

CRSI's Procedures for the Development and Maintenance of Standards Documents

1.0. General

- 1.1. *Administration* – These procedures shall govern the activities of the Concrete Reinforcing Steel Institute (CRSI) related to the development, approval, revision, reaffirmation, and withdrawal of standards.
- 1.2. *Scope* – The scope is to develop and maintain consensus standards for design, detailing, fabrication, placement, and construction of assemblies consisting of steel reinforcement and associated products used in concrete and masonry construction.
- 1.3. *Actions* – Actions needed to reaffirm, revise, or withdraw a standard using these procedures shall be completed within five (5) years from the original standard approval date.
- 1.4. *American National Standards* – When submitting standards for approval as American National Standards, CRSI will submit all required ANSI forms [or their equivalent] and comply with all required administrative practices in accordance with the latest version of *ANSI Essential Requirements: Due process requirements for American National Standards (e.g. ANSI Essential Requirements)*.

2.0. Organization

- 2.1. *Standards Committee* – A Standards Committee shall be a consensus body established by CRSI and shall be responsible for developing and maintaining standards that fall within the scope of these procedures. The membership of the CRSI Standards Committee shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group (See 2.5.6 Interest Categories and 2.5.8 Balance).
- 2.2. *Secretariat* – CRSI shall be responsible for maintaining the Secretariat for the Standards Committee established in accordance with these procedures. The Secretariat shall:
 - 2.2.1 Organize the Standards Committee and issue official appointments.
 - 2.2.2 Oversee compliance with these procedures, including legal review as necessary.
 - 2.2.3 Maintain rosters of the Standards Committee, Subcommittees, and Task Groups.
 - 2.2.4 Maintain all records pertaining to the Standards Committee.
 - 2.2.5 Provide administrative support, including secretarial services for the Standards Committee.
 - 2.2.6 Publish approved standards and revisions thereto.
 - 2.2.7 Perform other administrative functions as required.
 - 2.2.8 Appoint Standards Committee Officers in accordance with 2.5.14 Standards Committee Officers.

- 2.3. *Records* – Standards Committee records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, revised, or reaffirmed standards shall be retained for at least one complete standards cycle (until the standard is revised, withdrawn or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.
- 2.4. *Executive Standards Committee* – The CRSI Standards Committee shall have an Executive Standards Committee consisting of the Chairperson, Vice Chairperson, and three (3) other members of the Standards Committee. At least one (1) of the members of the Executive Standards Committee shall be either a General Interest or User member and at least one (1) shall represent a producer or fabricator of concrete reinforcing steel. The Chairperson and Vice Chairperson are appointed in accordance with 2.5.14.a. The three (3) at-large members of the Executive Standards Committee shall be appointed by the Chairperson, with the concurrence of the Secretariat.
- 2.5. *Membership* – Membership on the CRSI Standards Committee shall be open to any person directly or indirectly affected by the Standards, subject to the selection procedure hereinafter set forth, size limitations as contemplated in 2.5.3 Standards Committee Size, and requirements in 2.5.8 Balance.
 - 2.5.1 *Application* – Individuals seeking membership on the Standards Committee shall submit a written request to the Secretariat indicating their interest in the work of the Standards Committee and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category (See 2.5.6 Interest Categories).
 - 2.5.2 *Process* – The Secretariat shall promptly process all membership applications. Applications shall be considered by the Executive Standards Committee, which shall accept or reject all applications. Rejected applicants shall have the right to appeal in accordance with Section 9 Appeals. In accepting or rejecting applicants, consideration shall be given to the following:
 - a. Need for active participation by members of each interest group.
 - b. Balance and potential for dominance by members of a single interest group.
 - c. Extent of interest expressed by the applicant and willingness to participate.
 - d. Qualifications and ability to contribute to the work of the Standards Committee.
 - 2.5.3 *Standards Committee Size* – The Secretariat shall consider and may recommend reasonable limits on the size of the Standards Committee.
 - 2.5.4 *Participation* – Participation on the Standards Committee shall not be conditional upon membership in any organization and shall not be unreasonably restricted on the basis of factors different from technical qualifications.
 - 2.5.5 *Notification* – The Secretariat shall promptly notify all applicants of the actions taken on applications and shall submit an annual membership report to the Standards Committee.
 - 2.5.6 *Interest Categories* – All members of the CRSI Standards Committee shall be classified as Producers, Users, or General Interest representatives in accordance with the following definitions:

- a. *Producer* – Representatives of manufacturers, fabricators, distributors, licensors, developers, contractors and subcontractors, construction labor organizations, associations of these groups, and professional consultants to these groups.
- b. *User* – Representatives of owners, owners' organizations, designers and consultants (engineers, architects, etc.) retained by owners, testing laboratories retained by owners, and insurance companies serving owners.
- c. *General Interest* – General Interest members are neither Producers nor Users. This category includes but is not limited to educators, researchers, and representatives of regulatory agencies or technical societies.

Note: A company or organization can be an entity representing either a Producer, User, or General Interest category as addressed above. An individual in professional practice or a consultant, retained under an indefinitely continuing agreement with and representing an organization, shall be classified in accordance with the classification of the organization retaining the individual and shall be so identified.

- 2.5.7 Number of Votes – There shall be a limit of one voting member from any one company or organization.
- 2.5.8 Balance – No single interest category shall constitute a majority of the voting membership of the CRSI Standards Committee for non-safety-related standards. Should CRSI pursue safety-related standards, no single interest category shall constitute more than one-third (1/3) of the CRSI Standards Committee.

However, temporary imbalance can exist due to membership resignations. No ballots will be issued during periods of Standards Committee imbalance.

- 2.5.9 Membership Roster – The Secretariat shall prepare and maintain a membership roster documenting the classification of each Standards Committee member and the achievement of balance. The Executive Standards Committee shall review the Standards Committee roster annually and recommend changes, if necessary. Rosters shall include a summary of the voting membership, by interest category.
- 2.5.10 Membership Term – Membership on the Standards Committee shall be for a period of six (6) years, subject to reappointment on a six-year basis. A member can serve on the Standards Committee for a total of three (3) full, total terms, not to exceed 20 years of total service.
- 2.5.11 Termination of Membership – The Executive Standards Committee shall be authorized to terminate the membership of an individual on a Standards Committee for cause, including inactivity. A Standards Committee member shall be considered inactive:
 - a. For failure to return two successive ballots, or
 - b. For failure to attend at least one Standards Committee, Subcommittee, or Task Group meeting in person in a two-year period, or

- c. For failure to attend/participate in two consecutive web-based meetings or conference calls.
- 2.5.12 Changes in Employment – Standards Committee members shall notify the Secretariat of any changes in employment, primarily affecting representation and potential committee balance. The Executive Standards Committee shall consider this change, and recommend termination, continuation, or re-application to the committee. The member shall submit a new application within four (4) weeks if continued membership on the Standards Committee is desired. The Executive Standards Committee shall then notify the member of his/her status within two (2) weeks.
- 2.5.13 Subcommittees – Subcommittees shall be established by the Executive Standards Committee to assist the Standards Committee in drafting standards, considering comments or negative votes on portions of the standards and other advisory functions.
 - a. Membership on Subcommittees may include persons who are not members of the Standards Committee. A standing technical committee of CRSI can serve the function of a Subcommittee under these requirements.
 - b. Balance is not required for Subcommittees. A roster of all Subcommittees shall be maintained by the Secretariat.
 - c. Subcommittee Chairpersons shall be appointed by the Executive Standards Committee and do not need to be members of the Standards Committee.
 - d. Subcommittee members shall be appointed by the Subcommittee Chairperson, with the concurrence of the Secretariat.
 - e. Subcommittees will operate under the guidelines and rules established under the latest version of the *CRSI Technical Committee Manual*.
- 2.5.14 Standards Committee Officers – The Standards Committee shall have a Chairperson, Vice Chairperson, and Secretary.
 - a. The Chairperson and Vice Chairperson shall be appointed by the Secretariat from the individual members of the Standards Committee, subject to approval by a majority vote of the Standards Committee. The Chairperson and Vice Chairperson shall serve as the officers on the Executive Standards Committee as established in Section 2.4 Executive Standards Committee. Each will serve until a successor is selected and ready to serve. The role of the Chair and Vice-chair shall be conducted in accordance with Section 3.8 of the *CRSI Technical Committee Manual*.

3.0. Meetings

- 3.1. *Frequency and Location* – Standards Committee meetings, either in person or by conference call, shall be held as decided upon by the consensus body, the Chairperson, the Secretariat, or by petition of five or more members. An effort shall be made to hold meetings at times and locations convenient to the members.
- 3.2. *Notification* – At least 30 days written or electronic notice shall be given for meetings of the CRSI Standards Committee. An agenda shall be prepared and distributed with the meeting notice.

- 3.3. *Open Meetings* – Except for authorized executive sessions (See 3.3.1), all meetings of the Standards Committee shall be open and attendance by any interested party shall be welcome. Visitors shall not have the right to vote. Visitors shall be entitled to receive copies of meeting reports if requested in writing. Visitors shall be permitted to address the Standards Committee at a meeting, provided that a written request is sent to the Chairperson at least 10 days prior to the meeting. The Chairperson shall designate the time allotted for visitor presentations.
- 3.3.1 *Executive Sessions* – Executive sessions shall be permitted for the purpose of considering administrative, financial, legal and similarly sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance during executive sessions shall be limited to members, representatives of the Secretariat, and invited advisors.
- 3.3.2 *Negative Resolutions* – Open meetings can be used to resolve letter ballot comments including negative votes on a Standard, and will be noted in the meeting announcement. All Standards Committee members are expected to be present at the meeting to resolve ballot comments on a Standard. Should a Standards Committee member, having one or more “Negative Votes” (See 4.7), be unable to attend the meeting, a written explanation for their absence shall be sent to the Chairperson at least 20 days prior to the meeting. One of the following actions will then be taken, based on member availability:
- a. A Standards Committee meeting shall be held by conference call within 10 days prior to or after the meeting for the sole purpose of resolving the committee member’s Negative Vote(s).
 - b. At the scheduled, open Standards Committee meeting, a conference call with the committee member will be initiated in the meeting for the sole purpose of resolving the committee member’s Negative Vote(s). The remainder of the meeting will be carried on with or without the absent member’s participation.
 - c. If (a) or (b) above are unattainable because of schedule conflicts, a meeting ballot will not consider the absent member’s Negative Vote(s) Not Persuasive. A letter ballot shall commence shortly after the required meeting per 4.7.3(c).
- 3.4. *Quorum* – A majority of the members of the Standards Committee, or a Subcommittee, shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 4 Voting Procedures. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the Standards Committee or Subcommittee.
- 3.5. *Parliamentary Procedures* – On questions of parliamentary procedure, Robert’s Rules of Order (Revised) shall apply.
- 3.6. *Subcommittee Meetings* – Subcommittee meetings may be called by the Chairperson of the Subcommittee, after receiving approval of the Standards Committee Chairperson and the Secretariat. The time and location of Subcommittee meetings shall be set so as not to conflict with meetings of the Standards Committee and to minimize conflicts with other Subcommittee meetings. Subcommittee meetings shall

be open in accordance with 3.3 Open Meetings, except for authorized executive sessions in accordance with 3.3.1 Executive Sessions.

4.0. Voting Procedures

- 4.1. *Letter Ballots* – Approval, revision, reaffirmation, withdrawal, and interpretations of all standards shall be approved by letter ballot of the Standards Committee, after a letter ballot of the responsible Subcommittee. A letter ballot contains one or more written proposals or items submitted by the Chair to the members for voting. The Secretariat shall issue and canvass ballots.
- 4.2. *Administrative Ballots* – Administrative matters and editorial changes to Standards may be decided by a majority of the members present at a regularly scheduled meeting of a Standards Committee or by letter ballot.
- 4.3. *Voting* – Each voting member shall return one of the following positions on letter ballots:
 - 4.3.1 Affirmative.
 - 4.3.2 Affirmative, with comment.
 - 4.3.3 Negative, with reason. The negative ballot shall include specific actions that will resolve the negative.
 - 4.3.4 Abstain.
- 4.4. *Voting Period* – The closure date for letter ballots shall be at least 30 days from the date of the mailing of the ballots. The Standards Committee Chair shall be authorized to grant an extension of the voting period.
- 4.5. *Approved Actions* – Approvals, revisions, reaffirmations, withdrawals, substantive changes to and interpretations of standards shall be considered approved when all of the following conditions have been met:
 - 4.5.1 At least 75 percent of the voting members have returned their letter ballot.
 - 4.5.2 At least 75 percent of the votes cast by voting members, excluding abstentions and negatives without reason, are affirmative.
 - 4.5.3 All negative votes with reason(s) have been addressed in accordance with 4.7 Negative Votes.
- 4.6. *Reporting Votes* – The results of each vote on all Standards shall be reported as follows:
 - 4.6.1 Number of voting members.
 - 4.6.2 Number of voting members voting affirmatively.
 - 4.6.3 Number of voting members voting negatively with reason.
 - 4.6.4 Number of voting members voting negatively without reason.
 - 4.6.5 Number of voting members abstaining.
 - 4.6.6 Number of voting members not returning ballots.
- 4.7. *Negative Votes* – Negative votes on a letter ballot shall be addressed as follows:
 - 4.7.1 Negative votes with reason shall be referred by the Secretariat to the Standards Committee or the Subcommittee responsible for that part of the Standard in question. The Standards Committee or Subcommittee shall review the negative vote with the voter at a meeting of the Standards Committee or Subcommittee and efforts shall be made to resolve the negative. If in the

- process, the Standards Committee or Subcommittee determines that substantive changes are required, the revised provision shall be re-balloted.
- 4.7.2 Negative votes which are not accompanied by reason(s) and a solution to satisfy the voter's concerns shall be recorded as "negative without reason" and no further action shall be required. A negative without reason may be counted for the purposes of establishing a quorum and reporting to ANSI. However, such votes (i.e., negative vote without comment or negative vote not related to the proposal) shall not be factored into the numerical requirements for consensus.
- 4.7.3 All negative votes that are not resolved shall be addressed as follows:
- a. *Previously Considered Negative Votes* – The Standards Committee may uphold previous action on negative votes previously considered not persuasive.
 - b. *Not Related Negative Votes* – If the negative vote is not directly related to the item being balloted, the negative vote shall be placed on the agenda for consideration at the next regular meeting of the Standards Committee.
 - c. *Not Persuasive Negative Votes* – Not persuasive recommendations must be affirmed by at least 75% of all voting members, if the recommendation is considered by a meeting ballot (See 3.3.2) or 75% of the voting members returning ballots (excluding abstentions), if the recommendation is considered by letter ballot. Negative votes that are/were voted not persuasive by the sub-committee must be forwarded with the submission for distribution to the Standards Committee, with vote counts and rationale for not persuasive motions included. A negative voter found not persuasive at a meeting has the right to request a letter ballot of the Standards Committee action to confirm this finding. A negative voter wishing to retain their negative vote, even after being found non-persuasive by a vote of the Standards Committee, shall be recorded as "negative" per ANSI requirements and reported as such on the BSR-9 submittal for ANSI approval of the Standard.
 - d. *Appeals* – When a negative vote is determined to be "previously considered," "not related," or "not persuasive," the negative voter shall be notified of the action in writing and the right to appeal to the Secretariat in accordance with Section 9 Appeals.
- 4.8. *Comments Accompanying Affirmative Votes and Abstentions* – Comments accompanying affirmative votes and abstentions shall be placed on the agenda for consideration and review at the next regular meeting of the Standards Committee or Subcommittee, in accordance with Section 6.2.4.2 of the *CRSI Technical Committee Manual*.
- 4.9 Add how to handle comments from non-voting.....here?

5.0. Interpretations

- 5.1. *Processing Interpretations* – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to the Chairperson of the Standards Committee. Proposed interpretations may be prepared

by the Chairperson, Secretary or any other Standards Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Standards Committee. Interpretations shall be approved in accordance with Section 4.5 Approved Actions.

- 5.2. *Notification of Interpretations* – Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards through technical journals and appropriate publications.

6.0. Initiation of Standards Development

- 6.1. Any materially affected person, organization, or existing CRSI technical committee may request the CRSI *Standards Committee* to consider establishing a standard to consider any problem of proper concern to the Institute. Following receipt of such a request, the *Standards Committee* Chairman shall solicit: *i*) opinions on the need for the standard, *ii*) information on resources, *iii*) interested individuals or standing CRSI technical committee in developing the standard, and *iv*) interest from other organizations actively involved with the subject. The full *Standards Committee* shall then determine need for developing the proposed standard.
- 6.2. Proposals for new American National Standards and proposals for revision of existing American National Standards shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action* for comment. The initial announcement requirements and comments received in connection with a PINS announcement shall be handled in accordance with the ANSI procedures elaborated in the “Essential Requirements” document.
- 6.3. If the CRSI *Standards Committee* receives written comments within 30 days from the publication date of a PINS announcement in ANSI’s *Standards Action*, and the comments assert that the proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in ANSI’s *Standards Action*, the CRSI *Standards Committee* and the commenter shall hold a deliberation of representatives from the relevant stakeholder groups within 90 days from the comment deadline. Such a deliberation shall be concluded before the CRSI *Standards Committee* submits a potential draft standard for public review. The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of the deliberation shall be conveyed in writing by the CRSI *Standards Committee* and commenter to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the related candidate standard to ANSI for approval. (Additional requirements for conflict resolution shall be in accordance the current version of the ANSI’s “Essential Requirements” document.)

7.0 Public Comment / ANSI Submittal

- 7.1. *American National Standards* - Proposals for new American National Standards and proposals for reaffirmation, revision, or withdrawal of existing American National

Standards shall be transmitted to ANSI using the using the BSR-8 form, or its equivalent, for announcement in *Standards Action* for comment. The comment period shall be one of the following, in accordance with ANSI procedures:

- A minimum of thirty days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of forty-five days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an E-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of sixty days, if neither of the aforementioned options is applicable.

The CRSI Secretariat shall determine the timing of the submittal for public comment, which may be requested at any stage in the development of the proposal, and may be concurrent with final balloting. The CRSI Secretariat shall determine what standards shall be listed in other suitable industry media for public comment. Any substantive change subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

7.2. *Processing Comments* - All comments that are received from the Public Comment period shall be considered by the CRSI *Standards Committee*, in accordance with the procedures set forth herein and in Clause 2.6 of the ANSI *Essential Requirements*. The commenter shall be notified, in writing, of the Standards Committee's decision/response. All efforts will be made to resolve any objection received during a public comment period. Negative comments from the public review shall be addressed according to Sections 3.3.2 *Negative Resolutions* and 4.7 *Negative Votes*. Each commenter having an objection shall be advised in writing of the disposition of the objection, and the reasons in the affirmative or negative. If resolution is not achieved, each such commenter having an objection shall be informed in writing that an appeals process exists within Section 9.0 of these procedures.

7.3 *ANSI Board of Standards Review* - 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 by CRSI to the secretary of the ANSI Board of Standards Review (BSR) or designee within one (1) year from the close of the comment period listed in *Standards Action* using the appropriate form provided by ANSI. CRSI shall provide any and all necessary documentation of the due process and consensus requirements followed in order to satisfy the ANSI criteria for approval or reaffirmation of a standard.

8.0. Correspondence

8.1. *Standards Committee Correspondence* – Correspondence between Standards Committee members relating to CRSI Standards activities shall be clearly designated on the cover page as business or correspondence concerning the Standards Committee. Correspondence from a Standards Committee or Subcommittee member to the entire membership of the Standards Committee or any Subcommittees shall be forwarded to the Secretariat for approval and distribution. All official Standards

Committee/Subcommittee correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by the Secretariat. Copies of all other correspondence between Standards Committee/Subcommittee members, relating to CRSI standards activities shall be forwarded to the Secretariat. All Standards Committee correspondence shall be considered as official committee business only, confidential, and not for general use until deemed otherwise. It shall not be used for publication or reference.

- 8.2. *External Correspondence* – Inquiries relating to the Standards Committee and Standards shall be directed to the Secretariat. Standards Committee members shall advise individuals who contact them that responses to all inquiries are handled by the Secretariat.

9.0. Appeals

- 9.1. *Complaint* – Relevant persons who have been or may be materially affected by any Standards Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written complaint with the Secretariat within 30 days after the date of notification of the action, or at any time in the cases of inaction and not notified action. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.
- 9.2. *Response* – Within 30 days after the receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The Secretariat shall attempt to resolve, informally, the complaint of the appellant.
- 9.3. *Appeals Panel and Hearing* – If the Secretariat is unable to informally resolve the complaint within 60 days, or if it becomes apparent sooner that they are at an impasse, the Secretariat within 30 days shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 days notice. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the Secretariat.
- 9.4. *Conduct of the Hearing* – The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the Standards Committee took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.
- 9.5. *Decision* – The appeals panel shall render its decision in writing within 60 days, stating its findings of fact and conclusions, with reasons therefor and citing the evidence. The Secretariat shall notify the appellant and the Standards Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

10.0. Publication Policy

- 10.1. CRSI standards will be published in accordance with the Publication Policy guidelines in Section 8 of the *CRSI Technical Committee Manual*.

11.0. Patented Items

- 11.1 *Reference* - There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach. If CRSI receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the procedures in Section 11.0 shall be followed.
- 11.1.1 Statement from patent holder - CRSI shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:
- a. Assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
 - b. Assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - i) Under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 - ii) Without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.
- 11.1.2 Record of Statement - A record of the patent holder's statement shall be retained in the files of both CRSI and ANSI.
- 11.2 *Notice* - When CRSI receives, from a patent holder, the assurance set forth in 11.1.1(b) above, the standard shall include a note substantially as follows:
- NOTE – *The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.*
- 11.3 *Responsibility for Identifying Patents* - Neither CRSI nor ANSI is responsible for identifying 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 their attention.



12.0 Commercial Terms and Conditions

CRSI Standards shall not endorse any particular products, services, or companies, or involve commercial terms and conditions, such as guarantees or warranties. Provisions involving business relations between buyer and seller, such as guarantees, warranties, and other commercial terms and conditions, shall not be included in an American National Standard prepared by CRSI. The appearance that a standard endorses any particular products, services or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an appendix (annex, or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.

13.0. Revisions to Procedures

- 13.1. *Proposed Revisions to Procedures* – Proposed revisions to these procedures shall be submitted to the Secretariat in writing with an explanation of the reason for the proposed revision. The Secretariat shall submit the proposed revision to the Standards Committee for comment, consideration and possible action.

- 13.2. *Approval and Implementation* – The Standards Committee shall consider and take action on proposed revisions to these procedures and the Secretariat shall notify the Engineering Practice Committee and Board of Directors of all decisions.