

## What Is A PINS And A Substantive Change In An ANSI Standard?

A new PINS is required if the stakeholders that were listed in the original PINS announcement change after it was published in Standards Action **(and Before a draft document is announced for public comment).**

See here the primary ANSI steps in the ANS process, with the PINS being the first step for a proposed document, followed by a BSR-8/public review: [www.ansi.org/anskeysteps](http://www.ansi.org/anskeysteps) . Additional steps may be documented in any given standards developer's procedures.

### 2.5.1 Project Initiation Notification System (PINS)

At the initiation of a project to develop or revise an American National Standard<sup>[1]</sup>, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. Comments received in connection with a PINS announcement shall be handled in accordance with these procedures.

A statement shall be submitted and published as part of the PINS announcement that shall include:

- (a) an explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard; and
- (b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard; and**
- (c) the interest categories that will or are expected to comprise the consensus body.

**If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.**

If a developer receives a written request for additional information or for the opportunity to discuss the proposal from a directly and materially interested outside party or current consensus body member, during the 30-day PINS comment period, the ASD shall respond in writing within 30 days of the comment deadline.

The concept of substantive change as ANSI defines it does not apply to the PINS phase of the ANS process. It applies to the draft document itself at certain stages in the process. Once a draft standard has been announced for public comment (BSR-8 form submitted to ANSI) in ANSI Standards Action (which is the phase after a PINS is published), if that draft is substantively changed (per ANSI's definition) then another public review (BSR-8 form) and consensus body vote are required. See: Substantive Change: A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard.

## Examples

“shall” to “should” or “should” to “shall” addition, deletion or revision of requirements, regardless of the number of changes;

addition of mandatory compliance with referenced standards.

As used in section 2.5.2 (which is a separate and distinct phase from 2.5.1 PINS):

### 2.5.2 Public Review

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. If it is the case, then a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in *Standards Action*. The comment period 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.

Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer, and may be concurrent with final balloting. **However, any substantive change subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.**

[ANSI Slide Deck On PINS, Forms, And Substantitive Changes](#)

[Key Steps For An ANSI Standard](#)