

Procedures for Initiating a Standard Change

Initiating the Process

Any person proposing to initiate a new NSF standard or a change to an existing NSF standard (hereinafter the proponent) shall:

1. Obtain an issue document form from the NSF website or from an NSF staff member.
2. Complete the issue document form and forward it to the NSF Standards Department – remember to include the specific new wording or wording changes to the standard that you wish to be considered and provide a clear explanation as to why the change is proposed.
3. The Joint Committee Secretariat (JS) forwards the issue document to the responsible Joint Committee (JC) Chair.
4. The JC Chair will indicate within 30 days what action(s) will be taken. The Chair has the following options:
 - a. Return the issue to the proponent for further development;
 - b. Refer the issue to agenda of the next Joint Committee (JC) meeting; or
 - c. Send the issue to ballot (see Procedures for Ballots).
5. The JS will advise the proponent of the Chair's decision. In either of cases b or c, the JC Chair will expect the proponent to take the lead in guiding the issue through the Standards process.

Procedures for Revising a Standard

If the issue has been placed on the JC meeting agenda, the proponent is expected to attend the JC meeting to present and discuss the issue with the committee. If after review and discussion the JC supports further action on the issue, the JC may:

- a. Ask the proponent to prepare a ballot for distribution to the Joint Committee, if the proposal is clear and fully developed, or
- b. Suggest the establishment of a Task Group (TG) to further develop the issue details.

The JS will supply the TG Chair (normally the proponent) with an issue number for the project and an editable version of the applicable standard.

The TG Chair/proponent has the following responsibilities:

- Convening and facilitating TG meetings (face to face or teleconferences);
- Drafting meeting agendas and summaries;
- Updating the draft standard language based on TG deliberations, and in accordance with NSF Standards Development Policies; and
- Ensuring the JS is copied on all correspondence with the TG membership.

The JS has the following responsibilities:

- Facilitation of meeting planning (e.g., date requests, meeting announcements, distribution of meeting materials, posting date of meeting, meeting materials, and completed meeting summary to the NSF subscription site); and
- For face-to-face meetings held at NSF, ensure availability of name tags, name cards, and attendance sign-in sheets, make meeting room and food/beverage arrangements as needed.
- Providing consultation on NSF and ANSI Standards Development Policies and Procedures.

Once the TG has completed their development of the assigned issue, the TG Chair/proponent prepares a JC ballot package (see next section).

Procedures for Balloting

Once the TG has agreed on the content of the issue proposal, the TG Chair/proponent contacts the JS to advise that the TG considers the issue ready for ballot.

1. The JS provides the TG Chair/proponent with a copy of the ballot cover memo template to be completed by the TG Chair.
2. The TG Chair/proponent provides the ballot package containing the completed ballot cover memo, draft standard, and any supporting documentation to the JS.
3. The JS forwards the ballot package to the JC Chair.
4. The JC Chair will notify the JS of the action to be taken:
 - a. Proceed to ballot; or
 - b. Return to TG Chair/proponent with a request to either revise or continue to work on the document. The JC Chair should provide specific reasons why the ballot package is not ready for consideration by the full JC membership.
5. If the issue proceeds to ballot, it is distributed in accordance with the NSF Standards Development Policies. The JS informs the TG Chair/proponent of the balloting schedule for the issue.
6. If substantive negative ballots and/or ANSI public comments are received, the JS contacts the TG Chair/proponent after the balloting period has ended and advises of their options for adjudication in accordance with the NSF Standards Development Policies.
9. Once the issue has passed the JC, TC, and CPHC and has satisfied ANSI public comment requirements, the issue will be published in the next version of the Standard or as an addendum to that Standard.