

## STANDARDS ACTIONS and ANSI Submittals

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## Maintenance of Standards

Both ASME's accredited-standards development procedures (par. 6.1.2) and ANSI's Essential Requirements (paras. 4.7.1 and 4.2.1.3.1)) require some action - either revision, reaffirmation, or withdrawal - within **five years** after that standard's approval. If action on a standard will not be completed within this five-year period, and neither a PINS nor BSR-8 has yet been submitted to ANSI for this latest action on the standard, then a request for extension must be submitted to ANSI via the BSR-11 submittal on C&S Connect. If an extension is not requested, and a PINS or BSR-8 is not on record with ANSI, then ANSI can administratively withdraw its approval of the existing standard - although they rarely exercise this option.

The importance of adhering to the above is that, should a standard eventually get to **10 years** after its approval, **ANSI approval is automatically withdrawn** - no matter where you are in the process, no matter how many extensions you have received from ANSI, no matter how many BSR-8s have been submitted for that standards action. Then, things can get very messy with ANSI.

Since ANSI approval of a standard is not normally withdrawn until after 10 years, rather than after 5 years from approval of a standard, I believe some may have taken this to mean they have 10 years from approval to take the next action on a standard. So, this is to remind everybody that is not the case - the maintenance requirement remains 5 years, not 10 years.

## Reaffirmation vs. Extension

I have noticed a growing number of reaffirmations being processed lately where, it appears that, the committee is actually intending to issue a revision but won't be able to do so within 5 years of the last ANSI-approval date of the standard – the reaffirmation is simply an interim step to take some action within the 5-year period.

It should always be our goal to issue revisions to our standards within 5 years of the last approval and, to this end, we should be establishing milestone dates for various steps in the development process and having committees stick to these dates to the extent practical. However, if circumstances preclude the submittal of a PINS or BSR-8 for a standard by the 5 year anniversary date, I would suggest that, rather than processing a reaffirmation as an interim step, you consider instead the submittal of a request for extension of time to ANSI using the BSR-11 via C&S Connect. The reasons for this suggestion are as follows:

1. It's easier, faster, and takes up a lot less staff and volunteer time than processing a reaffirmation. The request for extension requires one relatively simple form to be completed...should take no more than 5 minutes. Processing a reaffirmation requires issuance of a committee ballot, submittal of BSR-8 (and responding to any comments from ballot and BSR-8), submittal for board ballot, and submittal of BSR-9.
2. If you have submitted a PINS for initiating a revision of a standard maintained under Periodic Maintenance and you process a reaffirmation as an interim step before issuing the revised standard, you would then be required to submit another PINS for the standard's revision.
3. There are some other administrative actions that need to be taken when we process reaffirmations that are not necessary for extension requests (e.g. pub memo, updating catalog information, putting reaffirmation stickers on all copies of the standard).
4. By issuing a reaffirmation, the casual user of the standard could be misled into thinking that the standard is fine the way it currently exists and that it has been determined that no changes will be needed for the near future, perhaps for up to 5 years...but that is obviously not the case in this situation where the true intent of the committee is to revise the standard, but they just could not get it done within 5 years.

One final point - if you have submitted a PINS or BSR-8 for a proposed revision within 5 years from the previous approval date (a valid PINS or BSR-8 – not just one to game the system), there is no need for either processing a reaffirmation as an interim step or for requesting an extension.

I am resending this e-mail that I had circulated about a year ago. I am still seeing a number of proposed reaffirmations being submitted where it is clear from the ballot explanation, ballot comments, or committee responses that the reaffirmation action is merely an interim step to meet the requirement for taking some action on the standard within 5 years of its last ANSI-approval date, while the committee continues to work on a revision or is in the process of considering withdrawing the standard.

So, I ask you to re-read the e-mail above and PLEASE, PLEASE consider requesting extensions via a BSR-11 submittal in these cases, rather than processing reaffirmations. It is just so much easier for everybody involved, including you and your committee members.

## Periodic vs. Continuous Maintenance

We have been receiving an increasing number of questions from ANSI, regarding the status of some of the standards we have been submitting and identifying as Continuous Maintenance standards...essentially questioning whether they can still be considered as Continuous Maintenance. I am including below an excerpt from the ANSI Essential Requirements that provides the criteria for Continuous Maintenance Standards. I have highlighted the area that ANSI has mostly been questioning us on, but I ask you to read the entire clause. I then ask you to review the standards you are responsible for that have been identified as Continuous Maintenance (from the link to Continuous Maintenance/Document Maintenance Cycle on all Committee Web Pages under Publication Information) and, if any do not meet the criteria described in the Essential Requirements, please advise Mayra ASAP so that we can advise ANSI. The two main consequences of moving a standard from Continuous Maintenance to Periodic Maintenance are (1) a PINS would now be required when initiating a revision of the standard; and (2) you would need to submit for ballot and public review the document in its entirety, rather than by individual portions.

If you have any questions, please let me know. Thank you for your cooperation.

### 4.7.2 Continuous maintenance of American National Standards

Continuous maintenance is defined as the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the consensus body. The standard shall be maintained by an accredited standards developer. A documented program for periodic publication of revisions shall be established by the standards developer. Processing of these revisions shall be in accordance with these procedures. The published standard shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests. Procedures shall be established for timely, documented consensus action on each request for change and no portion of the standard shall be excluded from the revision process. **In the event that no revisions are issued for a period of four years, action to revise, reaffirm, or withdraw the standard shall be initiated in accordance with the procedures contained herein.**

In the event that a BSR-8/108 has not been submitted for an American National Standard under continuous maintenance within five years of its approval, the standards developer may request an extension, but shall then maintain the ANS under periodic maintenance.

- - -

The two main consequences of moving a standard from Continuous Maintenance to Periodic Maintenance are (1) a PINS would now be required when initiating a revision of the standard; **and (2) you would need to submit for ballot and public review the document in its entirety, rather than by individual portions.**

In other words, for standards on periodic maintenance, every word in the standard is open for people to vote on or for public review commenters to comment on, not just portions that have been changed since the last edition.

**Records – more details to come**

NOTE: To maintain a document under Stabilized Maintenance, all of the following must apply:

- a) The standard addresses mature technology or practices, and as a result, is not likely to require revision
- b) The standard is other than safety or health related
- c) The standard currently holds the status of American National Standard and has been reaffirmed at least once
- d) At least ten years have passed since the approval or last revision of the standard as an ANS
- e) The standard is required for use in connection with existing implementations or for reference purposes.

**Component Record – more details to come:**

1. Subject – Designation(s), Sections/Figures/Paragraphs Nos./Etc.
2. Proposal -
3. Explanation -
4. Summary of Changes -

**Entire Document Record – more details to come:**

1. Project Intent
2. Supersedes or Affects – complete designation of current standard, e.g, A17.7/CSA B44.7-2007 (R2012)
3. Designation of Proposed Standard – just the designation – current standard for withdrawals and reaffirmations (delete the current reaffirmation year)
4. Title of Standard – Complete title
5. Scope Summary – Limit the scope to what the standard covers. (Check your grammar, spelling, punctuation, line breaks).

**Ballots – more details to come**

1. Is the Ballot Level correct?
2. Is the Closure Date correct?
3. Is the Board included for review and comment?
4. Is the correct Standards Committee selected?
5. Do you have the required votes from the Subtier Committee?
6. Do you have the required approved votes to proceed with the BSR-9?

**Component Ballot – more details to come**

1. Ballot Description – Designation(s), Sections/Figures/Paragraphs Nos./Etc.
2. Explanation –
3. Opening Remarks –
4. Comments and Responses – All first consideration and Board ballot comments must have responses.
5. Voting Results –
6. Closing Remarks
7. Closure Letter File

**Entire Document Ballot**

Description – Designation(s), Sections/Figures/Paragraphs Nos./Etc.

1. Opening Remarks –
2. Comments and Responses – All first consideration and Board ballot comments must have responses.
3. Voting Results -
4. Closing Remarks -
5. Closure Letter File -

## Periodic Maintenance and PINS Requirement

1. If the document is on Periodic Maintenance, you will need to submit a PINS (not required for reaffirmations or withdrawals). PINS are to be submitted as soon as the committee agrees to begin working on a new document or a revision of a document maintained under Periodic Maintenance.
2. The entire document (one record) must be submitted for committee approval and public review.
3. There's a 30-day announcement period for a PINS.
4. A full approval cycle must be completed before a current document can be moved from Periodic to Continuous Maintenance.

## PINS

There's no limit to how long a PINS can remain on file.

1. Select the committee responsible for the document not the Consensus Committee

1. Select a Committee Responsible ?

2. Link the record to the PINS

New PINS

C&S Connect Records linked to PINS

Start typing to filter

02-31
02-59
02-113
02-236
00-130

>> <<

3. Make sure the Associated Director and your name appear in their respective fields

PINS Record #*	Primary Committee Responsible*	Associated Director*	Engineer*	PINS Engr Submittal Date	PINS ANSI Submittal Date* (ex. 08/24/02)
To Be Sent	A112 1.2 Air Gaps	AmatoA	LabradorJ		

4. Select the correct Project Intent from the drop-down list

1. Project Intent (relates to the status of the standard in terms of ANSI only, e.g., any Standard that is not an approved ANS, is a new standard)

Create a new American National Standard (ANS)

Adopt identical ISO or IEC

Adopt modified ISO or IEC

Adopt identical ISO or IEC standard AND this adoption revises a current ANS

Adopt modified ISO or IEC standard AND this adoption revises a current ANS

Revise current ANS

Revise and redesignate current ANS

Revise, redesignate and consolidate current ANS

Revise and Partition current ANS

Reaffirm current ANS

Reaffirm and redesignate current ANS

Addenda to a current ANS

Supplement to a current ANS

Maintain ANS under Stabilized Maintenance

Withdraw current ANS

5. Supersedes or Affects – fill in the designation of the current standard(s) including the year and, if applicable, the reaffirmation year [e.g., A112.18.6-2009/CSA B125.6-09 (R2014); for consolidations, list all of the current documents]

6. Make sure to include the Designation of the Proposed Standard – do not include a year [e.g., A112.18.6-20XX/CSA B125.6; B1.13M].

**3. Designation of Standard**  
(ex. - ASME B31.3, do not place year here!)

ASME

7. Title of Standard (initial caps preferred) – just the title, not the designation; if the title of a current standard is going to change, please include a note in the comments field.

**4. Title of Standard**

8. Does this proposal contain text from an ISO or IEC standard?

5. This standard contains excerpted text from an ISO or IEC standard, but is not an ISO or IEC adoption:

Yes ☐ No ☒

9. Why is the project needed? (Check your grammar, spelling, and punctuation.)

6. Provide a brief explanation of the need for the project:

10. Stakeholders?

7. Identify the stakeholders likely to be directly impacted by the standard:  
(eg., telecom, consumer, medical, environmental, etc.)

11. Does ANSI have a PINS on file for this proposal? Has the scope changed substantively?

8. This PINS revises a previous PINS submittal:

Yes ☐ No ☒

12. Limit the description to what the standard covers. (Check your grammar, spelling, punctuation, line breaks).

**9. Description of Contents of Standard**  
Please note in the scope if this standard is intended to be submitted for consideration as an ISO or ISO/IEC JTC-1 standard.

13. Is your committee out of balance? Are you looking for new members?

10. Request an announcement in Standards Action to solicit New Consensus Body Members

Yes ☐ No ☒

14. Consumer Product or Service?

11. This standard covers a Consumer Product or Service

Yes ☐ No ☒



15. Comments: Provide additional information essential to ANSI and administrator regarding the submittal (e.g., though there's a reaffirmation in progress, the committee has decided to revise the document; the title has changed; the former designation was...)

C&S Staff Comments	
	^ v

16. Explanatory Notes: To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes (If you revise this form after initial submittal, all changes 'MADE' shall be noted here)	
	^ v

17. For administrator's use:

PINS Acknowledgement Letter  Browse...

<b>PINS ANSI Submittal Date*</b> (ex. 08/24/02)
06/29/16

Evaluation	Evaluator Notes
<input type="checkbox"/> Submittal Rejected	

[Form Submitted to ANSI\(16KB\)](#)  Browse...  
[PINS Acknowledgement Letter\(1KB\)](#)  Browse...

Acknowledgment letters from ANSI are received within 30 days of submittal. Once the documents have been uploaded, the C&S Connect PINS form will collapse/look differently.

## Standard BSR-8

Action is required within 1 year from public-review end date.

1. Select the committee responsible for the document not the Consensus Committee

1. Select a Committee Responsible ?

2. Records – associate all of the records included in the draft below; exclude Code Cases, Errata, Interpretations

Record #s	Associated Record #s	Excluded Record #s from this BSR-8
<input type="text" value="Start typing to filter"/> 16-1718 16-1710 16-1696 16-1663 16-1646	<input type="text"/> <input type="button" value=""/> >> <input type="button" value=""/> <<	<input type="text"/> <input type="button" value=""/> >> <input type="button" value=""/> <<

3. Identify the committee which is voting on the standards action:

**Consensus Committee\***

4. Make sure the Associated Director and your name appear in their respective fields

Associated Director*	Engineer*
<input type="text" value="AmatoA"/>	<input type="text" value="LabradorJ"/>

5. Select the correct Project Intent from the drop-down list. If this document does not require ANSI approval (e.g., some Technical Reports, CA-1, QAI, etc., check the box for **ASME Public Review Only**)

1. Project Intent (relates to the status of the standard in terms of ANSI only, e.g., any Standard that is not an approved ANS, is a new standard)

☐ Check if for ASME Public Review Only

Create a new American National Standard (ANS)

- Adopt identical ISO or IEC
- Adopt modified ISO or IEC
- Adopt identical ISO or IEC standard AND this adoption revises a current ANS
- Adopt modified ISO or IEC standard AND this adoption revises a current ANS
- Revise current ANS
- Revise and redesignate current ANS
- Revise, redesignate and consolidate current ANS
- Revise and Partition current ANS
- Reaffirm current ANS
- Reaffirm and redesignate current ANS
- Addenda to a current ANS
- Supplement to a current ANS
- Maintain ANS under Stabilized Maintenance
- Withdraw current ANS

NOTE: To maintain a document under Stabilized Maintenance, all of the following must apply:

- a) The standard addresses mature technology or practices, and as a result, is not likely to require revision
- b) The standard is other than safety or health related
- c) The standard currently holds the status of American National Standard and has been reaffirmed at least once
- d) At least ten years have passed since the approval or last revision of the standard as an ANS
- e) The standard is required for use in connection with existing implementations or for reference purposes.

6. Supersedes or Affects – fill in the designation of the current standard(s) including the year and, if applicable, the reaffirmation year [e.g., A112.18.6-2009/CSA B125.6-09 (R2014); for consolidations, list all of the current documents]

**2. Supersedes or Affects**

(Specify designation of approved ANSI standard(s) to be superseded and/or ISO or IEC standard(s) to be adopted. Include the year of the current edition and reaffirmation year, if applicable, e.g., A12-3-1964 (R2011))

7. Make sure to include the Designation of the Proposed Standard – do not include a year [e.g., A112.18.6-20XX/CSA B125.6; B1.13M].

If you selected reaffirmation or withdrawal above, the designation will auto-populate. For reaffirmations, make sure to remove the current reaffirmation year; for withdrawals, if applicable, include the current reaffirmation year.

**3. Designation of Proposed Standard**

For reaffirmations and withdrawals, include the year of the current edition; do not include the reaffirmation year.

ASME

8. Title of Standard (initial caps preferred) – just the title, not the designation; if the title of a current standard is going to change, please include a note in the comments field.

**4. Title of Standard**

9. Does this proposal contain text from an ISO or IEC standard?

5. This standard contains excerpted text from an ISO or IEC standard, but is not an ISO or IEC adoption:

Yes ☐ No ☒

10. Limit the scope to what the standard covers. (Check your grammar, spelling, punctuation, line breaks).

**6. Scope Summary**

Please note in the scope if this standard is intended to be submitted for consideration as an ISO or ISO/IEC JTC-1 standard.

11. Public Review period:

- a) 60 days for a complete draft, reaffirmations, withdrawals
- b) 30 days for up to 5 pages
- c) 45 days for Continuous Maintenance standards and/or drafts which only include the pages to be revised.

12. Was a BSR-8 for this same document previously submitted to ANSI?

To be submitted for a second (or third, etc) public review

Yes ☐ No ☒

13. Available Electronically – check “yes” for drafts consisting of the changes only (not entire documents):

8. Draft to be made available electronically?

Yes ☐ No ☒

14. Price for withdrawals or reaffirmations only:

9. Single Copy Price: (ex - 20, not \$20 or \$20.00)

0

15. Is your committee out of balance or you are looking for new members?

10. Request an announcement in Standards Action to solicit New Consensus Body Members

Yes ☐ No ☒

16. Consumer Product or Service?

11. This standard covers a Consumer Product or Service

Yes ☐ No ☒

17. Comments: Provide additional information essential to ANSI and administrator regarding the submittal (e.g., though there's a reaffirmation in progress, the committee has decided to revise the document; the title has changed; the former designation was...)

C&S Staff Comments
<div><div></div><div>^</div><div>v</div></div>

18. Explanatory Notes: To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes (If you revise this form after initial submittal, all changes 'MADE' shall be noted here)
<div><div></div><div>^</div><div>v</div></div>

19. DRAFTS - Do not upload standards for reaffirmations or withdrawals; make sure draft number and/or date are consistent throughout the document:

(Note - Only Reaffirmations and Withdrawals do not require a File)

Public Review Draft File

Browse...

## Drafts

### CSP-9 Codes and Standards Documentation

#### (b) Drafts of Standards

All drafts of standards shall be prepared in accordance with the following requirements.

- (1) A **title** shall be provided.
- (2) A notation **draft** shall be included.
- (3) The **date** of the draft, identified by either month, year or month, day, year shall be included.
- (4) Drafts or revisions thereof may be individually numbered or they shall be identified by date only. Designations such as "Initial", "Intermediate", and "Final" shall not be used. If the draft is intended to revise a previously approved Standard, the following statement shall appear under the Standard Designation:

**Proposed revision of (full Standard Designation)**

- (5) The Standards Identification Designation shall be provided but **shall not include ANSI, ASME, or a year date** to avoid a false indication of ANSI or ASME approval.
- (6) A statement which will not be a part of the cover format shall be included to read as follows:

**TENTATIVE  
SUBJECT TO REVISION OR WITHDRAWAL  
Specific Authorization Required for Reproduction or Quotation  
ASME Standards and Certification**

- (7) The **foreword** is not considered an integral part of the Standard; however it shall be included in the draft to provide an opportunity for review for accuracy of content, etc.
- (8) **Rosters** of standards committees and subordinate groups should not be included in the draft because a report of the standards committee membership balloting is supplied in a separate letter.
- (9) **DRAFT** may be superimposed on each page of the draft at the discretion of the standards committee or by the direction of the appropriate ASME Department Director.
- (10) The **running heads** on each page of the draft shall not include such notations as ANSI, American National Standards Institute, ASME, American Society of Mechanical Engineers, any acronyms, or the name of the organization that may have prepared the draft, in order to avoid a false indication of approval.

**COVER PAGE:**

Draft #4 – July, 2011 B31.11-200x

July 31, 2011 Draft

B31.11-200x  
(proposed revision, redesignation, and  
consolidation of ASME B31.8-2010 and  
B31.8S-2010)

July, 2011 Draft

B31.8-200x  
(proposed revision of ASME B31.8-2010)

**TITLE OF STANDARD**

**TENTATIVE  
SUBJECT TO REVISION OR WITHDRAWAL  
Specific Authorization Required for Reproduction or Quotation  
ASME Standards and Certification**

Include Foreword  
Do not include the roster  
Running head – B31.8-200x  
Remove copyright date(s)  
Make sure our address is correct

## 20. For Administrator's Use:

BSR-8 ANSI Submittal Date* (ex. 08/24/02)	
Evaluation	Evaluator Notes
<input type="checkbox"/> Submittal Rejected	
<div><div>Evaluation</div><div><input type="checkbox"/> Submittal Rejected</div><div>BSR-8 Review Start Date: <input type="text" value="07/29/16"/></div><div>BSR-8 Review End Date: <input type="text" value="09/27/16"/></div><div><div>Form Submitted to ANSI (16KB)</div><div><input type="text" value=""/></div><div>Browse...</div></div><div><div>ANSI Acknowledgement Letter (2KB)</div><div><input type="text" value=""/></div><div>Browse...</div></div></div>	

Acknowledgment letters from ANSI are received within 30 days of submittal. Once the documents have been uploaded, the C&S Connect BSR-8 form will collapse/look differently.

### Public-Review Draft Requests:

If you receive a request for a complete public-review draft, please get the person's mailing address and forward the request to [ansibox@asme.org](mailto:ansibox@asme.org).

**NOTE:** ANSI must be copied on any responses to public-review comments.

## Entire Document BSR-8

To be used with a single record; action is required within 1 year from public-review end date.

Current glitches:

- a. Cannot submit multiple BSR-8s
- b. Cannot submit a procedural Board Ballot

1. Select the committee responsible for the document not the Consensus Committee

1. Select a Committee Responsible ?

2. Select the record:

All fields with \* next to them are required.  
Records's #s to be included in BSR-8:

Record #s	Associated Record #s
<input type="text" value="Start typing to filter"/>	
<div>16-1696, ASME A112.19.5/CSA B45.15 16-1663, ASME A112.18.6/CSA B125.6 16-924, ASME A112.1016/ASSE 1016/CSA B125.16 15-1253, ASME A112.14.3 15-913, ASME ASSE 1002/ASME A112.1002/CSA B125.</div>	<div>&gt;&gt;&lt;&lt;</div>
<input type="button" value="Select Record"/>	

3. Identify the committee which is voting on the standard action:

**Consensus Committee\***

4. Make sure the Associated Director and your name appear in their respective fields

Associated Director*	Engineer*
<input type="text" value="AmatoA"/>	<input type="text" value="GuzmanA"/>

5. If this document does not require ANSI approval (e.g., some Technical Reports, CA-1, QAI, etc., check the box for **ASME Public Review Only**

☐ Check if for ASME Public Review Only

6. Auto-populated fields:

- a) Project Intent

NOTE: To maintain a document under Stabilized Maintenance, all of the following must apply:

- 1) The standard addresses mature technology or practices, and as a result, is not likely to require revision
- 2) The standard is other than safety or health related
- 3) The standard currently holds the status of American National Standard and has been reaffirmed at least once
- 4) At least ten years have passed since the approval or last revision of the standard as an ANS
- 5) The standard is required for use in connection with existing implementations or for reference purposes.

- b) Supersedes or Affects

- c) Designation of Proposed Standard – include the edition year for reaffirmations and withdrawals; if applicable, include the current reaffirmation year for withdrawals only.
- d) Title of Standard
- e) Scope – check your spelling, grammar, and punctuation

7. Public Review period:

- a) 60 days for a complete draft, reaffirmations, withdrawals
- b) 30 days for up to 5 pages
- c) 45 days for Continuous Maintenance standards and/or drafts which only include the pages to be revised.

8. Was a BSR-8 for this same document previously submitted to ANSI?

To be submitted for a second (or third, etc) public review

Yes ☐ No ☒

9. Available Electronically – check “yes” for drafts consisting of the changes only (not entire documents):

8. Draft to be made available electronically?

Yes ☐ No ☒

10. Price for withdrawals or reaffirmations only:

9. Single Copy Price: (ex - 20, not \$20 or \$20.00)

11. Is your committee out of balance or you looking for new members?

10. Request an announcement in Standards Action to solicit New Consensus Body Members

Yes ☐ No ☒

12. Consumer Product or Service?

11. This standard covers a Consumer Product or Service

Yes ☐ No ☒

13. Comments: Provide additional information essential to ANSI and administrator regarding the submittal (e.g., though there’s a reaffirmation in progress, the committee has decided to revise the document; the title has changed; the former designation was...)

C&S Staff Comments

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v

14. Explanatory Notes: To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes

(If you revise this form after initial submittal, all changes 'MADE' shall be noted here)

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**DRAFTS** - Do not upload standards for reaffirmations or withdrawals; make sure draft number and/or date are consistent throughout the document:

(Note - Only Reaffirmations and Withdrawals do not require a File)

Public Review Draft File



## Drafts

### CSP-9 Codes and Standards Documentation

#### (b) Drafts of Standards

All drafts of standards shall be prepared in accordance with the following requirements.

- (1) A **title** shall be provided.
- (2) A notation **draft** shall be included.
- (3) The **date** of the draft, identified by either month, year or month, day, year shall be included.
- (4) Drafts or revisions thereof may be individually numbered or they shall be identified by date only. Designations such as "Initial", "Intermediate", and "Final" shall not be used. If the draft is intended to revise a previously approved Standard, the following statement shall appear under the Standard Designation:

#### Proposed revision of (full Standard Designation)

- (5) The Standards Identification Designation shall be provided but **shall not include ANSI, ASME, or a year date** to avoid a false indication of ANSI or ASME approval.
- (6) A statement which will not be a part of the cover format shall be included to read as follows:

**TENTATIVE**  
**SUBJECT TO REVISION OR WITHDRAWAL**  
**Specific Authorization Required for Reproduction or Quotation**  
**ASME Standards and Certification**

- (7) The **foreword** is not considered an integral part of the Standard; however it shall be included in the draft to provide an opportunity for review for accuracy of content, etc.
- (8) **Rosters** of standards committees and subordinate groups should not be included in the draft because a report of the standards committee membership balloting is supplied in a separate letter.
- (9) **DRAFT** may be superimposed on each page of the draft at the discretion of the standards committee or by the direction of the appropriate ASME Department Director.
- (10) The **running heads** on each page of the draft shall not include such notations as ANSI, American National Standards Institute, ASME, American Society of Mechanical Engineers, any acronyms, or the name of the organization that may have prepared the draft, in order to avoid a false indication of approval.

Draft #4 – July, 2011

B31.11-200x

July 31, 2011 Draft

B31.11-200x  
(proposed revision, redesignation,  
and consolidation of ASME B31.8-  
2010 and  
B31.8S-2010)

July, 2011 Draft

B31.8-200x  
(proposed revision of ASME B31.8-  
2010)

## TITLE OF STANDARD

TENTATIVE  
SUBJECT TO REVISION OR WITHDRAWAL  
Specific Authorization Required for Reproduction or Quotation  
ASME Standards and Certification

Include Foreword  
Do not include the roster  
Running head – B31.8-200x  
Remove copyright date(s)  
Make sure our address is correct

### 15. For Administrator's Use:

BSR-8 ANSI Submittal Date* (ex. 08/24/02)	Evaluation	Evaluator Notes
	<input type="checkbox"/> Submittal Rejected	
<b>Evaluation</b>		
<input type="checkbox"/> Submittal Rejected		
BSR-8 Review Start Date: <input type="text" value="07/29/16"/>		
BSR-8 Review End Date: <input type="text" value="09/27/16"/>		
<a href="#">Form Submitted to ANSI (16KB)</a> <input type="button" value="Browse..."/>		
<a href="#">ANSI Acknowledgement Letter (2KB)</a> <input type="button" value="Browse..."/>		

Acknowledgment letters from ANSI are received within 30 days of submittal. Once the documents have been uploaded, the C&S Connect BSR-8 form will collapse/look differently.

### Public-Review Draft Requests:

If you receive a request for a complete public-review draft, please get the person's mailing address and forward the request to [ansibox@asme.org](mailto:ansibox@asme.org).

**NOTE:** ANSI must be copied on any responses to public-review comments.

## BSR-9

Make sure all of your records are Board Approved.

### 1. Select the BSR-8(s) submitted for this standard:

Add BSR-8(s) associated with this BSR-9:

2183 - ASME A112.19.19 2136 - ASME A112.19.5-2011/CSA F 2084 - ASME A112.6.3 2044 - ASME A112.4.2/CSA B45.16 2043 - ASME A112.18.2/CSA B125.7	>> <<	
---	----------	--

[Get BSR-8 info](#)

### 2. Associate and exclude records as needed:

Selected BSR-8(s):	Associated Record #s:	Excluded Record #s:
2034 - ASME B16.1 2055 - ASME B16.1	2034 10-1036 2055 10-1036 2055 14-2394	2034 13-1932 2055 13-1932 2034 14-1542 2055 14-1542

### 3. Make sure the Associated Director and your name appear in their respective fields:

Associated Director*	Engineer Submitting*
EisenbergG	RamcharranC

### 4. Auto-populated:

- Project Intent
- Supersedes or Affects
- Designation
- Title
- Consensus Body

### 5. If the committee's balanced, N/A.

If the committee is not balanced, "Yes" and attach the approval to vote while the committee was unbalanced and proof of efforts made to recruit new members (e.g., emails, membership ballot) or to achieve balance (e.g., change in interest classification)

6. Balance: If the consensus body associated with this submittal appears to lack balance as described in the ANSI Essential Requirements(see 1.3, 2.3), please attach evidence or an explanation of outreach efforts undertaken to achieve balance.

Yes ☐ No ☐ N/A ☐

[Evidence attached?](#)

### 6. PINS deliberation? If there was a PINS, "No"; otherwise, "N/A" (unless there really was a deliberation)

7. Did a PINS deliberation take place in connection with this standard (See ANSI Essential Requirements 2.5)?

Yes ☐ No ☐ N/A ☐

[If yes, then attach a copy of the required PINS deliberation report\(s\).](#)

### 7. Number of Public-Review Objections:

8. Total number of unresolved objections to the proposed action on the standard resulting from all public review period(s)  
(PUBLIC REVIEW ONLY).

[Attach Evidence of attempted resolution \(if applicable\)](#)

8. For items with unresolved negatives (public review and consensus body), list **all** of the dates when outstanding negatives were voted on either via recirculation ballot(s) (RC1, RC101) or at a meeting; otherwise “N/A.” If votes were taken at a meeting, make sure absentee members were given an opportunity to vote; also make sure to upload meeting cover page, attendance record, and excerpt of minutes to the record).

9. Date(s) on which unresolved objections (**PUBLIC REVIEW AND CONSENSUS BODY**), attempts at resolution and substantive changes, were provided to the consensus body for consideration.(i.e. recirculation)

Attach Evidence of this(if applicable)

☐ Not Applicable

9. Right to Appeal: If you had unresolved objections, “Yes”; otherwise, “N/A”

10. Were all unresolved objector(s) (**PUBLIC REVIEW AND CONSENSUS BODY**) informed of their right to appeal to standards Developer?

Attach Evidence of this(if applicable)

Yes ☐ No ☐ N/A ☐

10. Appeals – If no unresolved objections, “N/A”:

11. Did any unresolved objectors (**PUBLIC REVIEW AND CONSENSUS BODY**) complete the appeals process available through the standards developer?

If yes, attach documentation of appeal proceedings.

Yes ☐ No ☐ N/A ☐

11. Final Consensus Date – latest Record Status date for approved records included or date of subsequent withdrawal of negative. (If you changed a member’s vote, documentation requesting or confirming such must be uploaded to the C&S Connect ballot.)

12. Date of Final Consensus Body Vote (i.e., date vote was closed or date of latest change of vote by consensus body member; if multiple records included in BSR-9, provide date for the record that has latest date of final vote) (mm/dd/yy)

12. Make sure each item has been approved by at least 2/3 of the committee – always “Yes.”

13. State the applicable numerical requirements for consensus as established in your ANSI-accredited procedures: At least two-thirds affirmative vote of the committee membership excluding any "not voting" and "disapproved without comment" responses.

Click Yes to certify that these requirements have been satisfied:

Yes ☐ No ☐

13. Patent Holders?

14. Click YES if there are statements from patent holders (patent letters of assurance) that have been received regarding the proposed ANS. Please attach a copy of such statements:

Yes ☐ No ☐

14. Generate the Report – if something is wrong, check the status of your record(s). Make sure you have only one tally for each record.

BSR-9 Summary of Consensus Body Vote File  
Attach All Evidence, Interest Classification Definitions & Breakdown, and Committee Rosters in one file.

Browse...  
[Consensus Body Vote Report](#)  
[Download Blank Tally Form](#)

[Generate BSR-9](#)

## BSR-9 Report

(contents and order – please keep all of the documentation for an item together)

- a. Tally – A detailed summary or explanation of the report is not necessary. You should note any discrepancies between C&S Connect tally and auto-generated tally; reason for the committee imbalance.

If there were any public-review comments which have been resolved, a statement indicating so should be put on the first page and, if ANSI was **NOT** copied on the response, you must include all comments and responses in the report.

Makes sure you have **ONE** tally for each recorded included in the BSR-9.

- b. Outstanding Negatives – limit the documentation to outstanding negatives only:
  - 1) Recirculation Ballot from C&S Connect or Recirculation Ballot email – if these are the same for multiple items with outstanding negatives, please keep the tallies together.
  - 2) Outstanding Negative Comment(s) and Response(s) – if the comment and/or response refer to another's comment and/or response, you **must** include the other's comment and/or response.
  - 3) If applicable, second Recirculation Ballot or email
  - 4) If applicable, third Recirculation Ballot or email, etc.
  - 5) Minutes – cover page, attendance record, and excerpt detailing discussion/votes taken at a meeting.
  - 6) Final closure email or right-to-appeal notification
- c. Roster
- d. Appeal Documentation – written correspondence from all levels of appeals. Unless the appeal is going to ANSI, you must show that the appellant no longer wishes to continue with the appeal and that his/her objection(s) is(are) considered resolved.

- 1) Initial Letter

- 2) Committee's Response – suggested wording:

If you still have any outstanding objections to these items, you may request an Appeal Hearing per the Procedures for ASME Codes and Standards Development Committees (<http://cstools.asme.org/csconnect/pdf/CommitteeFiles/25963.pdf>) Alternatively, you may indicate that you uphold your objections but do not request an appeal.

Unless written notification is received by **(DATE)** (or **within 30 business days**) indicating otherwise, the Committee will proceed with the understanding that the above responses resolve your objections.

Per the Procedures for ASME Codes and Standards Development Committees, for any subsequent appeal to the Board on \_\_\_\_\_, written notice (by certified mail) of intent to appeal must be filed with the Secretary of The Board within 10 business days of the date of this letter.

- 3) Letter to Corresponding Board

- 4) Board's Response – suggested wording:

Should this decision remain objectionable to any party concerned with the action, they may request an appeal, based upon matters relating to procedural due process, to the Council on Standards and Certification's Board on Hearings and Appeals, which may decide at its discretion whether or not to consider such a

further appeal. To request a further appeal, written notice of intent to appeal must be filed by certified mail with **(NAME)**, Secretary of The Board on Hearings and Appeals, within 10 business days after receipt of this letter.

5) Letter to Board on Hearings and Appeals

6) BHA's Response

The ASME Board on Hearings and Appeals is the final level of appeal regarding standards activities within ASME other than, if applicable, consideration of conflict of interest issues, which may be referred to The ASME Ethics Committee.

NOTE: If the objections are not resolved and the appellant wishes to appeal to ANSI, the BSR-9 cannot be submitted at this time.

15. Comments: Provide additional information essential to ANSI and administrator regarding the submittal (e.g., number of delegates; additional ballot dates; reason for discrepancy between C&S tally and report tally; etc.)

C&S Staff Comments
<div></div>

16. Explanatory Notes: To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes (If you revise this form after initial submittal, all changes 'MADE' shall be noted here)
<div></div>

17. For Administrator's Use:

BSR-9 ANSI Submittal Date (ex. 08/24/02)
<div></div>

Evaluation	Evaluator Notes
<input type="checkbox"/> Submittal Rejected	<div></div>
<div>Form Submitted to ANSI(18KB) <div>Browse...</div></div> <div>ANSI Approval Letter: <div>File(3KB)</div> <div>Browse...</div></div> <div>ANSI Approval Date: <div>05/31/16</div></div>	

Please allow two weeks for Notifications of Final Approval. If the submittal contained unresolved negatives, allow one month; if we had to provide ANSI with further clarification, it'll take more than a one month to receive the approval.

## BSR-10

NOTE: To maintain a document under Stabilized Maintenance, all of the following must apply:

- The standard addresses mature technology or practices, and as a result, is not likely to require revision
- The standard is other than safety or health related
- The standard currently holds the status of American National Standard and has been reaffirmed at least once
- At least ten years have passed since the approval or last revision of the standard as an ANS
- The standard is required for use in connection with existing implementations or for reference purposes.

- Select the committee responsible for the document not the Consensus Committee

1. Select a Committee Responsible ?

A112

- Add the BSR-8(s) and confirm eligibility

**Add BSR-8(s) associated with this BSR-10:**

>>  
<<

### Confirmation of Eligibility\*

Please verify all of the following are applicable before submitting:

- The standard addresses mature technology or practices, and as a result, is not likely to require revision; and
- The standard is other than safety or health related; and
- The standard currently holds the status of American National Standard and has been reaffirmed at least once; and
- At least ten years have passed since the approval or last revision of the standard as an ANS; and
- The standard is required for use in connection with existing implementations or for reference purposes.

Yes ☐ No ☒

Get BSR-8 Info

- Auto-populated:

Director

Engineer

Supersedes or Affects

Designation

Title

Consensus Body

Applicable numerical requirements – at least 2/3 approved votes - yes

Statements from patent holders - no

- If the committee's balanced, N/A.

If the committee is not balanced, Yes and attach the approval to vote while the committee was unbalanced and proof of efforts made to recruit new members (e.g., membership ballot) or to achieve balance (e.g., change in interest classification)

5. Balance: If the consensus body associated with this submittal appears to lack balance as described in the ANSI Essential Requirements(see 1.3, 2.3), please attach evidence or an explanation of outreach efforts undertaken to achieve balance.

Evidence attached?

Yes ☐ No ☐ N/A ☒

5. Number of public-review objections only – should be “0.”

6. Total number of unresolved objections to the proposed action on the standard resulting from all public review period(s)

(PUBLIC REVIEW ONLY).

Attach Evidence of attempted resolution (if applicable)

6. N/A – shouldn't have had any objections.

7. Dates(s) on which unresolved objections (PUBLIC REVIEW AND CONSENSUS BODY) and attempts at resolution were provided to the consensus body for consideration. (i.e. recirculation)

Attach Evidence of this(if applicable)

☐ Not Applicable

7. N/A – shouldn't have had any objections.

8. Were all unresolved objector(s) (PUBLIC REVIEW AND CONSENSUS BODY) informed of their right to appeal to standards Developer?

Attach Evidence of this(if applicable)

Yes ☐ No ☐ N/A ☐

8. N/A – shouldn't have had any objections.

9. Did any unresolved objectors (PUBLIC REVIEW AND CONSENSUS BODY) complete the appeals process available through the standards developer?

If yes, attach documentation of appeal proceedings.

Yes ☐ No ☐ N/A ☐

9. Closing date of the final ballot or final date voting results changed due to the withdrawal of a negative(s).

10. Date of Final Consensus Body Vote (i.e., date vote was closed or date of latest change of vote by consensus body member; if multiple records included in BSR-10, provide date for the record that has latest date of final vote) (mm/dd/yy)

10. Generate the report and make sure it is accurate.

BSR-10 Summary of Consensus Body Vote File

Attach All Evidence, Interest Classification Definitions & Breakdown, and Committee Rosters in one file.

Browse...

Generate BSR-10 Consensus

Body Vote Report

Download Blank Tally Form

- a. Tally
- b. Roster

11. Comments: Provide additional information essential to ANSI and administrator regarding the submittal (e.g., though there's a reaffirmation in progress, the committee has decided to revise the document; the title has changed; the former designation was...)

C&S Staff Comments

12. Explanatory Notes: To be used to explain changes made after a form has been rejected – NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes

(If you revise this form after initial submittal, all changes 'MADE' shall be noted here)



### 13. For Administrator's Use:

<b>BSR-10 ANSI Submittal Date</b> <b>(ex. 08/24/02)</b>
<input type="text" value="05/13/16"/>

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Evaluation	Evaluator Notes
<input type="checkbox"/> Submittal Rejected	<div><div></div><div>^</div><div>v</div></div>
<a href="#">Form Submitted to ANSI(17KB)</a> <input type="text"/> <input type="button" value="Browse..."/>	
ANSI Approval Letter: <a href="#">File(3KB)</a> <input type="text"/> <input type="button" value="Browse..."/>	
ANSI Approval Date: <input type="text" value="05/18/16"/>	

Please allow two weeks for approval letter.

**BSR-11** – one year from public-review-end date

(NOTE: We never request extensions to publish a standard 6 months after ANSI approval.)

## **ANSI Essential Requirements:**

### **4.2 Approval of actions in connection with American National Standards**

...

A proposed new American National Standard or a proposed revision or reaffirmation of an American National Standard to be approved by the BSR shall be submitted to the secretary of the BSR within one (1) year from the close of the comment period listed in Standards Action using the appropriate form provided by ANSI, unless the standards developer notifies the secretary of the BSR in writing of good cause for a different schedule for submittal. Failure to make the submittal within two (2) years from the close of the comment period listed in Standards Action shall require consideration by the BSR, i.e., withdrawal, extension for cause, or another listing in Standards Action.

#### **1. Select a committee.**

1. Select a Committee Responsible ?

Select a Committee

#### **2. Choose option to request an extension to submit a form past a year after the public-review period ended and select the corresponding BSR-8.**

All fields with \* next to them are required.

Reason for BSR-11 Submittal:

- ☒ Extension requested to submit BSR-9 more than one year after the close of the ANSI public review period in ANSI Standards Action(SA)
- ☐ Extension requested to submit proposed standards action more than 5 years past its most recent approval date as an ANS(within 30 days after 5-year anniversary)
- ☐ Extension requested to publish approved standards as an American National Standard (more than 6 months after ANSI approval)

Add BSR-8(s) associated with this BSR-11:

145 - ASME A112.18.3  
146 - ASME A112.19.9  
147 - ASME A112.19.9M  
149 - ASME A112.4.1  
150 - ASME A112.19.8

#### **3. Auto-populated:**

- a. Director
- b. Engineer
- c. Designation
- d. Title
- e. Public-Review-End Date

#### **4. Assuming that it's been a year since the public-review period ended, request for an extension cannot be more than one year (unless ANSI's notified in writing of good cause for a different schedule for submittal).**

Duration of requested extension\*

#### **5. Provide a valid reason for the request.**

Reason for requested extension\*

6. **Comments:** Provide additional information essential to ANSI and administrator in order to eliminate any questions from either.

C&S Staff Comments

7. **Explanatory Notes:** To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes

(If you revise this form after initial submittal, all changes "MADE" shall be noted here)

8. **For Administrator's Use:**

BSR-11 ANSI Submittal Date  
(ex. 08/24/02)

07/25/15

Form Submitted to ANSI(141KB)

Browse...

ANSI Acknowledgement Letter(0KB)

Browse...

Extension Granted Until: 07/25/2018

**BSR-11** – more than five years after latest approval

(NOTE: We never request extensions to publish a standard 6 months after ANSI approval.)

Request for extension to submit a PINS more than five years after approval of a standard. If a standard is under Continuous Maintenance and an extension is requested, the document will then fall under Periodic Maintenance and a complete approval process must pass before the document can be placed back on the Continuous Maintenance list.

## **ANSI Essential Requirements:**

### **4.2.1.3.1 Administrative withdrawal**

An American National Standard shall be withdrawn five years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ExSC or its designee.

#### **1. Select a committee.**

1. Select a Committee Responsible ?

Select a Committee

#### **2. Choose option to request an extension to submit a PINS or BSR-8 for reaffirmation or withdrawal past the 5-year anniversary and select the corresponding BSR-9.**

All fields with \* next to them are required.

Reason for BSR-11 Submittal:

- ☐ Extension requested to submit BSR-9 more than one year after the close of the ANSI public review period in ANSI Standards Action(SA)
- ☒ Extension requested to submit proposed standards action more than 5 years past its most recent approval date as an ANS(within 30 days after 5-year anniversary)
- ☐ Extension requested to publish approved standards as an American National Standard (more than 6 months after ANSI approval)

Add BSR-9(s) associated with this BSR-11:

20 - ASME A112.1.2  
21 - ASME A112.4.1  
22 - ASME A112.6.1M  
23 - ASME A112.19.9  
24 - ASME A112.36.2M

#### **9. Auto-populated:**

- a. Director
- b. Engineer
- c. Designation
- d. Title
- e. Public-Review-End Date

#### **3. Request cannot be for more than 10 years from approval of standard.**

Duration of requested extension\*

#### **4. Provide a valid reason.**

Reason for requested extension\*

5. **Comments:** Provide additional information essential to ANSI and administrator in order to eliminate any questions from either.

C&S Staff Comments
<div><div></div><div>^</div><div>v</div></div>

6. **Explanatory Notes:** To be used to explain changes made after a form has been rejected –  
NOTE: This field will generate an auto-email to inform the administrator the PINS is ready for ANSI submittal.

Explanatory Notes <small>(If you revise this form after initial submittal, all changes 'MADE' shall be noted here)</small>
<div><div></div><div>^</div><div>v</div></div>

7. **For Administrator's Use:**

BSR-11 ANSI Submittal Date <small>(ex. 08/24/02)</small>
07/25/15

Form Submitted to ANSI(141KB)  Browse...

ANSI Acknowledgement Letter(0KB)  Browse...

Extension Granted Until: 07/25/2018