



Model Standards Development

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WWMA 2013



Learning Objectives

- At the end of this session, using your notes you will be able to:
 - Define a Standards Developing Organization (SDO)
 - List the essential elements for due process
 - Identify elements missing from the OWM process for developing HB 105 documents



Overview

- Standards Developing Organizations
 - What do they do?
- Model for Standards Development
 - American National Standards Institute (ANSI)
 - Essential Requirements
 - What are they?
 - Examples of how to meet them



Standards Developing Organizations (SDOs)

- Develops Standards for...everything!
- Variety of:
 - Operations
 - Procedures
 - Focus of scopes
- Examples
 - ASTM, UL, NCSLI, OIML, NCWM and many others



American National Standards Institute (ANSI)

- Publishes the Rules for ANSI-Accredited SDOs
- Accredits SDOs to write American National Standards
- Represents US in the International Standards Organization (ISO) & in the International Electrotechnical Commission (IEC)



Essential Requirements

- Assures Due Process
 - Openness
 - Lack of Dominance
 - Balance
 - Coordination and Harmonization
 - Notification
 - Consideration of Views and Objections
 - Consensus Vote
 - Appeals
 - Written Procedures Govern Process
 - Comply with normative ANSI policies and procedures



SDO Determines How to Meet Essential Requirements

- ANSI does not describe the “how” in meeting the essential requirements
- Different SDOs have different structures, procedures, sizes, make-ups, processes
- Examples of a few in the following slides



Openness

- Open to all persons who are affected
- No undue financial barrier to participate

- ANSI quote: “The member’s name, affiliation and interest category of each member of the consensus body shall be made available to interested parties upon request.”



Lack of Dominance

- Not dominated by any single interest category
 - Producers, Users, General interest
 - Users: consumer, industrial, government, labor
- Dominance means a position of dominant authority or influence by reason of leverage to the exclusion of fair and equitable consideration of other viewpoints.



Balance

- ANSI quote: “No single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.”
- Diverse interest categories shall be sought with the objective of achieving balance



Coordination and Harmonization

- Efforts to resolve potential conflicts with other standards
 - Conflict occurs when one standard is inconsistent with requirements from another standard
- Evidence of these efforts must be maintained when standards conflict



Notification

- Standards activity shall be announced in suitable media
 - Explanation of the need
 - Identifies impacted stakeholders
- Demonstrate an opportunity for participation by all directly affected persons



Consideration of Views and Objections

- Prompt consideration to written views and objections of all participants
- Comments received for a minimum of 30 days after publication
- Objections addressed in writing
- If not resolved, appeals process must be made available
- Unresolved objections must be reported to the consensus body; and ultimately back to ANSI



Consensus Votes

- Votes may be by letter, fax, recorded votes at a meeting or electronic means
- ALL members of a consensus body shall have the opportunity to vote
- Quorum requirements defined
- Yes, Abstain or No: No votes must have comments included to be considered.



Appeals

- Written procedures shall contain a realistic appeals mechanism
- Impartial handling
- Appeals to include whether or not there was due process

Written Procedures Govern Process



- Assures lack of dominance, openness
- Determines who may vote – balance required
 - Consensus body – size may be limited
- Identifies notification methods
- Assures consideration of all viewpoints
- Defines “consensus vote”
- Has a method for appeals



Additional Thoughts

Private Sector Best Able to fill SDO role

- National Technology Transfer and Advancement Act (NTTAA)
- Essential requirements must be met for acceptability by Federal agencies



Summary

- Standards development is important to our economy and to the weights and measures community
- Complying with the ANSI model for standards development assures due process



End Part One



Standards Development for NIST 105-series Handbooks

Credit to: Georgia Harris



Openness

- All affected participants are welcome!
- Drafts are posted on NIST website
- Comments accepted for ongoing input and feedback
- Invitations sent to users, manufacturers, regulators
- No undue financial barrier to participate
 - Comments must be entered into the OWM Database
 - Covered later in this presentation
 - Not limited to specific meetings
 - Working groups often held via teleconferencing (and web meetings)



Lack of Dominance

- Not dominated by any single interest category
 - Producers, Users, General interest
 - Users: consumer, industrial, government, labor
- Representation of all parties is sought



Balance

- Diverse interest categories are sought to achieve balance
- All types of users are solicited



Notification

- Updates, drafts, comments are posted and announced in:
 - NIST website
 - “W&M Quarterly”
 - W&M Meeting reports
 - RMAP Sessions
 - Direct Emails to affected parties
 - Mailing



Consideration of Views and Objections

- Comments collected for extended periods of time while drafts are posted
- Compiled comments are posted and circulated
- Commenters form working group to revise “next draft”
- Responses to comments also posted
- Final drafts circulated to affected parties for comment and input

- Nothing typically happens in under 30 days
- Objections are addressed and comments posted with responses

- No documented appeals process – yet; however, publications typically don’t happen without additional effort to resolve issues
- Final technical and editorial decisions rest with NIST to resolve conflict and to ensure technical accuracy



Consensus Votes

- No official or regular voting process; occasionally done when needed
- ALL members of a working group can participate in gaining consensus
- No quorum requirements are documented



Appeals

- HB 105's
 - Consensus process used throughout development
 - Comments on publications can be submitted at any time
- Written procedures shall contain a realistic appeals mechanism – no formal “appeals”
- Impartial handling – responses evaluated and communicated in writing
- Appeals to include whether or not there was due process – nothing in place at this time

Written Procedures Govern Process



- Current documented procedures address:
 - Needs Assessment.
 - Background Research.
 - Development of Initial Draft.
 - Review and Resolution Process.
 - Review of Final Draft.
 - NIST WERB Process.
 - Publication.
- Assures lack of dominance, openness – not specifically addressed
- Determines who may vote – balance required – no voting unless needed; all reviewers “have a vote”
 - Consensus body – size may be limited
- Identifies notification methods – methods identified
- Assures consideration of all viewpoints – iteratively; NIST has final decision making authority
- Defines “consensus vote” – not addressed
- Has a method for appeals – development process provides opportunity for comment on all stages; after publication, comment forms accepted at any time



How to Submit Comments

- OWM Database System
- Comment on any Posted Draft Document

Documents Posted for Comment

- ▶ Documents are Posted on the OWM Contacts Database
 - ▶ Technical Advisors can post the document
 - ▶ Solicit input via email

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User Name:

Password:

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Please enter your **User Name** and **Password** and then select the **Log In** button. The display of the * character indicates that a required data item is missing. If you have forgotten your password, please enter your **User Name** in the **Forgot Your Password** form to notify us that your password needs to be reset.

If you do not have a User Name and Password then use the Contact Us link to request a User Name and Password or use this **CANCEL** button to cancel this action.

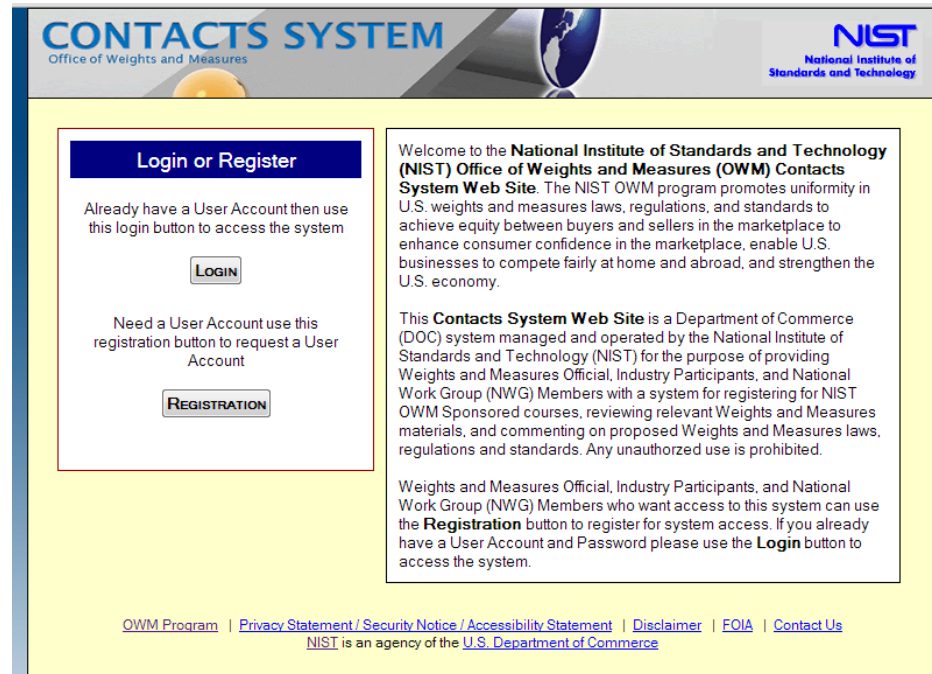
Note: Please be aware that the NIST security policy requires a session timeout after 20 minutes of inactivity. If the timeout period expires then you will be required to re-enter your User Name and Password.

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You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; you have no reasonable expectation of privacy regarding any communication of data transiting or stored on this information

Document Review Process

- ▶ Comments are solicited via the database interface
- ▶ Users: Step 1 – Login!



The screenshot shows the 'CONTACTS SYSTEM' web interface. At the top, it features the NIST logo and the text 'Office of Weights and Measures'. The main content area is divided into two columns. The left column has a blue header 'Login or Register' and contains two sections: 'Already have a User Account then use this login button to access the system' with a 'LOGIN' button, and 'Need a User Account use this registration button to request a User Account' with a 'REGISTRATION' button. The right column contains a welcome message and a detailed description of the system's purpose and usage. At the bottom, there are links for 'OWM Program', 'Privacy Statement / Security Notice / Accessibility Statement', 'Disclaimer', 'FOIA', and 'Contact Us', along with the text 'NIST is an agency of the U.S. Department of Commerce'.

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<https://tsapps.nist.gov/WMD/default.aspx>

Document Review Process

- ▶ Users: Step 2 – go to My ITEMS
- ▶ Step 3: Request an Item

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MAIN My ACCOUNT My PROFILE My COMMENTS **My ITEMS** My TRAINING NEWS SIGN OUT

Main

Account Summary
Georgia L. Harris
NIST

Welcome
Welcome to the National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contact Management System. This system will allow you to update your login account and your profile (contact information) data plus view your training history, request training, cancel a request for training, comment on a draft document, review your submitted

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My Items - Document and Material Requests

Displayed here is a list of your **Pending Item Requests** that have not yet been shipped plus a list of all the **Available Items** that can be requested. Use the Type dropdown list to narrow the list of Available Items. Use this [Printer Friendly](#) link for a printer friendly window that can be printed.
-- You may need to scroll down for the lists and the buttons. --

this action. to My Items.

List of Pending Item Requests

You do not have any Pending Item Requests

Selection Criteria

Type:

Display by: Number Name Type

List of Available Items

Action	Number	Item	Type	Available	Updated	Format
<input type="button" value="REQUEST"/>	001	Alternative Standards 1b	Other	9/04/2012	2/19/2013	Download
<input type="button" value="REQUEST"/>	002	Alternative Standards 2a	Other	9/04/2012	2/19/2013	Download
<input type="button" value="REQUEST"/>	003	Vapor Associated with Automobile Refueling	Other	10/31/2012	2/19/2013	Download

Document Review Process

- ▶ Step 4: Submit Request
- ▶ Step 5: Download the Item

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My Items - Item Request Confirmation

Please review the **Item Request Confirmation** listed here. If correct select the **Submit** button otherwise use the **Cancel** or **Select** buttons.
-- You may need to scroll down for the data and the buttons. --

this action. to My Items. another Item.

Item Request Confirmation	
Item	Handbook 105-7 Small Volume Provers
Number	105-7
Type	Metrology
Advisor	Georgia L. Harris
Available	Jan 14, 2013
Last Updated	May 17, 2013
Comments Due Date	Jan 2, 2014

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My Items - Item Request Completed

Your request for 1 copy of the **Handbook 105-7 Small Volume Provers (105-7)** item has been **processed**.
The item you have requested can be downloaded by selecting this button.

Use this button to return to the **My Items** page.

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Submit Comments

- ▶ Step 6: Select My Comments, Submit a Comment
- ▶ Step 7: Select the Document

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My Comments - Pending and Submitted Comments

Displayed here are any **Comments** you have not yet submitted (Pending) along with their due dates plus your **Submitted Comments**. To complete and submit a pending comment find the pending comment and select the **UPDATE** button for that comment. Use this [Printer Friendly](#) link for a printer friendly window that can be printed.

-- You may need to scroll down for the lists and the buttons. --

a Comment to Main page.

List of Pending Comments

You do not have any Pending Comments

Display by: Type Number Document Date

List of Submitted Comments

Action	Document	Number	Type	Submitted	Section	Page	Status
<input type="button" value="VIEW"/>	Handbook 105-1 Field Standard Weights	105-1	Metrology	1/28/2011	All	1	Reviewed
<input type="button" value="VIEW"/>	Handbook 105-1 Field Standard Weights	105-1	Metrology	3/01/2011	All	All	Reviewed
<input type="button" value="VIEW"/>	Handbook 105-1 Field Standard Weights	105-1	Metrology	4/09/2013	Entire	All	Reviewed

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My Comments - Select Draft Document

To **Submit a Comment** start by finding the draft document in the **List of Draft Documents** and selecting the **Select** button for that document. Use the **Document Type** drop down list to narrow your search.

-- You may need to scroll down for the List of Draft Documents and the Submit button. --

this action. to My Comments.

Selection Criteria

Document Type:

Display by: Name Number

List of Draft Documents

Choose	Document	Number	Type	Due	Days Remaining
<input type="button" value="SELECT"/>	105-X Master Meters	010	Other	6/30/2014	321
<input type="button" value="SELECT"/>	Alternative Standards 1b	001	Other	12/17/2012	-239
<input type="button" value="SELECT"/>	Alternative Standards 2a	002	Other	4/22/2013	-113
<input type="button" value="SELECT"/>	DT Response to RA Part 1	005	Other	4/22/2013	-113
<input type="button" value="SELECT"/>	Dt Response to RA Part 2	006	Other	4/22/2013	-113

Document Review Process

- ▶ Step 8: Enter
 - ▶ Section
 - ▶ Page
 - ▶ Comments
 - ▶ *Note proposed “Addition:” or “Deletions”;*
- ▶ Step 9: Press

Continue

this action. another Draft Document.

Comment Submission Form	
Draft Document	Handbook 105-7 Small Volume Provers
Document Number	105-7
Document Type	Other
Document Advisor	Georgia L. Harris
Advisor Phone	(301) 975-4014
Advisor Email	gharris@nist.gov
Due Date	Jan 2, 2014
Section *	<input type="text"/>
Page *	<input type="text"/>
Comment *	<input type="text"/>

Document Review Process

- ▶ Step 10: Press Continue
- ▶ Step 11: then Press Submit
- ▶ Step 12: Press Continue to Add another Comment

My Comments - Enter a Comment 1 → 2 → 3 → FINISHED

Please enter your **Comments** concerning the **Draft Document** listed here in the **Comment Submission** form. When finished select the **Continue** button. Items marked with an * are required.

-- You may need to scroll down for the form and button. --

CANCEL this action. **RETURN** to My Comments. **SELECT** another Draft Document.

Comment Submission Form

Draft Document	Handbook 105-7 Small Volume Provers
Document Number	105-7
Document Type	Metrology
Document Advisor	Georgia L. Harris
Advisor Phone	(301) 975-4014
Advisor Email	gharris@nist.gov
Due Date	Jan 2, 2014

Section *

Page *

Comment *

CONTINUE

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Advisor Georgia L. Harris
Advisor Phone (301) 975-4014
Advisor Email gharris@nist.gov

EDIT **SUBMIT**

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Comment Reviews

- ▶ Comments are automatically compiled and can be exported to a Word document for review or working group reviews by the Technical Advisor
- ▶ Technical Advisor has access to compiled comments (internal database)

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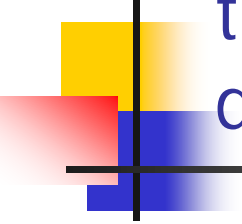
Summary and Test

- Were you paying attention?
- Did you take notes?



When a Standards Developing Organization addresses all of the Essential Requirements, they are assuring _____.

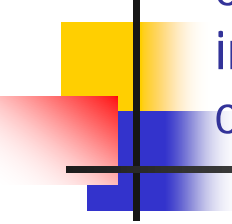
- A) technically sound standards
- B) due process has been followed
- C) no complaints will be filed
- D) all of the above



A "Consensus Body" is: The group that approves the content of a standard and whose vote demonstrates evidence of consensus.

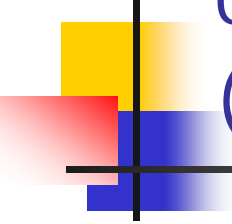
A) True

B) False



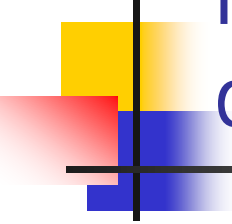
The criteria for balance are that a) no single interest category constitutes more than _____ of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes _____ of the membership of a consensus body dealing with other than safety-related standards.

- A) one fourth
- B) one third
- C) two thirds
- D) a majority



Which of the following requirements comply with the concept of Openness? (Yes)

- A) Members must have a doctorate in chemistry.
- B) Members must register with the organization prior to voting.
- C) Members are given one week to provide comments and vote.
- D) Notice is posted on the SDO's website for two months prior to voting, and an email is sent to all known interested parties.
- E) Secret ballots issued and collected.



At a minimum, three interest categories must be included in the standards development process. They are:

- A) labor, management, government
- B) consumer, producer, regulatory
- C) producer, user, general interest
- D) manufacturer, retailer, consumer



How is Openness achieved in the development of NIST Handbook 105-X?

- A) drafts posted for comment on-line
- B) discussed in open forums
- C) interested parties are queried
- D) all of the above



A "Consensus Vote" is:

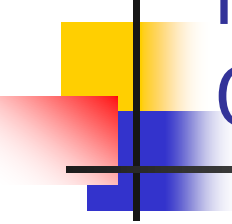
- A) determined by an individual SDO
- B) two thirds of votes
- C) majority of a consensus body
- D) two thirds of the quorum



The Appeals process must be cost-free, documented, readily available, and impartial.

A) True

B) False



In the development of Handbook 105-3, how were “Consideration of Views and Objections” addressed?

- A) written comments were collected
- B) workgroup meetings
- C) site visits to manufacturers
- D) all of the above



The process used to develop NIST Handbook 105 series complies with all of the ANSI Essential Requirements.

A) True

B) False



Which essential requirements are not followed?

- A) Openness
- B) Lack of Dominance
- C) Balance
- D) Coordination and Harmonization
- E) Notification
- F) Consideration of Views and Objections
- G) Consensus Vote
- H) Appeals
- I) Written Procedures Govern Process



Thank you!

Questions can be directed to:

Carol Hockert (carol.hockert@nist.gov)