

ACOUSTICAL SOCIETY OF AMERICA

GUIDELINES FOR ANSI ACCREDITED S COMMITTEE WORKING GROUPS

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ACOUSTICAL SOCIETY OF AMERICA COMMITTEE ON STANDARDS
(ASACOS)**

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GUIDELINES FOR ANSI ACCREDITED S COMMITTEE WORKING GROUPS

I. INTRODUCTION

The aim of these guidelines is to provide an understanding of our structure, the policies that govern the work we do, and the processes by which ASA develops and maintain standards.

As it is currently structured, the Acoustical Society of America's Standards program consists of the following elements:

Accredited Standards Committees (ASCs) – The ASA program includes four ANSI-Accredited Standards Committees and one subcommittee:

- S1, Acoustics
- S2, Mechanical Vibration and Shock
- S3, Bioacoustics
 - S3/SC 1, Animal Bioacoustics
- S12, Noise

These ASCs are responsible for developing and maintaining American National Standards within their scopes. Each of these committees has working groups under them that assist them by drafting standards for possible approval by their respective committee and by assisting in the resolution of comments and objections related to those drafts or existing American National Standards.

The ASCs each have an Advisory Group, usually made up of a chair and vice chair, who proposes the plan of action for the S Committee and reports to the committee annually. They may also have informal or formal Liaison Groups that provide interface with other organizations on topics of mutual interest.

The Accredited Standards Committees each function under ANSI-accredited operating procedures that require the committees to ensure:

- Balance – membership is balanced by interest categories (Producer, Consumer, Government, Trade Association, or General Interest), with no single interest dominating.
- Openness – membership is open to all directly- and materially-affected parties.
- Due Process – all comments and objections are considered, and parties have the right to appeal.
- Consensus – 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.

It is important to keep in mind that the ASC, not the working group, is the "consensus body," and that body comprises ASA organizational members with a direct and material interest in the work of the committee. These members do pay a fee, which helps to offset both the cost of managing the ASC and in facilitating the development of American National Standards. For more detailed information on our ANSI-Accredited

Operating Procedures for these committees, please visit our website <https://acousticalsociety.org/acoustical-society-standards/>

U.S. Technical Advisory Groups (U.S. TAGs) - The ASA program includes eight U.S. TAGs:

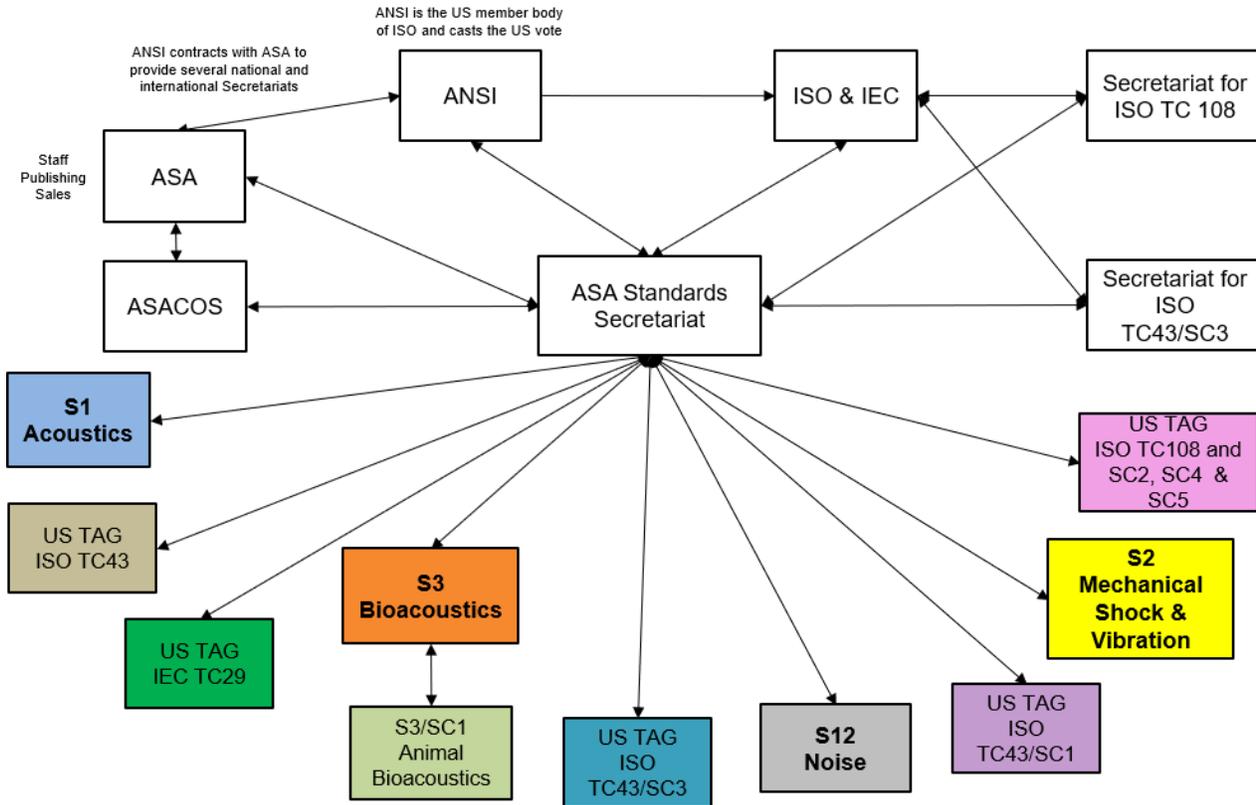
- IEC/TC 29, Electroacoustics
- ISO/TC 43, Acoustics
- ISO/TC 43/SC 1, Noise
- ISO/TC 43/SC 3, Underwater acoustics
- ISO/TC 108 Mechanical vibration, shock and condition monitoring
- ISO/TC 108/SC 2 Measurement and evaluation of mechanical vibration and shock as applied to machines, vehicles and structures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

These U.S. TAGs are responsible for providing U.S. input on ISO or IEC standards in the relevant committees. Members of the U.S. TAGs may be appointed to serve as U.S. expert-members of working groups within those ISO or IEC committees.

Membership in either the ASCs or the U.S. TAGs is on an organizational level (e.g., the members are companies, professional organizations, trade associations, governmental agencies, and the like). Individuals are appointed by these organizations to vote on technical and administrative matters on behalf of the member organization.

Additional details about organizational participation in one of the ASCs or U.S. TAGs may be found in the current edition of the Guide to Participation, available from the Secretariat or on the ASA website at <https://acousticalsociety.org/acoustical-society-standards/>.

ASA Standards Program



Working group – A working group is a subgroup of a Standards Committee with a specific charge to assist the Committee in the development of one or more specific standards or technical reports within a specified scope.

A working group may also be charged by its parent S Committee to evaluate an international standard or a series of standards for national adoption; to revise older ANSI standards to reflect newer technology and requirements; or to study a body of knowledge to determine if standardization is appropriate. Although the guidelines found in this document generally focus on the development of a new standard, they also apply to a working group charged with any of the aforementioned tasks. Overall, from start to finish, it is expected that a working group will develop a document that should be acceptable for balloting by the appropriate parent committee within 18 to 36 months of its formal establishment as a working group. While it is strongly encouraged that a working group develop a standard in less than 3 years, it is also recognized that there are extenuating circumstances when this deadline may be extended.

II. PRE-WORKING GROUP ESTABLISHMENT

The idea for a new standard or technical report may arise from within the S Committee; from observation and monitoring of international standardization efforts; or from someone outside the committee. Such ideas may be discussed in a general sense at S Committee meetings or by personal communication with the S Committee leadership. If the scope of the new proposal falls within an existing working group, the S Committee chair will facilitate communication among the interested parties. If it is a new idea, a new working group will need to be

established. In most cases, the person making the new work item proposal should be prepared to chair the working group, if it is formed—and it is he or she who acts as main point of contact for the working group and is responsible for delegating tasks. The chair is also responsible for taking the lead in scheduling meetings, maintaining records (e.g., meeting minutes, rosters, etc.), and for providing annually to the secretariat a working group status report.

The prospective working group chair, in consultation with the S Committee chair, shall produce the necessary information for the S Committee to ballot the establishment of the working group by completing the Proposal for the Development of a New Standard form available on the ASA Standards website at <https://acousticalsociety.org/acoustical-society-standards/>

This includes a proposed scope for the working group. Note, however, that the final scope of the working group is determined by the S Committee in order to ensure it conforms with ASA norms and is consistent with the scopes of other established working groups. The completed form shall be forwarded to the ASA Standards Secretariat as well as to the S Committee chair and vice chair. Once any immediate questions are answered, it will be circulated to the appropriate S Committee for ballot. For a copy of this New Work Item Proposal form, please visit the ASA Standards website at <https://acousticalsociety.org/acoustical-society-standards/>.

III. WHEN THE WORKING GROUP IS ESTABLISHED

If the establishment of the working group is approved, the working group chair is provided with the standard template in MS Word, the ASACOS Editorial Rules and other information as needed to help facilitate the project. At this time, the working group chair will appoint members to the new working group, which should be open to all stakeholders and be as balanced as possible. Once these steps have been taken, the time frame for a project does begin.

Working group members are appointed by the working group chair. They are usually subject-matter experts and need not be members of ASA or affiliated with organizational members of the ASC. In some cases, they may not be true subject-matter experts but rather experienced users or consumers who may bring an important voice to the development of a standard or technical report. Working group members participate on a working group as individuals. They represent themselves and bring to the project their personal knowledge and experience.

It is the responsibility of the working group chair to provide the secretariat with a roster of working group members including full contact details. Neither the working group chair nor the working group members needs to be affiliated with a member of the S Committee or be a member of ASA. At this same time, ASA provides an ftp site where working group members can store and share files related to the working group. Use of this site is optional and it is up to the working group chair to manage files (including uploading), providing members of the working group access, and regular maintenance of this group's site.

At this point, or as soon as the scope of the work is identified, the working group chair shall assist the Secretary in completing the ANSI Project Initiation Notification System (PINS) form for publication—a form that is an essential ANSI requirement to maintain our accreditation with ANSI.

All working group meetings are set up and led by the chair. Most working group meetings are open with no specific rules for the structure or procedures among the group. There is no provision for balloting within working groups or requirement that the working group be unanimous on any topic but keep in mind that mutual respect and decorum must be maintained. We also strongly encourage working group meetings be held frequently enough to maintain momentum and regular engagement in the process. And, while not limited in how often a working group can meet, the twice-a-year ASA meetings provide a good opportunity for working groups to meet face-to-face to conduct business, and also to interact with the S Committee and its chair. Working groups may also meet using conference call or web meeting platforms. And often, shorter, more frequent meetings help to expedite the process. Regardless of how the working group chooses to operate, it is the responsibility of the working group chair to keep the appropriate S Committee chair apprised of its operation, progress, and any issues that may be encountered. The working group chair shall report at least annually, using the forms provided by the secretariat, to the S Committee chair prior to each S Committee meeting, working group

progress; provide an updated list of working group members, including contact details; and any change in the makeup of the working group. If possible, the working group chair should attend the S Committee meeting and report on working group activities. It is also the responsibility of the working group chair to maintain an accurate historical record of the operation of the working group and we strongly encourage the ftp site previously mentioned be used for this purpose.

IV. PHASE 1

The working group chair develops a working outline (or Draft 0) of the standard or technical report using the ASACOS Editorial Guidelines. This document is typically in skeleton format and is typically prepared prior to the first formal working group meeting.

For revisions to current ANSI standards or technical reports, or for converting international standards or technical reports, the document to be modified serves as the Draft 0 document.

The working group chair typically calls an initial working group meeting to discuss the scope and rationale of the document, review similar documents (if any), develop strategies for completing the document on time, and to start the process of developing the first draft.

The working group chair next submits the working outline to the S Committee chair, vice-chair, and working group members for comment, then revises as needed.

V. PHASE 2

The working group should complete the first draft (Draft 1) of the document (Refer to Clause X for the use of copyright and or patent materials used in your document). This document completes the blank sections of the working outline (Draft 0). Draft 1 should be circulated within the working group with copies to the S Committee chair and vice-chair for comment, as well as to the secretariat.

During the second phase, the working group chair continues to call working group meetings to discuss and revise the first draft, expedite the work, and develop updated revised drafts. During this time, working group members should contribute technical and editorial comments and data to the draft, as appropriate. By the end of the second phase, the draft document should be as complete as possible, so that only minor revisions remain.

VI. PHASE 3

The entire working group reviews the second (or later) draft and contributes any further technical and or editorial comments. This represents the final opportunity for the submittal of significant technical comments on the document by the working group, and working group meetings should be called to facilitate this stage of the work.

Next, the working group chair prepares a final draft, ensuring it meets ASACOS Editorial Guidelines. This final draft is reviewed by the working group members, S Committee chair, and S Committee vice-chair and negative comments must be addressed and, if possible, also resolved.

At the end of the third phase, the working group chair submits the final draft of the standard to the S Committee chair and secretariat with a recommendation that the draft be balloted by the appropriate S Committee. The office of the secretariat will next facilitate this ballot and, at the same time, publish a call for public comments in *ANSI Standards Action—an essential ANSI accreditation requirement*. At the close of both the ballot and public comment period, the secretary will provide the working group chair with ballot results along with any accompanying comments using the ASA comments template.

At this time, the working group chair with the assistance of working group members (if needed), will work to resolve any comments or negative ballot. The S Committee chair may also appoint a person to assist the working group chair in resolving negative ballots. The working group chair is also required to provide a written

response to document any effort in addressing negative comments within 6 months from the closing of this S Committee ballot. Additionally, the working group chair will report to the S Committee chair his or her effort in resolving these. Should someone choose to reverse their ballot, they shall do so in writing (including email).

If needed to resolve the comments, a revised draft shall be prepared by the working group chair. This will be circulated to the S Committee for a "30-Day Review" recirculation ballot to allow the voters the opportunity to review the comments and proposed changes. Voters may decide to change their original vote or support their original vote based on these changes; however, the recirculation ballot is only for changes in the document introduced to resolve any negative votes. No new comments or requested changes may be introduced. During this time, a second public comment period is announced in ANSI Standards Action—an essential ANSI accreditation requirement.

In the event that the working group chair is unable to resolve negative votes or comments, the final draft is submitted to the S Committee for a 30-Day Review ballot as described above. The voters are given the opportunity to reverse their votes if they are persuaded by the comments. The objector is advised of the right to appeal. If the ballot closes with sufficient votes that meet numerical requirements, the process moves forward.

Once the document has been approved by the S Committee, with or without outstanding negative votes, proof of its approval is submitted to ANSI. If the ANSI Board of Standards Review agrees that consensus has been achieved, it gives its formal approval, which allows the document to be called an American National Standard. Soon after ANSI's approval is received, the standard will undergo final proofreading by the S Committee chair, vice chair and the working group chair before being published as an ASA copyright-owned document.

Once the standard has been approved by ANSI, the working group chair becomes a Project Leader (PL) to deal with any subsequent comments received on the standard following its approval, and to review and recommend revision, withdrawal or reaffirmation of the standard 5 years from its approval and formal issuance. The working group chair may also request that the working group be disbanded if there is no further work and or document that remains under development.

VII. TIME EXTENSIONS

Since circumstances may arise that will require flexibility in the operation of these guidelines, a working group chair can request an extension for additional time. However, keep in mind that failure to develop a standard or other project in a timely manner may result in dissolving the working group or cancellation of that project. If this occurs, the S Committee chair can either:

- A. Recruit a new working group chair to finish the work assignment;
- B. Appoint a Project Leader to complete the processing of the document or other work;
- C. Ballot to dissolve the working group or abandon the project (Clause 10.2, ASC Operating Procedures)

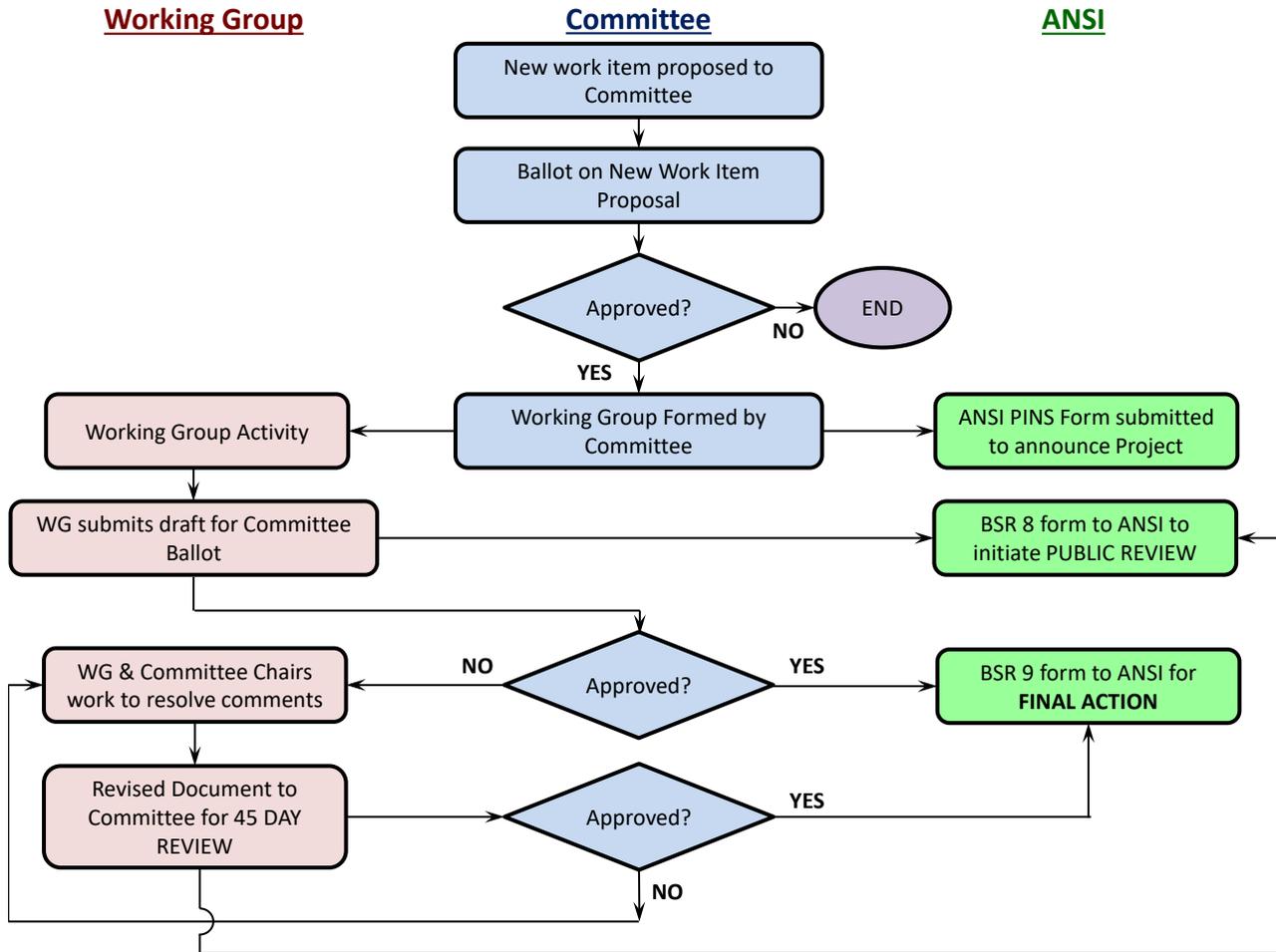
VIII. PROJECTS WITH NO PROGRESS

If there is no activity or plan in place for a period of 18 months throughout the process, the S Committee chair may recommend a ballot to disband the working group or abandon the project.

IX. DRAFT STANDARD DEVELOPMENT PROJECT TIMETABLE

MILESTONE	WG ACTIVITY	TIME TO MILESTONE COMPLETION	CUMULATIVE TIME
ESTABLISH OR RECONVENE WORKING GROUP	Draft title, scope, and rationale	1 week	1 week
PHASE 1	PINS and Working outline (Draft 0)	3-6 months	6 months
PHASE 2	Initial drafts with editorial review	6-9 months	15 months
PHASE 3	Third draft and S Committee Ballot	1-6 months	21 months
ANSI APPROVAL AND PUBLICATION	Resolve negative votes from ballot, if necessary	1 month + 45-60 days	18-24 months
TIME EXTENSION (if required)	Complete unfinished work or redraft for re-ballot	As approved by S Committee chair	Variable
PROJECT LEADER (INACTIVE WORKING GROUP)	Review required for S-Committee decision on revision, withdrawal or reaffirmation of standard every 5 years	4 years from ANSI approval of standard	N/A

Overview of major milestones and approximate times for a typical draft standard or revision project.



Standards Development from New Work Item Proposal through Final Approval

X. Important Policies

Copyright

(See ASACOS Editorial Guidelines, clause 3.3 and 4.8)

Material to be included in a standard

The goal of any standards development project is to produce a standard that will be published and sold to the public. All standards developed by ASCs under the ASA Standards program are copyrighted, published, and sold by ASA or its licensed distributors.

Participation in, or attendance at, any activity of any ASA working group constitutes permission for ASA to use any and all information disclosed or presented, whether oral or written, without compensation, on a non-exclusive basis.

If a working group member wishes to submit, for inclusion in a standard, any material that has been previously published or for which any material is copyright-owned by another party, permission must be obtained by the

working group Chair prior to publication. It is also imperative that trade secrets or anything which can be construed as a conflict of interest or out of the public domain NOT be included.

During the standards development process, working group members may mention or refer to articles, books, or other standards that have been previously published. Such published materials should not be reproduced in any form and may not be redistributed or posted on any website for any purpose including discussion within the working group, without appropriate permission from the rights holder. If published standards are provided to your working group to facilitate harmonization or as candidates for national adoption, you may only use those standards for this purpose. These may not be uploaded to your company's network or circulated without permission.

Inclusion of software as part of a standard

(See ASACOS Editorial Guidelines, clause 6)

Patents

(See Accredited Standards Committee (ASC) Operating Procedures, clause 18)

There is no objection in principle to drafting a proposed American National Standard in terms that include the use of an essential patent claim (one whose use would be required for compliance with the standard), if it is considered that technical reasons justify this approach. Participants in the ASD/ANSI standards development process with patent claims believed to be essential must bring this to the attention of the ANSI-Accredited Standards Developer (ASD) as soon as this is known. If a proposed American National Standard may require the use of a patented invention, the ANSI Patent Policy given in section 3.1 of the *ANSI Essential Requirements* shall be followed.

Metric policy

(See Accredited Standards Committee (ASC) Operating Procedures, clause 13)

Antitrust policy

(See Accredited Standards Committee (ASC) Operating Procedures, clause 21)

Resources for Working Group members

- ***ASA's website***

The ASA Standards section of the ASA website contains a great deal of information for participants.

- ***Working Group FTP site to store & exchange documents***

Chairs may request to have an ftp site established for their group to store and share documents. For details, contact the Secretariat at standards@acousticalsociety.org. For a list of active ftp working groups and chair contact information, please visit our website at <https://acousticalsociety.org/acoustical-society-standards/>

- ***Acoustical Standards News***

Acoustical Standards News can be read quarterly in the *Journal of the Acoustical Society of America* (JASA). You can find important information about meetings, new standards in development, reaffirmations, withdrawals, and other news of interest by visiting our website at <https://acousticalsociety.org/acoustical-society-standards/>.

- **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. The latest editions of the following documents are available on our website (<https://acousticalsociety.org/acoustical-society-standards/>) and, should you need help in locating them, please reach out to us at standards@acousticalsociety.org.

- *Accredited Standards Committee (ASC) Procedures*
- *ISO TAG Operating Procedures*
- *IEC TAG Operating Procedures*
- *Introduction to the ASA Standards Program* (paper)
- *Introduction to the ASA Standards Program* (slides)
- *Guidelines for Software Developed to Accompany a Standard*
- *Guide to Participation for Members*
- *ASACOS Editorial Guidelines*
- *Comment Templates for ISO, IEC, or National standards* (with instructions)
- *New work item proposal form*

In addition, the Secretariat maintains documents intended to aid people filling special roles:

- *ASACOS Operating Procedures*
- *Guidelines for ANSI Accredited S Committees Working Groups*
- *Guidelines for Chairs and Vice Chairs of Accredited Standard Committees S1, S2, S3, and S12 in the Development of a National Standard*
- *Standard Templates for American National or ISO Standards*

- **Other documents available online or through the Secretariat**

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

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

My ISO Job, latest edition.

Proposal for the Development of a New Standard (NWIP)