

# Instructions for Filling Out the ANSI Project Initiation Notification System (PINS) Form

**General:** This form is to be used to notify the American National Standards Institute (ANSI) of the initiation of a standards project. Information submitted on the PINS Form (Page 1) will be added to ANSI's central data bank, which contains information relative to voluntary national standards and is a key resource in planning and coordination. The information on Page 2-4 is for Standards Committee purposes only. Note that submittal of a PINS is required for new and revised candidate American National Standards and prior to a BSR-8 (request for public review of draft).

**Definition of Project:** A standardization activity that is formally approved by a standards developer and is directed towards the development, revision, reaffirmation, or withdrawal of an American National Standard.

**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 (Revisions of withdrawn/historical standards are considered "new standards.")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 (FWDCC)
  - 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:
  - Siting: Aquatic Ecology
  - Siting: Atmospheric
  - Siting: General & Monitoring
  - Siting: Hydrogeologic
  - Siting: Seismic
  - Siting: Terrestrial Ecology

FWDCC 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 (Liaison):  
Necessary liaisons with other SDOs (, i.e., IEEE, ASTM, ASME, etc.)  
Necessary liaisons with other industry groups (NEI, EPRI, INPO)  
Necessary liaisons with other ANS standards working groups
9. Related Standards or References, or Both:  
Materials expected to be referenced in this standard
10. NRC/DOE document(s) which currently references or utilizes this standard or which could be revised to reference or otherwise utilize this standard:  
List all known NRC/DOE document(s) which references or utilizes the existing standard (for revisions) and/or list NRC/DOE document(s) which could be revised to reference this standard once approved (for new or revised standards).
11. 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.