



**The Association for Packaging  
and Processing Technologies**

**PMMI The Association for Packaging and  
Processing Technologies  
(PMMI)**

**PROCEDURES FOR  
DEVELOPMENT AND MAINTENANCE  
OF STANDARDS**

**ANSI accredited SDO and Secretariat:**

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## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b> .....	1
<b>FOREWORD</b> .....	2
<b>Procedures for Development and Maintenance of the PMMI B155 Standards</b> .....	3
<b>1 GENERAL</b> .....	3
1.1 Steering Committee .....	3
1.2 Standards Committee Formation and Organization .....	3
<b>2 Secretariat</b> .....	4
2.1 Responsibilities .....	4
2.2 PMMI AS THE B155 SECRETARIAT .....	4
2.3 Copyright and Royalties .....	5
<b>3 THE B155 STANDARDS COMMITTEE(s) (B155.x SC)</b> .....	5
3.1 Organization .....	5
3.2 Officers .....	5
3.3 Executive Committee .....	5
3.4 Secretariat .....	5
3.5 Task Groups .....	5
3.6 Responsibilities .....	5
3.7 Responsibilities of the B155.x SC Chairperson .....	5
3.8 Membership .....	6
3.9 Interest Categories .....	7
3.10 Observers and Individual Experts .....	8
3.11 Termination of the B155.X SC .....	8
<b>4 Procedures for Developing a Standard or Technical Report</b> .....	8
4.1 Informal Review .....	8
4.2 Voting on Standards .....	8
4.3 Disposition of Views and Objections .....	9
4.4 Substantive Change to a Draft .....	9
4.5 Report of Final Voting Result .....	10
4.6 Submittal of Draft Standards .....	10
4.7 Submittal of Draft Technical Reports .....	10
4.8 Recommendation and Registration of a Technical Report .....	10
<b>5 MEETINGS</b> .....	10
5.1 B155.X SC Meetings .....	10
<b>6 Appeals</b> .....	11
6.1 Complaint .....	11
6.2 Response .....	11
6.3 Hearing .....	11
6.4 Appeals Panel .....	11
6.5 Conduct of the Hearing .....	11
6.6 Decision .....	11
6.7 Appeals to Recommend a Technical Report .....	11
<b>7 PMMI - B155 Policies</b> .....	11
7.1 Harmonization .....	11
7.2 Interpretations Policy .....	11
7.3 Record Retention Policy .....	12
7.4 Metric Policy .....	12
7.5 Commercial terms and conditions .....	12
7.6 Patent Policy .....	12
The ANSI patent policy - Inclusion of Patents in American National Standards specified in the ANSI Essential Requirements (clause 3.1) are considered part of these procedures. ....	12
7.7 Antitrust .....	12
<b>8 Communications</b> .....	12
8.1 Formal Internal Communication .....	12
8.2 External Communication .....	13
<b>Annex A – Essential Requirements</b> .....	13
<b>Annex B – Technical Reports</b> .....	13

## PMMI Procedures for Development and Maintenance of Standards

### FOREWORD

This document is divided into the Procedures for Development and Maintenance of Standards, as well as annexes (see below) which provide additional information about the development and processing of standards. These procedures were new in 2003 when PMMI changed from the “canvass” to “organization” method of standards development. The changes in this 2016 revision bring “PMMI’s Procedures” into compliance with the *most current edition of the ANSI Essential Requirements: Due process requirements for American National Standards*.

### INTRODUCTION

PMMI has been an accredited Standards Developing Organization (SDO) since 1972. PMMI is concerned with developing standards for processing and packaging machinery and packaging related converting machinery. Standards developed by PMMI are designated as “B155” standards.

The purpose of this document is twofold: 1) provide the PMMI B155 Standards Committees members with a concise overview of the role and function of the Committee as they operate within the ANSI voluntary consensus system; and 2) provide the B155 Standard Committee with a procedural resource on the process of developing an American National Consensus Standard and the rules that PMMI must follow to maintain their accreditation as an ANSI accredited Standards Developing Organization..

### THE B155 STANDARDS COMMITTEE – HISTORICAL OVERVIEW

PMMI The Association for Packaging and Processing Technologies (PMMI) has been active in the development of the safety standard for packaging machinery in the United States of America since 1970. These activities have been conducted using the guidelines promulgated by the American National Standards Institute (ANSI). ANSI is recognized in the United States and worldwide as the coordination and approval clearing house of America's voluntary standards system. In cooperation with its membership and through its councils, boards, and committees, ANSI coordinates the efforts of hundreds of organizations that develop American National Standards in the United States. It provides effective procedures and guidance necessary to help standards-writing organizations achieve consensus approval of proposed American National Standards.

Prior to 1972 no standard specifically addressed the safety concerns associated with Packaging and Packaging Related Converting Machinery. Between 1965 and 1968 two events began to unfold which have changed packaging machines significantly. Prior to 1965 product warranties covered those items specifically listed unless negligence was involved in an injury. Injured workers were only entitled to workman compensation as the sole source of remedy for an injury. Legal cases in 1965 finalized the concept of strict liability with the issuing of the Restatement, Second, Torts, 402(a), entitled, “Special Liability of Seller of Product for Physical Harm to User or Consumer”. The courts began using this concept in product liability cases. In addition, the United States Congress began consideration of new national workplace safety regulation. These regulations became law and were published in the Federal Register in 1970 and became known as OSHA regulations.

PMMI, in 1970, began work on a standard for safety for the packaging machinery industry. At that time PMMI felt it was important for the packaging industry to develop a set of safety guidelines. The first Standard was approved by the PMMI membership on September 27, 1972 and was approved as an ANSI Standard on August 6, 1973. The ANSI B155.1 standard has been reviewed and/or revised in 1979, 1986, 1994 and 2000. Significant changes were made in the ANSI B155.1-1994 and 2000 in response to the changing environment in which the industry conducts business and to address harmonization with ISO standards. The 2006 edition of PMMI B155.1 changed significantly when the standard was harmonized with the risk assessment requirements of the top “A” level ISO standards for TC199 Safety of Machinery.

From 1972 until 2002 PMMI developed the ANSI/PMMI B155.1 *the Standard for Packaging Machinery and Packaging - Related Converting Machinery Safety Requirements for the Construction, Care and Use* using the “canvass” method as accredited by ANSI. In 2006 PMMI changed to the “committee” method for the revision of B155.1 published in 2006. During 2014 PMMI was expanded to include companies who manufactured processing machinery for food, beverage and pharmaceutical products. Therefore, in 2015 the scope equipment covered by PMMI standard development was expanded to include machinery for processing food, beverage and pharmaceutical products.

## Procedures for Development and Maintenance of the PMMI B155 Standards

### 1 GENERAL

These procedures for the development and maintenance of PMMI The Association for Packaging and Processing Technologies (herein designated as "PMMI") standards provide for due process, openness, balance and development of consensus standards proposed for approval by the individual "B155 standard committees" served by the PMMI Secretariat.

The B155 Standards Committees (SC) are designated as PMMI B155.x (X = 1, 2, 3, etc) based on the specific scope of the committees work.

#### 1.1 Steering Committee

A B155 Steering Committee will be established at the discretion of the Secretariat.

It shall be the responsibility of the Steering committee, subject to the approval of the Board of Directors of PMMI, to decide what standards development or technical report activities will be undertaken by the PMMI secretariat. The purpose of the steering committee is to determine what new work items shall be undertaken, which B155.x SC shall do the work and when a new B155.x SC is required to be formed. The Steering Committee serves as an advisory committee to the Secretariat and the B155.x SC Chairperson(s).

Steering committee membership will consist of each B155.x SC Chairperson, a Representative of the Secretariat and other such members as designated by the secretariat.

The technical director of PMMI or his/her designate will serve as the Chairperson of the Steering Committee.

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

#### 1.2 Standards Committee Formation and Organization

Any member of a B155.X SC or a directly and materially affected party may petition the Secretariat in writing for undertaking a new work item or formation or a new B155 standards committee. The request shall outline the scope of the anticipated standard or technical report and justify the perceived need. All requests for new work items for the PMMI secretariat shall be brought before the steering committee. Within 90 days of receipt of a request for a new work item the Secretariat shall coordinate a vote (simple majority of the committee) of the steering committee regarding the new work item or formation of a new

B155 standard committee. Any action of the steering committee may be appealed to the PMMI Board of Directors.

Subsequent to the B155.X SC formation approval process, a Project Initiation Notification System (PINS) form will be filed with ANSI by the Secretariat for publication in *Standards Action*. If a PMMI receives written comments, within 30 days, from the publication date of a PINS announcement in *Standards Action*, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by the PMMI and the commenter and shall be concluded before the PMMI may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and the PMMI can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then the PMMI may be excused from compliance with this requirement. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the PMMI and commenter (ideally as a joint submission) to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the related candidate standard to ANSI for approval. While the outcome is not binding, participants are encouraged to develop a consensus on whether and how the standards development project should proceed.

Once a B155.x SC's formation has been approved, the Secretariat will coordinate a meeting to organize the members, appoint a Chairperson and committee secretary. At the initial meeting, committee participants will review and concur with the scope previously developed. Any substantive changes to the scope of the standard or technical report requested by the committee shall be approved by the B155.x SC and submitted to the Steering Committee for approval.

Substantive changes to a standard or technical report scope are not exclusive to the committee formative stage, but can also be made at any time during the document development cycle, provided the procedure outlined above is followed and opportunity for public comment is afforded.

## **2 Secretariat**

### **2.1 Responsibilities**

PMMI shall act as Secretariat for each B155.x committee and be responsible for:

- a) Applying for Standards Developer accreditation approval by ANSI and maintain accreditation in accordance with the ANSI requirements contained the ANSI Essential Requirements;
- b) Providing oversight for the B155.X SCs and the committee's compliance with these and ANSI Essential Requirements;
- c) Maintaining a current and accurate roster of the B155.X SC and a list of standards and technical reports for which the B155.X SC is responsible);
- d) Providing a technical representative and administrative assistant to perform oversight activities and the administrative responsibilities and duties, including but not limited to: meeting notices and arrangements, processing of membership requests, review of attendance at committee meetings, preparation and distribution of meeting agendas, minutes, ballots, draft standards, Interest Category Surveys, and maintenance of adequate records;
- e) Reviewing of B155.X SC adherence to the PMMI and ANSI Essential Requirements;
- f) Performing or arranging editorial review of final draft standards and technical reports;
- g) Conducting B155.X SC formal review and voting of candidate draft standards, as well as coordinate with ANSI (BSR 8 form) for the public review and comment period (usually concurrent with the B155.X SC review);
- h) Submitting candidate standards approved by the B155.X SC along with supporting documentation, for ANSI review and approval as American National Standards;
- i) Recommending candidate technical reports approved by the specific B155.X SC writing committee, along with supporting documentation, for ANSI to register as an ANSI Technical Report;
- j) Publishing ANSI approved or registered B155 standards, technical reports, revisions, and addenda;
- k) Coordinating and respond to requests for interpretations of the standard(s) or technical report(s) developed by the B155.X SC;

- l) Developing revisions to these PMMI Operating Procedures, and coordinate their subsequent approval by ANSI;
- m) Submitting to periodic audit of overall procedural conformance by ANSI, and remit required ANSI fees;
- n) Enforcing antitrust regulations at B155.x SC meetings or other related functions;
- o) Performing any other administrative or oversight functions as required by these procedures, by ANSI, or as deemed necessary to accomplish the overall objectives of the B155.X SC;
- p) Overseeing all B155 committees' compliance with these procedures, including the balance of directly and materially affected parties;
- q) Serving as the secretary of each of the B155 standards committees;
- r) Preparing and maintaining records to provide evidence of compliance with these procedures. Records concerning new, revised, or reaffirmed American National Standards maintained under the periodic maintenance option shall be retained for one complete standards cycle or until the Standards, or a part(s) of an American National Standard is revised. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal.

### **2.2 PMMI AS THE B155 SECRETARIAT**

#### **2.2.1 Organization**

The Secretariat for the B155.x SC activities is PMMI. PMMI may designate a representative as a member to any B155.x SC and Steering Committees. This can be the same individual or different staff members. PMMI will also assign an individual to serve as the "secretary" of each B155.x SC for the administrative responsibilities and duties thereto.

The term "Secretariat" as used throughout these procedures means the combination of PMMI staff members who are designated by PMMI with these B155 responsibilities either in whole or in part.

#### **2.2.2 Administrative Procedures**

The Secretariat will maintain a set of written internal administrative procedures that describe the various processes of how the Secretariat will conduct, manage and administer its myriad duties and responsibilities under these procedures. These administrative procedures will be available to any B155.X SC member upon written request to the Secretariat.

The Secretariat will ensure that these administrative procedures remain current and functional, and will

revise them as necessary to ensure the overall integrity and accountability of the Secretariat (PMMI) as an ANSI-Accredited Standards Developer Organization.

### **2.3 Copyright and Royalties**

The Secretariat holds the copyrights to all B155 standards and technical reports. The Secretariat claims exploitation rights and entitlement to all royalties from the sale of published B155 standards and technical reports, or licensing arrangements with third parties for the publication of B155 standards and technical reports in either print or electronic media. Revenues are used to help defray a portion of the administrative costs incurred by the Secretariat in conjunction with the performance of its responsibilities and duties to the B155 community and to ANSI during the development, processing, publication and distribution of B155 standards and technical reports.

## **3 THE B155 STANDARDS COMMITTEE(s) (B155.x SC)**

The purpose of each B155.x SC is to develop American National Standards for approval by the American National Standards Institute Board of Standards Review. Each B155.x SC shall act as its own administrator for the standards it shall be formed to develop. A B155.x SC may develop a Technical Report using these procedures as modified in Annex B

B155 standards and technical reports cover the requirements for a specified (set of) processing, packaging or packaging related converting machine(s) (herein referred to as processing and packaging machine) or specified aspect of processing and packaging machine that reflects the state of the art for a specific machine or aspect of machine safety.

### **3.1 Organization**

Each B155.x SC will consist of its members and Secretariat. It will have a title, scope, and an interest category system for its members. The membership will be sufficiently diverse to ensure reasonable balance.

### **3.2 Officers**

There will be a Chairperson and a Vice-Chairperson appointed by the Secretariat from the individual members or representatives of the B155.x SC, subject to approval by vote of the B155.x SC. Approved officers automatically become B155.x SC members. Each Chairperson and Vice Chairperson will serve a two year term or until a successor is selected and ready to serve, beginning October 1, 2007. The Chairperson or Vice-Chairperson may serve more than one two year term. The Vice-

Chairperson will carry out the Chairperson's duties if the Chairperson is temporarily unable to do so. The Chairperson or Vice-Chairperson may be impeached by a vote of the B155.x SC.

### **3.3 Executive Committee**

The B155.x Executive Committee will consist of the B155.x SC Chairperson, Vice-Chairperson and Secretariat.

### **3.4 Secretariat**

The Secretariat of each B155.x SC is PMMI The Association for Packaging and Processing Technologies headquartered in Reston, Virginia.

### **3.5 Task Groups**

B155.X SC *Ad Hoc* Task Groups may be formed by approval of the B155.x SC Executive Committees. Such Task Groups should have a defined scope and an approximate timetable for completion of their assigned task, after which the *ad hoc* Task Group will automatically dissolve.

### **3.6 Responsibilities**

#### **3.6.1 Standards Committee**

The B155.x SC will be responsible for:

- a) Managing the development of proposed B155 standards and technical reports within its scope and assigned to the B155.x SC committees. This includes the revision, reaffirmation or withdrawal, or termination of the development process as detailed in the ANSI essential requirements clause 4.2.1.3) of American National Standards;
- b) Voting on approval of proposed B155.x standards developed by its standard committee;
- c) Maintaining the B155.x standards and technical reports developed by the committee;
- d) Addition / termination of B155.X SC members;
- e) Considering and acting on proposals for termination of the B155.X SC;
- f) Other matters requiring B155.X SC action as provided in these procedures; and
- g) Strictly observe rules regarding antitrust.

#### **3.7 Responsibilities of the B155.x SC Chairperson**

The responsibility of each B155.x SC Chairperson includes, but is not limited to:

- a) Encourage dialog, input and participation in document development at committee meetings;
  - b) Conduct B155.x committee meetings in an orderly and productive manner;
  - c) Afford the different interests on the committee the opportunity for fair and equitable participation;
  - d) Determine when that dialog becomes non-productive, and re-focus the energies of the committee participants;
  - e) Work with the Secretariat to mutually determine an appropriate meeting/work schedule in order to meet deadlines; and
  - f) Derive the list of committee member names for inclusion in the published standard.
- a) Direct or control the activities of the B155.x committee;
  - b) Assure fair and equitable consideration of all viewpoints;
  - c) Resolution of instances of B155.X SC membership imbalance;
  - d) Approval of additional committee members (once the membership has been capped);
  - e) Select an appeals panel;
  - f) Decide disposition of B155.x SC members found in habitual default of their obligations; and
  - g) Resolve any other disputes as outlined or implied in these procedures.
  - h) Determine whether a change, in response to comments received on a draft standard or technical report, constitutes a substantive change.

### 3.7.1 Responsibilities of the B155.x Sc Members

The responsibility of each B155 committee (the Chairperson being accountable) will be to:

- a) Develop the definitive / technical content of an assigned standard or technical report;
- b) Respond or comply with direction from the committee Chairperson, the Secretariat or the B155.x Executive Committee; and
- c) Consider and respond to issues, views, and objections resulting from letter ballots, requests for interpretation, *Standards Action* activity, and any other formal request for consideration.
- d) Attend as many meetings as possible;
- e) Be ready and willing to accept homework assignments;
- f) Assume an approach of compromise as opposed to confrontation;
- g) Support a policy of openness and encourage face-to-face, or otherwise direct handling of dissenting points of view;
- h) Become knowledgeable about the PMMI procedural steps that are going to impact on the committee draft;
- i) Realize that you do not serve on a standard committee in order to promote or inhibit the use of any one product;
- j) Apprise the Secretariat of any changes in personal contact information (address, phone, fax, email, etc.); and
- k) Strictly observe rules regarding antitrust.

### 3.7.2 Executive Committee

The B155.x SC Executive Committee's responsibilities include the following:

### 3.8 Membership

Members of the B155.x SC will consist of organizations (preferably national in scope), companies, government agencies, unions, trade associations, insurance groups, technical societies, machinery and equipment manufacturers, machinery users and individuals or other entities having a direct and material interest in the activities of the B155.x SC.

The addition or termination of members will be subject to approval by majority vote of the B155.x SC after the application has been processed, or the membership reviewed.

#### 3.8.1 Application

A request for membership in the B155.x SC will be addressed to the Secretariat; will indicate the applicant's direct and material interest in the B155.x SC's work, and qualifications and willingness to participate actively. If the applicant is an organization, company, or government agency, it will identify a Delegate, an Alternate, and a contact person within the organization as representatives of the applicant. The contact person can be the delegate or alternate.

The Secretariat will send an application form for completion by the applicant designating which B155.x standards activities the applicant has a direct and material interest in.

The application form should be returned to the Secretariat within 30 days to be included as part of the application for membership.

### 3.8.2 Recommendation

In recommending appropriate action to the B155.x SC on applications for membership, the Secretariat will consider the:

- a) Need for active participation by an interest category in each standard and technical report activity;
- b) Potential for imbalance or dominance by a single interest category in each standard or technical report activity
- c) Extent of interest expressed by the applicant and the applicant's willingness to participate actively;
- d) Qualifications of representatives identified by the applicant organization, company, or government agency.

The Secretariat may consider reasonable limits on the size of the B155.x SC.

### 3.8.3 Diverse Interests

If distinct divisions of a single organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the B155.X SC, each may apply for membership.

### 3.8.4 Combined Interests

When appropriate, the Secretariat may recommend that the applicant seek representation through an organization that is already a member of the B155.x SC and represents the same or similar interest.

### 3.8.5 Review of Membership

The Secretariat will review each B155.x SC membership list with respect to the criteria of participation. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the Secretariat will so notify the member. Should that default continue beyond two subsequent actions requiring the attention of the B155.x SC members, the Secretariat will direct the matter to the B155.x SC Executive Committee for appropriate action, which may include termination of membership on the committee.

### 3.8.6 Membership Roster

The Secretariat will maintain a current and accurate roster for each B155.x SC and will distribute an updated roster to the members and otherwise on request. The rosters will include the following:

- a) Title of the B155.x SC and its designation;
- b) Scope of the B155.x SC;

- c) Secretariat - name of organization, name of the technical and administrative representatives, and contact information;
- d) Officers - Chairperson and Vice-Chairperson;
- e) Members - name of organization or agency, its delegate, alternate, and contact person (as applicable), address, phone, fax, email numbers, and business affiliations; or name, address, and business affiliation of individual member(s);
- f) Interest Category of each member.

### 3.9 Interest Categories

All appropriate interests that might be directly and materially affected by the standards activity of the B155.x SC will have the opportunity for fair and equitable participation without imbalance or dominance by any single interest category, individual or organization. No interest category will represent more than one-third of a consensus body. Each B155.x SC member will select an interest category as appropriate and in accordance with the B155.x SC's established categories as defined below.

- A. **Manufacturer** – those directly concerned with the fabrication, production, manufacture or distribution of the product(s) or component(s) involved. This category includes trade associations representing member organizations that manufacture, fabricate, produce or distribute the product or component involved.
- B. **User** – those who purchase own or otherwise use the product(s) or component(s) involved. This category includes trade associations representing member organizations who purchase, own or otherwise use the product or component involved.
- C. **Professional (Societies or Individuals)** – Those organizations or individuals that represent disciplines within the packaging industry (e.g. Institute of Packaging Professionals, ASME etc) or segments of the packaging industry.
- D. **Materials /Components** – Those organizations or individuals who represent the industry segment that supplies packaging materials and components for use on processing and packaging machinery
- E. **General** – those who have interest other than the categories above, and which may include any of the following:
  - a) Federal, state or local governmental bodies having regulatory power, influence or interest in the field in question;

- b) Specialists having expert knowledge in the committee's work who are not otherwise covered by another category of interest;
- c) Representatives of independent laboratories;
- d) Organized labor;
- e) Employees affected by the standard or technical report;
- f) Insurance interests;
- g) Researchers (academia);
- h) Other.

The interest categories will be established or revised by vote of the B155.X SC upon recommendation by the B155 Secretariat. The rationale for the selection of categories will be included in the committee ballot.

### 3.10 Observers and Individual Experts

Individuals and organizations having an interest in the work of the B155.x SC may request listing as observers. The B155.x SC may also select individual experts to assist it. Observers and individual experts will be advised of the B155.X SC activities, may attend meetings, and may submit comments for consideration, but will have no vote in B155.x SC matters.

### 3.11 Termination of the B155.X SC

A proposal to terminate a B155.x SC may be made by a directly and materially affected interest. The proposal will be submitted in writing to the B155.x Secretariat and will include at least the following:

1. Reasons why the B155.x SC should be terminated;
2. The name(s) of the organization(s) that will assume responsibility for maintenance of any existing American National Standard(s) and Technical Report(s) that are the responsibility of the B155.x SC.

If it appears, after discussion among the proponent of the action, the Secretariat and the ANSI Executive Standards Committee (ExSC) or its designee, and review by ANSI that the desired objective(s) can best be reached by termination, the proposal and supporting documentation will be submitted to the B155.x SC with a letter ballot to terminate the B155.x SC and transfer responsibility, as appropriate, for the affected standard(s) and technical report(s). Concurrently, the proposal will be announced in *Standards Action* for public comment. A 2/3 affirmative vote of the B155.x SC is required for termination.

## 4 Procedures for Developing a Standard or Technical Report

### 4.1 Informal Review

Prior to formal review and at the B155.x SC Chairperson's discretion, he/she may submit a draft for an informal public review outside of the writing Committee. This will generally consist of a list of individuals knowledgeable in the provisions and use of the standard, and may include other B155.x SCs. Upon receipt and consideration of this input, the B155.x SC will finalize the draft standard for formal review.

Informal public review is used to garner informal input on the draft for a variety of reasons, and is a process outside of "typical" ANSI or PMMI due process procedures. The B155.x SC is therefore under no obligation to incorporate, or formally respond to comments received in this process, provided this notification is clearly communicated to recipients upon provision of the draft and solicitation of their comments. The process of informal public review may be conducted more than once.

### 4.2 Public Review

Public review of the draft shall occur when a draft is submitted for formal ballot by submitting the draft to ANSI for notice of public review in "Standards Action".

The Secretariat will transmit a copy of the proposed new, revised, or reaffirmed standard to the administrator(s) of the appropriate U.S. Technical Advisory Group(s).

### 4.3 Voting on Standards

Voting on individual standards will be conducted by letter ballot only according these procedures. The Secretariat will conduct an official letter ballot on the final draft standard to the B155.x SC member delegates and alternates.

Voting on all other administrative or non-administrative matters discussed in these procedures will be as outlined throughout this section of the procedures.

#### 4.3.1 Authorization of Letter Ballots

A Letter Ballot may be authorized by any of the following:

- a) Majority vote of those present at a B155.X SC meeting;
- b) The B155.x SC Chairperson;
- c) The Secretariat ;
- d) Petition of 20% or more B155.X.SC members to address one or more issues not already balloted to or otherwise decided by the committee

### 4.3.2 Letter Ballot Voting Period

The voting period for letter ballots on final draft standards will end 45 days (or eight weeks if unable to provide electronically) from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the B155.x Secretariat's, when warranted.

The voting period for letter ballots on all other B155 related administrative or procedural matters will end four weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier.

A follow-up communication requesting immediate return of a letter ballot will be sent, as appropriate, to B155.x SC members (delegates and alternate members) whose votes have not been received within 10 working days before the ballot closes.

### 4.3.3 Voting

Each B155.x SC member (delegate and alternate) will vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote will be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain, (e.g., "No Interest") for ballots requiring full B155.X SC vote.

### 4.3.4 Vote of Alternate

An alternate's vote is counted only if the principal representative (delegate) fails to vote by the deadline date of a letter ballot.

If votes are cast concurrently and in opposition, the delegate's vote will supersede, however, the Secretariat will make timely notice to the delegate of the inherent conflict.

### 4.3.5 Representing more than one organization

A B155.x SC member will have only one vote. This means that no individual representative will have more than one vote or can represent more than one organization

#### 4.3.5.1 The Vote

To be considered a valid vote, all B155 voting bodies (B155..x SC, Executive Committee and Steering Committee) must have a 2/3 majority of the listed members actually vote (or return an official ballot).

In cases that do not meet the above criterion, the Secretariat must recast the vote.

#### 4.3.5.2 Majority required

On all voting issues, a 2/3 majority approval of those voting will result in the vote passing. The following is a list of voting issues:

- a) Approval of *ad hoc* Task Group formation;
- b) Approval of a change of a committee scope; and
- c) Creation of a *new* standard or technical report;
- d) Revisions and reaffirmations to *existing* standards;
- e) Withdrawal of an *existing* standard or technical report;
- f) Adoption of the B155 standard committee procedures, interest categories, or revisions thereof.
- g) Discontinuance of a standard or technical report project.

### 4.4 Disposition of Views and Objections

When the balloting has been closed, the Secretariat will forward the ballot tally, views, and objections to the Committee Chairperson who will determine whether the expressed views and objections will be considered by correspondence or at a meeting.

Prompt consideration will be given to the expressed views and objections of all participants, including those who commented from the public comment period listing in *Standards Action*. An effort to resolve all expressed objections will be made, and each objector will be advised in writing of the disposition of the objection and the reasons therefore, and unresolved objectors will be informed in writing of their right to appeal such decisions. Any continued objections received shall be handled in accordance with clause 2.6 of the ANSI Essential Requirements.

The response to comments received as part of the public review will include language that informs the commenter that the comment will be considered "resolved" unless the commenter files a "continuing objection within 15 days.

Substantive changes and unresolved objections along with attempts at resolutions will be reported to B155.x SC members in order to afford all Voting Group members an opportunity to respond, reaffirm their previous vote or change their votes within two weeks.

### 4.5 Substantive Change to a Draft

All substantive changes made to a draft will require an additional ballot by B155.XS SC and an additional public review as specified in clause 2.5 of the ANSI Essential Requirements. Only the substantive changes, not the entire draft, are subject to this follow-

up requirement. The committee is responsible for determining a substantive change.

Editorial changes are not subject to this requirement. All changes in the right-hand explanatory (“E Side”) column of a standard are considered to be editorial. An example of an editorial change is a correction in grammar or clarification that does not change the intent of the language. Examples of substantive changes would be changes in numerical values or language (i.e., changing an advisory requirement by changing the word “should” to “shall,” or vice-versa).

#### **4.6 Report of Final Voting Result**

The final result of the voting will be recorded, tabulated and reported to the consensus body and ANSI, as appropriate, by the Secretariat.

#### **4.7 Submittal of Draft Standards**

Upon completing the development of a draft standard, the committee Chairperson will authorize submission of the final draft to the Secretariat for editorial review and submission to the B155.x SC for a formal review via official letter ballot. The editorial review will consist only of minor grammatical edits or conformance to the ANSI Style Guide-sheet. Changes made beyond those above must go back to the committee for concurrence before conducting an official B155.x SC letter ballot.

The B155.x SC Chairperson may also request concurrent review of a final draft. In this case, the Secretariat will submit the final draft to the B155.x SC and solicit public comment through *Standards Action* concurrently.

#### **4.8 Submittal of Draft Technical Reports**

Upon completing the development of a draft technical report, the B155.x SC Chairperson will authorize submission of the final draft to the Secretariat for editorial review and consideration of recommendation to ANSI for registration as an ANSI Technical Report. The editorial review will consist only of minor grammatical edits or conformance to the ANSI Style Guide-sheet. Changes made beyond those mentioned above must go back to the B155.x SC for concurrence before final recommendation to ANSI.

#### **4.9 Recommendation and Registration of a Technical Report**

The ANSI Procedures for the Registration of ANSI Technical Reports place the decision to publish a technical report with the Accredited Standards Developer, in conformance with its own operating procedures. When the Secretariat receives a formal request from a technical report writing Committee Chairperson that the draft document is “final” and ready for registration by ANSI, the Secretariat accepts the responsibility and will be accountable to

exercise due diligence in ensuring that due process during the development of the technical report as well as consensus has been achieved within the committee or the B155 community as a whole. The Secretariat reserves the right to conduct additional review at its discretion (e.g., B155.X SC ballot or additional public review), or to deny recommendation to ANSI for registration as a technical report.

## **5 MEETINGS**

### **5.1 B155.X SC Meetings**

B155.x SC meetings will be held, as decided upon by the B155.x SC, the B155.X SC Chairperson, the Secretariat, or by petition of five or more members. Meetings will be organized for the purpose of conducting business, such as but not limited to making assignments, receiving reports of work, considering the need for draft standards or technical reports, and considering views and objections from any source.

The B155.x SC Chairperson or Vice-Chairperson will be present at all meetings. Each B155.x SC will meet as the work requires.

#### **5.1.1 Open Meetings**

Meetings of each B155.x SC will be open to all members and others having a direct and material interest, including members of the general public. At least four weeks' notice of regularly scheduled meetings will be given to ANSI by the Secretariat for publication in *Standards Action* and/or in other media designed to reach directly and materially affected interests, as deemed appropriate by the Secretariat. The notice will describe the purpose of the meeting and will identify a readily available source for further information. An agenda will be available and will be distributed in advance of the meeting to members and to others expressing interest. Meeting reports will be generated and distributed by the Secretariat. The Secretariat may at its option, maintain a permanent mailing list of other interests.

#### **5.1.2 Quorum**

A majority of the B155.x SC members present at a meeting will constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation via subsequent letter ballot.

#### **5.1.3 Meeting Venue**

Meetings can also be conducted through means other than in-person. Communications media such as teleconference, videoconference, facsimile or other electronic modalities (i.e., web-based discussion boards, email, etc.) may also be used, provided measures are implemented to ensure there is no exclusion of interested participation on the

Committee's development process of a draft standard or technical report.

## **6 Appeals**

Persons who have directly and materially affected interests and who have been, or who presume they will be adversely affected by a B155 standard within the B155.X SC's jurisdiction, will have the right to appeal procedural actions (or in-actions) of the B155.X SC or the Secretariat.

### **6.1 Complaint**

The appellant will file a written complaint with the Secretariat within thirty days after the date of action or at any time with respect to inaction. The complaint will state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that are at issue, actions or in-actions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each will be noted.

### **6.2 Response**

Within thirty days after receipt of a complaint, the respondent (B155.x Chairperson or Secretariat representative) will respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

### **6.3 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Secretariat will schedule a hearing with an appeals panel on a date agreeable to all participants.

### **6.4 Appeals Panel**

The appeals panel will consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute.

The B155 appeals panel will be selected by the B155.x SC Executive Committee, using the B155.X SC members committee Chairpersons as a primary source of potential panelists. The Executive Committee will reserve the right to provide other potential candidates outside of the B155 community if deemed necessary (as in perhaps, the case of direct conflict with B155 Executive members).

At least two members will be acceptable to the appellant and at least two will be acceptable to the respondent

## **6.5 Conduct of the Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or in-actions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the B155.X SC and the Secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. For the hearing, *Robert's Rules of Order* (latest edition) will apply to questions of parliamentary procedure not otherwise covered herein.

## **6.6 Decision**

The appeals panel will render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. The appellant will be provided a copy of the decision. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the B155.X SC or the Secretariat with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the B155.X SC or the Secretariat for appropriate reconsideration.

## **6.7 Appeals to Recommend a Technical Report**

Materially affected interests who wish to appeal the Secretariat's recommendation of a technical report to ANSI for registration, or refusal to make such recommendation, may avail themselves of the preceding appeals policies.

## **7 PMMI - B155 Policies**

### **7.1 Harmonization**

All B155 committee should review and consider the relevant International (ISO, IEC) standards and the requirements of those standards for the purpose of harmonization of the B155 standards with International standards when it is feasible and appropriate.

### **7.2 Interpretations Policy**

The B155.X SC does not formally or informally provide interpretations of standards or technical

reports, but regards such requests as a view or objection to be considered in the revision process (cycle) of a standard or technical report.

Any such requests for interpretation will be filed by the Secretariat and submitted to the appropriate B155 committee for consideration of incorporation or clarification at the committee's next meeting (if the committee is active during a revision) or when the committee is reconvened for the next revision cycle.

Inquiries requesting an interpretation of a B155.X SC approved B155 standard or technical report must be in writing, and will be responded to by the Secretariat with either a copy of the B155.X SC Interpretations Policy and an invitation to present their concerns to that particular standard or technical report writing committee during its current or next revision cycle.

### **7.3 Record Retention Policy**

Each committee will submit to the B155 Secretariat a copy of all standards related records including but not limited to meeting notices, agendas, minutes, and draft documents. The Secretariat will retain these documents in either electronic or paper media for one (1) complete standard's cycle or until the standard or technical report is revised, reaffirmed, or withdrawn. Upon completion of its next published revision, all previously retained records specific to the standard or technical report will be destroyed. The actual approved American National Standard or registered Technical Report will be retained for a period of thirty (30) years.

Records for withdrawn standards will be retained for a minimum of five (5) years.

### **7.4 Metric Policy**

Dimensions and other units of measure will be given in metric (SI) units followed by English units (e.g., inches, pounds, gallons) in parentheses (soft conversion from English to Metric units will be permitted (e.g.: 14.6 cm (5 ¾ in)). "Soft Metric" means the result of mathematical conversion of inch-pound measurements to metric equivalents in specifications. The physical dimensions are not changed.<sup>1</sup>

### **7.5 Commercial terms and conditions**

The commercial terms and conditions specified in the ANSI Essential Requirements (clause 3.2) are considered part of these procedures.

### **7.6 Patent Policy**

The ANSI patent policy - Inclusion of Patents in American National Standards specified in the ANSI

Essential Requirements (clause 3.1) are considered part of these procedures.

## **7.7 Antitrust**

PMMI, as the B155 Secretariat, is a registered trade association with its principal place of business in the United States. Therefore, PMMI conducts its committee meetings under the auspices of the U.S. Department of Justice antitrust regulations. Any B155-related meeting is subject to these same regulations and they will be strictly observed. In brief, the following discussions are prohibited either inside of, or in conjunction with Secretariat sponsored meetings:

- a) Discussion which could be interpreted as collusion or other attempt to agree or bring about an understanding regarding price, conditions of sale including warranties, and customers;
- b) Discussion regarding cost data of any manufacturer or seller;
- c) Discussion on pricing or pricing methods;
- d) Discussion on marketing plans or plans for introduction of innovative technology;
- e) Discussion which could be interpreted as an attempt to exclude from manufacture or sale by means of standardization requirements greater than needed to effect a legitimate end use; or
- f) Discussion which could be interpreted as an agreement or understanding to develop a standard, recommended practice, technical practice or interpretation, the purpose of which would be to affect the competitive position of any person or business entity.

Although everyone in the entire "B155 community" is responsible for observing antitrust regulations, the Secretariat is ultimately accountable for their application.

## **8 Communications**

All formal or official B155.X SC correspondence should be printed on "PMMI B155 Standards Committee" letterhead.

### **8.1 Formal Internal Communication**

If correspondence between Committees involves issues or decisions (i.e., non-routine matters) affecting other committees, copies will be sent to all affected B155 committee Chairpersons, the Secretariat, and the B155.X SC officers.

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<sup>1</sup> U.S. General Services Administration Acquisition Manual Part 511.001 definitions

## **8.2 External Communication**

Inquiries relating to the B155.X SC should be directed to the Secretariat. B155.X SC members should inform individuals who raise such questions of this requirement. All replies to external inquiries will be made through the Secretariat.

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### **Annex A – Essential Requirements**

Copies of the American National Standards Institute “Essential Requirements” document may be obtained from [www.ansi.org](http://www.ansi.org)

### **Annex B – Technical Reports**

The procedures outlined in Section 1 through 8.2 are the same procedures for developing technical reports **except** the voting majority requirements contained in Section 4.2.5.1 and 4.2.5.2 (2/3) is changed to 1/2 for technical reports.