

Ballot Instructions

Ballots are provided for approval of Project Identification Notification System (PINS) Forms, new standards, revisions to current standards, or reaffirmations. Once the intended material is reviewed, ballots can be used to indicate how you choose to vote. Generally 30 days are provided for review of PINS; 60 days for review of drafts and current standards being considered for reaffirmation. Your voting choices are:

Approved: You approve the document exactly as it has been presented.

Approved with comments (Comments Appended): You approve the document, but would like to offer a comment or suggestion. If you have several comments, we suggest the use of the comment form (see comment form instructions). Grammatical and typographical errors on drafts should not be included in your comments, as the draft will go through professional editing. However, comments on grammatical and typographical errors may be suggested on PINS Forms. Once the ballot officially closes, your comments are provided to the working group chair. *

Not Approved (Comments Appended): The balloter marking this choice is declaring the unacceptability of the draft as written and that no standard at all is preferable to the current draft (or current standard being considered for reaffirmation). If there are several reasons, we suggest the use of the comment form (see comment form instructions). Those reasons that require satisfactory resolution to effect change of your ballot should be noted with an asterisk. Once the ballot officially closes, your comments will be provided to the working group chair. *

Not Voting (Reasons Appended): Occasionally, you may feel it is not appropriate to vote. This may be because you feel your expertise is not within the subject matter of the requested ballot, or you feel an ethical conflict.

Ballots are provided for your convenience. They are not required for your vote to count, but written confirmation is. Ballots materials are issued to Standards Committee members through e-mail unless other arrangements are made. Choose the reply method that best suits you:

1. The American National Standards Institute (ANSI) accepts e-mail communication as your signature. You may simply reply to the email stating your vote. In this case, your e-mail address is considered your unique, electronic signature. Comments may be included in the email or attached.
2. If you choose to use the ballot to record your vote, please make sure to sign the ballot or insert a digital signature. (Typing in your name does not constitute a valid signature.) Ballots (and comments) may be returned via e-mail: standards@ans.org; fax: 708-352-6464; or US mail to: American Nuclear Society; 555 N. Kensington Ave.; La Grange Park, IL 60526; Attn: Standards Department.

*Working group chairs are allowed ≈ 30 days to provide comment responses from PINS ballots; ≈ 90 days from ballots of new standards, revisions to current standards or reaffirmations.