



American Nuclear Society

Standards Committee

Rules and Procedures

Revision

**Reaccredited by ANSI on February 11, 2015
(Supersedes procedures approved by ANSI on 7/20/2012)**

Change Log

Approved by the Standards Board 1/16/2015:

- New Section 4 of Annex D (see Page 15) to comply with change made to the 2015 ANSI Essential Requirements. (non substantive)

Approved by the Standards Board 8/15/2014:

- Section 5.4 on PINS was revised to document current practice and comply with changes made to the 2014 ANSI Essential Requirements. (non substantive)
- The word “chairman” was changed to “chair” throughout the procedures. (editorial)

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American Nuclear Society Standards Committee Rules and Procedures

1. SCOPE

The American Nuclear Society Standards Committee is responsible for the development and maintenance of standards that address the design, analysis, and operation of components, systems, and facilities related to the application of nuclear science and technology. The scope of the Standards Committee includes the development and maintenance of standards on the following subjects and closely related activities:

- a. Definitions of terminology used in nuclear science and technology
- b. Siting requirements for nuclear facilities
- c. Nuclear facility design and operations, including safety criteria for facilities, operator selection, and training
 - i. Power production reactors
 - ii. Research reactors and critical facilities
 - iii. Nuclear fuel production, handling, and storage facilities
 - iv. Facilities for handling radioactive isotopes, including remote handling of radioactive materials
- d. Remediation and restoration of sites used for nuclear facilities
- e. Emergency Preparedness
- f. Nuclear criticality safety
- g. Reactor physics and radiation shielding
- h. Computational analysis programs used in the nuclear field
- i. Probabilistic risk assessment, risk management, and risk criteria
- j. Fission product behavior
- k. Radioactive waste management

The Standards Committee does not develop standards for the application of radiation for medical purposes.

The Standards Committee reviews standards being developed or issued by other organizations on related topics to help ensure consistency and completeness and to avoid duplication.

Standards developed by the Standards Committee are intended to be issued as American National Standards.

2. ORGANIZATION

2.1 The Standards Committee consists of consensus committees, subcommittees, and working groups, all of which are under the administrative control and policy direction of the ANS Standards Board (SB).

2.2 The American Nuclear Society sponsors the Standards Committee and provides (1) continuity of leadership and (2) adequate staff assistance to ensure due process, to maintain the official records of the Standards Committee, to provide administrative support, to assist in the distribution of draft standards, to publish approved standards, and to publicize meetings of the SB and its consensus committees.

Elements of the Standards Committee organization include:

- a. Standards Board. The SB shall provide policy and procedural direction for the Standards Committee. It shall certify that the consensus process within the Standards Committee is fulfilled and shall ensure that due process procedures are established and implemented.
- b. Consensus Committees. The SB shall establish consensus committees to develop consensus for the approval of proposed standards and to manage the development and maintenance of standards within their assigned scopes of responsibility.

The number of consensus committees shall be limited to those needed to address the scope of the Standards Committee, but each consensus committee shall have an assigned scope that is focused on a set of technical areas that permits an efficient development process taking into consideration good management practices, available personnel, and the total workload of the Standards Committee.

Each consensus committee shall be responsible for establishing and managing the activities of those subcommittees and working groups needed to develop proposed standards within its scope of responsibility.

- c. Subcommittees. Subcommittees may be established by each consensus committee to manage the activities of working groups and to perform technical reviews of all proposed and revised standards within their scopes of responsibility. Each subcommittee shall be assigned a specific area of technical responsibility and shall review proposed standards for technical need, relevance, and acceptability. Subcommittees shall ensure that their standards are technically consistent with other related American National Standards.
- d. Working Groups. Subcommittees may establish working groups to develop proposed standards and maintain existing standards within their scopes of responsibility.

3. MEMBERSHIP

3.1 Standards Board. Members of the SB, except for consensus committee chairs, shall be appointed by the President of the American Nuclear Society with the advice of the current chair of the SB and in conformance with the Bylaws and Rules of the Society. Members shall be members of ANS and shall include a chair, vice-chair, each consensus committee chair, and at least six but not more than twelve other individuals, each of whom shall have experience and interest in the application or development of standards within the scope of the ANS Standards Committee. ANS shall appoint a staff member to serve as secretary to the SB and to provide advice on and to fulfill required administrative services; this member shall not have voting privileges.

3.2 Consensus Committees

3.2.1 The initial membership of any new consensus committee shall be appointed by the SB. Subsequent changes in membership shall be made by the consensus committee in accordance with its own procedures. The chair shall be elected by the consensus committee subject to approval by the SB. Each consensus committee shall appoint an individual to act as secretary and to assist in administrative matters. This individual may be an ANS staff member. The secretary may have voting privileges in procedural and policy matters but shall not have balloting privileges on standards. If the secretary is an ANS staff member, this person may be the same individual as defined in 3.1 above.

3.2.2 All directly and materially affected interests shall have an opportunity for fair and equitable participation on each consensus committee without dominance by any single interest. Opportunity for membership on any consensus committee shall be provided to individuals and organizational representatives willing to participate. Each member should have background in the scope of the committee. Names of consensus committee members and their organizational affiliation shall be available to interested parties upon request. To ensure proper balance, not more than one-third of the membership shall be drawn from any particular interest group: owners, vendors, architect-engineers, consultants, government agencies, national laboratories, universities, societies, and individuals. In addition, representatives from industry and standards developing organizations having scopes closely related to that of the ANS Standards Committee shall be sought for membership. If a consensus committee lacks proper balance, outreach to achieve proper balance shall be undertaken. See Annex A for definitions of these interest groups.

3.2.3 Each consensus committee shall establish procedures for its conduct of business. These procedures shall address the election of the chair and vice chair of the committee and shall be consistent with these Rules and Procedures. The procedures should address the establishment of

subcommittees and working groups and their responsibilities as part of the consensus process.

- 3.2.4 Each consensus committee member shall be expected to give thorough consideration to each subject brought before the 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 the consensus committee and its subcommittees, and to assist generally in carrying out the functions of the consensus committee. The chair of the consensus committee shall review the record of activity of each member annually with regard to the member's contribution, balloting record, response to ballot comments, attention to correspondence, and meeting attendance. The chair shall take appropriate action to ensure that all members actively participate in the work of the consensus committee. Any member removed from the committee may appeal that decision to the SB.
- 3.2.5 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 during the period of service in this capacity. The selection of an alternate for two or more consecutive meetings shall be subject to acceptance by the committee chair; due regard shall be given to the provisions of Article 3.2.4 above.

3.3 Subcommittees.

Each member of a subcommittee shall have competence in and concern with the scope of the subcommittee. To help ensure a balance of interests, the membership shall include representation from at least two interest groups as described in Article 3.2.2 and should include at least three interest groups. If only two interest groups are represented, the SB shall approve the apportionment of the membership.

3.4 Working Groups

Each member of a working group shall have demonstrated expertise in the scope of the proposed standard. The size and diversity of the working group shall be consistent with goals of developmental efficiency, user interest, and applicability of the content of the proposed standard.

4. **OFFICERS**

- 4.1 The SB shall have a chair, vice-chair, and secretary.
- 4.2 The chair and vice-chair of each consensus committee shall be elected by the committee for a specified, renewable term. Elections shall be by written vote or e-mail (with at least two months advance notice). Any election of the chair or vice-chair shall be valid only if at least two thirds of the membership votes.

- 4.3 The chair of the SB shall ensure that adequate liaison is maintained with the American National Standards Institute, and the chairs of the SB and of each consensus committee shall ensure that active liaison is maintained with appropriate regulatory agencies. The chair of each consensus committee shall maintain technical liaison with other related standards developing organizations to coordinate standards development activities and to attempt to avoid conflicts, deficiencies, or overlaps.
- 4.4 The secretary of each consensus committee, who may be an ANS staff member, shall be responsible for notification of the consensus balloting process, including the distribution of drafts of proposed standards and ballot forms, and collection and documentation of ballot results. The secretary shall be responsible for recording and distributing minutes of all meetings of the consensus committee to all members and shall maintain the records of the committee.

5. CONDUCT OF BUSINESS

- 5.1 The SB shall establish governing policies and procedures for the Standards Committee to ensure management efficiency, consistency of approach, and adherence to the principles of due process within the concept of consensus. Actions taken by consensus committees on proposed standards shall adhere to the spirit of gaining consensus. Consensus is the state of having reached substantial agreement using a process where the beneficial aspects of various proposals are adopted based on an open consideration and development of positive alternatives as described in Article 5.6.
- 5.2 A quorum shall consist of over 50 percent of the voting membership, including designated alternates, of the SB or consensus committee. A simple majority of those present shall determine the official actions of the committee, except consensus balloting on proposed standards.
- 5.3 Proposed standards, revisions, reaffirmations, and withdrawals shall be submitted for letter ballot to the members of the appropriate consensus committee. The ballot period shall be set for 60 days but may be shortened at the discretion of the consensus committee chair if the committee has recently reviewed an earlier draft or if there is a substantial demand for the standard by the user community. Unless sequential public review is considered more appropriate by the committee chair, concurrent public review, through the Board of Standards Review of the American National Standards Institute, shall be afforded; an announcement of the availability for public review of proposed standards, revisions, reaffirmations, or withdrawals shall be made in *Nuclear News*.
- 5.4 Notification of standards activity shall be announced in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise an

American National Standard¹, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. Any comments resulting from the filing of PINS shall be addressed in accordance with Section 2.5 on Notification of Standards Development and Coordination of the current version of ANSI Essential Requirements. A revised PINS shall be submitted to ANSI for any substantive change to the scope and/or list of stakeholders for announcement in *Standards Action*. Alternately, ANSI shall be notified of the discontinuance of a standards project that has been announced in *Standards Action*. In each case, notification of proposed, standards-related activities shall be submitted to ANSI after concurrence of the relevant consensus committee and the SB.

In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* in order to provide an opportunity for public comment.

The public review comment period on proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be one of the following:

- A minimum of thirty days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of forty-five days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of sixty days, if neither of the aforementioned options is applicable.

5.5 All comments submitted during the ballot process and corresponding public review shall be addressed technically by the responsible working group (or subcommittee). The working group shall make a concerted effort to resolve all negative ballots by working directly with the balloters. All correspondence relating to the consensus balloting process shall be retained by the secretary of the consensus committee.

In the event that one or more negative ballots or public review comments cannot be resolved, the members of the responsible consensus committee shall be so advised and be provided evidence of attempts at resolution along with the unresolved objection(s) and afforded an opportunity to respond, reaffirm, or change their original vote. In addition, anyone who submitted a negative ballot that remains unresolved, as well as anyone who submitted comments through the public review process that remain unresolved, shall be informed of their right to appeal in writing prior to taking the actions set forth in Article 5.7.

¹ Including the national adoption of ISO and IEC standards as American National Standards.

If a substantive change is made to a proposed standard to resolve any ballot or public review comment, the substantive change shall be resubmitted to the committee for letter ballot or recirculation ballot when feasible unless concurred to by the responsible consensus committee during a regular meeting, and shall be submitted for a second public review. In the case of a vote taken at a meeting, those not in attendance shall be provided an opportunity to vote either prior to or after the meeting. The chair of the consensus committee, in consultation with the responsible subcommittee chair, shall decide whether the change is substantive. Any change to a requirement in the standard, including new or deleted requirements, shall be considered a substantive change.

- 5.6 If, in the final ballot tally, at least a majority of the members ballot affirmative, the chair of the consensus committee may determine that consensus for approval has been obtained. If at least two-thirds of the members ballot affirmative, the chair shall declare that consensus for approval has been obtained. In both cases, however, the segment of the committee voting affirmative shall represent a reasonable balance of interests of the committee (see Article 3.2.2). Any determination of consensus shall be made only if at least two-thirds of the members submit valid ballots.
- 5.7 The SB shall certify that all procedures contained herein pertaining to due process have been implemented (see Article 2.2a). In certifying that due process procedures have been properly implemented, the SB shall ensure that (1) the provisions of Article 5.5 as well as that portion of Article 5.6 on balance of interests have been met, (2) reaffirmations shall be accomplished without any substantive changes to the main text of the standard, (3) efforts have been made to ensure maximum participation by consensus committee members, (4) the number of outstanding negative ballots has been minimized, and (5) the full intent of consensus as set forth in Article 5.1 has been adhered to, in addition to the implementation of the numerical guidance provided in Article 5.6. Upon declaration of consensus for approval by the responsible consensus committee chair, proposed standards, revisions, reaffirmations, or withdrawals shall be submitted to the Board of Standards Review of ANSI for approval.
- 5.8 The designation of and publication of American National Standards shall comply with the current version of the ANSI Essential Requirements. American National Standards shall
- include an approval logo or the words “an American National Standard” on its cover or title page;
 - be identified by a unique alphanumeric designation; and
 - clearly indicate on its cover or title page if it has been reaffirmed or withdrawn.

Portions of a published document that are not approved through the consensus process shall not contain requirements necessary for conformance with the approved American National Standard and shall be clearly identified.

- 5.9 Inquiries (i.e., requests, and/or questions) about American National Standards developed by the Standards Committee shall be submitted to the standards administrator. The standards administrator shall send each inquiry to the ANS SB chair, the responsible consensus committee chair, and responsible subcommittee chair for their review to assure that the inquiry is relevant to the identified standard and does not qualify as a *case interpretation*. If the inquiry is determined to be a *case interpretation* or *not relevant* to the specified standard, the SB chair shall respond to the requestor within 30 days of the receipt of the inquiry. Upon the determination by the SB chair, consensus committee chair, and subcommittee chair that the inquiry is not a *case interpretation* and is relevant to the referenced standard the subcommittee chair shall manage the development of a response to the inquiry according to the SB POLICY ON DEVELOPING RESPONSES TO INQUIRIES ABOUT STANDARDS REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS. The response shall not supplement or modify the standard. The response shall be reviewed for technical content by the appropriate working group, subcommittee and balloted by the responsible consensus committee in accordance with Article 5.5. The SB chair shall reply to the requestor of the inquiry. Each response shall be published in *Nuclear News*.
- 5.10 Consensus committee meetings shall be held as decided upon by the chair or by petition of five or more members to conduct the business of the committee. Meetings of subcommittees or working groups may be held as decided upon by the respective chairs.
- 5.11 Each subcommittee shall perform a detailed, technical review of proposed standards prior to their being submitted for consensus ballot.
- 5.12 American National Standards developed under procedures of the ANS Standards Committee shall be considered for maintenance within five years after the year of ANSI approval and formal action shall be promptly initiated to revise, reaffirm, or withdraw them.
- 5.13 Requests for withdrawal of an American National Standards for cause shall comply with the current version of the ANSI Essential Requirements.

6. APPEALS

- 6.1 An appeal regarding the conduct or incompleteness of any procedure called for under Section 5 of these Rules and Procedures may be made at any time. An appeal shall be submitted in writing to the secretary of the SB stating the explicit reason for the appeal and at what point in the process the person making the appeal is not satisfied. The chair of the SB shall determine whether the appeal is procedural or technical in nature.

- 6.2 If the appeal is procedural, the responsible consensus committee chair shall be advised. The consensus committee chair, in consultation with the responsible subcommittee chair, shall develop a plan of action to resolve the appeal. Upon completion of this action, the chair of the SB shall notify the appellant of the results.
- 6.3 If the appeal is technical, an ad hoc review committee shall be established by the chair of the SB; this committee shall include the secretary of the SB, the vice-chair of the SB, the responsible consensus committee chair, and one other individual with expertise in the technical area being appealed; in no case shall the chair of the SB or any member of the responsible subcommittee or working group be appointed to this ad hoc committee. The ad hoc committee shall work with the working group and the appellant to establish an equitable resolution in view of the technical information publicly available. Upon completion of the ad hoc committee's action, the chair of the SB shall be advised, shall review the action to ensure procedural compliance, and shall notify the appellant of the results.
- 6.4 The appeals process shall be completed in a timely fashion in accordance with SB procedures and with adequate provision for fairness on the part of all participants.

7. REVISIONS TO THESE RULES

Proposed revisions to these rules shall be submitted to the SB for approval. The Executive Standards Council of ANSI shall be notified of any revisions to these rules.

ANNEX A

Definitions of Interest Groups

Article 3.2.2 of these Rules and Procedures specify that no more than one-third of the membership of each consensus committee represent any one type of organization. The following definitions shall be used to determine the interest category of each member of a consensus committee.

1. OWNERS

Any organization (including utilities) that owns a nuclear power facility. Includes operators of such facilities where the operator and owner are different companies. Includes national or international organizations established to represent or work on behalf of owners (e.g., NEI, INPO, EPRI, and WANO).

2. VENDORS

Any organization that provides equipment (including fuel) to an owner, the government, or to another vendor. Includes organizations that also provide services to owners. (Vendors are also called suppliers or manufacturers.)

3. ARCHITECT-ENGINEERS

Any organization that provides services (but not equipment) to an owner, the government, or a vendor. Includes organizations that provide design work (including architectural services), planning, and construction management.

4. CONSULTANTS

Any organization whose mission is to provide professional services (but not equipment) for addressing technical, research, development, safety, and regulatory issues among Owners, Vendors, Government, Universities, and National Laboratories.

5. GOVERNMENT AGENCIES

Any federal or state agency (such as departments, administrations, commissions, and boards) with missions to regulate use of byproduct, source, and special nuclear materials to ensure adequate protection of public health and safety, to protect the environment, and to advance the national, economic, and energy security of the United States.

6. NATIONAL LABORATORIES

Organizations managing and operating government owned facilities for the purpose of basic and applied research and development for industry or government.

7. UNIVERSITIES

Any recognized institute of higher learning whose mission is to educate and to provide research through an environment of open and interactive collaboration with industry and government.

8. SOCIETIES

Standards developing organizations, including insurance and nuclear inspection, whose mission is to develop standards, consensus or otherwise, that have potential relevance to ANS standards (ANS representation is not allowed).

9. INDIVIDUALS

A person who is nationally recognized for expertise within the scope of the assigned consensus committee and whose services or travel are not paid for by any other organization defined herein (with the exception of grants administered by ANS or a similar organization).

Sponsoring Organization

The organization that is represented or pays for a person's participation in the activities of the consensus committee. Applies to employees of any organization defined herein regardless of financial support.

ANNEX B

Classifications of Standards Committee Membership

1. MEMBERS

An individual with interest in ANS standards activities, who qualifies by possessing the background needed in the scope of the committee, and the ability to participate. Members shall be afforded voting privileges.

2. ASSOCIATE MEMBERS

An individual with interest in standards development, but who may not yet possess the knowledge, experience, and/or expertise that would naturally result from significant experience in a technical field. With the concurrence of the chair of individual ANS standards activities group (i.e., working groups, subcommittees, consensus committees, and SB) an Associate Member would be expected to fully participate in standards activities with the exception of voting. Each standards committee may have a maximum of two Associate Members. The term of the Associate Membership will be for two years. After two years, the Associate Member will be considered for full membership in the capacity that was served. The chair of any ANS standards activity may grant voting privileges to the Associate Member if that chair deems that the knowledge and/or contributions of the associate member are significant enough to warrant voting.

3. ALTERNATES

A member who cannot attend a committee meeting should be represented by an alternate who shall have all the privileges and obligations of a member 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 appropriate chair.

4. LIAISONS

An individual representing another organization for the purpose of coordination of activities among organizations. The liaison facilitates communication that helps ensure consistency and avoid conflicts or duplication with ANS standards activities. The chair of any ANS standards activity may grant voting privileges to the liaison.

5. OBSERVERS AND EXPERTS

Any individual and organization having an interest may request being designated as an observer. A committee may select individual experts to provide technical assistance to the committee. Observers and individual experts shall be advised of all committee activities, may attend meetings, and may submit comments for consideration, but shall not vote, ballot, or hold office.

NPK, 5/24/09

ANNEX C

Records Retention Policy

1. BACKGROUND

The ANS Standards Committee produces a large volume of documents, including meeting minutes, draft standards, ballots, policies and procedures, and correspondence. In addition to historical interest in this material, many of these documents must be retained to provide adequate evidence of due process and to confirm that consensus has been reached on approved standards. This policy sets forth criteria for the retention of all documents developed by the Standards Committee.

2. POLICY

2.1 Documents Required to Substantiate Due Process

ANSI procedures require that American National Standards undergo maintenance procedures within five years. To accommodate the revision process, ANSI permits the extension of the viability of a standard for up to an additional five years, or a total of ten years from the initial approval of the standard. To ensure that records are retained for at least this ten-year period (i.e., minimally one complete standards cycle), the following documents associated with each current and withdrawn American National Standard, if held at ANS as of November 16, 2004, shall be retained by ANS for 11 years (after the last ANSI approval).

- Ballots
- Resolution of comments
- Correspondence related to retained negative ballots, including reconsideration of ballots
- Correspondence related to any appeals and their disposition
- SB letter ballots
- Official ANSI forms (e.g., PINS, BSR-8, and BSR-9)
- Correspondence
- Consensus committee rosters and minutes
- Annual certifications of balance of interests

2.2 Draft Standards and Policy-Related Documents

Many documents provide the basis for important policy decisions related to the format and content of standards and transcend the requirement to perform maintenance on American National Standards. The following documents shall be retained by ANS indefinitely:

- Policies and procedures and all revisions thereto

- Drafts of all standards circulated for review or ballot
- Published versions of American National Standards
- Documents that provide substantiation of values used in each American National Standard
- Correspondence related to clarifications and interpretations, including their final disposition

2.3 Other Documents

All other documents produced by the Standards Committee shall be retained by ANS as deemed appropriate by the standards administrator, including SB meeting minutes and consensus committee meeting minutes. The retention of all documents should be based in part on their historical significance.

ANNEX D

Compliance with Normative American National Standards Policy

1. PATENT POLICY

The American Nuclear Society does not anticipate any patent issues, but in the event of such an occurrence, we will comply with the ANSI Patent Policy as stated in 3.1 of the current version of ANSI Essential Requirements: Due process requirements for American National Standards.

2. COMMERCIAL TERMS AND CONDITIONS

The American Nuclear Society does not anticipate the need for provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions in its standards but in the event of such an occurrence, we will comply with the ANSI policy on Commercial Terms and Conditions as stated in 3.2 of the current version of ANSI Essential Requirements: Due process requirements for American National Standards.

3. METRIC POLICY

The ANS Standards Committee actively encourages the use of the International System of Units (SI) in the writing of standards, and specifically that 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.

4. ANTITRUST POLICY

American Nuclear Society standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American Nuclear Society standards are to be conducted in accordance with these laws as required by section 3.3 of the ANSI Essential Requirements: Due process requirements for American National Standards.

JFM, 7/7/05
JFM, 1/31/06
NPK, 8/26/08
PAS, 10/6/09, Editorial
PAS, 12/13/10
SLS, 12/4/14