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**Title:** Quick Study: American National Standards at ATIS

### Executive Summary

This document provides an overview of American National Standards at ATIS; it is intended as a quick study guide; the *ATIS Operating Procedures* provide the authoritative procedures for American National Standards development at ATIS. This document contains the following attachments:

- Attachment 1: American National Standards Development in ATIS
- Attachment 2: Comparison of Non-ANS and ANS Issue Status/Steps (in ATIS)
- Attachment 3: American National Standard Life Cycle
- Attachment 4: Draft American National Standard for Trial Use – Points of Information
- Attachment 5: Trial Use Letter Ballot Issuance in a Multi-Standard Deliverable Environment with ANS Coordination

The attachments to this document originated as part of ATIS/ESIF Task Force 34 work; see contribution ESMI-065-R1 *ESIF TF34 Project and Letter Ballot Issuance Framework*. The ATIS/ESIF Task Force 34 home page can be found at: <http://www.atis.org/esif/esmi.asp>

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## Attachment 1: American National Standards Development in ATIS

The following are key points regarding ANS development in ATIS:

- ANS development procedures are in *Appendix A of ATIS Operating Procedures* and are based on the *ANSI Essential Requirements: Due process requirements for American National Standards* (see ANSI website, <http://www.ansi.org/>)
- Secretariat is responsible for all interactions with ANSI (e.g., regarding ANSI review)
- *Interest Categories:* Producers, Users, General Interest
- *Approved Actions:*
  - The Letter Ballot process is utilized
  - Approvals of, substantive changes to, and interpretations of all Standards shall be considered approved when all of the following conditions have been met:
    - At least 50 percent of the members have returned their letter ballot.
    - At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
    - All negative votes with reasons have been addressed in accordance ATIS Operating Procedures.
- *Editorial changes* to Standards may be decided by a majority of the members present at a regularly scheduled meeting of a Forum or Committee or by letter ballot.

### **Attachment 2: Comparison of Non-ANS and ANS Issue Status/Steps (in ATIS)**

The following table provides a general comparison of key Non-ANS and ANS status/steps for ATIS Issues.

<b><u>Key Non-ANS Issue Status/Steps</u></b>	<b><u>Key ANS Issue Status/Steps</u></b>
<b>Active</b>	<b>Active</b>
<b>Initial Closure</b>	<b>Letter Ballot (Initial) (and related Comment Consideration)</b>
<b>Initial Pending (Optional)</b>	<b>Optional 1<sup>st</sup>, 2<sup>nd</sup>, ... Default Letter Ballot(s) (and related Comment Consideration)</b>
<b>Final Closure</b>	<b>Final Closure (Publication Request)</b>

The above information is provided for comparison/educational purposes and it should be noted that the mapping is not perfectly aligned (e.g., regarding duration of steps). For a Non-ANS Issue, the left column applies. For an ANS Issue, the right column applies.

### Attachment 3: American National Standard Life Cycle

The following are key points in the life of an American National Standard:

- Draft Proposed American National Standard (dpANS) – Mature working document (e.g., in the ballot process)
- *Optional:* Pre-Publication version of American National Standard (or Pre-Publication version of Draft ANS for Trial Use) – The publicly available version of the final dpANS (or a lightly edited version of the final dpANS) that has completed and passed all balloting, completed all comment consideration, and is recommended for publication by the consensus body. Pre-publication version availability is an option of the consensus body and/or Secretariat, driven by industry needs.
- *Optional:* Draft American National Standard for Trial Use – Formally published (and time limited) document for the purpose of gaining implementation experience and removing uncertainty.
- American National Standard (ANS) – Formally published document by an ANSI accredited organization (e.g., ATIS) that used the *ANSI Essential Requirements: Due process requirements for American National Standards* as the foundation and requirements for due process during document development.
- *Optional:*
  - ANS Interpretation (one or more) – A document that provides the formal response to a formal interpretation request regarding an ANS
  - ANS Supplement (one or more) – Addendum to ANS
  - ANS Revision (one or more) – Update and reissue ANS
  - ANS Withdrawal – Remove document as an ANS
- Five-Year Review of ANS resulting in one of the following:
  - ANS Reaffirmation – Reissue the ANS (after review) with no changes.
  - ANS Revision – Update and reissue ANS
  - ANS Withdrawal – Remove document as an ANS

**Attachment 4: Points of Information:  
Draft American National Standard for Trial Use (a.k.a., Trial Use Standard)**

1. **To get a Trial Use standard approved is the ATIS Letter Ballot process required? Yes.** ATIS requires the Letter Ballot process (not the “ATIS non-ANS Issue Closure” process).
2. **Is another Letter Ballot required to move the document from Trial Use standard to ANS? Yes.** A *new* Letter Ballot is required.
3. **Is a Trial Use standard guaranteed to become an ANS? No.** Per above, the Trial Use standard must be approved by a new Letter Ballot to move forward as an ANS.
4. **Is there a maximum (and/or minimum) duration for the Trial Use period? Yes (for maximum).** The maximum is *36 Months (per ANSI procedures for all industries)*. There is no minimum duration – but a reasonable choice should be made.
5. **Are there expectations that proposed changes to the Trial Use standard (based on various interested party trials, testing, and analysis during the trial period) will be brought into the consensus body (e.g., Committee) as contributions for consideration? Yes.** This is a common expectation regarding Trial Use standards.
6. **Is there an expectation that ATIS or the consensus body (e.g., Committee) or some other organization will oversee and manage all trials, testing, and analysis during the trial period? No.** *As an option*, there can be various types of forum based (or centralized) management of trials, testing, and analysis.
7. **Can the Trial Use period be extended (after the Trial Use standard is approved)? Yes.** However the maximum Trial Use period of 36 months still applies.
8. **Can the Trial Use period be shortened (after the Trial Use standard is approved)? Yes.** This usually means that the committee/forum feels that the Trial Use standard is ready to be Letter Balloted as an ANS sooner than was expected.
9. **Is a Trial Use standard appropriate when there is an emergency (i.e., urgent) situation regarding the standards development process? No.** This is not appropriate per ANSI and ATIS procedures.

### Attachment 5: Trial Use Letter Ballot Issuance in a Multi-Standard Deliverable Environment with ANS Coordination

The purpose of this attachment is to provide a framework for using Trial Use standards to facilitate the delivery of published (Trial Use) standards to the industry (where the standards are on different schedules) and then providing the final delivery of the ANS as a coordinated (e.g., packaged) suite of documents. This information is for illustration purposes only. The use of Trial Use standards should be appropriate regarding the intended use of Trial Use standards, i.e., for gaining implementation experience and removing uncertainty.

**Generic Gantt Chart – Trial Use LB Issuance (with ANS Coordination)**

