



**ASABE**

Approved March 10, 2024

# ASABE Recognized Documents Approval Procedures

# ASABE Recognized Documents Approval Procedures

## 1 Terms

- 1.1 **Adoption:** document that has been officially reviewed, balloted, and approved by the committee of record through an accredited SDO using a consensus-based procedure.
- 1.2 **Ballot:** structured survey provided to members of a group.
- 1.3 **Consensus:** general agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that considers the views of all parties concerned and reconciles any conflicting arguments.
- 1.4 **Document(s):** product of a development process including standards, technical specifications, technical reports, and other documents as determined relevant
- 1.5 **Recognized Document(s):** document which the committee has reviewed and deemed relevant to industry interests; however, full adoption has not been pursued due to the resources required to approve and maintain the document. This list is a low overhead method of conveying important and relevant standards to the public.
- 1.6 **Recognized Documents List (“the List”):** official collection of ASABE Recognized Documents. This list is a method of conveying important and relevant standards to the public.
- 1.7 **Standard:** document developed using an established process of review and approval through an agreed upon set of procedures
- 1.8 **Standards Development Organizations (SDO):** organization, or part thereof, that accepts responsibility for the development, publication and maintenance of standards and other documents.
- 1.9 **Technical report:** document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication.
- 1.10 **Technical specification:** detailed description of technical requirements, usually with specific acceptance criteria, stated in terms suitable to form the basis for the actual design development and production processes of an item having the qualities specified in the operational characteristics.

## 2 ASABE Recognized Documents List

Recognized documents are used to provide information, direction, and support for United States needs regarding agricultural and related systems, in lieu of the extensive resources required to develop or adopt an ANS.

- 2.1 Any document developed may be considered for the Recognized Documents list
- 2.2 The List should be considered annually during the responsible technical committee meeting and revised as needed.
- 2.3 The List of documents should reflect the needs of industry and organizations involved in agricultural and biological systems.
- 2.4 For dated Recognized Documents, only the edition cited applies unless noted. For undated Recognized Documents, the latest approved edition of the document (including any amendments) applies.

- 2.5 The List shall be made publicly available by ASABE through available media platforms.
- 2.6 No interpretation shall be made of the identified documents by ASABE staff or members. The selection and use of any Recognized Document is the responsibility of the individual using the document.
- 2.7 Recognized Documents are possible sources of additional information and direction in lieu of any other adopted document. A Recognized Document is not equivalent to an international or regional document adoption which are subject to a rigorous consensus-based accredited process.
- 2.8 ASABE staff shall document all approval processes for Recognized Documents.

### 3 Selection of a Recognized Document

- 3.1 Any member of ASABE may present an international or regional document to be considered for addition to the recognized list.
  - 3.1.1 Recommendation of additions to the recognized list shall be made to the appropriate ASABE technical committee leadership or ASABE staff via email or other written communication.
  - 3.1.2 All recommendations shall include a brief justification.
  - 3.1.3 ASABE staff shall obtain a copy of the proposed document for review purposes.
- 3.2 Approval for a Recognized Document shall be by electronic ballot.
  - 3.2.1 **Vote choices shall be:**
    - a) Approve to add to the List
    - b) Disapprove
    - c) Abstain
  - 3.2.1.1 Comments may accompany any vote.
  - 3.2.2 **Greater than 50%** of the ASABE technical committee shall vote “approve” on the ballot.
  - 3.2.3 **AND at least 75%** of the ASABE technical committee, less abstentions and disapprovals without comment, who respond to the ballot shall vote “approve” on the ballot.
    - a) If numerical requirements are not achieved, the document is not added.
    - b) A document may be recommended to the appropriate ASABE technical committee at a future date with amended justification if it does not achieve the required approvals for addition.
  - 3.2.4 Notification of approved recognized documents shall be made to the responsible technical Standard Oversight Committee and associated technical committees.
- 3.3 These procedures shall be amended by at least 75% of STC-01, Standards Policy and Procedures, less abstentions, who respond to the ballot voting “approve”.
  - 3.3.1 Notification of approved amendment of these procedures shall be made to ASABE Standards and Technical Council and all technical community Standards Oversight Committees.

## **4 Review and Withdrawal of a Recognized Document from the List**

### **4.1 Review of a Recognized Document**

4.1.1 All recognized documents approved for the List shall be reviewed within five years of the anniversary date or previous review, initiated by the ASABE Standards Staff.

4.1.2 A ballot shall be conducted to document continued approval for the List following the original approval numerical requirements stated in section 3.2.

4.1.3 If a document does not garner the numerical support it shall be removed immediately following the ballot.

### **4.2 Removal of a Recognized Document**

4.2.1 A proposal to remove a document from the List can be made at any time by the responsible ASABE technical committee.

4.2.2 All recommendations for removing a document from the List shall include a brief justification.

4.2.3 The responsible committee shall be balloted to approve the removal of the document from the List as stated in section 3.2, unless replacing a national adoption.

4.2.4 If the proposed removal of the document is in conjunction with a committee decision to nationally adopt the document, the removal shall occur simultaneously with approval of the national adoption.

### **4.3 Withdrawal**

4.3.1 Notification of removal from the List shall be sent to the Standards and Technical Council and the responsible technical Standard Oversight Committee and associated technical committee(s).

4.3.2 The document shall be immediately removed from any and all public Lists