

Guide to Participation in the ASA Standards Program

For Current and Future Organizational Members of

Accredited Standards
Committee S1, Acoustics

U.S. TAG for IEC/TC 29,
Electroacoustics

Accredited Standards
Committee S2, Mechanical
Vibration and Shock

U.S. TAG for ISO/TC 108 and
its subcommittees,
Mechanical vibration, shock
and condition monitoring

Accredited Standards
Committee S3, Bioacoustics

U.S. TAG for ISO/TC 43,
Acoustics

Accredited Standards
Committee S3/SC 1,
Animal Bioacoustics

U.S. TAG for ISO/TC 43/SC 1,
Noise

Accredited Standards
Committee S12, Noise

U.S. TAG for ISO/TC 43/SC 3,
Underwater acoustics

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Guide to Participation in the ASA Standards Program

Introduction

Thank you for your participation in the ASA Standards Program! As an Organizational Member of one or more of the Accredited Standards Committees or U.S. TAGs, you are key to the development of important American National Standards as well as international standards developed under ISO and IEC.

This document is designed to familiarize Organizational Members of the four Accredited Standards Committees and the U.S. Technical Advisory Groups (U.S. TAGs) that are administered by ASA with the role and responsibilities of their membership. It will also explain the relationship of the members and the Committees and TAGs within the overall national and international standards development process. Finally, it will provide an overview of the entire ASA Standards program including international Committees administered and the standards publication and sales program.

Beginning in January 2006, the ASA Standards Program underwent reorganization. Until January 2006, the membership of the U.S. TAG had been identical to the membership of the S Committee(s) which have a related scope; if you joined one, you joined both. Some members requested the opportunity to belong to one or the other and therefore the two have been separated.

Your suggestions and comments are welcome. Please feel free to call the office at any time to ask a question or share an idea. Contact us at:

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The ASA Online store can be found at <<http://acousticalsociety.org>>. Click the "ASA Store" button.

ASA Standards information, forms, photos, etc., are available on the ASA home page <<http://acousticalsociety.org/standards>>.

The Standards Director is Christopher Struck, who can be contacted at cjs@cjs-labs.com or by phone at: 415-923-9535.

Note 1 Throughout this Guide, where the term "Standard" is used to refer to a technical document, it may also refer to a "Technical Report."

Note 2 Unless otherwise specified, throughout this Guide, where the term "S Committee" or "Accredited Standards Committee" is used it can be understood to apply equally to a Subcommittee.

Chairs and Vice Chairs of the Accredited Standards Committees can be found at <https://acousticalsociety.org/accredited-standards-committees/>

Acronyms used in this guide

ANS	American National Standard
ANSI	American National Standards Institute
ASA	Acoustical Society of America
ASC	Accredited Standards Committee
BSR	Board of Standards Review
IE	Individual Expert
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
NAIS	Nationally Adopted International Standard
PINS	Project Initiation Notification System
SC	Subcommittee
TAG	Technical Advisory Group
USNC	U.S. National Committee (within ANSI the USNC is the U.S. member body of IEC)
USTA	U.S. Technical Advisor (the Chair of the U.S. TAG to an IEC committee)
WGC	Working Group Chair

The ASA Standards Program

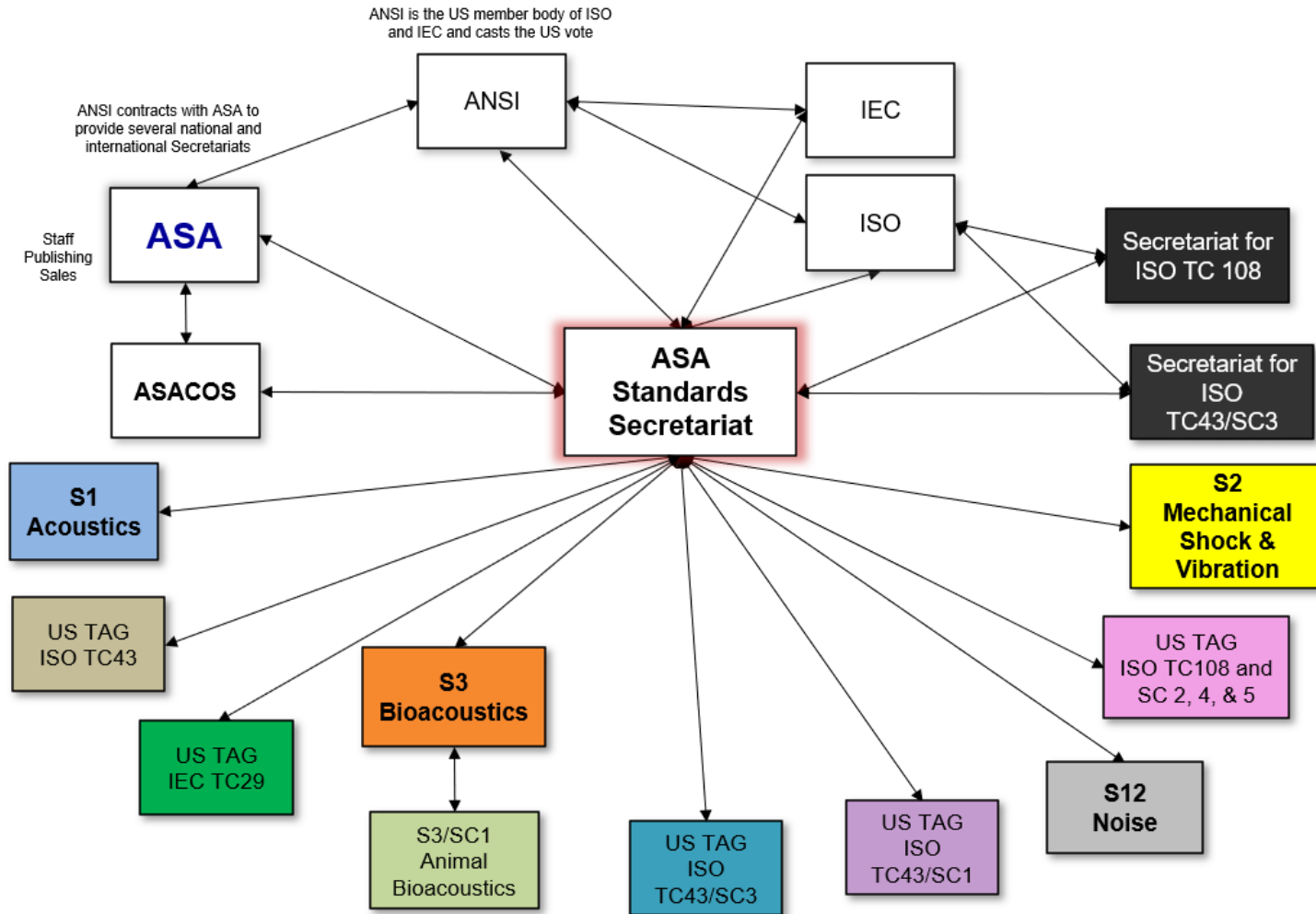


Figure 1 – ASA Standards Organizational Chart

The Organization of the Standards Committees and the U.S. TAGs

Relationship with ANSI

The Acoustical Society of America (ASA) administers four Accredited Standards Committees under a contract with the American National Standards Institute (ANSI). The four Committees are:

- Accredited Standards Committee S1, Acoustics
- Accredited Standards Committee S2, Mechanical Vibration and Shock
- Accredited Standards Committee S3, Bioacoustics
- Accredited Standards Committee S12, Noise

These Committees are referred to as "Accredited Standards Committees" because they are accredited by ANSI and function according to Operating Procedures that are approved by ANSI. To maintain their accredited status, the operation of the Committees is subject to periodic audits by ANSI.

At the end of 2007, a Subcommittee (SC) was introduced for the first time, under ASC S3. Identified as S3/SC 1, Animal Bioacoustics, the Subcommittee is structured to have most of the same powers and responsibilities as its parent Committee.

The Acoustical Society of America pays a substantial annual fee to ANSI to be allowed to administer these Committees. The ASA does this as a public service in furtherance of its mission to "increase and diffuse the knowledge of acoustics and promote its practical application."¹

You will sometimes see the acronym "ASC" used for Accredited Standards Committee. And sometimes the Committees are referred to collectively, albeit informally, as the "S Committees."

We are often asked if the Committees are "ANSI Committees." In fact, they are independent organizations which submit themselves to ANSI accreditation because of the perceived benefit of being identified as following the ANSI model for the development of voluntary consensus standards. And, in the end, the Standards developed by these Committees can carry the ANSI name.

Just what is ANSI? According to its website, www.ansi.org, "The American National Standards Institute (ANSI) is a private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system." The Institute's mission is "to enhance both the global competitiveness of U.S. business and the U.S. quality of life by promoting and facilitating voluntary consensus standards and conformity assessment systems, and safeguarding their integrity."²

ANSI does not develop standards and it does not fund the U.S. standards system. When ANSI allows an American National Standard to be called an "ANSI Standard" it is not making a technical judgment on the standard, but rather stating that the standard was developed in accordance with operating procedures that facilitate openness, balance, and due process and

¹ *Bylaws of the Acoustical Society of America, Inc.*, amended June 2000.

² www.ansi.org, downloaded 8 November 2007.

that the standard represents a consensus among those substantially concerned with its scope and provisions. Consensus is established when, in the judgment of the ANSI Board of Standards Review, substantial agreement has been reached by directly and materially affected interests. Substantial agreement means much more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made towards their resolution. ANSI's approval represents approval of the process, not the content.

The ASA also administers eight U.S. Technical Advisory Groups (TAGs). The TAGs are also ANSI-Accredited. The eight TAGs are:

- the U.S. TAG for ISO/TC 43, Acoustics;
- the U.S. TAG for ISO/TC 43/SC 1, Noise;
- the U.S. TAG for ISO/TC 43/SC 3, Underwater acoustics
- the U.S. TAG for ISO/TC 108, Mechanical vibration, shock and condition monitoring;
- the U.S. TAG for ISO/TC 108/SC 2, Measurement and evaluation of mechanical vibration and shock as applied to machines, vehicles and structures;
- the U.S. TAG for ISO/TC 108/SC 4, Human exposure to mechanical vibration and shock;
- the U.S. TAG for ISO/TC 108/SC 5, Condition monitoring and diagnostics of machines;
- the U.S. TAG for IEC/TC 29, Electroacoustics.

As with the S Committees, ASA pays a substantial annual fee to ANSI to be allowed to administer the U.S. TAGs in these subject areas. The TAGs are also ANSI-Accredited, and must follow their accredited operating procedures.

Note - For administrative and technical reasons, the TAGs to TC 108 and its subcommittees will be viewed as one TAG for membership purposes.

Relationship with ASACOS

ASACOS is the **ASA Committee on Standards**, which has the responsibility to oversee the entire ASA Standards Program. ASACOS is chaired by the ASA **Standards Director**, who is recommended by ASACOS and appointed by the **ASA Executive Council**. ASACOS also has a Vice Chair, who is appointed in the same manner. The ASACOS Chair and Vice Chair each serve terms of up to three years and may be reappointed. The Secretary of ASACOS is the Standards Manager, an ASA employee, who is a non-voting member of ASACOS. Together, these three comprise the ASACOS Executive Committee.

Other voting members of ASACOS include: the Chairs of each of the ASCs, Chairs of the U.S. ISO/IEC Technical Committee TAGs for which ASA has responsibility, and representatives from each of the thirteen ASA Technical Committees.

ASACOS meets twice a year. Its primary duties are to oversee the functioning of the Secretariat and to formulate plans for financing the standards operation of ASA and make recommendations to the ASA Executive Council.³

S Committee structure⁴

Each of the S Committees (or Subcommittees) is made up of its members and the **Secretariat**. When we talk about the Members of the Committee, we are referring to the **Organizational**

³ *Acoustical Society of America Committee on Standards (ASACOS) Operating Procedures*, August 2008

⁴ *Accredited Standards Committee (ASC) Procedures*, latest edition

Members, that is, those companies, organizations, trade associations, governmental agencies, or other groups who have identified themselves as having a direct and material interest in the work of the Committee. These members have applied for membership in the Committee and have paid a participation fee. These Organizational Members have the opportunity to appoint one or two voting representatives to each Committee they join. (Although a member may appoint two representatives, each with authorization to vote on behalf of that member, each member has only one vote on any action before the Committee.) Members may propose that their voting representative or other employees be considered for participation in working groups. There are no restrictions on membership aside from direct and material interest in the work of the Committee and willingness to participate. Membership in one of the S Committees is not contingent upon membership in any other organization, including ASA.

Each Committee also enjoys the participation of a group of **Individual Experts (IE)**. They have no vote on any matter, although they may review documents and provide comments and recommendations to the Committee. Individual Experts are nominated by the Chair and Vice Chair of the Committee and their nomination is submitted to the membership for approval. They serve a one-year term and may be reappointed. There is no requirement that Individual Experts be members of ASA or the Committee.

Each Committee may also establish **Working Groups (WG)** as necessary to assist it by drafting standards for consideration by the Committee. Each WG has a Chair appointed by the Committee Chair. WGs may also have Vice Chairs or Co-Chairs. In addition to drafting standards or technical reports, WGs may also assist the Committee in resolving comments and may make recommendations as to the maintenance of existing standards. As with Individual Experts, Working Group Chairs receive notices of documents being balloted by the Committee and their input is solicited although they have no vote. In their discretion, WG Chairs may elicit the opinions of their WG members as part of this process.

Neither WG Chairs nor WG members are required to be members of the Committee or ASA. There is no fee for their participation. They volunteer their time and expertise to develop the work under their scope, and when the work is done the WG may be disbanded by the Committee.

The Committee (or Subcommittee) may also be called a **consensus body**. This is the voting group among whom consensus must be achieved.

S Committee officers

The Secretariat appoints a Chair and Vice Chair to manage the activities of the Committee or Subcommittee. These appointments are subject to ratification by the Committee by letter ballot. The Chair and Vice Chair do not have to be current members of the Committee, but they shall be members of ASA. If they are not already members of the Committee, the Chair and Vice Chair will normally be appointed to be ASA's voting representatives on that Committee.

The Chair and Vice Chair may serve two consecutive terms of up to three years each.

Who's Who in International Standards?

International standards in the subject areas of interest to the participants in the ASA Standards Program are developed and published by two primary international standards organizations:

- ISO International Organization for Standardization <www.iso.org>
- IEC International Electrotechnical Commission. <www.iec.ch>

The members of these organizations are the **national standards bodies** in each nation around the world. In the U.S., ANSI is the member body in both organizations. There is no provision for corporate or individual memberships. So, how do companies or organizations assure that their needs and interests are represented in the development of these standards? They can accomplish this by joining the U.S. Technical Advisory Group (U.S. TAG) for that ISO or IEC committee and, where possible, securing appointment to serve directly on the international working groups that draft ISO or IEC standards. Normally, these appointments are made from the membership of the TAG.

Whenever possible, individuals who wish to serve on international working groups must be able to obtain support for their travel to working group meetings either from their employer or from another source. Neither ANSI, ASA, nor any of the Committees is able to underwrite this participation. From time to time, it may be possible for an expert to participate by correspondence.

The international working groups meet once a year, on average, and meetings may be hosted by any national member body that participates in the Committee. In most cases, working groups meet in conjunction with their parent Committee's plenary meeting, which usually lasts about one week. ISO has published an informative booklet entitled "My ISO Job" which is available from the Secretariat.

Individuals who are appointed to serve on international working groups serve as individuals, i.e., they present their own opinions and knowledge on a topic.

However, there are times when the same individuals serve as U.S. Delegates. In this instance, they must represent the U.S. position regardless of their personal beliefs. In most cases, controversial issues will be known prior to the meeting and the U.S. Delegates will have a chance to be prepared in advance. U.S. Delegates should make it a point to confer with the TAG Chair prior to and throughout the meeting. The TAG Chair may call one or more meetings of the U.S. Delegation at the site of the international meeting to review progress on critical issues. All delegates should attend and make sure they are aware of any issues.

If a U.S. expert is named to serve as **convener** (sometimes also spelled "convener" – either way, this person serves as the chair) of an international working group s/he must remain impartial and not represent his/her own position or the U.S. position above the others.

It is important for U.S. experts serving on international working groups to consult with the Secretariat PRIOR to issuing any invitation to host an international meeting in the U.S. All such invitations are issued officially by ANSI following certain protocols. The U.S. TAG, under the guidance of the TAG Chair, is responsible to raise the funds needed to host such a meeting.

U.S. TAG structure⁵

The U.S. TAGs each have a U.S. TAG Administrator appointed by ANSI. In the cases of the TAGs listed above, the Administrator is the Acoustical Society of America. In turn, the Administrator provides staff to do the day-to-day management of the TAGs.

⁵ See both *Operating Procedures for the ANSI-Accredited U.S. TAGs*, and *Operating Procedures for the ANSI-Accredited U.S. TAG for IEC/TC 29*, 2002 edition.

Each TAG has a U.S. TAG Chair, nominated by the Administrator and approved by the membership. A TAG may have other officers if needed and desired. Any or all TAGS may have Co-chairs. The Chairs should be members of ASA. The Chair of the IEC TAG is called the U.S. Technical Advisor (USTA).

As with the S Committees, the members of the U.S. TAGs are the **Organizational Members** – companies, organizations, trade associations, government agencies or other groups – that have a direct and material interest in the work of the ISO or IEC committee. One important distinction in regard to the membership of the U.S. TAGs is that the members must be "U.S. national interested parties." This may include the U.S.-based branches of international companies.

Structurally, the members may appoint one or two representatives on the TAG, each of whom is authorized to vote on behalf of the member.

The U.S. TAGs do not have Individual Experts or Working Groups.

Secretariat

The **Secretariat** refers to the administrative office of the ASA Standards Program, and includes the U.S. TAG Administrator. The **Standards Manager**, who serves as **Secretary** to each of the Committees and TAGs, is an employee of ASA, working under the technical guidance of the Standards Director. Currently, the Secretariat also employs two full-time staff members who assist in the day-to-day administration of the program. The staff of the Secretariat may be your first contact with the ASA Standards Program and they may also be your most frequent point of contact throughout your membership. Do not hesitate to call us at any time to ask any question or make a suggestion. We are eager to improve our service to you and we are here to help.

Some of the primary responsibilities of the Secretariat are:

1. Organizes the Standards Committees and Technical Advisory Groups;
2. Appoints Chairs and Vice Chairs of the Standards Committees and Technical Advisory Groups subject to ratification by their membership;
3. Working with the Committee Chair and Vice Chair, approves new members for acceptance on the Standards Committees and Technical Advisory Groups and reviews their respective membership lists in accordance with the Standards Committee Procedures;
4. In conjunction with the Chairs of the Standards Committees, recommends Individual Experts subject to approval by the respective Standards Committees;
5. Applies for ANSI accreditation and maintains accreditation for each Standards Committee and Technical Advisory Group, in accordance with ANSI requirements including submission of committee rosters;
6. Oversees compliance with accredited procedures for each Standards Committee and Technical Advisory Group for which ASA maintains a Secretariat;
7. Maintains a roster of each Standards Committee and Technical Advisory Group and list of standards and any other action items for which each Committee is responsible;

8. Provides the Secretary for each Standards Committee and Technical Advisory Group and performs administrative work, including secretarial services; prepares and distributes meeting agenda and Minutes, ballots and draft standards; and maintains adequate records;
9. Submits proposed standards approved by each Standards Committee with supporting documentation for ANSI review and approval as American National Standards;
10. Coordinates and submits U.S. positions on international documents and proposed actions to ANSI;
11. Administers publication of standards, revisions, and addenda for each Standards Committee;
12. Provides management assistance and other administrative functions for each Standards Committee and Technical Advisory Group as required by their Procedures;
13. Acknowledges in writing all requests for interpretation of standards, transmits such requests to the Committees for review, and transmits any formal Committee response in writing to the requestor. Any proposed revision of standards resulting from requests for interpretation shall be processed by the appropriate Committee according to its accredited procedures.

Standards Manager

The Standards Manager is the ASA employee responsible for the day-to-day management of the Standards Program.

Some of the primary responsibilities of the Standards Manager are:

1. Manages the Standards Secretariat, including supervision of its staff;
2. In cooperation with Committee Chairs, administers the activities under ANSI-accredited procedures of those Standards Committees for which the ASA holds the Secretariat;
3. Manages the Secretariat of the International Technical Committee(s) and Subcommittee(s) for which the ASA holds the Secretariat, operating under ISO or IEC procedures; organizes all national and international meetings for which the Secretariat is responsible, including preparation of the technical program and the processing of Draft International Standards;
4. Coordinates Technical Advisory Group activities on international documents, including development of United States positions on international documents (ISO); or functions as document distributor (IEC);
5. Manages financial matters of the Standards Secretariat, including budget preparation and implementation in cooperation with the ASA Treasurer and Standards Director;
6. Serves as Project Manager in the initiation, implementation, and fulfillment of government or other contracts received by the ASA concerning standards;

7. Manages the fee system for organizational members of the national Standards Committees for which the ASA holds the Secretariat;
8. Manages the standards publication program, including preparation of standards for publication, promotional activities, and contractual or other arrangements for marketing standards published by the ASA;
9. Represents the ASA on activities involving the American National Standards Institute (ANSI);
10. In consultation with the ASACOS Chair and Standards Committee Chairs, prepares ASA responses on any appeals filed with the Standards Secretariat and represents the ASA, where required, in any appeal hearings on standards.

Meetings of the Accredited Standards Committees, U.S. TAGs and Working Groups

Schedule and frequency of Standards Committee meetings

The four Accredited Standards Committees and one subcommittee meet once per year, usually in conjunction with the spring meeting of the Acoustical Society of America. Membership in ASA is not required. Committee members who do not wish to attend the ASA meetings are not required to register for those meetings. There is no fee to participate in the Standards Committee meetings, which are open to the public. Attendance at the S Committee meeting is not required but members are strongly urged to attend if at all possible.

In addition to the ASC meetings, the administrative meetings of the U.S. TAGs, ASACOS, and the Standards Plenary Group are also held during the same week. These meetings are open to the public as well.

Schedule and frequency of U.S. TAG meetings

As with the Standards Committees, the U.S. TAGs usually have a combined annual administrative meeting in conjunction with the spring meeting of the ASA. These meetings, too, are open to the public and do not require membership in ASA or registration for the ASA meetings. Notice of these meetings is provided as described below.

As mentioned previously, in addition to these regularly scheduled meetings, the U.S. TAG Chair may call a meeting of the U.S. Delegates to an ISO or IEC meeting prior to the ISO or IEC meeting or at the meeting site. Notice of these meetings is given directly to the participants. These meetings allow the Chair to brief the U.S. Delegates on any issues or challenges expected during the meeting.

Working Group meetings

Provision is made by ASA to allow meeting space for any Standards Committee Working Group that wants to meet during the week. Working Group Chairs are urged to call meetings during the meeting week whenever practical.

Some WGs may find it more practical to meet at other times and locations throughout the year and this is perfectly acceptable. The operating procedures allow WG meetings to be called at the discretion of the WG Chair or members of the WG. *WG Chairs are urged to keep the Secretariat on the WG distribution list.*

Meeting notices

Notice of the annual meetings of the Accredited Standards Committee and the U.S. TAGs is given in several different ways. Each member will receive an agenda and meeting materials by e-mail about a month prior to the meeting. The meeting schedule is published in *Acoustical Standards News* in the *Journal of the Acoustical Society of America* every other month and on the ASA Standards web site. Finally, notice is given in *ANSI Standards Action* several months before the meeting.

Notice of working group meetings is provided directly by the Chair to the members. No other notice is required.

Responsibilities of Organizational Members of an ASC or Subcommittee

Your primary responsibility as an organizational member of an ASC or Subcommittee is to vote on every ballot sent to you. Ballot periods are 6 weeks long for technical matters; ballot periods may be shorter for non-technical matters such as formation of a working group, election of officers and experts, etc. Please vote on time.

Each ASC or Subcommittee covers a wide range of subject matter. If you are not familiar with the subject matter of a particular standard – be it a new document or a reaffirmation – simply ABSTAIN.

A note on voting – we can accept your vote in many formats – by mail, fax, or e-mail. However, we can only accept a vote from the designated voting representative. E-mails that come in signed by a secretary or coworker are not acceptable.

All comments must be submitted in electronic format using the template provided. If you have any problems using the template, please call the Secretariat as soon as possible.

Beyond voting, organizational members are urged to be active in other ways; for example, participate in Standards Committee or Subcommittee meetings or join or chair a Working Group. Members may propose new areas of work, as described later in this guide.

Responsibilities of Organizational Members of the U.S. TAGs

Your primary responsibility as an organizational member of a U.S. TAG is to review and comment on documents of interest to you and your company.

Members of the U.S. TAGs receive announcements of each document under consideration by the ISO or IEC committee the TAG is related to. Members are asked to review the announcements and request those documents that are in their area of technical expertise or interest. Comment periods vary in length depending upon the ISO/IEC stage of the document. Please respond on time so that the coordinator can prepare a cohesive set of U.S. comments. Members should return their comments to the coordinator, with a copy to the Secretariat, within the time-frame specified, using the ISO or IEC template provided.

TAG members are also urged to volunteer for appointment to an international working group. Appointment to an ISO or IEC working group is made through ANSI.

Note - To avoid dominance of an international working group by any one nation, the Secretariat of the ISO or IEC committee may limit the number of experts from any single country. Thus, there may not always be an opportunity to participate directly in any given working group. Nevertheless, TAG members always have the opportunity to provide written input through the TAG.

The National Standards Process

Developing new American National Standards

Each Standards Committee or Subcommittee is responsible for the development of new American National Standards (ANS) within its Scope, as well as for the maintenance of existing ANS. Figure 2 (shown on page 13) presents a diagram of the process.

As stated elsewhere, most new ANS are drafted by a WG and then submitted to the Committee for ballot. The Committee alone is responsible for the final content of the Standard.

When it is ready for voting, the draft is submitted to the Committee along with a ballot form for voting and a comment template. For ease of use, it is recommended that you install the comment template on your computer according to the instructions provided, although it may also be opened like any MS Word® document.

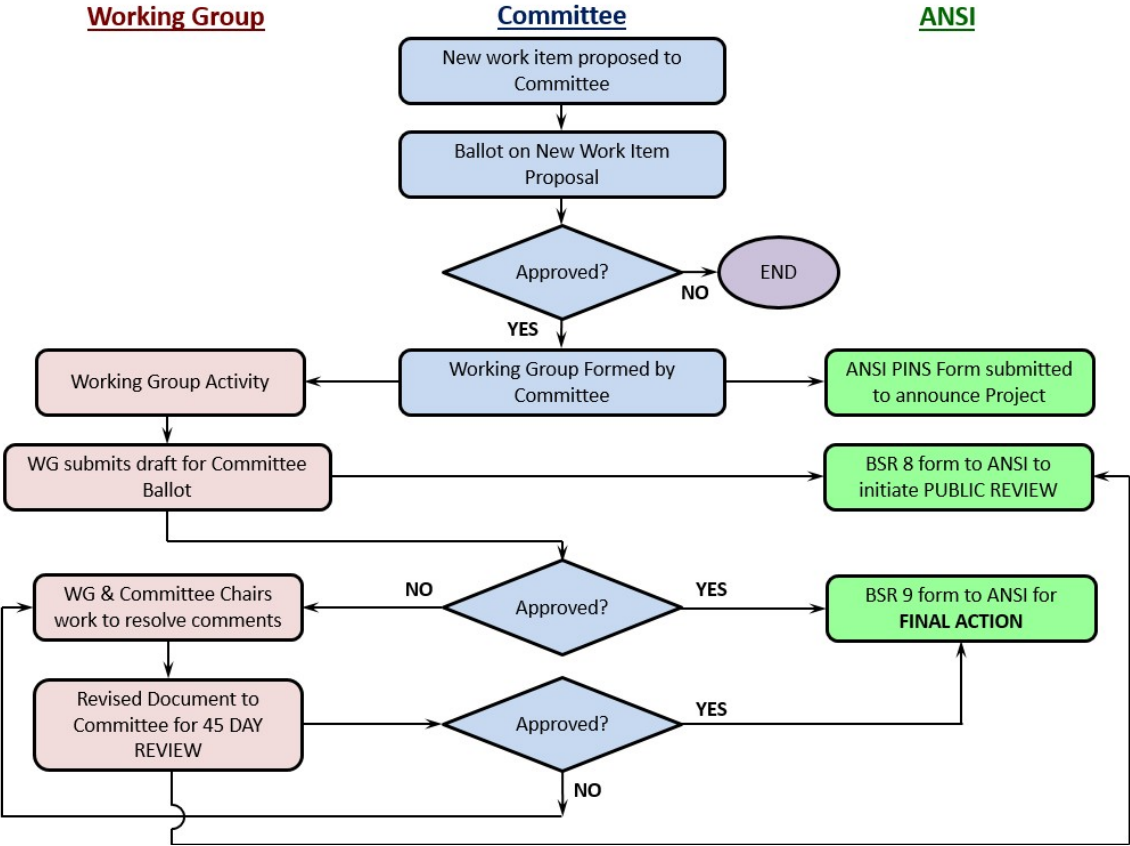
The ballot period lasts 6 weeks and the draft is usually made available for public review through ANSI at the same time. At the end of the ballot period, the tally of votes is returned to the Committee. A sincere effort is made to resolve all comments submitted, whether from voting members, IEs, WG Chairs, or from the general public. The Committee Chair, Vice Chair, and WG Chair work together, in consultation with the person who submitted the comments, to try to resolve the comments. (Since the WG Chair is likely to be the most closely linked to the subject matter at hand, the Committee Chair may authorize the WG Chair to work on the first phase of comment resolution independently.)

If any substantive changes are made to the document during this period, or if there are any unresolved negative votes, the entire package (revised draft document along with all comments and the proposed response to each comment) is re-circulated to the Committee as a "30-Day Recirculation Ballot". This recirculation allows Committee members to review the revisions that have been proposed and decide if they wish to maintain their original vote on the ballot or change their vote either because they are persuaded by the negative argument put forward or because they disagree with the changes that have been introduced. The "30-Day Recirculation Ballot" is limited to review of changes to the document; it is not the time to introduce new comments!

If there are any unresolved negative votes or positions put forward by voting members, IEs, WG Chairs, or from the general public, that person is offered the opportunity to appeal as provided in the operating procedures.

Once this process is completed and any negative votes have either been reversed in writing or all appeals have been completed, the paperwork showing that the standard was approved in

Standards Development from New Work Item Proposal through Final Approval



accordance with the ANSI-accredited operating procedures is submitted to ANSI for final action. Only after ANSI grants final approval can the standard be called an AMERICAN NATIONAL STANDARD.

Once approved by ANSI, the Standard is published by ASA under the ASA Copyright and made available for sale through a variety of distributors. Each standard includes recognition of the Committee's organizational members (company name and voting representatives' names) at the time the standard was balloted as well as the names of the IEs and members of the working group. Please make sure that we have the correct spelling of your name.

Committee Members and certain others receive a complimentary copy (downloadable from the online store in Adobe® PDF format) of any standards produced by the Committee during their membership.

National Adoption of International Standards

When there is an existing international standard

There are instances where it is very important that the American National Standard be identical (or nearly identical) to the international standard on a given topic. If there is an existing international standard (either in ISO or IEC) that is suitable for use in the U.S. and recommended for such use by the U.S. TAG, there is a process that allows the Committee to adopt that standard as it is written (or with minor changes) as an ANS. In this instance, the work of the WG in drafting the standard is eliminated because the existing standard is used as the "draft." However, in most cases the WG has been instrumental in drafting and providing U.S. input to the ISO/IEC document. In some cases, the ISO/IEC standard may be based on an earlier ANSI document.

Under ANSI procedures approved and adopted by the S Committees in 2003, the ability to resolve comments may also be eliminated in favor of a yes/no ballot; i.e., the Committee either adopts the international standard as it is or it does not. (If it does not adopt the international standard, the Committee can always go back and develop a new ANS that better meets the U.S. needs.)

Once the national adoption is approved, the document is published under a dual ASA/ISO (or IEC) Copyright and the members of the Committee and relevant WG are again recognized in the document and receive complimentary copies.

When there is no existing international standard

Sometimes there is no existing international standard where one would be very desirable. In this case, you might be tempted to suggest that an ISO or IEC committee adopt an ANSI standard developed by one of our S Committees. While this can certainly be done, please remember that *only* ASA can give the necessary copyright permissions. And, only the U.S. TAG to that ISO or IEC committee can propose that an ANSI document be the basis for a new work item in the ISO or IEC. Make sure to consult with the Secretariat BEFORE suggesting international adoption of an ANS.

Maintenance of Existing American National Standards

Each ANS must be reviewed by the responsible Committee at least every five years and either **REAFFIRMED**, **REVISED**, or **WITHDRAWN**. In most cases, the Chair or Vice Chair of the S Committee will contact the Chair of the relevant WG to discuss the existing standard and ascertain its status. They consider how up-to-date the existing standard is in relation to current

technology and how widely used it is by the professional community before recommending a course of action. Often these recommendations are discussed at the annual S Committee meeting before they are submitted for ballot to the entire Committee. If the standard is reaffirmed, its designation will be amended to include the letter R and year of reaffirmation in parentheses (e.g., R2019).

If revision is recommended, the matter is usually referred back to an existing WG or if there is no existing WG, the recommendation is balloted to the Committee as a **NEW WORK ITEM PROPOSAL**, with a recommendation to (re)establish a WG with a new Chair and Scope.

ANSI rules require that each standard be reaffirmed, revised, or withdrawn by the fifth anniversary of its approval date. This means that the review should commence in the fourth year to allow sufficient time to act. If the process cannot be completed by the fifth anniversary date, an extension of time must be obtained from ANSI. No document can continue beyond its tenth anniversary.

How to join a working group

National

Individuals who are interested in joining an existing working group that is developing American National Standards should contact the Chair of the Committee or Working Group to discuss their interest. You can also call the Secretariat to learn about the working group and whom to contact. Membership in either ASA or the S Committee is not required for working group participation.

International

Those interested in joining an international working group under ISO or IEC must be appointed from the membership of the TAG.

How to propose an idea for a new standard

National

Members who would like to propose a new work item for consideration by an S Committee should contact the Committee Chair and/or the Secretariat. A short form is available from the Secretariat or online at <<https://acousticalsociety.org/standards/forms>>. The idea should be explained in sufficient detail to allow the Committee to assess it. A WG Chair should be identified at the time of the proposal. All new work item proposals will be submitted to the Committee for a ballot, and, if approved, work can begin immediately.

International

Proposals for new International Standards may be made by the U.S. TAG, through ANSI. There is a formal procedure for this. Please consult the U.S. TAG Chair and the Secretariat.

ANSI Notices

One of the hallmarks of the ANSI standards development process is its emphasis on openness. In part, this is supported by the provision of notices to ANSI at various landmark points in the process. ANSI then publishes these notices in *Standards Action*, a weekly online publication. The URL for ANSI Standards Action is:

<http://www.ansi.org/news_publications/periodicals/standards_action/standards_action.aspx?menuid=7>

The required notices and landmarks for a new ANS are given below. (Similar—but not identical—notice are needed for revisions, reaffirmations, national adoptions, and the registration of

technical reports.) The paperwork will be done by the Secretariat but WG Chairs must be closely involved in the process.

The first notice of a planned standardization project is the **PINS form** (Project Initiation Notification System). The ASA Standards office submits this form as soon as we have a clear idea of the scope of the project. This early notice is designed to announce to interested parties that we are working on this project. This gives members of the public a chance to participate or to object. Objections and comments generated by the PINS form must be resolved. ANSI requirements mandate that claims that a proposed standard duplicates or conflicts with an existing standard or one previously proposed by a PINS published in *Standards Action* must be deliberated and resolved prior to continuing the project.

The next landmark is the **public review phase** (ANSI BSR-8 form). In most cases, a 45-day public review period is opened by ASA Standards staff at the same time as the ballot is sent out to the S Committee. Because of timing in the publication of *Standards Action*, this may result in the public review period closing several days to a few weeks after the ballot period closes. During the public review period, members of the public may purchase the draft from the Secretariat and may submit comments. These comments must be resolved before the document can be approved. Many documents have multiple public review periods, as a new public review is needed each time a substantive change is made to the document. (Subsequent reviews may be limited to the clauses that have been changed.)

The final landmark is the submission, by ASA Standards staff, of the ANSI BSR-9 form: the formal request to ANSI to have the standard **approved as an American National Standard**. This submittal must be accompanied by evidence that the accredited operating procedures of the Committee were followed and that there are no outstanding unresolved objections, or, if there are unresolved objections, all appeals have been completed or waived.

The International Standards Process

The role of the U.S. TAG in formulating the U.S. position on international documents

The primary responsibility of the U.S. TAG is to develop the U.S. position on International Standards under development in ISO and IEC. When the international Committees for which we administer the U.S. TAGs circulate documents for ballot or maintenance, the Secretariat announces their availability to the proper U.S. TAG. TAG members who are interested in the document may request it for review and submit their comments and recommendations to the person serving as **Coordinator of Comments** for that particular document. The Coordinator compiles all the comments into one comment form and tallies the recommendations to arrive at the recommended U.S. position. This is relayed to the U.S. TAG Chair who reviews it and authorizes the Secretariat to submit it to ANSI. ANSI alone is authorized to cast the U.S. vote on any ISO or IEC document.

In general, the U.S. TAG will have several opportunities to vote and comment on international documents.

Table 1 – Stages of development of international standards

Stage	Acronym	Content of U.S. Position
New Work Item Proposal	NP	Vote includes assessment of the market relevance of the proposal and the resources available to develop a globally relevant standard. At least 5 countries have to agree to participate and appoint a WG expert.
Committee Draft	CD	In most cases this is the primary opportunity to comment. Careful consideration must be given to documents at the CD level. While some may be circulated first as a CD for Comments and later as a CD for voting, most often CDs require a vote of Yes, No, or Abstain. Careful consideration shall be given to the relationship of the draft to existing ANS and the possible effects of the draft on the ability of U.S. companies to participate in world trade.
Enquiry Stage	DIS (in ISO) CDV (in IEC)	By this stage, few technical comments should be necessary. If the U.S. comments submitted at the CD stage have been accepted and nothing unacceptable has been added, the U.S. should support the document.
Final Draft	FDIS	No technical comments are accepted at this stage. Comments are limited to correction of errors and minor editorial comments. The vote at this time is Yes, No, or Abstain.
Systematic Review	SR	Every standard is reviewed by the member bodies every five years. The vote tries to assess market penetration and the number of countries that have nationally adopted this standard. We are also asked if it is widely used in the U.S.

International Committees Administered by ASA

In addition to the National Standards Committees, Subcommittee, and U.S. TAGs administered by ASA, we also directly administer two International Standards Committees. This is also done under a contract with ANSI and, as with the national Accredited Standards Committees, ASA pays a substantial fee to ANSI to be allowed to do this work.

ASA provides the Secretariat for **ISO/TC 108, Mechanical vibration, shock and condition monitoring**. In this role, ASA is responsible for the overall activities of ISO/TC 108, including (to a limited extent) the activities of its subcommittees, some of which have Secretariats in other countries.

ASA is also responsible for the international Secretariat of **ISO/TC 43/SC 3, Underwater acoustics**.

Although ASA serves as the Secretariat in these Committees, the official Secretariat is ANSI. And although there is obviously a close involvement in the activities of these Committees, the process of participation, voting, etc., is identical to those Committees for which we do not serve as Secretariat.

Joining an Accredited Standards Committee and/or U.S. TAG

In the preceding pages, we have attempted to introduce the parties involved in the national and international arena and responsibilities of the participants. So, how does a company or organization join one of these committees and how do you decide which one meets your needs?

To help you decide which type of membership you should elect, please consider these points:

Accredited Standards Committee (ASC) or Subcommittee membership only

- The ASC or Subcommittee is responsible for the development, revision, and reaffirmation of American National Standards (ANS) within their scope.
- The ASC or Subcommittee is responsible for the decision of whether or not to nationally adopt an International Standard that is proposed by the U.S. TAG for such adoption.
- ASC or Subcommittee members are recognized in the front of ANS developed by their committee.
- ASC or Subcommittee members receive a complimentary copy of each ANS developed by their committee during the term of the membership.

Unless they join one or more TAGs, ASC members are not notified of actions related to International Standards in development. They are not asked to participate in the development of the U.S. position on ISO/IEC documents. They are not eligible to receive complimentary review copies of drafts under development. They are not eligible to be appointed to participate in ISO/IEC working groups.

U.S. TAG membership only

ASA administers eight U.S. TAGs. (However, for the purposes of this new structure the TAGs for TC108 and its subcommittees will be viewed as one TAG.) Membership in one or more ISO/IEC TAGs entitles the member to:

- Be notified of actions related to International Standards in development.
- Be offered the opportunity to participate in the development of the U.S. position on ISO/IEC documents.
- Be eligible to receive complimentary review copies of drafts under development.
- Be eligible to be appointed to participate in ISO/IEC working groups (subject to space availability on any given WG and subject to the ability of the individual to travel to participate in WG activities).
- The U.S. TAG may recommend the national adoption of an International Standard to the related ASC.

(Note: For the U.S. TAG to IEC/TC 29, in addition to the organizational fee described above, the USNC [ANSI] will assess a fee. In 2019, the fee was \$310 per individual participant or \$6,600 per company. It is not possible to join the TAG to TC 29 unless the nominated expert is also a participant in the USNC.)

U.S. TAG-only members are not eligible to vote on new, revised, or reaffirmed American National Standards. They are not eligible to vote for or against the final national adoption of International Standards. They are not recognized in new ANS nor do they receive a complimentary copy of new ANS.

Members who wish to participate in BOTH the U.S. TAG and ASC may do so by joining the U.S. TAG and electing the ASC membership at no additional cost.

The current fee schedule is available from the Secretariat.

Cooperation between the S Committees and the parallel U.S. TAG

It is clear that close cooperation between the S Committee and the U.S. TAG covering the same subject matter is essential. Under the previous structure, all members of the S Committee were also members of the TAG so this cooperation was automatic. However, there are enough members whose interests are focused on one or the other that separating the two makes sense. Still, there is a significant overlap of memberships. To assure continued cooperation there will be times when the TAG or S Committee will be provided with "for information" copies of ballots underway in the other committee. Leaders involved in the relevant work should bring special cases to the attention of the Secretariat.

In general, the scopes of ASC S1 and S3 are closely linked to the scopes of IEC/TC 29 and ISO/TC 43.

The scope of ASC S2 is closely linked to the scopes of ISO/TC 108 and its subcommittees.

The scope of ASC S12 is closely linked to the scope of ISO/TC 43/SC 1.

Some aspects of the scopes of ASC S3/SC 1, ASC S1 and ASC S12 parallel that of ISO/TC 43/SC 3.

ASA Standards Publication, Sales, and Distribution Program

Standards and Technical Reports

Standards and Technical Reports that are either developed by the S Committees or Subcommittees as ANS or adopted by them as NAIS are published by ASA under the **ASA Copyright** (in the case of NAIS, they are published under a dual ASA/ISO copyright).

Once published by ASA, these standards are made available for sale to the public in either printed or electronic format. The electronic files are available in Adobe® PDF format and can be downloaded via the internet from the **ASA Standards Online Store** or from several other distributors. Printed copies can be ordered directly from the Secretariat or from several other distributors.

Periodically, the Secretariat publishes catalogs showing all the standards that are available at the time of publication. A current list of available standards can always be found at the **ASA Standards Online Store**.

ASA Standards Committee Members are eligible to receive a 25% discount on all ANSI standards sold by ASA.

Copyright

Working Group and Committee members should understand that their input to the development of a draft standard (either verbal input during meetings or written comments submitted during development or voting) may be used in the final product and will be copyrighted by the standards publisher. This is equally true for ANSI standards published by ASA or for ISO/IEC standards published by those organizations.

Participants should be careful not to provide input that has been published elsewhere or may be considered a trade secret. **Permission must be obtained from the copyright owner to use any previously published materials.** Participants should bring this to the attention of the Secretariat at the earliest point in the process.

Working Group members and members of Standards Committees or Subcommittees should also recognize that all standards, even the earliest drafts, are copyrighted. Please respect that copyright. Distribution of drafts outside the working group or voting committee is prohibited without permission of the copyright owner. Neither published standards nor draft standards may be posted on the Internet or on any network without obtaining a suitable license. This is equally true for standards published by or being developed by any standards publisher. Contact the Secretariat for assistance with copyright issues.

Patents

As with copyright, all standards publishers have patent policies. In general, if a standard contains provisions covered by patents, the patent holder is expected to file a statement saying they are willing to grant licenses on reasonable and non-discriminatory terms. Specific forms may be required. Patent holders are requested to make their patents known so that the formalities may be handled at the earliest point possible in the standards development process.

Standards News

Each quarter *Acoustical Standards News* appears in the *Journal of the Acoustical Society of America (JASA)*. *Acoustical Standards News* contains important information about meetings, new standards in development, reaffirmations, withdrawals, and other news of interest to standards participants.

ASA Standards Website

A great deal of information about the ASA Standards Program can be found online. Go to the ASA home page at <https://acousticalsociety.org/> and click "Standards" on the navigation bar. Your comments and suggestions are invited. Please let us know what would make this website useful to you.

Other documents maintained by the Secretariat

The Secretariat maintains a number of important documents and tools that are useful to anyone wanting a detailed view of the ASA Standards Program. Contact the Secretariat to request any of them.

Accredited Standards Committee (ASC) Procedures, latest edition.

Operating Procedures for the ANSI-Accredited U.S. TAGs, latest edition

Operating Procedures for the ANSI-Accredited U.S. TAG for IEC/TC 29, latest edition.

ASACOS Operating Procedures, latest edition.

Guidelines for ANSI Accredited S Committees Working Groups, latest edition.

ASACOS Editorial Rules, latest edition.

Guidelines For Chairs And Vice Chairs of Accredited Standards Committees S1, S2, S3, and S12 in the Development of a National Standard, latest edition.

Standard Templates for American National or ISO Standards.

Other documents available through the Secretariat

ANSI Essential Requirements: Due process requirements for American National Standards.

ANSI Guide for U.S. Delegates to Meetings of the IEC and ISO.

ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.

My ISO Job – Guidance for delegates and experts, ISO.

Comment Templates for ISO, IEC, or National standards (with instructions).