Body members is to accompany the BSR-9 form.

- a) Publication follows confirmation of ANSI endorsement.
- b) All ANS-endorsed standards including national adoptions of international standards shall display the ANSI logo on the cover page.

**8.3 Press Release Notification** The staff should develop a press release if determined appropriate in cooperation with the Director of Standards and the project lead or committee chair to announce new, revised, or withdrawn standards.

## 9 Technical Report Development

A technical report may be submitted for registration with ANSI before publication or it may be published by ASABE upon committee approval. A technical report submitted for ANSI registration shall follow the current *Procedures for the Registration of Technical Reports with ANSI*.

**9.1 Project Proposal for Technical Report** A PPF form shall be submitted to the applicable committee for approval of the submission of a new or revised technical report as a deliverable. The project lead and drafting team are to be identified.

- a) The PPF shall be balloted for fifteen (15) days for committee approval of the project.
- b) Greater than 50% of the membership vote to approve.

**9.1.1** Notification of technical report development shall be sent to the Community Standards Oversight Committee.

**9.2 Committee Review of a Technical Report** Upon completion of the draft of a technical report, the draft shall be submitted for review and comments to the approving committee for a period of thirty (30) days.

**9.2.1** The project lead and drafting group should determine the dispensation of all comments received. Comment resolution is optional and at the discretion of the project lead and drafting team.

**9.2.2** Commenters should be notified of the response to their comments.

**9.3 Committee Approval of a Technical Report** Upon completion of review and possible revision by the project lead and drafting team, the technical report shall be balloted to the committee for a period of fifteen (15) days.

**9.3.1** Approval numerical requirements noted in section 4.2 shall be followed for committee approval.

**9.4 If ANSI: PSA-01 (Procedures and Standards Administration)** The technical report notification shall be submitted to ANSI for a thirty (30) day notice in *ANSI Standards Action* following committee approval if registered as an ANSI technical report.

- a) Notice of a technical report is placed in *ANSI Standards Action* for a period of thirty (30) days with SDO contact information in the event of comments.
- b) Immediately following the end of a thirty (30) day announcement period in *ANSI Standards Action*, the Technical Report will be registered by ANSI.

**9.5 Publication of a Technical Report** Publication shall take place no later than 6 months following committee approval or ANSI registration, whichever date is later.

**9.5.1** Notification of technical report publication shall be sent to the Community Standards Oversight Committee as well as the assigned committee.

**9.6 Maintenance Review of a Technical Report** A technical report shall be subject to a Maintenance Review on a five (5) year basis following the procedure laid out for standards in section 12.3. The Maintenance Review of a technical report shall include the option for development of the technical report into a standard.

**9.7 Withdrawal of a Technical Report** Withdrawal of a technical report may be proposed to the committee by any person submitting a PPF.

**9.7.1** Following a ballot to the committee and approval the technical report shall be withdrawn.

**9.7.2** ANSI shall be notified if the technical report was registered with ANSI.

**9.8 Press Release Notification** for publication or withdrawal of a technical report is optional.

**9.9 Transitioning a Technical Report into a Standard** A technical report may be considered as the base document for development into a standard. The standard development process found in sections 6 through 8 shall be followed.

## **10 ASABE and International Documents**

**10.1 Eligible Standards** International standards and other deliverables that fall within the technical interest areas of ASABE are eligible for national adoption.

**10.1.1** ASABE shall have been assigned the accredited U.S. TAG (mirror committee) responsible for the standard in consideration for national adoption or have written permission from the organization holding the U.S. TAG responsible for the document.

**10.1.2** The PPF for national adoptions is available for the initiation of ISO adoptions both identical and with deviation via the ASABE website ([www.asabe.org](http://www.asabe.org)) or in the *ASABE Standards Development Guidelines*.

**10.2 National Adoption and ANS** All national adoptions of international standards and deliverables shall follow the *ASABE Standardization Procedures* for ANS endorsement. Adoptions may be identical or with deviations.

**10.2.1** All national adoptions of international standards shall have documented support of the responsible U.S. TAG.

**10.2.2** International terminology shall be maintained (e.g. litre versus liter).

**10.2.3** Where an ASABE standard exists that aligns with the international standard under adoption, the ASABE standard shall be withdrawn.

**10.2.4** See *ASABE Standards Development Guidelines* for formatting information

**10.3 National Adoption Consensus Body** The Consensus Body, under the administration of ASABE, to review and approve the national adoption of an international standard should be made up of the voting members of the ANSI accredited U.S. TAG under the administration of ASABE. All other Consensus Body procedural requirements shall apply.

**10.4 Designation of a National Adoption of an International Standard** Any international standard adopted with or without deviations by ASABE should retain the exact designation of the international standard.

**10.4.1** Exceptions may be made when the nationally adopted international standard is replacing an existing ASABE standard cited in regulations or multiple public references.

**10.4.1.1** In such cases, the proposed standard designation shall be noted in the PPF and brought to the attention of the Standards Oversight Committee and ANSI.

**10.5 International Standards Annexes** International standards being considered for national adoption may have informative annexes attached to the document during adoption which are not original to the base document being adopted.

- a) These additional informative annexes are not endorsed by ANSI as part of the national adoption.
- b) A notice of an added informative Annex is to be identified on the ANSI BSR-8 submission, e.g.: "Document text in an alternate language in the provided Annex A."

**10.6 Identical National Adoption of International Standards and Deliverable (without deviations)** This procedure is applicable to the national adoption of international standards and other deliverables.

**10.6.1** The term "identical" means that no technical or editorial changes are allowed, except for a note for references that have already been adopted identically as ASABE standards or deliverables. Such references will be retained, but an informational note indicating the national adoption may be included in the references section.

**10.6.2** The ISO or IEC Document can be considered for identical national adoption if:

- a) the U.S. voted positively on the final ballot of an ISO or IEC Document; or
- b) there was a negative vote on the final ballot and the related U.S. TAG consents to allowing the document to be processed as a national adoption through a ballot. (*ANSI Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material*; approved at July 29, 2003 Executive Committee Meeting.)

**10.7 Expedited identical adoption** [\*ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards\*](#) provide for the expedited national adoption of ISO or IEC standards by the US TAG concurrent with the positive FDIS vote on the draft ISO document.

- a) The expedited procedures may be used only for the identical adoption of ISO or IEC standards for which the US TAG voted or will vote in the affirmative and for which no claims of conflict or duplication with an existing American National Standard have been made.
- b) For all other circumstances, the *ASABE Standardization Procedures* shall apply.

**10.7.1** Aspects of the expedited process

- a) The expedited identical national adoption provides for a more efficient method of identical adoption of international standards.

- b) Standards adopted identically using the expedited method may accept comments, but no comment resolutions will be offered except in the case of possible conflict or duplication of the ISO standard with a current national standard.
- c) Nationally adopted international standards using the expedited method may align the ASABE Maintenance Review with the international Systematic Review as a single process.

**10.8 National Adoption of International Standards and Deliverables with Deviation(s)** This procedure is applicable to situations where technical harmonization cannot be achieved between the Consensus Body and the international standard or deliverable. This may also apply to situations where some technical information is missing from the international document which has been determined to be pertinent to ASABE interests.

**10.8.1** If a significant scope change is included, or the implementation of the international standard requires the use of normative references that result in significant deviation(s), then the standard shall be processed as an adoption with deviations.

**10.8.2** Aspects of the adoption with deviation process

- a) The ASABE foreword shall contain information relative to the technical deviations to the international standard.
- b) Deviations shall also be clearly noted within the body of the international standard with the original text being evident as well. See *ASABE Standardization Guidelines* for details on formatting and documentation of deviations incorporated in an ISO or IEC deliverable adopted with deviation.

**10.9 Adoption Deviation Exception** may be considered when both of the following apply:

- a) a reference in a proposed national adoption has been nationally adopted with deviation, and
- b) the deviation within the adopted standard does not apply to the use of the proposed national adoption.

In this case, an informational note indicating the national adoption may be included in the reference section.

## 11 Standardization Appeal Process

**11.1 Appeal Content** Appeals shall be on procedural merit only. Any technical disagreements shall be considered during the normal standard development balloting and comment resolution process. An appeal based on a failure by the project lead or Consensus Body to respond to a comment may be grounds for a procedural appeal.

**11.2 Appeal submission** Any person shall have the right to appeal the procedure used for the development of a draft or current standard. Appeals due to a particular action by ASABE shall be limited to within fifteen (15) days of the written notification of the right to appeal. Appeals due to inaction may be submitted at any time. Before an appeal is submitted it is suggested that alternate options be fully explored. If an appeal is deemed to be the only resolution it shall be done following these procedures.

**11.3 Submission Address** All appeals, along with a proposed course of action, shall be submitted in writing to: ASABE Director of Standards, 2950 Niles Road, St. Joseph, MI 49085, and may be supported by oral arguments. Appeals shall be heard at a scheduled meeting.

**11.3.1** The appellant shall include in the written appeal:

- a) the specific procedural step during development of the document that is at issue;
- b) the alleged action or inaction causing the appeal (It shall be incumbent upon the appellant to prove that action or inaction on the part of ASABE has caused an adverse effect.); and

- c) a proposed course of action.

**11.4 Appeal Response** Within sixty (60) days of receipt of the requested appeal, the ASABE Director of Standards (with assistance from the project lead or others, if necessary) shall issue a written response to the appellant, addressing each allegation. If the appellant is not satisfied with the responses of the Director and the project lead and wishes to pursue the appeal, the process outlined in the following procedural steps shall be followed.

**11.5 Appeal Body** The appeal body members shall be unbiased and not be directly and materially affected by the decision in accordance with the *ANSI Essential Requirements*.

**11.5.1** The appeal body shall be made up of between three to seven (3-7) voting members, preferably an odd number, not part of the Consensus Body related to the appeal in question. ASABE staff shall not serve on an appeal body.

**11.5.2** The appellant may claim any member of the appeal body as having a conflict of interest, in which case those individuals shall be replaced.

**11.5.3** If the appellant requests replacement of any member of the appeal body, the decision of ASABE appointment of any replacement is final.

**11.5.4** If the appellant and ASABE cannot agree upon the composition of the final appeal body within thirty (30) days, the Chair of the Standards and Technical Council and the ASABE Director of Standards and Technical may appoint the panel.

**11.6 Appeal Process** For all appeals heard by ASABE, the following shall apply:

- a) at least 50% of the voting members of the appeal body or their proxies shall be in attendance;
- b) vote choices shall be "Grant the Appeal" or "Deny the Appeal";
- c) all appeal body members or proxies in attendance shall cast a vote on the appeal;
- d) the voting choice that garners greater than 50% of the votes shall be deemed consensus; and
- e) if consensus is not reached the appeal body shall discuss the reasons and re-vote until consensus is reached.

### **11.7 Hearing the Appeal**

**11.7.1** ASABE staff shall arrange for the appeal to be heard either at a scheduled meeting of the identified appeal body.

- a) Staff shall notify the appellant, in writing, of the appeal hearing date, time, and location, and shall place no undue burden on the appellant to attend the hearing.
- b) All appeal body members shall be provided, in writing, the appeal and all relevant documents and correspondence.
- c) A written decision shall be provided to the appellant, the Consensus Body, the community Standards Oversight Committee, and appeal body within sixty (60) days of the decision. Normal record retention requirements shall apply.

**11.7.2** The appellant may request, in writing to the ASABE Director of Standards, an appeal to the ASABE Standards and Technical Council. Appeals to the ASABE Standards and Technical Council shall have been preceded by an unsuccessful appeal to the responsible appeal body.



**11.8 Grounds for Appeal** Any failure to follow these standardization procedures either through action or inaction, shall be grounds for an appeal.

## **12 Maintenance of and Responsibility for Published Standards**

**12.1 Transfer of Maintenance Responsibility** If it is determined that an existing standard should be transferred from the current responsible committee to another, the following shall occur:

- a) both the current and proposed responsible committee shall approve that the transfer should occur via an electronic ballot or voice vote with documentation in committee records,
- b) all affected Standards Oversight Committee(s) shall be balloted on the transfer by the normal balloting procedure; and
- c) the decision of Standards Oversight Committee(s) may be appealed to the Standards and Technical Council whose decision shall be final.

**12.2 Annual Notification of Maintenance Review Status** The ASABE staff shall notify Standards Oversight Committees and the responsible ASABE committee when deliverables are due for five (5) or ten (10) year review.

**12.3 Maintenance Review** Each Standards Oversight Committee is responsible for initiating a review of deliverables placed in its charge at intervals of five (5) years or less, or as required by ANSI accreditation procedures (revision, reaffirmed action or withdrawal within five (5) years of date of approval unless an extension is granted by the Standards Oversight Committee), special requests as issued by the Standards and Technical Council, or if the standard is listed for stabilized maintenance. All ANS endorsed standards shall undergo the same process of public review and documentation, as required by *ANSI Essential Requirements* for a new ANS, with the exception of the PINS filing for reaffirmation or withdrawal.

**12.3.1 Maintenance Review Options** The ASABE committee charged with document maintenance shall be balloted to determine the relevance of the presented deliverable for continued publication.

**12.3.1.1** Balloting and ballot response direction shall include the following information:

- a) Reaffirm (deliverable) or reaffirm and stabilize (if criteria met) without change if it is current, accurate, and of value.
- b) Revise (must be accompanied by a completed PPF with project lead identified).
  - 1. Votes for revision shall not be considered for numerical consensus requirements unless a completed PPF is submitted to ASABE staff prior to the completion of the review ballot period, and a project lead identified. This shall be clearly stated in the ballot language.
  - 2. Votes for revision without meeting these criteria will be treated the same as unreturned ballots. Submitted comments will be filed for a future revision project.
- c) Withdraw (deliverable) if it no longer serves a useful purpose (must be accompanied by a completed PPF with a project lead identified).
  - 1) Votes for withdraw shall not be considered for numerical consensus requirements unless a completed PPF is submitted to ASABE staff prior to the completion of the review ballot period, and a project lead identified. This shall be clearly stated in the ballot language.
  - 2. Votes for withdraw without meeting these criteria will be treated the same as unreturned ballots. Submitted comments will be filed for a future revision project.

- d) Abstentions will not be considered toward numerical requirements.
- e) A question to consider stabilized maintenance shall be included in the scheduled Maintenance Review if the staff determines the standard in question is eligible for consideration.
- f) A question to consider development of a technical report into a standard shall be included in the Maintenance Review of the technical report. The vote option shall require submission of a completed PPF with the project lead identified to be considered valid.

**12.3.1.2** Vote options for Maintenance Reviews shall be:

- a) reaffirm
- b) revise
- c) withdraw
- d) abstain

**12.3.2** If the recommendation is to reaffirm, the ASABE staff shall update the current deliverable designation. See *ASABE Standards Development Guidelines*.

**12.3.3** If the recommendation is to revise, a PPF shall be completed and returned to ASABE staff as directed in the ballot and the normal process for completing a project shall be followed.

- a) If it is obvious that a revision in process will not be completed by the review ballot, an extension of publication for up to two (2) years of the existing standard may be requested from the responsible Standards Oversight Committee and ANSI (if applicable), and the standard may be published as is with the inclusion of a note in the history paragraph indicating the course of action and date.
- b) The committee Consensus Body may also choose to reaffirm the deliverable with the provision that a revision is in process

**12.3.4** If the recommendation is to withdraw, a PPF shall be completed and returned to ASABE staff. The withdrawal process for a standard shall include:

- a) A press release communicating the intent to withdraw the standard should be considered.
- b) If a press release is sent and after sixty (60) days no responses of substance are received, the PPF shall be balloted to the Standards Oversight Committee as usual per the project development procedure and continue through the approval process (sections 7 and 8).
- c) The standard shall be removed from ASABE and third-party sales lists.

**12.3.5** If there is no clear determination of action after the standard thirty (30) day ballot is concluded, an extension(s) of the ballot may take place. If the result remains inconclusive, consensus has not been reached.

- a) The standard shall be published without alteration for one (1) year.
- b) During the following year's maintenance review period a second review shall be balloted, with any comments from the previous year supplied to all committee members. If consensus is not reached after this second review ballot, the deliverable shall be administratively withdrawn.

**12.3.5.1 Steps for Administrative Withdrawal of a Standard**

- a) A press release noting the withdrawal of a standard should be considered

- b) The maintenance committee and the community Standards Oversight Committee shall be notified.
- c) If the standard is an ANS, then ANSI shall be notified of the withdrawal.
- d) The deliverable shall be removed from ASABE and third-party sales lists.

#### **12.3.6 Completion of Maintenance Review**

- a) Results of all Maintenance Reviews are communicated to the maintenance committee.
- b) Results of all Maintenance Reviews are communicated to the Community Standards Oversight Committee following completion of all community Maintenance Reviews and ANSI approval.
- c) Standards are prepared for publication with updated history noting the reaffirmation,

**12.3.7 If ANS: BSR-9/PSA-01** For notice of the completion of a Maintenance Review the required BSR-9 or PSA-01 form is to be submitted for all ANSI endorsed deliverables following the positive Consensus Body ballot. The Standards Oversight Committee is not required to verify the Maintenance Review ballot.

**12.3.8** The date of the Consensus Body approval or if ANS, the ANSI approval date, is recorded as the date of reaffirmation and noted on the standard and in the updated history.

**12.4 Stabilized Maintenance of ASABE Standards** A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria:

- a) the standard addresses mature technology or practices, and as a result, is not likely to require revision;
- b) the standard is other than safety or health related;
- c) the standard has been reaffirmed at least once;
- d) at least ten years have passed since the approval or last revision of the standard; and
- e) the standard is required for use in connection with existing implementations or for reference purposes.

**12.4.1** The due process and consensus requirements defined in these procedures apply to the decision to maintain any standard.

**12.4.2** A standard maintained under the stabilized maintenance option is not required to be revised or reaffirmed on a routine five (5) year cycle; however, it shall be subject to review of such status by the responsible committee on a ten (10) year cycle.

**12.4.3** Staff shall determine the eligibility of standards for stabilized maintenance based on the criteria presented prior to the scheduled Maintenance Review. The question to approve stabilized maintenance shall be included in the scheduled Maintenance Review.

**12.4.3.1** The vote shall follow the Maintenance Review numerical requirements with the following requirements:

- a) vote to reaffirm the eligible standard during the scheduled Maintenance Review;
- b) vote to reaffirm and stabilized maintenance; and
- c) a stabilized standard that is reaffirmed at the ten (10) year review shall be renewed on the ten (10) year schedule.

**12.4.4** Any interested party may request consideration of revision or withdrawal of a stabilized maintenance standard through the submission of a PPF. The standard shall remain under stabilized maintenance until a revision or withdrawal process is completed following the *ASABE Standardization Procedures*.

**12.4.5 If an ANS Standard** All ANS stabilized standards shall follow the [ANSI Essential Requirements](#), including all stabilized standard-specific records retention requirements.

## **13 Publication, Revisions, and Records**

**13.1 Publication** All ASABE deliverables shall be published within six (6) months of approval.

**13.2 Recording Revisions** The dates of revision or reaffirmation shall be recorded in the history clause of the standard. The history clause is an unnumbered clause at the beginning of the text.

**13.3 Technical Revisions** Changes, deletions, or additions that alter the technical sense of a standard shall require a PPF to be submitted to ASABE staff and follow regular voting procedures as outlined in sections 6 through 8.

**13.4 Revising Existing Standards** When submitting draft revisions of existing standards, Consensus Bodies should be completely aware of each proposed change they are asked to approve.

**13.4.1** Proposed changes shall be clearly identified with explanation as needed. If proposed revisions and comments are extensive, "Track Changes" should be used in an electronic document.

**13.4.2** If not using "Track Changes", the most recent version of the existing standard shall have proposed additions identified with an underline and proposed deletions identified with a strike through.

### **13.5 Editorial Revisions**

**13.5.1** Typographical errors in standards should be identified to ASABE staff. The ASABE Director of Standards shall determine whether the proposed changes are substantive in nature. The Director shall use the definition of substantive changes in the *ANSI Essential Requirements* to make this determination and may choose to consult with the appropriate subject matter experts.

**13.5.2** A revision of an informative annex is not considered a substantive change and would not require a ballot for approval. If the revision is the only modification to a standard, it shall be considered an editorial revision.

**13.5.3** If the revision is deemed to be non-substantive and/or typographical, the changes shall be made by staff without requiring committee approval.

- a) The revision number and date of the corrected standard shall remain the same, and the letters, "ED" shall be placed after the most recent approval or reaffirmation date;
- b) the history paragraph shall indicate that it has been revised editorially;
- c) ASABE staff shall notify the appropriate committee of such changes; and
- d) all editorial revisions shall be communicated to the maintenance committee with explanation of the change.

**13.6 Errors in publication** Suspected technical errors or outdated information shall be brought to the attention of the ASABE staff. After confirmation by the chair of the committee responsible for the maintenance of the standard, a proposal for correction shall be submitted to the ASABE Director of Standards. The Director shall decide, in consultation with the chair of the committee, and bearing in mind both the financial consequences to the Society and the interests of users of the publication, whether to publish a corrigendum.

**13.7 Corrigendum** A corrigendum shall be issued to correct either

- a) a technical error or ambiguity in an ASABE Standard inadvertently introduced in editing or which could lead to incorrect or unsafe application of the standard (errors must have been introduced after the end of the Consensus Body ballot); or
- b) information that has become outdated since publication, provided that the modification has no effect on the technical (normative) elements of the standard, for example include changes in the contact information for an organization or a link to an informational website, but not to a normative reference.
- c) Corrigendum are not issued to correct errors that can be assumed to have no consequences in the application of the publication, for example, minor printing errors.

**13.7.1** When a corrigendum is issued

- a) the revision number and date of the corrected standard shall remain the same;
- b) and the letters 'Cor 1' shall be placed after the most recent approval date;
- c) the history paragraph shall indicate that a corrigendum has been added and the date;
- d) ASABE staff shall notify the appropriate committees, of such changes; and
- e) the notification of corrigendum shall remain on the published standard until reaffirmation during a scheduled Maintenance Review.

**13.8 Record Retention** Project development records provided by Consensus Body and records generated by the ASABE Standards Department shall be retained to affirm compliance with ANSI accredited *ASABE Standardization Procedures*.

**13.8.1** Project development records shall be retained for one complete publication cycle defined as a revision or reaffirmation of the document.

**13.8.2** Records pertaining to withdrawn standards shall be retained for five (5) years from the date of withdrawal.

**13.8.3** Records pertaining to inactive projects shall be retained for two (2) years from the date of being declared inactive.

**13.8.3.1** If the inactive project has had ANSI paperwork submitted, records shall be retained for five (5) years from the date of being declared inactive.

**13.8.4** Records of general historical significance to the ASABE consensus standards mission should be retained indefinitely. Historically significant documents are those that show significant progress in the ASABE Standards Program and/or show significant ASABE involvement with units of government, foreign countries, other societies and associations in the furtherance of the principles of voluntary, consensus standardization, or demonstrate ASABE foundational information used in the development of international standards.