

October 2022

# **Procedures for the Development and Coordination of American National Standards**

***Accredited Standards Committee:  
Material Handling Committees  
(ASC MHC)***



## Foreword

Accredited Standards Committee Material Handling Committees (ASC MHC) is an accredited developer of American National Standards (ANS) within its American National Standards Institute (ANSI) approved scope.

This procedures document relies heavily on the companion ANSI document *ANSI Essential Requirements: Due Process Requirements for American National Standards* (available at [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements) and referred to in this document either as *ANSI Essential Requirements* or as ER). It is strongly recommended that the reader obtain the ANSI document to support the full understanding of the ASC MHC procedures.

ASC MHC originally followed ANSI default procedures for the committee process in the document *ANSI Procedures for the Development and Coordination of American National Standards* until those procedures were eliminated in favor of *ANSI Essential Requirements: Due process requirements for American National Standards* in 2003. This document borrows heavily from the original procedures document and in particular Annex A from that document that refers to the Committee process. Although the words "Committee Process" are not contained in *ANSI Essential Requirements*, all ASC MHC standards follow the committee process for developing a consensus body.

MHI serves as the Standards Administrator for ASC MHC. Any questions or comments should be addressed directly to the MHI Standards Administrator through email at [standards@mhi.org](mailto:standards@mhi.org).

The voluntary standards system in the United States consists of a large number of standards developers that write and maintain one or more national standards. Among them are professional societies, trade associations, and other organizations. Thousands of individuals, companies, other organizations (e.g., labor, consumer, and industrial) and government agencies voluntarily contribute their knowledge, talent, and effort to standards development.

Many standards developers and participants support ANSI as the central body responsible for the identification of a single, consistent set of voluntary standards called American National Standards. ANSI approval of these standards is intended to verify that the principles of openness and due process have been followed in the approval procedure and that a consensus of those directly and materially affected by the standards has been achieved. ANSI coordination is intended to assist the voluntary system to ensure that national standards needs are identified and met with a set of standards that are without conflict or unnecessary duplication in their requirements.

ANSI is the U.S. member of non-treaty international standards organizations such as the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) through the United States National Committee, the Pacific Area Standards Congress (PASC), and the Pan American Standards Commission (COPANT). As such, ANSI coordinates the activities involved in U.S. participation in these groups.

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Approved by ANSI October 20, 2022

# ASC MHC Procedures for the Development and Coordination of American National Standards

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# ASC MHC Procedures for the Development and Coordination of American National Standards

## 1 General

These procedures constitute the ASC MHC method of developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards by utilizing the accredited committee process of developing a consensus body. In addition to complying with the requirements for accreditation, ASC MHC fully adopts ANSI's document *ANSI Essential Requirements: Due process requirements for American National Standards (ANSI Essential Requirements)* at [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements).

The following committees are subject to the ASC MHC procedures:

- MH1 Committee on Pallets, Slip Sheets, and Other Bases for Unit Loads (see Annex A for procedures specific to MH1);
- MH10 Committee on Unit Loads and Transport Packages (see Annex B for procedures specific to MH10).

Additionally, this document outlines the procedures of the Data Identifier Maintenance Committee (DIMC), which is not a consensus body responsible for approving American National Standards (ANSs), but instead processes applications for new Data Identifiers associated with ANSI MH10.8.2 (see Annex C for procedures specific to continuous maintenance of ANSI MH10.8.2 and the DIMC).

In order to protect MHI and ASC MHC member bodies from liability that might arise from any of their participation in the development of standards that are either unduly restrictive or permissive and to provide for the use of uniform procedures in standards setting activities, it is hereby declared to be the policy of MHC that:

- a) An ASC MHC committee shall not engage in standards setting activities unless such activities are conducted in full compliance with these procedures and the *ANSI Essential Requirements*.
- b) An ASC MHC committee shall not make as a condition of membership eligibility or continuing membership that an applicant or member comply with any standard. In addition, ASC MHC shall not require its members to submit to a certification program to confirm compliance with a standard as a condition of membership.
- c) MHI General Counsel may review any proposed standard prior to its completion and publication to determine whether the proposed publication shall be treated as a standard for purposes of this Statement of Policy.
- d) An ASC MHC committee shall decide whether a proposed standard is to be copyrighted. If the decision is to copyright the finished publication, the MHI Standards Administrator's General Counsel should be contacted to handle the necessary documentation and filing.

## 2 Standards project initiation or termination

The decision to initiate development of a standards project starts with ASC MHC members, subcommittees, work groups or the officers. When it is first recognized that the work of any of these groups is intended to result in the development of a new standard, revision/reaffirmation/withdrawal of an existing standard, or termination of an existing project, written notification shall be given to the MHI Standards Administrator. The MHI Standards Administrator shall then determine whether the standard may be in conflict with any existing ANS and shall make good faith efforts to resolve any potential conflicts through coordination/harmonization as prescribed in the *ANSI Essential Requirements*. If no such conflict exists, the MHI Standards Administrator shall then send a ballot to the consensus body for approval of the action. Upon approval, the MHI Standards Administrator shall submit the appropriate project initiation or termination notice to ANSI for listing in *ANSI Standards Action*.

At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *ANSI Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm an American National Standard.

A statement shall be submitted and published as part of the PINS announcement that shall include:

- a) an explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO or ISO/IEC JTC-1 standard;
- b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard; and
- c) the interest categories that shall or shall be expected to comprise the consensus body (see 0).

If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.

ASC MHC adopts by reference the following provisions in *ANSI Essential Requirements*:

- a) 2.5.1.1 PINS Exceptions
- b) 2.5.1.2 Assertions of conflict or duplication
- c) 2.5.1.3 PINS Deliberation Report

### **3 Consensus body structure – committee process**

#### **3.1 Consensus body responsibilities**

Consensus bodies shall be responsible for:

- a) Proposing ANS within their scope;
- b) Voting on approval of proposed ANSs within their scope;
- c) Maintaining the developed standards in accordance with these procedures and *ANSI Essential Requirements*;
- d) Adopting policy and procedures for interpretations of standard(s);
- e) Adopting ASC MHC procedures and revisions thereof; and
- f) Other matters requiring consensus body action as provided in these procedures.

#### **3.2 Subcommittees and work groups**

Each ASC MHC committee may establish subcommittees or work groups for the purpose of expediting the work of the consensus body. Subcommittees and work groups are generally responsible for drafting proposed standards, drafting responses to comments, drafting positions on international/national standards, and performing other advisory functions for the consensus body.

The formation or dissolution of ASC MHC subcommittees or work groups may be established or dissolved subject to full committee majority approval. Subcommittees shall establish a written scope of work and should establish their own written procedures. Subcommittee actions are advisory only, to be treated as recommendations for consideration by the consensus body. Each consensus body may also establish work groups to concentrate on more focused, short-term tasks that do not justify formation of a subcommittee.

The chair and vice-chair of a subcommittee or work group shall either be appointed by the chair of the consensus body or recommended for approval by the subcommittee or work group. These officers shall be confirmed by majority vote of the consensus body.

The scope, duties, and membership of all subgroups shall be reviewed at least once a year, typically in conjunction with the committee's annual meeting. The officers of a subgroup need not be members of the consensus body.

#### **3.3 Officers**

ASC MHC committees shall be a chair, and optionally a vice-chair, elected or appointed from the consensus body according to committee specific procedures. The vice-chair may carry out the chair's duties if the chair is temporarily unable to do so. If neither the chair nor the vice-chair are temporarily able to carry out their duties, then the MHI Standards Administrator may appoint an acting chair, subject to approval by the officers. If the vice-chair position becomes vacant, the chair may appoint a vice-chair to serve the remainder of the term.

### **3.4 MHI Standards Administrator**

The MHI Standards Administrator shall be responsible for the following:

- a) Maintaining accreditation in accordance with ANSI requirements;
- b) Overseeing the consensus body's compliance with these procedures;
- c) Maintaining a consensus body roster and a list of standards for which the consensus body is responsible;
- d) Performing administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;
- e) Submitting candidate standards approved by the consensus body, with supporting documentation, for ANSI review and approval as American National Standards; and
- f) Performing other administrative functions as required by these procedures.

Inquiries relating to the ASC MHC should be directed to the MHI Standards Administrator, and consensus body members should inform individuals who raise such questions. All replies to inquiries shall be made through the MHI Standards Administrator.

### **3.5 Consensus body membership**

Members of each ASC MHC consensus body shall consist of organizations, companies, government agencies, individuals, etc., having a direct and material interest in the activities of the consensus body. Applicants shall submit a request to join the consensus body in accordance with 3.8. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the consensus body after the application has been processed. There is no set term for membership. The termination of members shall be subject to approval by majority vote of the consensus body.

### **3.6 Member balance and dominance**

All appropriate interests that are directly and materially affected by the standards activity of ASC MHC committees shall have the opportunity for fair and equitable participation without dominance by any single interest category, individual, or organization. ASC MHC Committees shall establish and revise interest categories subject to majority vote. The rationale for the selection of categories shall be included in the consensus body ballot. To maintain an appropriate balance of interests, no interest category shall comprise more than one-half of the voting consensus body. Each committee member shall propose their own interest category as appropriate and in accordance with the consensus body's established categories. The set of approved interest categories and tally of members in each category shall be maintained by the MHI Standards Administrator and included in the Committee rosters.

### 3.7 Interest categories

ASC MHC committees shall affirm the interest categories required of their consensus body from the following list of possible interest categories:

Interest Category	Description
User	Corporate or individual who use the product or family of products named in the proposed standard but are not involved with its production or distribution.
Manufacturer	Those directly concerned with the manufacture or production of the specific product or family of products named in the proposed standard.
Distributor/Integrator	Corporate or individual that primarily distribute or integrate the product or family of products named in the proposed standard but are not specifically involved with its production or use.
Regulatory/Government	Regulatory, legislative, or judicial entities at the federal, state, or local levels who do not use the product or family of products named in the proposed standard.
Laboratory/Researcher	Corporate or individual who conducts laboratory, testing, evaluation, educational institution, or research services on the product or family of products named in the proposed standard
General Interest	Those who have a material interest other than those above.

When selecting their interest category, guidance shall be given to consensus body members to select the interest category that best represents their primary source of financial support and select General Interest only if their primary source of financial support is not otherwise represented. For example, a consultant or trade association representative whose primary financial support is a manufacturer shall select “Manufacturer” as their interest category despite not being a direct employee of the manufacturer.

### 3.8 Application for membership

A request for membership on the consensus body shall be addressed to the MHI Standards Administrator and shall indicate the applicant’s direct and material interest in the committee’s work, qualifications, and willingness to participate actively. If the applicant is an organization, company, or government agency, it shall identify a primary delegate and an alternate delegate, if desired. The applicant shall also select an interest category as defined in these procedures.

Membership applications that are deemed complete and appropriate by the MHI Standards Administrator shall be submitted to the Chair for approval. Alternatively, the Chair may put the applicant’s approval to a ballot, with acceptance being a majority of the consensus body. In recommending appropriate action to the consensus body on applications for membership, the MHI Standards Administrator shall consider the following:

- a) Need for active participation by each interest;
- b) Potential for dominance or imbalance by a single interest category;
- c) Extent of interest expressed by the applicant and the applicant’s willingness to participate actively;
- d) The representative identified by the applicant organization, company, or government agency.

If distinct divisions of an organization demonstrate independent interests and authority to make independent decisions in the activity of an ASC MHC committee, each is permitted to apply for membership.

When appropriate, the MHI Standards Administrator may recommend that the applicant seek representation through an organization that is already a member and represents the same or similar interest.

If an applicant’s application is rejected, the MHI Standards Administrator shall provide a written explanation of denial to the applicant. The applicant shall reserve the right to appeal the decision following the process in clause 8.



### **3.9 Representing multiple organizations**

Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the MHI Standards Administrator that they are aware of and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the consensus body, excluding the vote of that individual.

### **3.10 Review of membership activity**

ASC MHC members shall fulfill obligations of active participation outlined in the Annexes specific to each committee.

### **3.11 Changes to member representatives**

Members shall notify the MHI Standards Administrator in writing when delegates (primary voter, or representative in the case of observer members) or alternates have left their organization, should no longer be representing their interests on the committee, or should be replaced. If a delegate can no longer serve, the alternate delegate will automatically become delegate until written notice is received from the member, naming new representatives. If both a member's delegate and alternate delegate positions remain unfilled for a period of 60 days, the MHI Standards Administrator shall attempt to consult with the member to name replacements. If no replacement is named within another 60 days, the member may be administratively removed.

### **3.12 Observers and individual experts**

Individuals and organizations having an interest in a ASC MHC committee's work may request listing as observers. The consensus body may also select individual experts to assist it. Observers and individual experts shall be advised of the committee's activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

### **3.13 Membership roster**

The MHI Standards Administrator shall maintain current and accurate consensus body rosters. The roster shall include the following:

- a) Title of the committee and its designation;
- b) Officers: chair and vice-chair if the committee has a vice-chair;
- c) Members: name of organization or agency, its representative and alternate (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- d) Interest category of each member; and
- e) Tally of interest categories: total of voting members and subtotals for each interest category.

The MHI Standards Administrator shall review the membership roster periodically to evaluate balance and active participation.

## **4 Meetings**

### **4.1 General**

Committee meetings shall be held as decided upon by the consensus body, the chair, the MHI Standards Administrator, or by petition of five or more members, to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source. Meetings of subgroups may be held as decided upon by the members or chair of the subgroup.

### **4.2 Open meetings**

Meetings of MHC Committees and all subordinate bodies shall be open to all members and others having a direct and material interest. Consensus body members shall receive at least four weeks' notice of scheduled meetings. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The MHI Standards Administrator may maintain a mailing list of other interests.

### **4.3 Quorum and proxies**

A majority of the members of the consensus body shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by letter ballot or vote at a future meeting. Committees may use proxies to help develop a quorum if a proxy policy and form have been approved by at least two-thirds of the consensus body. The proxy shall be valid only for a specific meeting, approved only by the delegate or alternate delegate for the member organization, and shall appoint a specific individual as designee for the consensus body member (the chair of the consensus body shall be named by default on the proxy form). The proxy allows an individual to represent the organization as if the delegate or alternate of that organization was present at the meeting. If a consensus body member submits a proxy but is subsequently represented at the meeting by the delegate or alternate, then the proxy shall be voided.

## **5 Balloting**

### **5.1 Authorization**

A letter ballot shall be authorized by any of the following:

- a) Majority vote of those present at a consensus body meeting;
- b) The chair;
- c) The MHI Standards Administrator; or
- d) Petition of five or more members of the consensus body.

### **5.2 Ballot positions and comments**

Except in regard to ballots on membership and officer-related issues, each member shall vote one of the following positions:

- a) Affirmative;
- b) Affirmative, with comment;
- c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
- d) Abstain.

Comments should be submitted on the ASC MHC form distributed with the ballot for ease and accuracy of comment entry and consolidation.

For votes on membership and officer-related issues, the affirmative/negative/abstain method of voting shall be followed. Votes with regard to these issues need not be accompanied by reasons and need not be resolved or circulated to the consensus body.

### **5.3 Balloting or response period**

The balloting period for new or recirculation ballots, or the period for comments to respond to their comment resolution, shall end a minimum of two weeks and a maximum of six weeks from the date of issue or as soon as all ballots or responses are returned, whichever comes first. The balloting period duration shall be determined by the chair (or optionally the vice chair) or MHI Standards Administrator. An extension may be granted at the chair's option, when warranted or requested.

### **5.4 Criteria for approval**

The following actions require approval by a majority of the membership of the consensus body by letter ballot:

- a) Confirmation of officers;
- b) Formation of a subgroup, including its procedures, scope, and duties;
- c) Disbandment of subgroups;
- d) Addition of new consensus body members and designation of their interest categories, when the chair elects to put the addition of a new consensus body to a vote; and
- e) Approval of withdrawal of an existing standard.

The following actions require a ballot with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions:

- f) Adoption of ASC MHC or specific committee procedures, interest categories, or revisions thereof;
- g) Approval of a new standard or reaffirmation of an existing standard;
- h) Approval of revision or addendum to part or all of a standard;
- i) Approval for submission to ANSI of change of committee scope.
- j) An alternate's ballot will only be counted if the delegate fails to submit a ballot.

### **5.5 Balloting for committees other than consensus body**

MHC proposed standards may be developed at the subcommittee or work group level. These groups develop internal consensus regarding the proposed standards according to their own separately developed procedures. Upon approval at the subcommittee or work group level, they shall provide the MHI Standards Administrator with a copy of the proposed standard, a voting summary, and a recommendation for the proposed standard's approval by the consensus body. The MHI Standards Administrator will ballot the proposed standard within the consensus body, providing the subcommittee or working group's recommendation.

For proposals where general solicitations for consensus body participation are sought, the MHI Standards Administrator shall denote the request on the PINS or BSR-8 form to trigger ANSI to issue a general solicitation for participation.

### **5.6 Public review and coordination**

Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *ANSI Standards Action* in order to provide an opportunity for public comment. At the option of the MHI Standards Administrator, public review may occur concurrent with balloting.

MHC Committees shall coordinate with any appropriate USA Technical Advisory Group(s) and/or organizations with which it has formal liaisons regarding any proposed new, revised, or reaffirmed standards.

Non-members who have a direct and material interest in the standard have an opportunity to participate in the review of the standard during the public review process, as announced in *ANSI Standards Action*. Their deadline to respond shall be the same as the comment deadline announced in *ANSI Standards Action*.

### **5.7 Disposition of public review and committee comments**

When the balloting has been closed, the MHI Standards Administrator shall forward the ballot tally to the Committee officers and the chair of any developing subgroup. The chair of the subgroup shall determine whether the expressed views and objections shall be considered by correspondence or at a meeting.

Prompt consideration shall be given to the written views and objections of all participants. In connection with an objection articulated during a public comment period, or submitted in connection with a vote, an effort to resolve all expressed objections shall be made, and each objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefore.

Following all attempts at resolution of comments, those submitting comments shall receive a report of the disposition of all comments containing the name of the commenter, the clause, the comment, and the resulting committee response. If any of these changes are deemed as substantive (see *ANSI Essential Requirements Annex A*), they shall be clearly identified as such. An attempt will be made at resolution of all comments.

Unresolved objections, attempts at resolution, and any substantive change shall be reported to the consensus body to afford all members an opportunity to respond, reaffirm, or change their vote within the balloting and response period outlined in 5.3. Substantive changes made in a proposed American National Standard shall be listed in *ANSI Standards Action* in accordance with *ANSI Essential Requirements*, Section 2.5.

If resolution is not achieved, the objector shall be informed in writing (may use electronic communication) that an appeals process exists using the ASC MHC appeals procedures (see Section 8). In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved shall be reported to the BSR. An objection is considered resolved when a negative vote cast by a member of the consensus

body is revised in writing by the voter, or where a public reviewer accepts or does not respond to the proposed resolution of their comment in the timeframe allotted by the MHI Standards Administrator in accordance with 5.3.

Any comments received after the closing of the public review and comment period may be considered as part of the current disposition process or shall be considered in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal and will generally be considered during the next review cycle. The submitter of the comments shall be so notified.

### **5.8 Recirculation and new ballot options**

If a previous round of balloting results in any substantive changes, voting members shall be sent a recirculation ballot and a summary regarding the extent of changes that were made, including identification of any substantive changes. If any voting members do not respond to the recirculation ballot, then their ballots from the previous round of balloting shall carryover to the current round of ballots.

The MHI Standards Administrator or the committee chair may deem that a revised draft standard has been substantially changed to the point where the revised version of the draft standard should be treated as a new proposal. In this case, the previous balloting results may be discarded in favor of a new set of ballots with no carryover of votes from the most recent ballot to the current ballot. If this action is taken, the revised ballot information shall clearly state that previously cast votes shall not be considered in favor of the response on the current ballot.

## **6 Submittal of proposed standard for approval**

Upon completion of committee and public review, disposition of views and objections, and for appeals, the proposed standard may be submitted to ANSI for approval using ANSI's BSR-9 or equivalent form.

The information to be supplied to ANSI shall include:

- a) title and designation of the proposed American National Standard;
- b) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
- c) a declaration that applicable procedures were followed;
- d) a declaration that the proposed standard is within the scope of the previously registered standards activity;
- e) a declaration that conflicts with another American National Standard have been addressed in accordance with these procedures;
- f) a roster of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof;
- g) a declaration that all appeal actions related to approval of the proposed standard have been completed;
- h) a declaration that the criteria contained in the ANSI patent policy have been met, if applicable; and
- i) identification of all unresolved negative views and objections, with names of the objector(s), and a report of attempts toward resolution.

If the MHI Standards Administrator does not submit the proposal to ANSI within a reasonable period of time, any member(s) of the consensus body may make the submittal.

## **7 Withdrawal of an existing ANS**

The recommendation for the withdrawal of an existing ANS shall be put to vote in accordance with the procedures and affirmed by the MHI Standards Administrator.

### **7.1 Discontinuance of a standards project**

MHI may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion. MHI shall notify ANSI immediately of such actions.

## **8 Appeals**

### **8.1 Eligibility**

The right to appeal actions or inactions at any point in the standards development process shall be incorporated into written communications at all stages of the development process.

Persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of the consensus body or the Developer shall have the right to appeal to MHC Committees with regard to the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard. MHI does not allow non-procedural appeals. The burden of proof to show adverse effect shall be on the appellant.

### **8.2 Fee**

A fixed fee of \$500 shall be charged for procedural appeals. Requests for fee waivers or reductions shall be directed in writing to the committee MHI Standards Administrator. Such requests shall be accompanied by supporting reasons for the request (hardship, anticipated workload, etc.).

### **8.3 Complaint submitted to MHI**

The appellant shall file a written complaint to the MHI Standards Administrator within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

### **8.4 Response**

Within 30 days after receipt of the complaint, the chair or MHI Standards Administrator shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge. The appellant shall be given notification that they have 30 days to respond, in writing, identifying whether MHI's written response satisfactorily addressed the complaint, or whether the appeal hearing shall be necessary. If the appellant does not respond, MHI shall consider the complaint resolved and the appeal request closed.

### **8.5 Hearing**

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the MHI Standards Administrator shall schedule a hearing (in person or by teleconference) with an appeals panel on a date agreeable to all participants, giving at least 10 working days' notice.

### **8.6 Appeals panel**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent.

### **8.7 Conduct of the hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the consensus body and the MHI Standards Administrator took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

### **8.8 Decision**

The appeals panel shall render its decision in writing to the appellant within 30 days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence presented to the appeals panel. The appeals panel's decision shall be provided to the appellant. Consideration shall be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the consensus body or the MHI Standards Administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

- b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the consensus body or MHI Standards Administrator for appropriate reconsideration.

## 9 Requests for Interpretation of or changes to standards

ASC MHC and the associated consensus bodies, subcommittees or work groups do not render interpretations of any standards but will consider any comments or suggested changes. ANSI also does not provide interpretations and shall refer any inquiries to appropriate standards developers.

Suggested changes are accepted for possible adoption in future versions of its standards. Comments and requests for changes shall only be considered in response to a written request sent to the MHI Standards Administrator, either in hard copy format or by e-mail (standards@mhi.org):

Comments and change requests must be submitted utilizing the following format:

- a) **Designation:** Cite the standard designation and the date of ANSI approval;
- b) **Subject:** Cite the portion(s) of the standard subject to the change request;
- c) **Issue:** Clearly and concisely state the issue that needs to be addressed (e.g. do values need to be changed, are editorial changes needed, is additional explanation needed, or do requirements need to be added/dropped?);
- d) **Suggested revision:** Optionally state suggested changes to the standard.

Requests which are not submitted in this format shall be returned to the submitter by the MHI Standards Administrator, along with information on how to submit the requests in the proper format.

The MHI Standards Administrator shall maintain a log of all change requests received for an ANS so they may be considered during the next revision cycle.

## 10 National adoption of ISO or IEC Standards as American National Standards

If a committee wishes to adopt an ISO or IEC standard as an American National Standard, they shall comply with the requirements set forth in *ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards* (available on the ANSI website).

## 11 Metric policy

### 11.1 Units

Units of the International System of Units (SI), the modernized metric system, or U.S. Customary Units (inch, pound, and gallon) are equally preferable. The discretion as to which units to use is left to the discretion of the committee drafting the standard.

When one unit is used, the equivalent converted unit shall also be provided parenthetically.

### 11.2 Conversion

#### 11.2.1 General

U.S. Customary measurements may be converted by hard or soft conversion. NIST Special Publication 1038, *The International System of Units (SI) – Conversion Factors for General Use*, provides guidance on conversion and rounding.

#### 11.2.2 Hard conversion (size substitution)

A hard conversion involves converting U.S. Customary units into nonequivalent metric units, possibly significantly changing the measure. A hard conversion actually requires physical change to match a rounded metric value (e.g. a two quart measurement may be hard converted into two liters). Hard conversion is used to simplify the measurement and use SI values that are functionally equivalent. Hard conversion may also be referred to as size substitution.

Hard conversions shall be identified with the words "hard conversion" following the conversion value. For example, a measurement of two quarts, hard converted to two liters may be shown as 2 qt. (2 L, hard conversion).

Whenever any hard conversion is contained in a standard, the standard shall contain an explanation of the term “hard conversion”. The following is suggested language to be contained in a standard regarding hard conversions:

*hard conversion: the process of converting U.S. Customary units into nonequivalent metric units, possibly significantly changing the measure. Hard conversion is used to simplify the measurement and use standardized metric measures that are functionally equivalent. Hard conversion may also be referred to as “size substitution.”*

### **11.2.3 Soft conversion (rational equivalents)**

A soft conversion recalculates the measure in metric terms (e.g. an item with a 12 in. measurement does not change size, but is measured as 304.8 mm).

Soft conversions may also be made as rational equivalents. A rational equivalent conversion rounds a measurement to the nearest appropriate metric rounded value without significantly changing the value. For instance, the rational equivalent for a 12 in. measurement may be shown as 300 mm rather than 304.8 mm.

Soft conversions do not need to be identified as such.

## **12 Records retention**

Records shall be prepared and maintained to provide evidence of compliance with ASC MHC general procedures, committee specific procedures and Essential Requirements.

Records concerning new, revised or reaffirmed American National Standards shall be retained for one complete standards cycle, or until the standard is revised.

For any new, revised or reaffirmed American National Standards maintained under the continuous maintenance option, Committees shall retain records for a minimum of five years or until approval of the subsequent revision or reaffirmation of the complete standard.

Records concerning withdrawals of American National Standards and discontinuation of projects shall be retained for at least five years from the date of withdrawal or for a duration consistent with the ANSI audit schedule.

## **13 Patent policy**

### **13.1 General**

ASC MHC adopts and will adhere to the ANSI Patent Policy as outlined in 3.1 of the current edition of the *ANSI Essential Requirements*.

### **13.2 Notice**

If the MHI Standards Administrator receives information that a patent or intellectual property claim may be involved in a standard being developed, the requirements in *ANSI Essential Requirements* shall be followed and the proper notifications shall be included in the document prior to publication.

### **13.3 Responsibility for identifying patents**

Committees developing standards under MHI shall exercise due diligence when requiring provisions for which a license may be required because of patent rights. MHI, and in turn ANSI, shall not be responsible for identifying all patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention. A disclaimer shall be included in the standard as necessary.

## **14 Commercial terms and conditions**

ASC MHC adopts and will adhere to the Commercial Terms and Conditions requirements set forth in the current edition of the *ANSI Essential Requirements*.

## **Annex A**

### **MH1 committee specific procedures**

#### **A.1 Criteria for maintaining active voting member status**

To maintain active voting member status, members shall provide a response to two out of four consecutive ballots. For ballots, abstentions count as a response. Multiple ballots sent together or within the same day count as one ballot. The MHI Standards Administrator shall supply written notice to members who do not maintain active status that their lack of participation could result in removal from the roster. Members that do not meet the balloting requirements and who do not reply to correspondence may be administratively removed from the roster by the MHI Standards Administrator.

Removed members may rejoin active status by sending a request to the MHI Standards Administrator noting reasons for their interest and a pledge to participate in future balloting. Upon meeting the participation requirements specified above, a removed member may administratively be moved to active status.

#### **A.2 Nomination and election of officers**

The chair and optional vice-chair are nominated from the individual members or representatives of the consensus body, subject to approval by majority vote of the consensus body. MH1 officers do not have fixed terms.

#### **A.3 Primary unit type**

The primary unit type for MH1 standards should be U.S. customary (inch-pound) units, followed by their SI equivalent.



## **Annex B**

### **MH10 committee specific procedures**

#### **B.1 Criteria for maintaining active member voting status**

To maintain active voting member status, members shall provide a response to two out of four consecutive ballots. Abstentions count as a response. Multiple ballots sent together or within the same day count as a single ballot for the purposes of member status review. The MHI Standards Administrator shall supply written notice to members who do not maintain active status that their lack of participation could result in removal from the committee. Members who do not meet the balloting requirements and who do not reply to correspondence may be administratively removed from the roster by the MHI Standards Administrator.

Removed members may rejoin active status by sending a request to the MHI Standards Administrator noting reasons for their interest and a pledge to participate in future balloting. Upon meeting the participation requirements specified above, a removed member may administratively be moved to active status.

#### **B.2 Nomination and election of officers**

The chair and vice-chair are nominated by the MHI Standards Administrator from the individual members or representatives of the consensus body, subject to approval by majority vote of the consensus body. MH10 officers do not have fixed terms.

#### **B.3 Primary unit type**

The primary unit type (when applicable) for MH10 standards shall be SI units, followed by their U.S. customary (inch-pound) units equivalent.

## **Annex C**

### **ANSI MH10.8.2 Continuous Maintenance specific procedures**

#### **C.1 Introduction**

The American National Standard ANSI MH10.8.2 is maintained under Continuous Maintenance. These procedures are specific to the continuous maintenance aspect of this standard.

ANSI MH10.8.2 is an American National Standard that classifies and defines Data Identifiers (DIs), which are strings of alphanumeric characters that define the general category or intended use of the data that follows. DIs can be used in automatic identification and data capture (AIDC), Internet of Things (IoT), Blockchain, or other similar applications. DIs consist of a capital letter, optionally preceded by one, two, or three digits. DIs are succeeded by a string of characters of a length and composition that can vary from DI to DI, and which encode specific information pertinent to the item being encoded.

#### **C.2 Continuous Maintenance**

In accordance with ANSI Essential Requirements guidance for American National Standards under Continuous Maintenance, consideration of recommended changes to any part of ANSI MH10.8.2 shall be addressed in accordance with the procedures outlined in this annex. Proposed changes shall be considered by MH10 Subcommittee 8, and approved by the MH10 Committee, who is the consensus body for ANSI MH10.8.2, in accordance with these procedures. Upon approval of the new version by MH10 Subcommittee 8 and the MH10 committee, the standard shall be published as a new version.

#### **C.3 Addition of new Data Identifiers**

Occasionally, new DIs are requested using an application and review process outlined in the standard and this annex. The publication of new DIs is the responsibility of the Data Identifier Maintenance Committee (DIMC). The DIMC is separate from the MH10 Consensus Body. The scope of the DIMC is limited to reviewing and processing DI applications, and, if warranted, publishing new DIs in the standard. Publication of new DIs does not constitute a “substantive change” as defined in *ANSI Essential Requirements* and shall be conducted separate from approval of the MH10 Consensus Body. Any substantive changes to the standard shall be made with the approval of the consensus body. Information pertaining to the membership and leadership of the DIMC is in C.5.

#### **C.4 Deliberation and approval of new Data Identifier requests**

The following process shall be followed to process new Data Identifier requests:

- a) An applicant shall complete a Data Identifier Request Form (available in ANSI MH10.8.2 or at <https://www.mhi.org/standards/di>) and submit the completed form to the MHI Standards Administrator;
- b) The MHI Standards Administrator shall submit the Data Identifier Request Form to the DIMC Chair; who in turn shall distribute the form to all DIMC members for review and comment in a timeframe established by the DIMC Chair, but typically greater than 15 days and less than 45 days;
- c) DIMC committee members shall review, individually or collectively, the new DI request and propose revisions, if necessary, to be considered by the applicant. Any proposed revision to the application shall be submitted by the DIMC Chair to the applicant for approval for further revision;
- d) Once the DIMC Chair determines that all comments from the DIMC committee and applicant have been resolved; the DIMC Chair shall call for a ballot of the DIMC membership in accordance with 5.3, as follows:
  - 1) DIMC members shall be asked to approve the Data Identifier designation, explanation, and metadata which, if approved, shall appear in a revised version of ANSI MH10.8.2, Table 1,
  - 2) Each member shall vote one of the following positions: Affirmative; Negative, with reasons (the reasons for a negative vote shall be given and include specific wording or actions that would resolve the objection); or Abstain;
  - 3) The ballot approval criteria shall be unanimous approval of all DIMC members casting a ballot and at least three-quarters of DIMC members; excluding abstentions;
  - 4) The DIMC Chair shall suspend any ballot where a Negative ballot is cast so that the reason for the negative ballot may be resolved;

- 5) The DIMC Chair shall report the ballot results to the MHI Standards Administrator. The ballot results shall not be subject to reporting or approval to the MH10 Committee or ANSI (using a BSR-9 form or equivalent). Ballot records shall be maintained by the MHI Standards Administrator in accordance with the records retention policy in clause 12.

### **C.5 Publication of new Data Identifiers**

Once a new DI is created, it shall be added to ANSI MH10.8.2, Table 1, and a revised version of the document shall be published. The publication revision does not affect the standard designation or approval date of the standard. In addition, a “Document Maintenance Summary” table in the document Foreword, immediately before the Table of Contents, shall be updated with the following information:

- a) Revision date;
- b) Action (e.g. update, new DI, correction, etc.); and
- c) Summary (e.g. a comprehensive description of the action taken).

### **C.6 DIMC leadership and membership**

#### **C.6.1 General**

The DIMC shall be led by a chair and optional vice chair. A document editor may also be appointed. These roles are explained below.

#### **C.6.2 DIMC chair**

The chair is responsible for presiding at meetings and ensuring that the program of work is carried out in accordance with these procedures and in a prompt, efficient, and effective manner. The chair shall be elected from the membership of the DIMC by two-thirds majority of the DIMC members. If a two-thirds majority does not occur, then the person with the lowest number of votes is dropped from the ballot and a re-ballot is held. If there are only two candidates, then a simple majority is used.

#### **C.6.3 DIMC vice chair**

If a vice chair is appointed, the vice chair serves in a supporting role to the chair, and in the absence of the chair, performs the duties of the chair. The vice chair shall be elected from the membership of the DIMC by two-thirds majority of the DIMC members. If a two-thirds majority does not occur, then the person with the lowest number of votes is dropped from the ballot and a re-ballot is held. If there are only two candidates, then a simple majority is used.

#### **C.6.4 Document editor**

The document editor is responsible for receiving, distributing, and collating new DI requests, members’ responses to the requests, noting those approvals in the appropriate places within the body of the document, and transmitting the updated copy to MHI for publication. The document editor is appointed by the chair from the membership of the DIMC.

#### **C.6.5 MHI Standards Administrator**

The MHI Standards Administrator shall work with the DIMC leadership and membership to administer the duties associated with the DIMC.

#### **C.6.6 DIMC membership**

The DIMC should consist of at least five members and no more than thirteen members, including the chair, optional vice chair, and document editor.

The DIMC membership should attempt to represent a balance of interest categories as outlined in 3.7, but the balance requirements specified in 3.6 for a consensus body is not required. DIMC membership should also consider a balance of geographic representation, soliciting members from North America, Europe, and Asia.

When roster vacancies require filling, the DIMC shall establish an ad hoc nomination committee made up of at least three DIMC members who shall nominate qualified experts to fill the vacant positions. Candidates should be able to demonstrate a working knowledge of DIs and information technology applications as outlined in ISO/IEC 15418 and shall affirm a desire to volunteer on the DIMC. The ad hoc committee shall report its recommendations to the DIMC Chair and MHI Standards Administrator.

The DIMC Chair and MHI Standards Administrator shall submit the qualifications of the candidates to the DIMC membership for approval. A candidate will be admitted to the DIMC upon a ballot cast by at least a majority of the DIMC membership and approval of least two-thirds of those voting, excluding abstentions.

DIMC members shall maintain their roster status by actively participating in meetings to review DI applications. Members who do not participate in at least two of the most recent three DI application deliberations are subject to administrative withdrawal by the MHI Standards Administrator, subject to approval by the DIMC Chair.

### **C.7 Appeals**

DI applicants, or DIMC membership applicants, or other persons who have directly and materially affected interests and who have been or may be adversely affected by a procedural action or inaction of the DIMC or the Developer shall have the right to appeal to MHC Committees. The appeals process shall follow the process established in clause 8.