

## **ANSI/IICRC Standards Development Process Summary**

Here is a summary of the multi-step process we use to develop new ANSI approved American National Standards (ANSs) or revise current ANSs at IICRC:

1. IICRC submitted the Project Initiation Notification System (PINS) form to ANSI to announce the start of a new or revised Standard. This triggers the following:
  - a. Interested people can contact IICRC and submit applications for the Consensus Body (CB) and Chapter Committees; and
  - b. If there already is a Standard similar in scope to what we are proposing there needs to be a dialogue about whether we should continue or not.
2. IICRC accepts applications from all materially interested parties, and constitutes the voting Consensus Body and non-voting Chapter Committee members.
3. Chapter Committees develop draft Chapters of the Reference Guide over a period of several months, which is then reviewed by the CB. Most of this work is done via web meetings and teleconferences.
4. Either an external editor or internal Edit Committee edits all draft Chapters and ensures that they flow well and are formatted, and checked for consistency.
5. The Editor or Edit Committee also pulls out the requirements from the Reference Guide and puts together the Standard. All the 'shall', 'should', and 'highly recommended' language is put in the Standards section of the document.
6. All edited draft Chapters of the Standard and Reference Guide are reviewed and approved by the Chapter Committees.
7. IICRC Submits the BSR-8 form (public review form) to ANSI to notify stakeholders of a 45 day public review period. During this time, all materially interested parties can contact IICRC and ask for a draft copy of the Standard. All comments must be submitted within the 45 day period in the format required by IICRC.
8. The CB final approval ballot is held concurrently with the 45 day public review. The CB members vote to approve, approve with comment, negative with comment, or abstain with comment. At least two-thirds of those voting must approve the standard, and at least a majority must return their ballot in order for the standard to be approved.
9. All comments and objections received from the public review and CB approval ballot must be addressed by the CB and Chapter Committees.
  - a. Written disposition to all comments must be submitted to each individual commenter. Each comment must be responded to, and either accepted or rejected. If it is rejected, a reason must be provided to the commenter;

- b. If there are any unresolved objections or comments, every effort must be made by the CB to address them.
  - c. If unresolved objections persist, these must be circulated to the CB.
  - d. All unresolved objectors must be given notification of their right to appeal along with the relevant Appeals Procedures.
  - e. If any unresolved objector files an appeal, it must be completed at the IICRC level following the IICRC Procedures.
  - f. If needed, there are additional appeal levels within ANSI once the IICRC level of appeal has been completed.
10. Based on the comments from public review and CB ballot, if any substantive changes have been made to the Standard, it needs to go subsequent rounds of public review and CB approval ballot.
11. Once the Standard has been approved by the CB, and all unresolved objections have been re-circulated to the CB, any pending appeals have been completed, then the Standard is ready for submission to ANSI.
12. Submission of BSR-9 form (final submission to ANSI) along with detailed tally of final ballot, CB roster, details of any unresolved objectors and appeals.
13. ANSI Board of Standards Review (BSR) reviews the BSR-9 submission and approves the Standard as an American National Standard.
14. IICRC publishes the Standard and Reference Guide.
15. Once the Standard is published it must be continually revised, re-affirmed, or withdrawn within 5 years so as to keep the document current and up to date.

Note: This is a simple overview of the process IICRC uses to develop Standards. The detailed ANSI approved process is outlined in the IICRC Policies and Procedures for Developing and Maintaining Approved Standards.

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## IICRC Standards Development Process Map



