

Submit a comment during public comment opportunities

(non-voting option)

The first opportunity to comment on a proposed ANS is when the sponsoring ASD submits a Project Initiation Notification (PINS), and members of the general public can then review and comment on the proposal following the steps below. A draft standard is not available at the PINS phase. After the PINS phase, a draft proposed ANS must be announced for public comment through ANSI *Standards Action*; this is the public's opportunity to obtain and comment on a proposed draft document.

Check [ANSI Standards Weekly](#) And Review Call For Comments Sections

What you can expect once you submit a public comment in response to a draft proposed ANS at the public review phase

A few useful tips to keep in mind:

- Each ASD's comment consideration and resolution process is different, so be sure you understand the process and any associated deadlines and forms or formats for submitting comments.
- As defined in the ANSI *Essential Requirements*: "Unresolved: Either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures."
- Note that any subsequent substantive changes to the original draft announced for public comment require additional public review through *Standards Action*. A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes include:
 - Changing the word "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.

EXIT TIPS

Here's how the sponsoring ANSI-Accredited Standards Developer will respond to your input, in accordance with its procedures.

Read

- Comments related to the portions of the standard that are available for public comment are required to be considered by the sponsoring ASD.
- Comments submitted on portions of the document that are not under consideration are not required to be considered in the current review cycle.
- Comments on a draft are considered by the ASD in accordance with its procedures. Some ASD procedures require the consensus body to review public comments, while others engage a task group, the chair of the consensus body, or a staff person – there is no one "right" way to consider comments. Communicate directly with the ASD if you have questions about this process
- An effort to resolve all expressed objections accompanied by comments related to the proposal under consideration is required. ASDs approach this process in different ways including in writing, by phone, at meetings, or other ways.
- If an objection is not resolved, then the objector is given written notice of the disposition of the objection and the reasons for the disposition.
- If the objector does not accept the disposition and either wants to be on record as objecting to the action or wants to pursue an appeal, they must let the ASD know by the deadline established by the ASD.
- Any unresolved public comments must be shared with the ANS consensus body through another voting cycle to allow the consensus body members to consider the unresolved comments, attempted resolutions, and any related substantive changes, and decide whether they wish to approve the standard as an ANS in light of them. Written notification of the right to file a procedural appeal at the standards developer level is sent by the ASD to unresolved public review commenters at some point in the standards development process, most often near the conclusion of the process but always before evidence of consensus is sent to ANSI for consideration.

What options exist if you think the way your comments were handled or considered was not in accordance with the ASD's procedures?

First, ANSI's procedures encourage informal resolution before a formal appeal is filed, or resolution before the appeals process concludes, when possible.

Read

- If you have a concern, speak with the staff of the ASD. There may be more information that could clarify the issue – for example, you may misunderstand a written communication or procedure.
- Additional opportunities to contribute to the standard may exist – for example, you may be able to join a drafting group or attend a meeting or some other option to pursue your comments further.
- So before you consider taking a formal action, like filing an appeal, please make personal contact with the ASD staff; a list of contacts is posted on ANSI's website at ansi.org/asd.

All of this said, understand that if you do wish to file an appeal, you always start with an appeal to the ASD directly. The ASD's procedures, deadlines, and format requirements govern the appeals process at that level, so you need to obtain the ASD's appeal procedures. There may be a filing fee.

If the appeal to the ASD is not resolved to your satisfaction, only then do you have the right to file a procedural appeal with the ANSI Board of Standards Review (BSR), but that right to appeal is not available until after the BSR approves the standard as an ANS. (Also note that some ASDs approve ANS without BSR approval, and are called ANSI Audited Designators. The right to appeal ANS approved by these ASDs is different, so be sure to talk to the ASD staff for more information or contact psa@ansi.org.)

Evidence that an unresolved objector completed the appeals process at the ASD level is part of the record that is reviewed by the ANSI BSR. You can learn more about the appeal process to [BSR](#) – but keep in mind that:

- Notice of the right to appeal an ANSI BSR decision to approve a standard as an ANS is issued by ANSI after the ASD has submitted evidence of consensus to ANSI and after the ANSI BSR has voted that the evidence reflects procedural requirements with ANSI's rules.
- The ANSI BSR considers procedural appeals only, not technical-content-related appeals.