

ANS Standards Committee Procedures Manual for Consensus Committees

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American Nuclear Society

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FOREWORD

The American Nuclear Society (ANS) is accredited by the American National Standards Institute (ANSI), Inc., as a Standards Development Organization, for the purpose of developing standards useful to the nuclear community.

The *Policy Manual for the ANS Standards Committee* and *ANS Standards Committee Rules and Procedures* are the governing documents of the ANS Standards Committee.

The ANS Standards Committee is comprised of a large and diverse number of technical experts who have volunteered their time and resources to support the development and maintenance of ANS standards that, in general, will be submitted to the ANSI for approval for publication as American National Standards. The efforts of the Standards Committee are guided by the ANS Standards Board and by several consensus committees. The list of ANS consensus committees follows:

- Large Light Water Reactors Consensus Committee (LLWRCC);
- Research and Advanced Reactors Consensus Committee (RARCC);
- Nonreactor Nuclear Facilities Consensus Committee (NRNFCC);
- Safety and Radiological Analyses Consensus Committee (SRACC);
- Joint Committee on Nuclear Risk Management (JCNRM); ¹⁾
- Nuclear Criticality Safety Consensus Committee (NCSCC);
- Environmental and Siting Consensus Committee (ESCC); and
- Fuel, Waste, and Decommissioning Consensus Committee (FWDCC).

The purpose of this *Procedures Manual for Consensus Committees* is to provide guidance to ANS consensus committees including their subcommittees and working groups, regarding how to conduct business. By following the procedures contained herein, it is the Standards Board expectations that a more uniform, efficient, and predictable consensus standards process can be achieved. The Standards Board also expects that consistent use of these procedures will better facilitate the timely identification, review, approval, and maintenance of new and current standards within each consensus committee. Deviation from these procedures requires approval of the Standards Board. In case of any conflicts between this manual and either the *Policy Manual for the ANS Standards Committee* or *ANS Standards Committee Rules and Procedures*, the latter two manuals take precedence.

¹⁾ This consensus committee is a joint committee with the American Society of Mechanical Engineers.

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ANS Standards Committee Procedures Manual for Consensus Committees

1.0 APPLICATION

The *ANS Standards Committee Procedures Manual for Consensus Committees* shall apply to all American Nuclear Society (ANS) consensus committees with the exception of the JCNRM. As the American Society of Mechanical Engineers (ASME) serves as Secretary, the Joint Committee on Nuclear Risk Management (JCNRM) will follow the “Procedures for ASME Codes and Standards Development Committees” and the “Supplement To Procedures for ASME Codes and Standards Development Committees.”

The *ANS Standards Committee Rules and Procedures*, (<http://cdn.ans.org/standards/resources/downloads/docs/rules-procedures.pdf>) and the *Policy Manual for the ANS Standards Committee* (<http://cdn.ans.org/standards/resources/downloads/docs/policymanual.pdf>) provide requirements and guidance on matters of procedures and policy that take precedence over these consensus committee procedures. Specific Standards Committee policies are referenced throughout these consensus committee procedures. If needed, consensus committees may develop supplemental procedures to address unique consensus committee circumstances. Deviation from the consensus committee approved procedures in this manual may be permitted in special circumstances with approval of the ANS Standards Board.

2.0 ORGANIZATION

The ANS Standards Board coordinates all aspects of standards activities and interests within ANS and makes recommendations to the ANS Board of Directors on matters involving voluntary consensus standards. All Consensus Committee Chairs report directly to the Standards Board as shown in the ANS Standards Committee organizational chart provided in Appendix A and are voting members of the Standards Board.

Each consensus committee shall be guided by an approved scope. The scope shall represent a unique and specific area of technical responsibility to be covered by each consensus committee to avoid overlap between one or more consensus committees. The Standards Board shall approve the consensus committee scope. The scope for each consensus committee is provided in Appendices B-I.

Consensus committees optimally consist of three to six subcommittees and with five to ten working groups each. Each consensus committee membership should

be approximately 10 to 20 members, although more or less subcommittees and working groups are still permitted.

Consensus committees are responsible for establishing and managing the activities of their subcommittees and working groups needed to develop and maintain standards within their scopes of responsibility. In cases where there is a pressing need to expedite a standard through the various processes, and the subcommittee chair or a subcommittee member cannot perform this function, a Consensus Committee Chair may appoint a Management Sponsor to facilitate the progress of that standard. The Management Sponsor should be chosen from consensus committee members at large and have expertise in the technical area of the standard in question and in working group management. Duties and responsibilities of the Management Sponsor are shown in Article 7.6.

Subcommittees should be established to manage the activities of working groups and to perform detailed reviews of proposed standards for technical need, relevance, and acceptability. Each subcommittee shall be assigned a unique and specific area of technical responsibility.

Each subcommittee should also establish various working groups to develop specific proposed standards and maintain current standards within its respective area of responsibility. These working groups develop the content of ANS standards and resolve ballot comments from their managing subcommittees, consensus committee and from public review.

3.0 MEMBERSHIP AND MANAGEMENT OF COMMITTEES

3.1 Consensus Committees

The Consensus Committee Chair shall appoint each member of the consensus committee with concurrence of the existing consensus committee membership. Members are selected based on their technical abilities and accomplishments to provide a broad spectrum of experience and expertise to the committee. Opportunity for membership is provided to individuals and representatives of various organizations; each willing to participate and be committed to technically contribute to standards maintenance and development activities. Prospective members include representatives from nuclear utilities, reactor suppliers, architect engineering/ construction companies, federal and state government agencies, national laboratories, federal reservations, consultants, vendors, and individual subject matter experts, as well as industry organizations such as the Nuclear Energy Institute (NEI) and the Institute for Nuclear Power Operations (INPO).

Representation on consensus committees is kept as broad as possible to maintain a balance of interest (BOI), including having a representative from each

type of organization to the extent possible and from other nuclear-related standards development organizations (SDOs) (e.g., ASME, IEEE, ASTM, ASCE). Multiple representatives from a single organization are discouraged. To ensure a proper BOI, not more than one-third of the membership shall be drawn from any particular interest group. Additional guidance and BOI category definitions are found in the [ANS Standards Committee Rules and Procedures](#) (see Article 3.2.2 and Annex A).

Consensus committees and subcommittees shall enlist the sponsorship and support of closely related professional divisions within ANS. Assistance from professional divisions may include recommending members for subcommittees and working groups, having proposed standards reviewed during their development for technical need, relevance, and acceptability, and advising on the need for new standards.

3.2 Subcommittees

Consensus Committee Chairs shall establish subcommittees, as needed, to accomplish committee objectives. A Chair shall be appointed for a term of three years and shall be a member of the consensus committee and its executive committee. A Vice Chair should also be appointed for a term of three years and may also be a member of the consensus committee and its executive committee. The Consensus Committee Chair's organization plan and subcommittee leadership appointments shall be with the concurrence of the main body of the committee.

Guidance on the selection and representation of subcommittee members is provided in Article 2.1.2 of the ANS Standards Committee Policy on Committee Representation [A2] found in the [Policy Manual for the ANS Standards Committee](#).

Subcommittees Chairs may, if needed, request a subcommittee meeting to manage working group activities and other projects and to fulfill the directives of the responsible consensus committee and the Standards Board. Such meetings may be by phone or computer. To the extent directed by the Chair, the subcommittee shall participate in the development of responses to inquiries on standards as called for in ANS Standards Committee Policy D1, Policy on Developing Responses to Inquiries about Standards Requirements, Recommendations, and Permissions.

The subcommittee, or its Chair, may appoint a Secretary who is responsible for notifying members of meetings and teleconferences, preparing meeting minutes for approval by the subcommittee, and for issuing approved minutes to the Standards Manager.

Subcommittees may, subject to approval of the consensus committee and the Standards Board, set up procedures for the conduct of its business. Such procedure shall be consistent with existing ANS Standards Committee procedures and policies.

The Subcommittee Chair shall perform a review of draft standards to assess their readiness for consensus committee ballot without having to address technical inconsistencies or editorial inadequacies. The Subcommittee Chair may request ANS staff assistance in the editorial review. The Subcommittee Chair may open this review to other subcommittee members as needed. Subcommittee reviews and comment resolution shall be conducted through the ANS Standards Workspace. The Subcommittee Chair may request a vote on proposed standards.

Once satisfied with the format, presentation, and technical adequacy of the standard, the Subcommittee Chair shall formally (email) provide the document to the Consensus Committee Chair or Secretary recommending review or ballot.

3.3 Working Groups

Subcommittee Chairs shall establish working groups, as needed, to discharge subcommittee responsibilities. The Subcommittee Chair shall be responsible for the selection of Working Group Chairs with the concurrence of the Consensus Committee Chair. Each Working Group Chair should be a member of the subcommittee.

The Working Group Chair shall be responsible for the selection of its members. The number of members of the working group should be limited for developmental efficiency but shall be of adequate size and diversity to develop a standard that will be beneficial to anticipated users and reflects the current state of knowledge and practice. The Working Group Chair should request assistance in this selection from the responsible subcommittee. The composition of a working group shall include a balanced representation from the principal designers of the system or technology and the ultimate users. Each member should have a direct interest and expertise in the area under consideration. If possible, representatives from Federal stakeholder agencies should also be placed on the working group.

Guidance on the selection and representation of working group members is provided in Article 2.1.1 of the Policy on Committee Representation [A2]. This balanced representation is different from the concept of balance used in establishing consensus committees, which involves representation from all parties with a material interest.

The Chair of the working group shall be responsible for calling and conducting all meetings of the group and for keeping the Chair of the subcommittee and the Standards Manager informed of all significant activities of the working group, including project status, group membership, and schedules. The Working Group

Chair is responsible for the development of the Project Initiation Notification System (PINS) form, the Project Plan, work assignments for drafting and comment resolution, final prepublication review and compliance with Standards Committee procedures and policies. The Chair shall ensure that all ballot comments are addressed and that technical responses are provided to all balloters explaining how the comments were handled.

3.4 Documentation

Consensus committees including their subcommittees and working groups shall follow the Documentation Requirements provided in Appendix L.

4.0 CONSENSUS COMMITTEE MEMBERSHIP RESPONSIBILITIES AND CLASSIFICATIONS

4.1 Officers

The officers of a consensus committee shall consist of a Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall be members of the committee and are elected by the main body of the committee for terms of three years.

4.1.1 Consensus Committee Chair Role

The primary role of a Consensus Committee Chair is to provide effective leadership and direction to the consensus committee, its Subcommittee Chairs and Vice Chairs, and, at times, Working Group Chairs relative to day-to-day standards activities; as well as addressing various administrative and personnel issues. Consensus Committee Chairs are responsible for establishing meeting agendas and conducting all meetings of the consensus committee, for providing management and technical advice to various standards working groups, for resolving conflicts between consensus committee membership and working groups, for periodically informing the Standards Board and the Standards Manager of all significant committee activities and project status, and for requesting advice from the Standards Board on policy matters. Consensus Committee Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Consensus Committee Chairs shall be members of the ANS and are ex officio members of the Standards Board. Specific responsibilities and expectations include the following:

- Participate in Standards Board meetings and provide a detailed report of consensus committee activities
- Assure consensus committee use and compliance of all Standards Committee rules, policies, procedures and toolkit
- Vote on Standards Board ballots and motions
- Review draft standards developed by other consensus committees at the initiation of the approval process (subcommittee or consensus committee ballot) to determine if their consensus committee needs to ballot in parallel

- Schedule and chair consensus committee meetings (physical or remote) at least once per year
- Plan, schedule, prioritize and oversee the work of the consensus committee
- Solicit consensus committee members as needed to assure proper balance of interests
- Invite/assign liaison members to promote interfaces with other organizations as needed to facilitate the consensus committee activities
- Notify ANS headquarters of consensus committee appointments, resignations, etc.
- Review performance of consensus committee members relative to voting and attendance criteria and resolve delinquencies in a professional manner
- Appoint Subcommittee Chairs and Vice Chairs when needed
- Provide guidance to new Subcommittee Chairs and Vice Chairs in the execution of their duties
- Assist Subcommittee Chairs in populating standards working groups
- Appoint an acting Subcommittee Chair in the absence or inability of a Subcommittee Chair to perform their duties
- Assist in resolution of comments on PINS, draft standards, and reaffirmations of current standards as necessary
- Review revisions to consensus committee drafts after ballot to make determination of substantive changes and need for rebalot or recirculation ballot; declare consensus in accordance with the ANS Standards Committee Rules and Procedures
- Assist in evaluation/resolution of appeals as required by Standards Committee policies and procedures
- Review submittals of inquiries on consensus committee standards to determine if inquiries are relevant and applicable to approved policy and assure timely responses
- Prepare letters of commendation to consensus committee members, subcommittee members, and working group members as appropriate
- Support the development and revision of consensus committee policies, procedures and guidance documents
- Promote involvement of ANS constituents and other industry experts in the standards development process
- Interface with regulators (e.g., NRC), trade groups (e.g., NEI, INPO), Federal agencies (e.g., DOE) relative to establishing the needs for new standards to meet statutory requirements of the National Technology Transfer and Advancement Act when possible
- Coordinate with other SDOs as appropriate
- Support the use of risk-informed and performance based approaches in standards when applicable
- Assist in the development and execution of grant proposals to support standards development activities
- Encourage the submittal of Standard Service Award nominations
- Assure that associate members have a positive, meaningful standards experience
- Appoint a Consensus Committee Secretary if one is not available from ANS staff

4.1.2 Consensus Committee Vice Chair Role

The primary role of a Consensus Committee Vice Chair is to assist the Consensus Committee Chair in the management of the consensus committee. Consensus Committee Vice Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Specific responsibilities and expectations include the following:

- Attend and participate in consensus committee meetings
- Chair consensus committee meetings in the absence of the Chair
- Step in as acting Consensus Committee Chair in the absence or inability of the Consensus Committee Chair to perform duties
- Chair special task forces and committees as needed
- Assist in the selection of Subcommittee Chairs and consensus committee members
- Assist in assuring consensus committee use and compliance of all Standards Committee rules, policies, procedures and toolkit
- Provide guidance to new Subcommittee Chairs and consensus committee members as needed
- Assist in the resolution of comments on PINS, draft standards, and reaffirmations of current standards as necessary
- Assist Consensus Committee Chair in determination of substantive changes on committee drafts when requested
- Represent the Consensus Committee Chair at Standards Board or other meetings as needed
- Assist in the appeals process as needed

The ANS Standards Manager or designee serves each consensus committee as its Secretary and assist in administrative matters (e.g., meeting coordination, tracking of action items). The Consensus Committee Secretary is responsible for required notification of the consensus balloting process, the distribution of drafts of proposed standards and ballot forms, and collection and documentation of balloting and re-balloting results. The Consensus Committee Secretary shall also record and distribute minutes of meetings to all members and maintain the records of the committee. If the Consensus Committee Secretary is unable to attend consensus committee meetings, the Consensus Committee Chair shall appoint a temporary Secretary to record the minutes and action items of that particular meeting.

4.2 Executive Committee

Consensus Committee Chairs may appoint an executive committee, which shall consist of the Chair and Vice-Chair, each Subcommittee Chair, and other designated individuals, as the Consensus Committee Chair deems appropriate. The duties of the executive committee are to assist the Consensus Committee Chair in strategic decisions regarding ongoing and planned activities of the committee and support the Consensus Committee Vice Chair and Secretary in maintaining the status of the committee's standards.

4.3 Members

Each consensus committee member shall be expected to give thorough consideration to each subject brought before the consensus committee for action, to vote on the approval of each proposal, to advise on the development of standards and their maintenance, to assist in establishing the membership of subcommittees, and to assist in carrying out the function of the committee. The Consensus Committee Chair shall take appropriate action to ensure that all members actively participate in the work of the committee. The Consensus Committee Chair shall annually review the record of activity of each member with regard to his or her contribution, balloting record, response to ballot comments, attention to correspondence, and meeting attendance. If the Consensus Committee Chair finds, after a review of a member's record, that the member should be removed due to inability to carry out member responsibilities, then the Chair shall inform the member and the Secretary in writing stating the reasons for the removal. Any member removed from a consensus committee may appeal that decision to the Standards Board. Article 3.2.4 of the [ANS Standards Committee Rules and Procedures](#) provides minimum criteria for consensus committee member participation.

4.4 Alternates

Any member of a consensus committee who cannot attend a committee meeting should be represented by an alternate who shall have all the privileges and obligations of a member including casting of votes only during the period of his or her service in this capacity. The selection of an alternate for two or more consecutive meetings shall be subject to acceptance by the Standards Board Chair.

4.5 Certification of Consensus Committee Membership

The ANS Standards Committee recognizes the standards membership classifications of members, associate members, alternates, liaisons, and observers and experts. Membership classifications are defined in Annex B of the [ANS Standards Committee Rules and Procedures](#).

5.0 CONSENSUS COMMITTEE CONDUCT OF BUSINESS

5.1 Quorum and Meeting Requirements

The consensus committees should meet either physically or remotely (teleconference) at least twice in each calendar year and members are expected to participate at all meetings. The meetings will be attempted to be coordinated with the Society's Annual and Winter Meetings. When it is not possible to attend (physically or remotely) a particular meeting, the member is expected to be

represented by a designated alternate, who shall have all the privileges and obligations including casting of votes for the member only during the period of service in this capacity.

Meetings will be conducted in accordance with Roberts Rules of Order. A quorum shall be present for the consensus committee to conduct a formal vote. A quorum consists of over 50% (i.e., simple majority) of the voting membership of the committee.

When discussion indicates a pronounced difference of opinion on any question, the Consensus Committee Chair shall call for a formal vote and that vote shall be recorded in the minutes. An affirmative vote requires a simple majority of those present at a meeting voting in favor. A simple majority of those present applies to all official actions except the consensus balloting on standards, which shall meet the requirements of Article 5.6 of the [ANS Standards Committee Rules and Procedures](#).

5.2 Schedule for Review/Ballot of Proposed Standards

Consensus Committee Chairs shall be provided fifteen (15) days to review draft standards developed by other consensus committees and to determine if their consensus committee should review the draft standard. Upon request, a secondary ballot shall be issued to the non-developing consensus committee in parallel with the closing date of the review set the same as the approving body (consensus committee or subcommittee).

The time provided to consensus committee members for review or to ballot a proposed standard should be sixty (60) days for the primary consensus committee. The Consensus Committee Chair may, if necessary, shorten the period for the ballot review (e.g., thirty (30) days) if the committee had recently reviewed an earlier draft and/or if there is a substantial demand for the standard by the user community.

5.3 Balloting Process

Proposed revisions, reaffirmations, and new standards shall be submitted for ballot approval to the members of the consensus committee. Unless considered inappropriate by the Consensus Committee Chair, concurrent public review procedures, through the Board of Standards Review (BSR) of the American National Standards Institute (ANSI), shall be employed. See Figure 1 for ANS relationship with ANSI. The issuance of all proposed revisions and reaffirmations of current standards, and the issuance of new standards shall be announced in *ANS Nuclear News* in conjunction with the announcement made for concurrent public review in the *ANSI Standards Action*.

If the committee member does not have technical expertise in the area of the standard, it is expected that the member will delegate the review to known professionals within their organization, if possible, for input prior to voting. If no such professional with the requisite expertise is available, the committee member should consider a vote of abstention.

Committee members shall submit votes using the ANS Standards Workspace in accordance with Article 6.2 of the POLICY ON THE USE OF THE ANS STANDARDS WORKSPACE [D2]. Members shall choose one of the following categories to record their vote:

Approved (Affirmative) (A)

The balloter marking this choice is declaring satisfaction with the draft new standard or current standard that is under revision or proffered for reaffirmation, as written.

Approved (Affirmative) with Comments (A)

The balloter marking this choice is declaring acceptability of the draft new standard or current standard that is under revision or proffered for reaffirmation, and is requesting that the working group consider the balloter's written comments and proposed solutions, which shall be appended to the ballot. The working group can incorporate the comments at its discretion as incorporation or non-incorporation will not affect the ballot approval status.

Not Approved (Negative) (D)

The balloter marking this choice is declaring the unacceptability of the draft standard or current standard that is under revision or proffered for reaffirmation, as written and that no standard at all is preferable to the current draft standard or current standard. This is termed a negative ballot. The balloter shall append written comments and proposed measurable and achievable solutions. The balloter shall also clearly identify those contingent comments, the satisfactory resolution of which would elevate the ballot to "Approved," or if not resolved to the balloter's satisfaction, would permit the balloter the right to submit, for the final record, the "Not Approved" status.

Abstain (B)

The balloter marking this choice is declaring that, upon due consideration, no other ballot choice is appropriate. The reason for this choice shall be appended (e.g., lack of necessary expertise to perform the review). Lack of time to review the draft is not an acceptable reason for abstention. Ballots marked "Abstain" are included in the ballot tally for determining whether consensus has been achieved. Attempts to acquire the review of a subject matter expert under these circumstances are encouraged.

Not Received (N)

If no ballot is returned from a member of the consensus committee, this is a "Not Received" ballot.

Note: Although it is desirable to have agreement among the working group and subcommittee members, strict rules of consensus balloting apply only to the consensus committee. The Working Group and Subcommittee Chair may elect to move the standard forward in the process on a simple majority vote.

Ballot comments shall be sent to the Subcommittee and the Working Group Chairs for action and resolution (see Article 7.5 of this manual) within ten days after closure of the ballot period. The working group shall meet or otherwise communicate to discuss major comments immediately upon receipt of the ballot comments. It is the responsibility of the working group to decide how to respond to each major comment and assign a working group member to prepare responses to specific comments. Most of this work can be done prior to the discussion if specific assignments are made to working group members and a system developed and implemented for proper distribution of comments before ballot closure. The working group shall attempt to resolve all “Not Approved” (i.e. negative) ballots and adverse comments. The Consensus Committee Secretary shall retain a summary of these communications as a part of the consensus-forming history of the proposed standard.

The Working Group Chair shall post comment responses to committee members using the ANS Standards Workspace or request assistance from ANS staff. A copy of the revised draft incorporating comments in track mode shall be uploaded as a supporting file if changes were made. A copy of a draft that has been revised to incorporate comments is not sufficient (as a response to comments) unless it is clearly annotated to indicate where changes have been made and in response to whose comments (e.g., using the commenter’s initials). One objective in documenting individual responses is to provide traceability on why modifications were made. Each negative balloter shall be requested to upgrade their negative ballot to approved or approved with comment (if submitting additional comments) as a result of the working group’s attempt to resolve the negative comments.

The working group shall respond to all ballot comments within 60 days after ballot closure. Negative balloters shall respond to the working group’s request for an upgraded ballot within 30 days after receipt of the working group response to the ballot comments.

Prior to release of a ballot by the Consensus Committee Chair for approval by the Standards Board, the Consensus Committee Chair, in consultation with the Subcommittee Chair, shall determine if a substantive change has been made to the standard as a result of the ballot resolutions by the working group. The Consensus Committee Chair shall make final determinations. If a substantive change has been made to a proposed standard, the Consensus Committee Chair shall direct the Consensus Committee Secretary to issue a recirculation ballot. A second public review shall be held. In the case of a ballot taken at a consensus committee meeting by voice vote, those not in attendance shall be provided an opportunity to vote either prior to or after the meeting.

Each negative balloter shall review the resolutions proposed by the working group and, if acceptable, change the ballot to an “Approved” or “Approved with Comments” status. The balloter shall do so in writing to the Consensus Committee Secretary,

with a copy to the Subcommittee and Working Group Chairs. If not acceptable, the balloter should notify the Subcommittee and Working Group Chairs in writing of the basis for this decision. The balloter and the Subcommittee and/or Working Group Chair shall make every reasonable attempt to resolve any such issues. If, in the opinion of the Subcommittee and Working Group Chairs, the issues cannot be resolved, they shall notify the Consensus Committee Secretary in writing and provide copies of relevant supporting materials. The Consensus Committee Secretary shall inform all of the members of the consensus committee in writing, including the supporting materials for reconsideration. Consensus committee members shall be given a reasonable opportunity to revise their ballots in light of the disagreement existing on the proposed standard.

The criteria for the determination of consensus and Standards Board certification of procedures are available in Articles 5.6 and 5.7 respectively of the [ANS Standards Committee Rules and Procedures](#).

The Consensus Committee Secretary then submits documents related to the proposed standards, revisions to current standards, and reaffirmations of current standards to the BSR of ANSI for approval as American National Standards. The steps in the development of a standard identifying how consensus is achieved are illustrated in Figure 1.

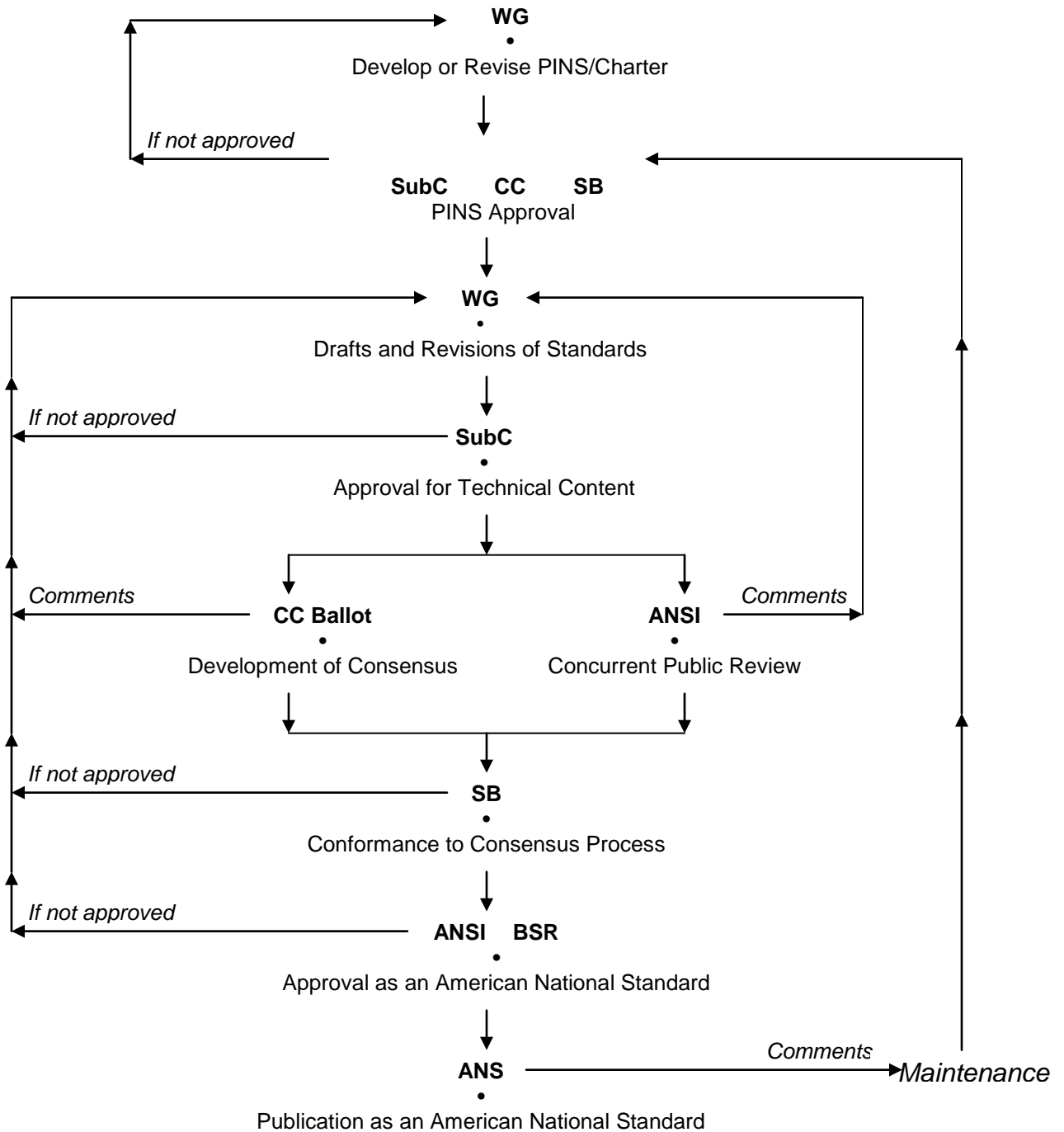
5.4 Preparation of Review and Ballot Comments in the ANS Standards Workspace

Voting members must select a vote option to comment. When submitting comments, the balloter should perform all of the following steps:

- a. Consolidate the comments received from within the balloter's organization for submittal. Clearly identify and articulate the basis for all "Not Approved" (negative) ballot comments and what must be done to correct the standard. Comments that require resolution to effect a change of negative vote shall be marked as "Substantive."
- b. Each comment should be submitted separately with the section, page, and line number provided if applicable. Choose figure, paragraph, or table as appropriate.
- c. Offer a proposed solution (i.e., recommendation) for each comment.
- d. Upload reference material or suggested revisions to the document being balloted as a supporting file.
- e. Consider whether your comment warrants distribution to the full committee, the document submitter, and/or the technical contact and select appropriately. (Typically, these options are employed for significant issues and concerns.)
- f. Continue commenting ("Save and Add Another") until done ("Save").
- g. Submit your vote option ("Vote").

Members may continue to add comments or change their vote while the ballot is open. Ballot details, including votes and comments, are visible to all members as soon as the ballot opens.

Figure 1
Steps in the Development of a New Standard or Revision of a Current Standard



- WC - Working Group
- SubC - Subcommittee
- CC - Consensus Committee
- SB - Standards Board
- ANSI - American National Standards Institute
- BSR - Board of Standards Review
- ANS - American Nuclear Society

6.0 SUBCOMMITTEE AND WORKING GROUP CHAIR RESPONSIBILITIES

6.1 Subcommittee Leadership

6.1.1 Subcommittee Chair Role

The primary role of a Subcommittee Chair is to provide supervision of and guidance to working groups within their purview. To do this effectively, it is important for Subcommittee Chairs to communicate with working groups regularly. Participation in working group teleconferences on occasion is highly recommended. Communication with Working Group Chairs with active working groups should be made prior to each semi-annual meeting for a status report with additional contact between meetings as needed (~4/ times a year). Communication should be made with Working Group Chairs of current standards not in revision on a yearly basis to discuss ongoing industry activity related to the standard and whether any maintenance action is required (reaffirmation, revision, withdrawal). When a PINS is prepared or draft standard completed by a working group within a subcommittee, it is expected that the responsible Subcommittee Chair perform a thorough review. Subcommittee Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Subcommittee Chairs shall be ex officio members of the relevant consensus committee. Specific responsibilities and expectations include the following:

- Attend and participate in consensus committee meetings and provide a report of subcommittee activities
- Appoint a Subcommittee Vice Chair and/or Secretary as deemed necessary
- Appoint Working Group Chairs
- Help solicit working group members when needed and assure that the working group membership is sufficiently broad
- Participate (via attendance or by teleconference) in working group kickoff meetings
- Train and mentor new Working Group Chairs and members
- Notify ANS headquarters of subcommittee member appointments and changes
- Ensure that drafts developed by working groups within the purview of the subcommittee are ready for consensus committee ballot; may include a subcommittee review
- Assist in resolution of comments on PINS, draft standards, and reaffirmations of current standards as necessary
- Assist the Consensus Committee Chair as needed in the determination of substantive changes to drafts after ballots when requested
- Assist in the evaluation of appeals if necessary
- Assure the timely development of responses to inquiries on standards
- Provide/confirm a subcommittee roster to ANS headquarters for the annual activities report
- Assure that Working Group Chairs provide ANS headquarters a status report and working group roster for the annual activities report
- Plan, schedule, prioritize and oversee the work of the subcommittee

- Assure that Working Group Chairs notify the ANS Standards Manager of appointments, resignations, etc.
- Review performance of Working Group Chairs; resolve delinquencies in a professional manner
- Provide guidance to new subcommittee and working group members in the execution of their duties
- Appoint an acting Working Group Chair in the absence or inability of a Working Group Chair to perform their duties
- Prepare draft letters of commendation for working group members as appropriate
- Support the development and revision of consensus committee policies, procedures, and guidance documents
- Support the use of risk-informed and performance based approaches in standards when applicable.
- Assist in the development of grant proposals to support standards development activities
- Encourage the submittal of Standard Service Award nominations
- Assure that associate members have a positive, meaningful standards experience

6.1.2 Subcommittee Vice Chair Role

The primary role of a Subcommittee Vice Chair is to assist the Subcommittee Chair in the management of the subcommittee. Subcommittee Vice Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Additional responsibilities and expectations include the following:

- Step in as an acting Subcommittee Chair in the absence or inability of a Subcommittee Chair as needed
- Assist in the selection of Working Group Chairs and working group members as needed
- Provide guidance to new Working Group Chairs as needed
- Assist in the resolution of comments on PINS, draft standards, and reaffirmations of current standards as necessary
- Assist the Subcommittee Chair as requested

6.2 Working Group Leadership

6.2.1 Working Group Chair Role

The primary role of a Working Group Chair is to manage the development and/or maintenance of a standard and all aspects related to this activity. The Working Group Chair is responsible for formation of the working group. It is important for Working Group Chairs to form a working group sufficient in size to include relevant stakeholders with appropriate expertise while keeping the size of the working group reasonable for efficiency. Working Group Chairs responsible for the development of

a new standard shall prepare a project plan establishing the project purpose, objectives, success criteria, needed interface, and schedule for completion (See Appendix K of this manual for guidance on developing a project plan). Minimally, Working Group Chairs shall set a schedule of key milestones to guide the development of the standard and report progress relative to this schedule to the subcommittee and consensus committee chairs. Working Group Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Working Group Chairs shall be ex officio members of the relevant subcommittee. Additional responsibilities and expectations may include the following:

- Solicit working group members as needed to assure that it is sufficiently broad but can still work efficiently; inform ANS staff of working group member changes
- Schedule and manage working group teleconferences and meetings
- Chair working group teleconferences and meetings
- Assign standards work to working group members to facilitate standards development and other activities
- Set and manage working group schedules and member assignments
- Assure working group use and compliance of all Standards Committee rules, policies, procedures, and toolkit
- Enlist working group member feedback and approval of PINS, draft standards, and responses to inquiries
- Appoint a Working Group Vice Chair, and/or Secretary as deemed necessary
- Assure that working group prepares and/or finalizes PINS, draft standards, or responses to inquiries on standards for release outside the working group in a timely manner
- Facilitate comment resolution on PINS, draft standards, and responses to inquiries on standards with support of the working group (via the ANS Standards Workspace)
- Review/proof the final edited standard and give permission to publish
- Provide a status report and working group roster to ANS headquarters for the annual activities report
- Assure that associate members have a positive, meaningful standards experience

6.2.2 Working Group Vice Chair Role

The primary role of a Working Group Vice Chair is to assist the Working Group Chair in the development and/or maintenance of a standard. Working Group Vice Chairs shall be attentive to all requests and questions related to the responsibilities of this role. Additional responsibilities and expectations may include the following:

- Attend and/or participate in working group meetings (physical and remote)
- Step in as an acting Working Group Chair in the absence or inability of the Working Group Chair
- Assist in the selection of working group members as needed
- Assist in the resolution of comments on PINS, draft standards, and reaffirmations of current standards as necessary

7.0 SUBCOMMITTEE AND WORKING GROUP CONDUCT

7.1 Identification of Need and Approval to Develop a New Standard

Proposals for the development of a new standard may be made by any individual and should be made directly to the Consensus Committee Chair or through one of its subcommittees. If the discussion results in a positive decision by the Chair and subcommittee, the proposal shall be presented to the consensus committee for its consideration. If the consensus committee is also favorable toward proceeding with the development of a new standard, the responsible Subcommittee Chair shall be directed to identify and select a Working Group Chair and request that the selected Working Group Chair prepare a PINS Form. The PINS Form is available electronically on the [ANS Standards Resources Web site](#). (For information only – Typical Instructions for completion of the form are contained in Appendix J of this manual. The Working Group Chair shall use the latest form and instructions that are provided on the ANS Web site.)

7.2 Standards Development Activities

After the selection of the working group membership, the Working Group Chair should convene a group meeting to kick off the activities. Working group meetings should be conducted using electronic communications to the extent practical. A working group membership list shall be prepared, including names, affiliations, addresses, telephone numbers, and e-mail addresses. This list is then sent to the Secretary and the responsible Subcommittee Chair.

The working group should use the ANS Standards Toolkit including the ANS Standards Committee Glossary to aide in the development of the standard. These are available on the [ANS Standards Resources Web site](#).

The content of the standard should be established at the first meeting of the working group and a project implementation plan including a schedule for developing the draft shall be submitted to the Consensus Committee Chair as early as possible. Format and guidance for preparation of the project plan is included in Appendix K of this manual.

A standard format guide shall be used where available in establishing the projected content. The *ANS Style Manual for Preparation of Proposed American National Standards* (in development) should be used as a general guide. The Subcommittee Chair, or designee, should attend this first meeting to explain to the working group how the consensus committee conducts its business and all policies related to standards preparation. The Subcommittee Chair will also instruct that a copy of all correspondence prepared by the working group in the development of the proposed standard is sent directly to the Consensus Committee Secretary and that all correspondence to the consensus committee is sent through the Subcommittee Chair.

Members of the working group should leave the first kickoff meeting with an in-depth understanding of the project, its expected end use, and a specific assignment for preparing a portion of the standard. A general outline of the draft standard and schedule for completion shall be developed and provided to the responsible Subcommittee Chair who, in turn, shall inform the consensus committee at its next scheduled meeting. The outline and schedule for developing the standard is expected to be sufficiently detailed and should be reviewed at each working group meeting. Significant changes to the schedule shall be promptly communicated to the Subcommittee Chair who shall keep the consensus committee apprised of the most realistic schedule.

At this kickoff meeting, the working group shall carefully evaluate whether or not a performance-based approach lends itself to the development of a meaningful standard with clear and specific requirements. The adoption of a performance-based standard may help make the ANS standards effort more effective and efficient. A performance-based standard focuses on attaining specific objectives. Identifying these objectives clearly is one of the most important functions of the working group. Once a standard is developed with properly identified objectives and approved for use, it is anticipated that there would be no need to make further revisions to the standard, unless the objectives themselves change, which is highly unusual. Hence, a performance-based standard can be expected to be valid for much longer periods of time than one that is deterministic. Guidance for developing a performance-based standard is available by contacting the Risk-informed, Performance-based Principles and Policy (RP3C) Committee Chair.

If the standard is to be developed as a risk-based standard, the Consensus Committee Chair (if not the current JCNRM Chair) should coordinate the standard scope with the JCNRM or, if appropriate, refer the particular standard to the JCNRM for development if it is within their scope.

The working group should continue meeting until an advanced draft is prepared, consistent with the appropriate format and style guides. The working group may include more material in this draft than is realistically expected to be contained in the final document. However, it must be emphasized that the working group should be cognizant to avoid the pitfall of writing the standard as if it were writing a textbook or technical paper. The working group should consider the use of a value-impact assessment in preparing the standard and in responding to the comments received. The assessment should be reserved for consideration of the major problem areas and major topics of controversy. It consists of the following five steps:

- a. Define the problem to be solved. Designs, methods, and tests called for by a standard can usually be specified in more than one acceptable way and it is not always clear which choice is preferred.

- b. Identify the different approaches that can be taken to solve the problem.
- c. Attempt to determine the impact of each approach on safety and other safety systems, cost, schedule, regulatory acceptance, and engineering feasibility. Care should be taken not to become too involved or detailed in this process or the technique will lose its effectiveness. It is more important to assess the relative importance of these factors for the problems being considered.
- d. Determine the relative effectiveness of each alternative considering the potential impact and priority of each factor identified in step (c) above.
- e. Make a selection based on step (d) by comparing the overall impact of each proposed solution to the importance of the problem itself.

7.3 Subcommittee Review of Draft Standards

When the working group has reached agreement that a draft standard is ready for consensus committee review and comment, the draft should be issued through Workspace to the responsible Subcommittee Chair for review by the Consensus Committee Secretary. The Subcommittee Chair may conduct the review, assign the review to another member or request a review by all members. Technical comments are provided back to the working group for resolution. At this time, the Subcommittee Chair may elect to send the draft standard to the Consensus Committee Secretary for an editorial review, as appropriate. When the working group has satisfactorily addressed all subcommittee comments, the draft standard is considered ready for consensus committee review. Generally, the subcommittee review process will determine whether the draft standard is of sufficient caliber to withstand the scrutiny of a consensus committee consensus review process.

7.4 Consensus Committee Review and Approval Process

Depending on its workload and member availability, the consensus committee may elect to perform two reviews:

- a. A technical review in parallel with or following the subcommittee review; and,
- b. A review to form the basis for the consensus ballot.

Note that a public review is held through ANSI in parallel with or following this ballot. This is an ANSI requirement of all SDOs.

In the event that the results of a consensus committee review or ballot are to be discussed at a scheduled consensus committee meeting, the Working Group Chair, or designated alternate, shall be present (physically or remotely) to clarify the intent of the draft standard and help resolve the comments. For a high-priority

standard, the entire working group is encouraged to attend the consensus committee review session(s) to better understand the comments and to hold a subsequent meeting to resolve committee comments and revise the draft standard. ANS standards staff can arrange for meeting space at the ANS annual or winter meetings.

If the working group does not address all ballot comments within 60 days, the responsible Subcommittee Chair shall immediately offer assistance to complete this procedure. After 90 days, the Consensus Committee Chair shall also offer active assistance. In all cases, the ANS Standards Manager will assist, as requested. After 120 days, the Consensus Committee Chair and the Standards Board Chair shall be notified by the Subcommittee Chair in writing of the actions taken, outstanding problems, and planned actions to have responses made expeditiously.

When a draft standard is submitted for ballot, all technical changes made from the previously reviewed draft shall be clearly indicated (e.g., using track change in Microsoft Word). A response shall be prepared by the working group to all comments. The Working Group Chair may post or request that the Consensus Committee Secretary post the prepared resolutions for each commenter in Workspace along with the revised draft.

In the case of “Not Approved” (i.e., negative) ballots from the consensus ballot, the negative balloter shall be requested to reconsider their vote based on the posted comment resolutions and the revised draft. As a minimum, the working group shall include the rewritten portion of the standard in the comment resolution when a substantial change has been made to resolve one or more comments. The negative balloter shall respond with their decision on upgrading their vote within 30 days. If this process results in one or more negative ballots being retained, all consensus committee members shall be given an opportunity to reconsider their ballots, taking into account the negative ballots and the reasons therefore.

If a copy of the standard is requested for public review, the Consensus Committee Secretary shall provide public commenters a generic comment form for their use. In the case of comments received from the ANSI public review, the working group shall respond to each commenter. A general cover letter, a copy of the comment resolution form, and a copy of the revised draft standard should be sent to the public commenter. As a minimum, the working group shall include the rewritten portion of the standard in the comment resolution when a substantial change has been made to resolve one or more comments. The letter of response shall include notification that the commenter has 15 working days in which to reply if not satisfied with the attempted resolution of the comments. All working group correspondence should be through the Consensus Committee Secretary. When preferable for the Working Group Chair to distribute, the Consensus Committee Secretary shall be copied.

After completion of the consensus committee ballot, completion of the required response to each commenter, with formal requests for withdrawal of any negative ballots, and reconsideration of ballots has been permitted (if needed because of outstanding negative ballots), the Consensus Committee Chair shall determine if consensus has been achieved using the process described in Article 5.6 of the [ANS Standards Committee Rules and Procedures](#).

Upon determination of consensus, the Standards Board shall certify that all consensus procedures have been followed. (Standards Board certification is a process review and does not involve any technical review.) The Consensus Committee Secretary then notifies ANSI that consensus for approval has been achieved and forwards the approval package to ANSI for its BSR review and approval.

The Working Group Chair is not required to conduct detailed editing of the proposed standard before sending it to ANS staff. The ANS staff will review the standard with the Working Group Chair assistance for editing and publication details, as necessary. The Working Group Chair shall have the opportunity to review the document prior to release for printing. ANS standards staff then proceeds with final publication of the standard. All working group members receive a complimentary copy of the printed standard as an expression of thanks for their hard work. In addition, any member of consensus committee may request a complimentary copy of that standard at the time of publication.

7.5 Resolution of Review and Consensus Committee Ballot Comments

The Consensus Committee Secretary shall download ballot comments into a spreadsheet and forward to the Working Group Chair with a copy to the Subcommittee Chair. The working group shall take the following steps:

- a. Enter personal data of responder (i.e., name, e-mail address) on the form.
- b. Clearly indicate where acceptance of the comment is essentially total. For such cases, no explanation is needed, although explanations are welcomed.
- c. Where comments are accepted in part or not accepted, set forth the rationale for non-acceptance of all or part of the comment. Do not simply indicate disagreement or the fact that such suggestions were considered and/or rejected. At a minimum, offer a reasonable technical basis for not being able to accept the comment. Contacting the commenter to resolve the more difficult comments is recommended.
- d. Upon satisfactory completion of the provided spreadsheet, the Working Group Chair shall post comment resolutions and the revised draft in Workspace or request that the Consensus Committee Secretary post on their behalf.

It is helpful to supply portions of the text that have had substantive revisions made along with comment responses.

Upon receipt of replies from each negative balloter, the ballot tally may need to be revised to reflect the reversal of negatives.

Frequently, a working group carefully addresses the comments forming the basis of a negative ballot but essentially ignores other comments offered by the balloter. It is acceptable to give priority to negative comments, but it is unacceptable to dismiss other comments as insignificant. All comments need disposition.

The responsible Subcommittee Chair carefully reviews all comment responses to ensure that the replies are responsive, and include a rationale for decision. The Consensus Committee Chair performs a similar review emphasizing controversial and negative comments prior to releasing each standard for final certification.

The following indicate the types of comment responses to be avoided:

- a. "This was discussed by the working group during preparation of the draft standard and was
 - a. not used,
 - b. decided against, or
 - c. found to be not practical, etc."
- b. "Not accepted"
- c. "This comment disagreed with
 - a. someone else's comment, or
 - b. a comment made during the subcommittee review, etc."
 - c. "This portion of the standard was not changed in this revision"

Appropriate replies include a technical basis for the decision, a reason for deciding on a particular phrasing, a rationale for compromising among conflicting requests, or the fact that specific direction was given by the consensus committee regarding scope or content.

Each balloter has an obligation to make substantial, technically sound comments and to include alternate words or adequate discussion upon which new words can be logically included. Both the balloter and the working group shall adhere to technical issues and avoid prerogatives, frivolous, and unsubstantiated comments.

The Working Group Chair shall post comment responses to committee members using the ANS Standards Workspace or request assistance from ANS staff. In the case of “Not Approved” (i.e., negative) ballots, the negative balloter shall be requested to reconsider their vote based on the posted comment resolutions and the revised draft. The negative balloter shall respond with their decision on upgrading their vote to “Approved” or “Approved with Comments” (if additional comments are submitted) within 30 days.

If negative balloters do not respond to the working group within 30 days, the Working Group Chair shall call the balloter and agree upon a final date for a response; the call and agreement date shall be documented (with copies to the Subcommittee Chair and the ANS Standards Manager). If the agreed-upon date is not met, the Subcommittee Chair shall attempt to determine why there has been no response. The Subcommittee Chair shall also determine at that time whether to consider a further extension of time; if no extension is believed to be appropriate, a recommendation shall be made to the Consensus Committee Chair and the Standards Board Chair to proceed with the consensus process without requiring further written response from the balloter. This decision shall be made within 30 days. The basis for any decision shall be documented with copies to the balloter, Working Group Chair, and ANS Standards Manager. Under no circumstances shall the negative be upgraded without direction from the balloter. In this case, the negative shall be considered an unresolved objection requiring a reconsideration ballot.

If one or more negative ballots remain unresolved, the Consensus Committee Secretary shall issue a reconsideration ballot asking those committee members who originally voted to reconsider their position in view of the outstanding negative ballots. Appropriate background material pertaining to those negative ballots shall also be sent by the Secretary. A review period of thirty (30) days is set, during which members may change their votes. No response is necessary unless a balloter decides to change the initial ballot and submit supporting technical reasons. All objectors shall be informed in writing by the Consensus Committee Chair of the results of this ballot and their right to appeal to the Standards Board.

When all negative ballots have been cleared or reconsideration has been completed, the responsible Subcommittee Chair and the Consensus Committee Chair shall review the documentation and the revised standard.

A rebalot shall be issued in the case of significant substantive changes as determined by Consensus Committee Chair in consultation with the cognizant Subcommittee Chair and Working Group Chair. In such case members are expected to review the standard in its entirety.

When deemed appropriate, approvals of substantive changes and announcements of maintained negatives may be issued in a joint recirculation ballot. Previous votes from the last ballots or rebalot shall be carried over in a recirculation ballot in the case of a non-response.

In the event that additional substantive changes are made in the standard, another rebalot or recirculation ballot shall take place and the above procedure repeated.

Another subcommittee review is not required for the recirculation process. Additionally, the Consensus Committee Chair may expedite the response time for reconsideration ballots to as little as two weeks. This is acceptable because it is only necessary to review the changes in content to the original draft.

7.6 Duties and Responsibilities of Management Sponsors

The ANS Standards Committee has provisions for inclusion of a Management Sponsor such as specific individuals, user groups, international contacts, selected industry support groups or other SDOs for a particularly broad or potentially controversial standard. This Management Sponsor might provide a wider range of inputs to the technical basis of the standard. The Subcommittee and Working Group Chairs shall determine the need for solicitation of a Management Sponsor.

Upon designation as a Management Sponsor the individual or entity should coordinate with the Subcommittee and Working Group Chairs to discuss the status of the standard and schedule for development and approval. The sponsor should facilitate development of appropriate level of milestone schedule including the key steps in the standard writing and approval process.

The Management Sponsor should interface with the Subcommittee Chair and Working Group Chairs to determine those issues the Chairs anticipate including the need for additional working group members, obtaining input from interested industry parties, and interface with regulatory groups. The Management Sponsor should in most cases work with the two Chairs in an advisory role, but there may be cases where it is appropriate for the Management Sponsor to have direct contact with outside organizations to obtain support where it cannot be attained through the normal functioning of the working group.

The Management Sponsor should maintain an awareness of working group progress in standard development and resolution of issues; and provide coaching and support as necessary.

The Management Sponsor should assist the Subcommittee Chair in providing status of the project during the consensus committee executive committee conference calls and consensus committee meetings.

The Management Sponsor should facilitate resolution of issues anticipated to occur during standards development and consensus committee review. In the case of guidance need from the consensus committee prior to standard review, the Management Sponsor should work with the Subcommittee Chair in facilitate resolution of these issues.

The Management Sponsor should perform an initial review of the draft standard prior to presentation at the consensus committee for a vote.

8.0 INITIATING MAINTENANCE PROCEDURES

ANSI requires that all standards be maintained within five years after approval as American National Standards. Maintenance requires action to reaffirm, revise, or withdraw a standard. The evaluation of these options and reaching a decision and obtaining the required approvals typically requires more than a year. Therefore, initiation of the maintenance process should begin in time to permit the approval of a reaffirmation or withdrawal within five years or approval or reaffirmation. The following steps shall be taken to insure timely maintenance:

Each consensus committee shall designate a Maintenance Coordinator to coordinate, with the ANS Standards Manager and to monitor the status of each American National Standard developed by that committee.

ANS staff shall send a request for maintenance determination to the Maintenance Coordinator, Consensus Committee Chair, Subcommittee Chair, and Working Group Chair on a standard prior to the four-year mark.

This Maintenance Coordinator shall make sure that notification is provided by the Standards Manager to Chairs of the consensus committee and the responsible subcommittee and working group when initiation of maintenance procedures is required for each standard. This notification, together with a request for a prompt reply, shall be issued prior to four years following the standard's last approval or reaffirmation as an American National Standard.

The Working Group Chair (or the Subcommittee Chair, in the absence of a Working Group Chair) shall respond to the designated Maintenance Coordinator with copies to the Chairs of the consensus committee and subcommittee and the Standards Manager indicating the planned maintenance action. The reply shall be made within six months of the notification. If a revision is planned, a schedule shall be included. The Consensus Committee Chair shall notify the Standards Manager if the maintenance cannot be completed within the required five year time period so that an extension can be requested. Extensions are not permitted to allow the maintenance period to extend beyond ten years.

The Standards Manager shall request a maintenance time period extension for each standard from ANSI prior to five years after the last approval or reaffirmation as an American National Standard.

If no response is received by the Maintenance Coordinator after six months, the designated individual shall so inform the Standards Manager and the Chairs of the Standards Board and consensus committee and shall enlist their assistance in the development of a suitable maintenance plan.

Planned maintenance action for the standard shall be completed and provided by the Consensus Committee Chair to the ANS Standards Manager at least six months prior to the time needed to meet the objective stated in Article 1 for a reaffirmation or withdrawal within five years.

On an annual basis, the Consensus Committee Chair shall identify those standards for which there is a pressing need from the user community to elevate the priority assigned to maintaining specific standards and notify the appropriate Subcommittee and Working Group Chairs. In such cases a schedule shorter than that required to meet ANSI maintenance requirement may be implemented. Determination of maintenance prioritization shall consider:

- Are there new nuclear facilities or facilities under construction that can immediately benefit from an update to this standard?
- Can small modular reactors or other advanced facilities that are high priority directly benefit from the application of this standard?
- Is a revision needed to meet regulatory safety criteria? (not necessarily a requirement for a standard update but shall be considered and may affect prioritization)
- Will a revision enhance operation or safety of existing plants?
- Are there more cost-effective approaches?
- Has the standard been endorsed by the U.S. Nuclear Regulatory Commission? (Failure to keep the standard current might cause the endorsement to be withdrawn.)
- Is maintenance action needed to assert ANS's standards responsibility in the area of the standard?

If a decision is made to initiate a revision, the responsible Subcommittee Chair shall identify any related standards that might be affected by the revision and shall notify the affected subcommittee and Working Group Chairs. This may be accomplished via the PINS Form.

If reaffirmation or withdrawal is the planned action, the consensus committee approved technical justification shall be provided with the letter ballot to the Standards Board that specifies why a revision is not necessary in order to demonstrate the requirements of this policy have been met.

If a decision is made to revise the standard, a PINS Form shall be submitted by the Subcommittee Chair to the Standards Manager, who will issue a PINS ballot to the consensus committee for its approval.

For additional information in the process for completion of a standard revision, reaffirmation, or withdrawal, see Sec. 9 on the Implementation of Maintenance Procedures.

9.0 IMPLEMENTATION OF MAINTENANCE PROCEDURES

Requirements for the performance of maintenance activities are set forth in the accredited rules and procedures, Article 5.12, and in Sec. 8 of this manual. The guidance in this section provides the basis for implementing the appropriate maintenance action.

The Subcommittee Chair along with the working group chair shall decide whether to revise, reaffirm, or withdraw a standard and shall conduct a vote of the subcommittee for concurrence in the decision. Also, the Consensus Committee Chair may seek the advice or a vote of concurrence of the consensus committee on the option approved by the subcommittee.

The ANS Standards Manager shall be responsible for including

- The appropriate statements in the forewords of new, revised, and reaffirmed standards
- The statement to be included in the references section
- The statement to be added to the title page of withdrawn standards

9.1 Criteria for Determining Whether to Revise, Reaffirm, or Withdraw a Standard

A revision of a standard shall be initiated prior to the fifth anniversary of its approval unless a recommendation for reaffirmation or withdrawal is made after completing the process described below under criteria.

9.1.1 Establish a Task Group

The Subcommittee Chair shall appoint a task group of two to four members to review the standard against the criteria set forth below and to make a recommendation on whether to revise, reaffirm, or withdraw the standard. This task group shall include the responsible Working Group Chair or, in the Chair's absence, a key member of the working group and a member of the subcommittee. All members of the task group shall have expertise or experience in the scope of the standard. The task group shall be appointed prior to the fifth anniversary of the approval of the standard and its recommendation provided to the Subcommittee Chair within 60 days of appointment.

9.1.2 Recommending Revision or Reaffirmation

The criteria listed below address individual portions or attributes of the standard under consideration and shall be used to develop a recommendation concerning revision or reaffirmation. If any one of the evaluations called for in the first four criteria leads to a recommendation for revision, then the final judgment should be to revise the standard. Conversely, reaffirmation shall be recommended only if all the evaluations are favorable for reaffirmation.

9.1.3 Recommending Withdrawal

If any of the evaluations in the following list indicate that withdrawal is the most appropriate choice, then a broader assessment shall be conducted to determine the viability of making a revision that would avoid withdrawal. Unless the standard is deemed to be of no practical value to potential users, every effort shall be made to revise the standard.

A withdrawn American National Standard may still be used with appropriate evaluation. For instance, if a withdrawn standard has been accepted a part of a facility design basis, a user may determine after careful review that the referenced version is still acceptable for this use.

9.1.4 Criteria for Deciding on the Most Effective Maintenance Action

- (1) Usefulness. The usefulness of the standard shall be evaluated. Usefulness shall be gauged using the knowledge of the task group members (and others they are able to consult), the sales record of the standard, and its apparent applicability to activities currently being pursued (or expected in the near future) including use in regulatory commitments. Inputs from key industry stakeholders should be assessed as part of this evaluation (e.g., owners, vendors, NRC, DOE, NEI, etc.). If the standard is deemed useful, either currently or within the next five years, a recommendation shall be made for revision or reaffirmation. If the standard is no longer useful or its usefulness is highly questionable, withdrawal should be recommended.

In assessing the usefulness of a standard, it shall be considered separately from other documents that are not consensus standards but address the same topic, such as regulatory guidance or NEI documents. Interfaces with other consensus standards are also pertinent to this assessment. In addition, the evaluation of usefulness shall address the potential application of the standard to the siting, licensing, design, manufacture, construction, and operation of nuclear facilities, even though the original objective of the standard may have been to focus on one or two of these areas only.

- (2) Purpose. The purpose of the standard shall be evaluated. The task group shall determine whether the purpose is valid for application currently or within the next five years based on the knowledge of the task group members (and others they are able to consult). Evaluation of purpose may consider conflicts with and between other industry guidance, but the mere existence of other related guidance is not to be the basis for withdrawal. If the purpose appears valid, a recommendation for revision or reaffirmation shall be made.

- (3) Technical Content. The technical content of the standard shall be evaluated and a determination shall be made on whether the criteria (that is, the requirements) are still valid and are expected to remain valid for several years. In performing this evaluation, the task group shall make a determination if the standard represents the state-of-the-art and if not, the benefits of bringing it to that level. In addition the task group shall consider design, licensing, operating, and construction experience (e.g., INPO's database) that might influence the requirements of the standard. This evaluation shall include requirements that affect or interface with other standards. If the criteria are expected to remain valid, reaffirmation should be recommended. If any criteria are believed to be invalid or inappropriate, revision shall be recommended. If the scope of this standard should change due to changing interfaces with other ANS standards, a revision or withdrawal, as appropriate, shall be recommended.

The technical content of the standard shall be compared to current, documented regulatory expectations (regulations and regulatory guidance). If the criteria contained in the standard are inconsistent with these expectations, the task group shall assess whether a revision is appropriate to include modified criteria. If the criteria remain applicable, reaffirmation should be recommended. If the criteria need to be modified, revision should be recommended.

If the evaluation of technical content reveals that strict application of one or more criteria could result in equipment inoperability or a violation of a safety or technical specification, withdrawal shall be recommended. If the standard continues to be useful, however, immediate action shall be taken by the subcommittee to establish a working group and to gain a commitment that a suitable revision will be developed and issued within 24 months.

- (4) Risk Informed/Performance Based. The technical content of the standard shall be evaluated and a determination made on whether this standard should be revised to incorporate risk-informed or performance-based approaches. The task group shall consult with the RP3C in making this determination. The decision should include the priority and timing of performing such action at this time or after reaffirmation.
- (5) References. The validity of the references shall be evaluated, including whether they are adequately current, such that they continue to support the stated purpose of the standard. Outdated references by themselves should not be the basis for withdrawal or revision. However, if specific items that have been referenced will lead to equipment inoperability, design unacceptability, operational unacceptability or a violation of a safety or technical specification then withdrawal should be recommended and a revision initiated. If the references are adequate, reaffirmation should be recommended. If the standard is revised the references shall be updated.
- (6) Age. The age of a standard and the number of previous re-certifications should not in itself be the basis for a decision to revise or withdraw a standard. The evaluation should consider and recommendations offered based on criteria (1) to (4) above.

To preserve the viability of a standard that continues to be useful to serve current users but needs revision, a decision to reaffirm may be made followed by an immediate revision effort to develop and issue a suitable revision within 24 months of initiating a committee vote on reaffirmation.

9.2 Marking Standards That Have Been Withdrawn

Standards can be withdrawn for several reasons.

- Standard was replaced by a new revision or new standard.
- Standard is no longer considered useful.
- Criteria are incorrect or no longer applicable, and there is insufficient priority to develop a revision.
- Revision not developed before the standard reached its 10-year anniversary (automatic ANSI withdrawal).

However, many withdrawn standards continue to meet certain user needs, and their application endures. Ideally, the user should be informed why the standard was withdrawn, especially if it contains inappropriate or incorrect requirements. Experience shows that the complexities involved in marking individual standards with the reason for withdrawal are too difficult to successfully manage, especially when the reason for withdrawal of many standards was never explicitly stated.

To facilitate the marking of withdrawn standards, a generic statement has been established. This statement shall be noted on the cover of all withdrawn standards. This statement refers the user to the ANS standards administrator, who can often provide a more specific basis for the withdrawal.

This standard is no longer being maintained as an American National Standard. It may contain outdated material or may have been superseded by another standard. The ANS standards administrator can be contacted for details.

9.3 Statements to be Included in the Foreword and in the References Section of All Standards

After a standard is issued, the currency of references cited may decline with time requiring revision or other action. The purpose of this part of the policy is to provide guidance to the user on how to handle changes in the references. This user guidance is provided in the foreword as a generic caution and in the references section, which provides more specific direction. (See Policy on Handling References in Standards [C3]).

As standards are maintained (revised or reaffirmed), consideration is sometimes given as to whether to include requirements related to important industry and regulatory initiatives. The application of risk-informed and performance-based concepts are examples of such initiatives. Because these initiatives are not always applicable to a particular standard or are believed inappropriate at the

time the standard is issued, a statement to be included in the foreword has been established to alert the user about this situation. This should not be taken as a weakening of ANS's resolve to improve the standards program, but as a recognition that such initiatives take considerable time to fully implement.

The following statement shall be included in the foreword of all new, revised, or reaffirmed standards:

This standard might reference documents and other standards that have been superseded or withdrawn at the time the standard is applied. A statement has been included in the references section that provides guidance on the use of references.

The foreword shall include one of the following three statements:

- *The working group has incorporated risk-informed and/or performance-based requirements in this standard.*
- *The working group has determined that the incorporation of risk-informed and/or performance-based requirements in this standard may be worthwhile and intends to consider this in a future revision.*
- *The working group has determined that this standard does not benefit from inclusion of risk-informed and/or performance-based requirements.*

The following statement shall be included at the beginning of the references section of all new and revised standards:

The user is advised to review each of the following references to determine whether it, a more recent version, or a replacement document is the most pertinent for each application. When alternate documents are used, the user is advised to document this decision and its basis.

Maintenance Determination Form
(Stapled to inside front of hanging file folder)

1. Numeric designation:	
2. Title:	
3. Maintenance decision (revision, reaffirmation, withdrawal):	
4. Reason for decision (if revision, see the PINS Form; otherwise, select a code number and provide details):	
5. Approval provided by:	
6. Date maintenance determined:	
<p>Explanation Code Numbers:</p> <p>#1 – Reaffirmed: Standard remains current.</p> <p>#2 – Reaffirmed: Standard is under revision but is incomplete at the 10th anniversary.</p> <p>#3 – Reaffirmed: Standard is acceptable but working group unavailable to develop a revision prior to the 10th anniversary.</p> <p>#4 – Withdrawn administratively at 10th anniversary – no Working Group Chair available.</p> <p>#5 – Withdrawn administratively at 10th anniversary – revision not completed in time.</p> <p>#6 – Withdrawn administratively at 10th anniversary – reaffirmation process not completed in time. (Include details of the delay and planned actions.)</p> <p>#7 – Considered for reaffirmation but standard no longer current. (Include detailed reasons under “Reason for decision” above.)</p> <p>#8 – Considered for reaffirmation, but standard determined to be of limited use. (Include detailed reasons under “Reason for decision” above.)</p> <p>#9 – Withdrawn after failed reaffirmation. See ballot file for negative comments. (Include summary of comments received in reaffirmation under “Reason for decision” above.)</p>	

10.0 POLICY STATEMENTS

All ANS policy statements shall be complied with at all times throughout the life cycle of the standards development process.

10.1 Compliance with ANS Policies

The policies of the ANS Standards Committee are provided in the [Policy Manual for the ANS Standards Committee](#). This manual can be obtained directly from the Consensus Committee Secretary and is available electronically on the ANS Standards Resources Web site.

Policies that directly relate to the way the consensus committee, its subcommittees, and working groups conduct business include the following:

- A2 POLICY ON COMMITTEE REPRESENTATION
- A3 RESPONSIBILITIES OF ANS STANDARDS COMMITTEE LIAISON PERSONNEL
- B1 POLICY ON ISSUING COMMENTS ON BEHALF OF THE ANS STANDARDS COMMITTEE
- B2 POLICY ON SPEAKING FOR THE ANS STANDARDS COMMITTEE ON POLICY MATTERS
- B3 POLICY ON PROCESS FOR NOMINATING, EVALUATING, SELECTING, AND PRESENTING THE ANS STANDARDS SERVICE AWARD
- C1 POLICY FOR SPECIFYING REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS IN A STANDARD (“SHALL,” “SHOULD,” AND “MAY”)
- C2 POLICY ON THE SUBSTANTIATION OF VALUES CITED IN ANS STANDARDS
- C3 POLICY ON HANDLING REFERENCES AND EXCERPTS IN STANDARDS
- C4 POLICY ON ISSUING CHANGES AND CORRECTIONS TO STANDARDS
- C5 POLICY ON THE DEVELOPMENT OF GUIDANCE STANDARDS
- C6 POLICY ON TRIAL USE AND PILOT APPLICATION STANDARDS
- D1 POLICY ON DEVELOPING RESPONSES TO INQUIRIES ABOUT STANDARDS REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS
- D2 POLICY ON THE USE OF THE ANS STANDARDS WORKSPACE

10.2 Compliance with Normative American National Standards Policies

Compliance with normative American National Standards patent policy, commercial terms and conditions, and metric policy are provided in Annex D of the [ANS Standards Committee Rules and Procedures](#) available directly from the Consensus Committee Secretary and is electronically available on the ANS Standards Resources Web site.

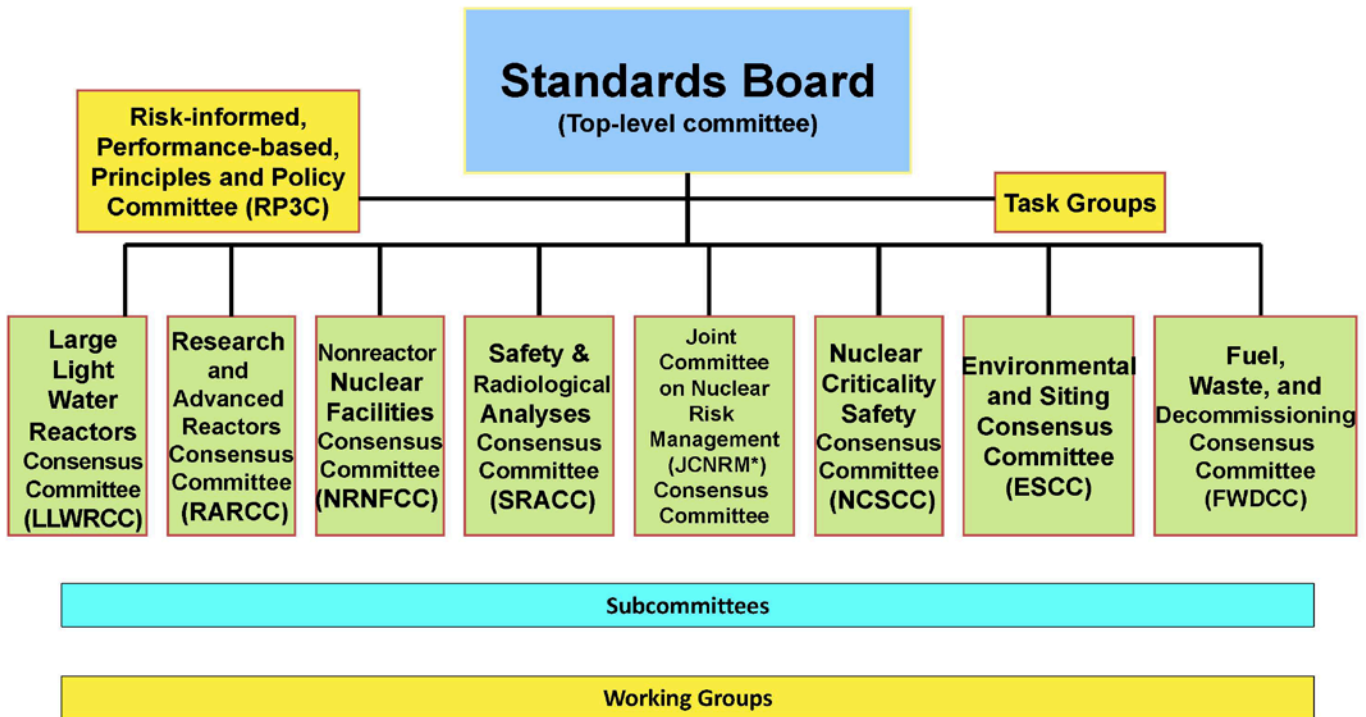
Appendix A

ANS STANDARDS COMMITTEE ORGANIZATIONAL CHART



American Nuclear Society

The ANS Standards Committee



*The JCNRM is a joint ANS and ASME committee

Appendix B

LARGE LIGHT WATER REACTORS CONSENSUS COMMITTEE (LLWRCC) SCOPE

The LLWRCC is responsible for the preparation and maintenance of voluntary consensus standards for the design, operation, maintenance, operator selection and training, and quality requirements for current operating nuclear power plants and future nuclear power plants that employ large station light water moderated, water-cooled reactors. The standards include the reactor island, balance of plant, and other systems within the plant boundary that affect safety and operations. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix C

RESEARCH AND ADVANCED REACTORS CONSENSUS COMMITTEE (RARCC) SCOPE

The RARCC is responsible for the preparation and maintenance of voluntary consensus standards for the design, operation, maintenance, operator selection and training, and quality requirements for current and future research and test reactors including pulsed critical facilities, reactors used for the production of isotopes for industrial, educational, and medical purposes and current and advanced non-large LWRs. The scope includes but is not limited to: water-cooled and non-water cooled Small Modular Reactors, Generation III+ and IV reactors, and future non-light water cooled/moderated large commercial reactors.

The RARCC standards include but are not limited to the design and operation of the nuclear island, the balance of plant, and other systems within the plant boundary affecting safety and operations. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix D

NONREACTOR NUCLEAR FACILITIES CONSENSUS COMMITTEE (NRNFCC) SCOPE

The NRNFCC is responsible for the preparation and maintenance of voluntary consensus standards for the safety analysis, design, maintenance, operator selection and training, and quality requirements for non-reactor nuclear facilities including facilities using radioactive isotopes, remote handling of radioactive materials, fuel processing, mixed oxide fuel processing and other fuel cycle facilities other than spent fuel handling and storage. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix E

SAFETY AND RADIOLOGICAL ANALYSES CONSENSUS COMMITTEE (SRACC) SCOPE

The SRACC is responsible for the preparation and maintenance of voluntary consensus standards for physics methods and measurements for nuclear facilities, shielding materials and methods for shielding analyses, safety analyses and for the associated computational methods and computer codes. Input data for calculations and codes, such as nuclear cross sections, are included in this scope. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix F

JOINT COMMITTEE ON NUCLEAR RISK MANAGEMENT (JCNRM) CONSENSUS COMMITTEE SCOPE

The JCNRM Consensus Committee is responsible for the preparation and maintenance of voluntary consensus standards that establish safety and risk criteria and methods for completion of probabilistic risk analysis (PRA) and risk assessments. Additional related standards activities may be performed as upon concurrence of the ANS Standards Board and the ASME Standards & Certification Board. These criteria and methods are applicable to design, development, construction, operation, decontamination, decommissioning, waste management, and environmental restoration for nuclear facilities. Activities of the consensus committee shall be guided by the Procedures for ASME Codes and Standards Development Committees but shall also meet the intent of ANS Standards Committee Procedures Manual for Consensus Committees unless specifically authorized by the ANS Standards Board.

Appendix G

NUCLEAR CRITICALITY SAFETY CONSENSUS COMMITTEE (NCSCC) SCOPE

The NCSCC is responsible for the preparation and maintenance of voluntary consensus standards for determining the potential for nuclear criticality of fissile material outside reactors, for the prevention of accidental criticality, for mitigating consequences of accidents should they occur, and for the prevention of nuclear chain reactions in activities associated with handling, storing, transporting, processing, and treating fissionable nuclides. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix H

ENVIRONMENTAL AND SITING CONSENSUS COMMITTEE (ESCC) SCOPE

The ESCC is responsible for the preparation and maintenance of voluntary consensus standards for all aspects of nuclear power plant and non-reactor nuclear facility siting, environmental assessment, environmental management, environmental monitoring, and the categorization and evaluation of natural phenomena hazards at these public and private sector nuclear facilities.

Many of the ESCC standards presently support the siting and environmental needs of the civilian nuclear industry and the Department of Energy (DOE) in meeting 10 CFR 50, 10 CFR 51 and 10 CFR 52 licensing requirements and assisting with compliance to 40 CFR enabling regulations associated with the Clean Air Act, Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation and Liability Act, Toxic Substances Control Act, and National Environmental Policy Act. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix I

FUEL, WASTE, AND DECOMMISSIONING CONSENSUS COMMITTEE (FWDCC) SCOPE

The FWDCC is responsible for the preparation and maintenance of voluntary consensus standards for the design, operation, maintenance, operator selection and training, quality requirements of new and used fuel transport, storage and related handling facilities; including high level/TRU, greater-than-Class C, low level, and mixed waste processing and facilities, and for the decommissioning of commercial, educational, research and government facilities. The ANS Standards Committee Procedures Manual for Consensus Committees shall be used to guide the activities of this consensus committee.

Appendix J

FORMS AND SUPPORTING DOCUMENTS

ANS Glossary of Definitions and Terminology

The ANS Glossary is a compilation of the “Definitions” provided in published ANS standards. The glossary was initiated in the 1970s and updated several times since. The Glossary has been incorporated into the Standards Development and Maintenance “Toolkit” for working group use in the development of ANS standards. The intent of the Glossary is to provide a consistent set of definitions, to minimize the time-consuming task of developing unique definitions and to avoid unnecessary duplication and/or potential conflict. The Glossary is intended to be a living document subject to revision as new standards are issued.

A complete description of the Glossary, including its history, can be accessed through the ANS Standards Resources Web site under Toolkit at <http://cdn.ans.org/standards/resources/toolkit/docs/glossary-of-definitions.pdf>.

PINS: Project Initiation Notification System Form

The PINS Form is available on the ANS Standards Resources Web site under Toolkit at the address provided above.

Detailed instructions for properly completing the PINS Form are provided below. If requested by the Working Group Chair, the Consensus Committee Secretary and/or responsible Subcommittee Chair shall provide assistance in the timely completion of the PINS Form.

Date: The date that the form was completed for Standards Committee approval.

1. Designation of Proposed Standard: This is the unique alphanumeric code used by the standards developer to refer to the project. It is the reference usually used when inquiries are received. “ANSI” should not be included in this designation as the pending project is not yet an American National Standard.
2. Title of Standard: This is the full title of the project or standard that is the subject of the form. Titles should be selected that provide as much information in short form as possible to confer the intent or use of the standard. If applicable, titles should clearly define the type of facility being addressed (research reactors, power reactors, “other” reactors, or nonreactor nuclear facilities).
3. Project Intent: Check the line that corresponds to the type of action intended. The project intent relates to the status of the standard within the American National

Standards process only. (Revisions of withdrawn/historical standards are considered “new standards.”) Note that a PINS is required for a new or a revision to a current American National Standard. Include the designation of the standard being acted upon. If an international standard is to be adopted as an American National Standard, please indicate the designation of the international standard on the appropriate line and be sure that your organization is eligible to adopt the standard in compliance with applicable policies approved by the ANSI Board of Directors.

4. This standard contains excerpted text from an international standard, but is not an ISO or IEC adoption: Check here if this standard includes excerpted text from an ISO (International Organization for Standardization) or IEC (International Electro-technical Commission) standard but is not an identical or modified adoption of an international standard.
5. Provide an explanation of the need for the project: State the need and benefits of developing the standard for the industry. If a revision of a current standard, explanation should reflect why updating is necessary.
6. Identify the stakeholders likely to be directly impacted by the standard: State those likely to be directly impacted by the standard (e.g., owners/operators, regulators, architect-engineers, nuclear facilities, etc.)
7. Scope Summary (Scope): For the purpose of coordination of standards activity, this section of the form is key. The information should clearly indicate what is covered by the project in order to differentiate it from similar projects on file at ANSI. The scope should be a one-paragraph description not to exceed 650 characters including spaces. Please note in the scope if this standard is intended to be submitted for consideration as an ISO or ISO/IEC JTC-1 standard.

It should be written as it will appear in the published standard (present tense verbs). Generally the scope starts with the words, “This standard provides...” or something similar. The words “shall, should, and may” shall be avoided in the scope. If necessary, the scope in the standard may be longer provided that it is editorially the same.

In general, “Applicability” should be addressed separately from the “Scope Summary” statement unless necessary to define the scope. Applicability should be defined in the space provided on Page 2 of the PINS Form. Any “Applicability Statement” should indicate whether the standard is applicable to all civilian and Federal nuclear facilities, or to a specific subset of nuclear facilities. The “Applicability Statement” should not refer to any regulatory and/or legal documents. The relationship of the standard to regulatory and/or legal documents may be discussed in the foreword, footnotes, or appendices. The “Applicability Statement” from Page 2 should be reflected in a separate “Applicability” subsection of the resulting standard.

8. Consumer Product or Service: Check the box provided if the project covers a consumer product or service.
9. Unit of Measurement: Check the unit of measure used in the project (i.e. Metric, English, both). Metric/International System of Units (SI units) should either be provided parenthetically alongside English units or SI units alone should be used, unless to do so would significantly impede the progress of the standards. If no measurements are included in the project, select “not applicable.”
10. Accredited Standards Developer Acronym:
The acronym of the standards developer having responsibility for the project should be entered here (i.e., ANS for the American Nuclear Society). If the project is a joint project, the standards developer assuming administrative responsibility for the project should be entered. (NOTE: This question should already be completed on the PINS Form.)
11. Submitter:
This is typically the ANS Standards Manager who will be contacted should there be a need for additional information or consideration with regard to the project. (NOTE: This question should already be completed on the PINS Form.)

PINS INSTRUCTIONS

(Page 2 – for Standards Committee Information)

The information on this page is not an official part of the ANSI PINS Form. It was designed for ANS Standards Committee purposes to provide more background information about the standard to allow the working group, the subcommittee and the consensus committee to reach a common understanding before much work has been done. It is not required that this section be approved, and therefore, shall not be the basis for a not approved vote. Only the ANSI PINS Form on Page 1 requires approval.

Project#: ANS-

1. Applicability (Types of Facilities):
Indicate whether the standard is applicable to all civilian and Federal nuclear facilities or to a specific subset of nuclear facilities. Applicability should not refer to any regulatory and/or legal documents. The relationship of the standard to regulatory and/or legal documents may be discussed in the foreword, footnotes, or appendices. Applicability should be reflected in a separate “Applicability” subsection of the resulting standard.

2. Will this standard use risk-informed insights, performance-based requirements, and/or a graded approach:

It is strongly recommended that new and revised standards use risk-informed insights, performance-based requirements, and/or a graded approach where applicable. Working Group Chairs should contact the Risk-informed, Performance-based Principles and Policy Committee Chair for guidance on incorporating these methods. Contact information can be acquired through the Standards Manager.

3. Consensus Body:

Choose one:

- Environmental and Siting Consensus Committee (ESCC)
- Fuel, Waste, and Decommissioning Consensus Committee (FWDC)
- Large Light Water Reactor Consensus Committee (LLWRCC)
- Nuclear Criticality Safety Consensus Committee (NCSCC)
- Nonreactor Nuclear Facilities Consensus Committee (NRNFCC)
- Research and Advanced Reactors Consensus Committee (RARCC)
- Safety and Radiological Analyses Consensus Committee (SRACC)

NOTE: The ASME is the secretary for the ANS/ASME Joint Committee on Nuclear Risk Management (JCNRM) and is responsible for PINS for the JCNRM.

4. Subcommittee under which it is assigned:

ESCC choose one:

- Environmental Impact Assessment & Analysis
- Siting: Aquatic Ecology
- Siting: Atmospheric
- Siting: General & Monitoring
- Siting: Hydrogeologic
- Siting: Seismic
- Siting: Terrestrial Ecology

FWDC choose one:

- Decommissioning (Commercial & Research Facilities)
- High Level, GTCC, Low Level, & Mixed Waste
- New and Used Fuel (Design Only)

LLWRCC choose one:

- Emergency Planning & Response
- Light Water Reactor & Reactor Auxiliary Systems Designs
- Power Generation & Plant Support Systems
- Simulators, Instrumentation, Control Systems, Software & Testing

NRNFCC:

- N/A (no subcommittees)

NCSCC (formerly N16):

- Fissionable Material Outside Reactors (ANS-8)

RARCC choose one:

- Advanced Initiatives
- Operation of Research Reactors (ANS-15)

SRACC choose one:

- Mathematics and Computation (ANS-10)
- Reactor Physics (ANS-19)
- Shielding (ANS-6)

5. Working Group Chair(s):
Name(s) of Working Group Chair(s) and their company affiliation if available
6. Working Group Members (including organizations):
Names of working group members and their company affiliation if available
7. Interests Represented in Development of Standard (in addition to members' organizations, other affiliations that may be represented important to the development of this standard):
Technical interests, i.e., radiological controls, health physics, fuel performance, system specifications, etc.
8. Coordination and Interfaces:
Necessary interfaces with other SDOs (, i.e., IEEE, ASTM, ASME, etc.)
Necessary interfaces with other industry groups (NEI, EPRI, INPO)
Necessary interfaces with other ANS standards working groups
9. Related Standards or References, or Both:
Materials expected to be referenced in this standard
10. Keywords for use in facilitating web searches: Please (X) a limited number of key words that apply to this standard and add a couple of other key words if these are not sufficient:
Add an "X" before any of the provided terms that relate to the proposed standard and add additional keywords as appropriate
11. Probable Standards Users:
Identify key potential world-wide standards users in various organizations. The purpose is to use this information to keep potential standards users up-to-date on the developments of ANS standards that may be of interest to them. The ultimate

goal is to increase awareness of the standards effort and increase sales. As the working group members are knowledgeable in the field of the proposed standard/revision, it is expected that they know of other persons in the industry that would be interested. It is recognized that this will not be a comprehensive industry list, but it is a start.

When completed, the PINS Form should be reviewed by all working group members to the extent practical. The form should then be reviewed by the responsible subcommittee. The Subcommittee Chair shall also ensure that the instructions for completing the PINS Form have been appropriately followed. Following subcommittee chair review, the PINS Form is submitted to the Standards Manager to conduct approval of your consensus committee, the Standards Board, and ANSI.

Standards Comments and Resolutions Form

A comment form is available to members of the public by request to standards@ans.org.

Appendix K

GUIDELINE FOR DEVELOPMENT OF A WORKING GROUP PROJECT IMPLEMENTATION PLAN

1.0 Background

Article 6.2 of this *Procedure Manual for Consensus Committees* requires that "...a tentative project implementation plan including a schedule for developing the draft shall be submitted to the Consensus Committee Chair. A proposed content of the project plan is included in Appendix K of this manual."

2.0 Purpose

The purpose of the project implementation plan is to:

- Assure that the working group members have a common understanding of the approach and schedule for the development or revision of the standard, and
- Provide the subcommittee and consensus committee the opportunity to provide input to the working group early in the standards process and keep them up to date on the plan for the standard.

3.0 Applicability

The project implementation plan shall be prepared and submitted to the Consensus Committee Chair after approval by the Subcommittee Chair for all new and revised standard projects as soon as possible after the working group has agreed upon the general content for development/revision project. Project implementation plans are not required for reaffirmation projects. The project implementation plan shall be revised and resubmitted if there are significant changes to the approach, content or schedule.

4.0 Format and Content

The level of detail provided in the project implementation plan should be limited to that needed to fulfill the goals of Article 2.0 above. The format and content should follow the sample plan attached to this Appendix.

SAMPLE PROJECT IMPLEMENTATION PLAN

----- Project Implementation Plan for Development (or Revision) of ANS-xxx “Insert standard title”

Background

Address the history of the standard topic and the standard itself. Also address:

Why the standard/revision is needed

Significant industry developments

Industry support for the project

If revision: identify the significant expected changes.

Approach for Development (or Revision) of ANS-xxx

Provide an overview of the intended approach

Standard’s Contents

The (revised) ANS-xxx would:

Detail the expected items to be addressed in the standard

Item 2

Item 3

Working Group Membership

The following persons have volunteered to support this effort.

Last Name	First Name	Position	Company
		Member, Observer, or Chair	

(Indicate whether additional members are still needed/desired.)

Schedule:

Date Month/yr.	ACTIVITY
	Initial staffing complete
	Kick-off meeting or conference call
	PINS Form to consensus committee for approval
	Detailed outline of standard
	Assign sections to working group members for drafting
	Initial drafts for working group review
	Working group comment resolution drafts
	Working group approval
	Initiate consensus committee/subcommittee reviews
	Ballot distribution
	Comment resolutions and revised draft to ANS Standards Manager for certification (Date should be 120 days after ballot distribution)

Appendix L

ANS STANDARDS DOCUMENTATION REQUIREMENTS

1.0 Goals

- a. Improve the accessibility of background information that will be useful for working group members during development and maintenance of a standard.
- b. Improve the working group member accessibility of working group drafts
- c. Provide the basis for significant decisions made in the development process
- d. Document ballots, reviews, comment resolutions, and approvals at each level of the development cycle
- e. Document exceptions from ANS Standards Committee requirements and the associated approvals
- f. Maximize the use of Workspace for collection and use of documentation
- g. Document compliance with ANSI requirements
- h. Identify the contributors to a standard and their contact information
- i. Document the request and process for regulatory application of the standard
- j. Provide Standards Committee members with a roadmap showing where to find standards documentation

2.0 Documentation/Filing Requirements

Acronyms: ANS = ANS Server; SM = Standards Manager or designee; CC = Consensus Committee; SC = Standards Committee; SubC = Subcommittee; WG = Working Group; NA = Not Applicable; IO = For Information Only

Document Type	Required Documentation Responsibility/File Locations					
	WG (WG Drafts, Comments, Resolutions & Approvals, Final Documents/ WG Chair)	SubC (SubC Review/ Approval) (may be filed under WG)	CC (CC Drafts, CC Issued Documents, Ballots, Comments, Resolutions, CC Approval)	SB (Ballot, Comments, Resolutions, Approval)	Public Review (Distribution, Comments, Resolutions, Responses, Objections)	ANSI Submittal/ Approval
Project Initiation Notification System (PINS) Forms	WG Chair/WG Files	WG Chair/WG Files***	SM/CC Files	SM/SB Files	SM/ANS Files	SM/ANS
Project Implementation Plan	WG Chair/WG Files	WG Chair/WG Files**	SM/CC Files	IO	NA	NA
Background Information & References (non-copyrighted)	WG Chair/SC Files	NA	NA	NA	NA	NA
Standard Developmental Drafts	WG Chair/WG Files	NA	NA	NA	NA	NA
Standard Drafts/Approval	WG Chair/WG Files	WG Chair/WG Files***	SM/ CC Files	SM/SB Files	SM/WG Files & ANS	SM/ANS
Inquiry Acceptance	NA	NA	SM/ANS	NA	NA	NA
Inquiry Response		SM/SubC Files	SM/CC Files	SM/SB Files & Website	NA	NA
Members/Contact Information	SM/WG Files	SM/SubC Files	SM/CC Files	SM/SB Files	NA	NA
Meeting Minutes	WG Chair/WG Files	SubC Chair/ SubC Files	SM/CC Files	SM/SB Files	NA	NA

Document Type	Required Documentation Responsibility/File Locations					
	WG (WG Drafts, Comments, Resolutions & Approvals, Final Documents/ WG Chair)	SubC (SubC Review/ Approval) (may be filed under WG)	CC (CC Drafts, CC Issued Documents, Ballots, Comments, Resolutions, CC Approval)	SB (Ballot, Comments, Resolutions, Approval)	Public Review (Distribution, Comments, Resolutions, Responses, Objections)	ANSI Submittal/ Approval
SC Rules and Procedures*				Ballot Draft: SM/SB Files Final: SM/SC Files	SM/ANS	SM/ANS
SC Policy Manual*				Ballot Draft: SM/SB Files Final: SM/SC Files	NA	NA
CC Procedures Manual*				Ballot Draft: SM/SB Files Final: SM/SC Files	NA	NA
Standards Glossary*		Provide Input	Provide Input	Final: SM/SC Files	NA	NA
Standards Toolkit Materials*				Review Draft: SM/SB Files Final: SM/SC Files	NA	NA
SC Training Materials				Review Draft: SM/SB Files Final: SM/SC Files	NA	NA
Specific Standards Training Presentations	WG Chair/WG Files	NA	SM/CC File	NA	NA	NA
SC Strategic Plan*				SM/SC Files & Website	NA	NA
CC Specific Strategic Plans	Input	Input	SM Chair/CC Files	SM/SB Files	NA	NA
ANS Executive & External Submittals Representing CC/SB Positions			SM/CC Files**	SM/SC Files**	NA	NA

* Copies of the current issues of these documents are also located on the ANS Website under [standards/resources](#).

** May require ANS approval.

*** The approval notification from the Subcommittee Chair shall be filed in the working group workspace. If a subcommittee ballot is held, the ballot documentation shall be filed in the subcommittee workspace.

3.0 Working Group Workspace Standards Documentation Organization

- a. Each standards project shall have its document workspace organized into the following groups:
 - i. Background/Reference Documents
 - ii. PINS (drafts, reviews, and comment resolution)
 - iii. Project Implementation Plan
 - iv. Action Items (if issued separately from the minutes)
 - v. Draft Development
 - vi. White Papers (developed by working group and supporting information)
 - vii. Meeting Notes/Minutes (Include decisions made, votes taken, and action items assigned)

- viii. External Correspondence
- ix. Working Group Review, Comment Resolution, Approval (if not contained in the minutes)
- x. Subcommittee Approval (unless formal ballot)
- xi. Consensus Committee Preliminary Reviews (if performed and not documented under consensus committee)
- xii. Public Review Comment and Resolution
- xiii. Reaffirmation Statements
- xiv. Definition Markup to Reflect Changes from Glossary
- xv. Inquiries
- xvi. Training Presentations on Subject Standard (If applicable)
- b. This structure shall be back fitted for new standards and standards revisions started after 1/1/2016.
- c. This structure shall be set up by the Standards Manager

4.0 Consensus Committee Workspace Documentation Organization

- a. Each consensus committee shall have its document workspace organized into the following groups:
 - i. New Consensus Committee Member Resumes
 - ii. Consensus Committee Ballot Documentation (PINS/Standards/Procedures/Other)
 - iii. Action Items
 - iv. Minutes
 - v. White Papers
 - vi. ANS Consensus Committee to any Standards Committee Group Correspondence
 - vii. External Correspondence (consensus committees to non ANS org.)
 - viii. Inquiries
 - ix. Temporary Files (Files having limited time usefulness; to be deleted after standard/document is issued)
- b. This structure shall be used for newly added documentation. Existing documentation may be moved to these folders after Workspace has a select/drag feature capability added.
- c. This structure shall be set up by the Standards Manager.

5.0 Subcommittee Workspace Documentation Organization

- a. Each subcommittee shall have its document workspace organized into the following groups:
 - i. Meeting Notes/Minutes (Include decisions made, votes taken and action items assigned)
 - ii. External Correspondence
 - iii. Standards - Subcommittee Review, Comments, Resolutions, Approval
 - iv. Inquiries- Subcommittee Review, Comments, Resolutions, Approval

- b. This structure shall be used for newly added documentation. Existing documentation may be moved to these folders after Workspace has a select/drag feature capability added.
- c. This structure shall be set up by the Standards Manager.

6.0 Standards Committee Workspace (non-copyrighted only)

- a. The Standards Committee shall have its document workspace organized into the following groups
 - i. Organization Charts/Scopes (link)
 - ii. Policies & Procedures (link) (filed by manual)
 - iii. General Presentations (link)
 - iv. Standards Resource Needs
 - v. ANS Standards Newsletter
 - vi. ANS Standards Committee Annual Activity Report
 - vii. Background/Reference Documents (including regulatory documents) (filed by consensus committees)
 - viii. Other
- b. This structure shall be used for newly added documentation. Existing documentation may be moved to these folders after Workspace has a select/drag feature capability added.
- c. This structure shall be set up by the Standards Manager.

7.0 Backup Archival

A backup archive shall be established by the Standards Manager on the ANS server or other location. The material in Workspace for a given standard or document shall be copied or transferred to the archive after the standard is issued. The decision of whether to copy or move the material shall be made by the Standards Manager based on the available storage allocation in Workspace.