

# **CGA Procedures for the Development of American National Standards**



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**Foreword**

These procedures were approved by the American National Standards Institute's Executive Standards Council on February 27, 2013.

Proposed changes to these procedures should be emailed to [cga@cganet.com](mailto:cga@cganet.com).

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## 1 Introduction

These procedures outline the method by which the Compressed Gas Association (CGA) implements the *ANSI Essential Requirements: Due Process Requirements for American National Standards* (referred to as the *Essential Requirements*) for the approval, reaffirmation, revision, and withdrawal of American National Standards (ANS).

These procedures have been developed to comply with the *Essential Requirements* and are designed to provide guidance to those involved in the development of a CGA ANS. Participation in the development of a CGA ANS is open to all persons who are directly and materially affected by the standard.

## 2 Organization and roles

### 2.1 CGA Standards Council

CGA's Standards Council (council) approves all CGA positions and publications. The council has final approval over all standards development activities including approval, reaffirmation, revision, and withdrawal of CGA ANS.

### 2.2 CGA ANS consensus body

A CGA ANS consensus body (ANS ad hoc committee) is a consensus body that evaluates proposed standards and published standards that have been approved by the council for consideration as an ANS. They also review and approve CGA ANS for the purpose of revision, reaffirmation, or withdrawal. The ANS consensus body is considered the consensus body according to the *Essential Requirements*. The ANS consensus body is organized under a standing CGA technical committee.

### 2.3 CGA ANS consensus body members

Individuals participating as ANS consensus body members should be knowledgeable in the subject matter being addressed by the ANS consensus body. They are expected to attend ANS consensus body meetings, represent their organization's position(s), respond to letter ballot(s), and participate fully in ANS consensus body activities.

### 2.4 CGA ANS consensus body chair

The chair of the ANS consensus body shall be approved by the council and shall be an employee of a CGA member company. The chair is responsible for chairing ANS consensus body meetings and working with CGA staff to ensure that these procedures are followed.

### 2.5 CGA staff

CGA staff provides administrative and technical support to the ANS consensus body and maintains these procedures. CGA staff is responsible for records retention (see 5.3).

### 2.6 ANSI-Accredited U.S. Technical Advisory Group

ANSI-Accredited U.S. Technical Advisory Groups (U.S. TAG) establish the U.S. consensus position on International Organization for Standardization (ISO) standards and issues. U.S. TAGs are organized by ISO committee and subcommittee.

## 3 Process for CGA ANSs

The process for CGA ANSs is described in detail below and includes ANS consensus body formation, notification of project initiation, development of ANS consensus body membership, review of draft standard, consideration/incorporation of comments (if needed), ANS consensus body vote, resolution of objections, recirculation (if needed), council approval, public review, appeals, submittal to ANSI, and 5-year review.

### 3.1 Formation of ANS consensus body

The standing CGA technical committee shall motion and approve the initiation or revision of an ANS by a simple majority of those who vote. For a new ANS, a task force of the standing CGA technical committee shall prepare a draft of the new standard or identify the existing CGA publication proposed for revision as an ANS. CGA shall record the motion in the standing CGA technical committee's meeting minutes.

The council also approves the formation of an ANS consensus body. Only requests for approval of the formation of an ANS consensus body submitted to CGA at least 30 days before a council meeting will be considered by the council. CGA shall record the motion approving the formation of the ANS consensus body in the council meeting minutes.

### 3.2 Notification of project initiation

Within 30 days following the approval of the formation of a CGA ANS consensus body or action to revise an ANS, CGA shall provide a Project Initiation Notification System (PINS) form to ANSI for announcement in ANSI's *Standards Action*.

If CGA receives written comments within 30 days from the publication date of a PINS announcement in *Standards Action* and said comments assert that a proposed standard duplicates or conflicts with an existing ANS or a proposed ANS that has been announced previously in *Standards Action*, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by CGA and shall be concluded before CGA may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and CGA can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then CGA will be excused from compliance with this requirement. 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 such a deliberation shall be conveyed in writing by CGA (with a copy to the commenter) to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the related proposed standard to ANSI for approval.

### 3.3 Development of ANS consensus body membership

Membership on an ANS consensus body is open to any directly and materially affected person in accordance with the *Essential Requirements*. Membership in CGA is not a requirement to join an ANS consensus body. There is no fee to join an ANS consensus body. However, if it becomes necessary to charge an administrative fee, CGA will inform ANS consensus body members (and potential members) of administrative fees.

CGA shall notify the CGA membership and any previous ANS consensus body members that an ANS consensus body is being formed. The notice shall include instructions on how to join the ANS consensus body and a link to information on the CGA public website.

CGA works with the ANS consensus body chair to develop the membership of an ANS consensus body and ensures that the ANS consensus body is not dominated by a single interest category, individual, or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. CGA will publicize the development of membership of the ANS consensus body via its website, ANSI's *Standards Action*, as well as email communications to other interested parties identified by the ANS consensus body chair and CGA.

Interested participants shall submit a completed CGA ANS Consensus Body Member Application Form to CGA. Any changes to the member application form must be communicated to CGA in writing. See Appendix A for a sample member application form.

To ensure that the ANS consensus body interest categories remain in balance (see 3.3.1), no new voting members will be added after the submission of the BSR-8 form to ANSI (see 3.7), unless the ANS consensus body becomes unbalanced. CGA will maintain a waiting list of new voting members to be added if the ANS consensus body becomes unbalanced.

CGA will maintain a consensus body roster and will circulate it upon request.

### 3.3.1 Interest categories

The ANS consensus body membership shall consist of at least four interest categories. No interest category shall constitute more than one third of the ANS consensus body membership to provide balance in the ANS consensus body. Interest categories shall be discretely defined, cover all materially affected parties, and differentiate each category from the other categories. Individuals, companies, and organizations, shall be limited to one interest category. If a membership application is received from an individual with more than one interest category selected, CGA shall contact the submitter to allow them to determine which interest category is the most appropriate.

Definitions of the interest categories may vary depending on the scope of the ANS and will be made available by CGA upon request (see Appendix A). Interest categories shall include at least the following:

- Producer
  - Examples include: manufacturer, repackager, or deliverer of specific gas being addressed in the ANS;
- User
  - Examples include: persons who use specific gas in its varied applications, manufacturing, research, or development of other products;
- General interest
  - Examples include: academia, industrial insurers, consultants, risk prevention, assessment companies, government, and others who have a general interest in the specific gas being addressed in the ANS; and
- One additional interest category:
  - Examples include: consumer, directly affected public, distributor and retailer, industrial/commercial, insurance, labor, manufacturer, professional society, regulatory agency, testing laboratory, trade association, or other standard or code development organizations.

Upon receipt of the ANS consensus body member application, CGA will confirm in writing to the ANS consensus body member which category they will represent. Any change to an ANS consensus body members' interest category shall not be made without written consent of the participant.

### 3.3.2 Voting status

No individual shall represent more than one organization or entity on the ANS consensus body. No entity shall have more than one voting representative on the ANS consensus body. Alternates are permitted to serve as proxy if the voting representative is not present and they have submitted a member application form. A vote submitted by an alternate will be counted only if the voting member fails to vote.

ANS consensus body members may participate as voters, interim voters (determined by attendance), or non-voters, as described below.

#### 3.3.2.1 Voters

Voting privileges are assigned to each eligible member who submits an ANS consensus body member application indicating a request to be a voting member (see 3.3 and 3.3.2 for restrictions to voting membership). If multiple individuals from the same company or organization submit an ANS membership application requesting to be a voter, CGA shall contact all individuals affected and request that they determine who the voting member shall be.

Voting members are expected to regularly attend meetings and respond to ballot requests (see 3.3.2.2 and 3.3.2.3 for information regarding loss of voting privileges). Voting members shall be empowered to make decisions on behalf of their company. It is the responsibility of the ANS consensus body voting member to communicate with others in their company and to obtain the company position on issues prior to meetings or voting deadlines. The voting member shall vote the company position, not their personal opinion.

### 3.3.2.2 Interim voters

If a voting member fails to attend two consecutive ANS consensus body meetings, either in person or by proxy, i.e., a designated alternate with a completed membership application, that individual's voting status shall be changed to interim voting. Interim voters are permitted to vote in ANS consensus body meetings and on letter ballots.

If this interim voting member attends the next (third) ANS consensus body meeting, their voting status is changed back to voting. If the interim voting member does not attend the next (third) ANS consensus body meeting, they shall be changed to non-voting. CGA will inform the voting member of any changes to their voting status in writing.

### 3.3.2.3 Non-voters

Any individual who wishes to stay informed of ANS progress may join the ANS consensus body as a non-voting member. They may attend ANS consensus body meetings as an observer and will receive all ANS consensus body correspondence. Non-voting members do not affect the balance of the ANS consensus body.

If a voting member fails to attend three consecutive ANS consensus body meetings, either in person or by proxy, i.e., a designated alternate with a completed membership application, that individual's voting status shall be changed to non-voting. CGA will inform the voting member of the change to their voting status in writing, and indicate that the ANS consensus body member can reinstate themselves as an interim voter by contacting CGA within 30 days of receipt of the notification. If balance does not exist as a result of a voting status change, CGA shall take immediate action to increase the membership in under-represented categories.

## 3.4 Review of proposed ANS

CGA will notify the standing CGA technical committee responsible for the ANS, CGA membership, applicable U.S. Technical Advisory Groups (TAGs), and the public via the CGA public website of the review of the proposed ANS.<sup>1</sup>

The CGA cut-off date for proposed changes ("PC cut-off date") will be included in the PINS announcement published in ANSI's *Standards Action* and listed on the CGA public website. Proposed changes (PCs) are submitted to CGA electronically via the CGA website [www.cganet.com](http://www.cganet.com) or email. If additional time to develop proposed changes is needed, the CGA committee may submit a request for an extended PC cut-off date to CGA's Technical Director and Standards Council Chair for approval.

If no comments are submitted by the PC cut-off date, the proposed ANS shall be forwarded to the council for approval as a reaffirmed publication. If the standard is an existing CGA ANS, CGA will forward to the council and submit a concurrent notice in ANSI's *Standards Action* of the proposed reaffirmation.

Reaffirmations shall be accomplished without any substantive change to the main text of the standard. All non-substantive changes in the main text of the standard shall be explained, or noted, in a foreword. An ANS undergoing an update of normative references shall be processed as a revision unless the updated reference is only a reaffirmation. Any substantive change in such references requires processing as a revision.

If comments are submitted by the PC cut-off date, they shall be evaluated following the procedures described in section 3.5.

## 3.5 Consideration of proposed changes

A meeting shall be scheduled to review all proposed changes within 90 days after the close of the PC cut-off date.<sup>2</sup> The proposed changes shall be resolved by the CGA committee responsible for the work (or an

<sup>1</sup> It is possible for a candidate ANS to be made available for review before the ANS consensus body membership has been established, especially if it is a published standard. If it is not a published standard, a draft may be made available to allow potential ANS consensus body members to evaluate their participation based on the content of the draft.

<sup>2</sup> The ANS consensus body chair shall communicate delays to the council in writing, and include reason for delay and new date by which all comments shall be considered.

Ad Hoc Committee of that committee) and any interested ANS consensus body members. CGA may approve additional meetings if required to complete the review of all proposed changes.

The CGA committee shall be responsible for review and decisions on all proposed changes received by the PC cut-off date. The committee members shall vote to accept, modify accept, reject, or supersede each proposed change; a simple majority of those who vote will determine the decision. Any dissenting voter may submit a statement of non-concurrence with a justification for their vote to CGA within 5 business days of the committee vote. This statement will be included in the materials provided for the Standards Council vote (see 3.6).

The CGA committee is not required to consider comments submitted after the PC cut-off date or comments that arise during a meeting that are not related to the proposed change being discussed.

CGA will circulate the comments and responses and an updated draft to the committee members, ANS consensus body members, and comment submitters.

### **3.6 Standards Council vote**

After approval by the CGA committee, the council will vote to approve the proposed or revised ANS by electronic ballot or at their next scheduled meeting. The proposed ANS is approved when a simple majority of the council voting members vote in favor, provided no council member casts a negative vote.

If negative votes are received by one or more council members, the CGA committee chair shall attempt resolution with the council members. Resolution should be initiated within 30 days after the close of the council ballot. If a negative vote cannot be resolved within 60 days, the council can vote to discontinue the ANS project. A written justification for the discontinuance of an ANS standards project shall be sent to ANSI within 60 days of the council decision.

### **3.7 Public review**

The proposed ANS shall be circulated for a public review upon approval by the CGA committee and council. After the council approves the proposed ANS, CGA shall submit a BSR-8 to ANSI. The call for public comment will be published in *Standards Action* and will have a deadline as described on the BSR-8 form. A longer review may be announced to all participants if an extension is requested by the ANS consensus body. Any comment received during this public review shall be reviewed by the ANS consensus body chair.

In connection with comments submitted during a public comment period, an effort to resolve all comments shall be made. If the comment(s) is resolved without implementation of a substantive change to the proposed ANS, the submitter shall contact CGA in writing to withdraw their objection. If CGA does not receive contact within 5 days of resolution, CGA will contact the submitter. If the issue is resolved with substantive change to the standard, the change shall be recirculated to the ANS consensus body for approval (see 3.9.2). CGA shall provide the disposition of the comment and the reason for disposition to the public commenter in writing. The written disposition shall include a technical reason for the response to the objector, and shall indicate that the objection shall be considered resolved if the commenter does not respond within 10 business days. This notification shall include the procedures to withdraw the objection. If no response is received from the commenter, CGA will follow up via email and telephone.

All unresolved objections along with attempts at resolution and any substantive changes shall be recirculated to the ANS consensus body in order to afford them the opportunity to respond, reaffirm, or change their vote.

Any substantive changes made as a result of accepting public review comments require approval by the ANS consensus body and council, in addition to another public review.

Any persons whose votes remain unresolved from the public review who have directly and materially affected interests and who have been or will be adversely affected by any *procedural* action or inaction by CGA with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS, have the right to appeal. CGA will notify any unresolved objectors of their right to appeal and the appeal process in writing no later than 30 days following the attempted resolution of the unresolved ballot (see 3.9 and 3.10).

CGA will report any unresolved objections to ANSI on BSR-9 form, see 3.11.



### **3.8 ANS consensus body vote**

An ANS consensus body shall vote on a candidate ANS by letter ballot or at a consensus body meeting. The voting method shall be decided by CGA and the consensus body chair. ANS consensus body members shall vote on the approval of the new, revised, or reaffirmed ANS in its entirety.

CGA will review the balance of the consensus body in advance of an ANS consensus body vote (see 3.3.1). If balance does not exist, CGA shall take immediate action to increase the membership in under-represented categories prior to conducting the vote.

If possible, the ANS consensus body vote and the public review (see 3.7) will be conducted simultaneously by CGA.

#### **3.8.1 Voting options**

Voting options for the ANS consensus body are as follows:

- Approval;
- Approval with comment;
- Disapproval (technical justification required); and
- Abstention.

Changes to votes shall be provided in writing to CGA.

#### **3.8.2 Evidence of quorum and consensus**

Quorum shall be determined when a simple majority (more than half of the voting members) of the ANS consensus body members vote (including abstentions) and consensus shall be achieved when at least two thirds of those voting approve (not counting abstentions).

#### **3.8.3 Letter ballot**

If the ANS consensus body letter ballot is used as the voting method, CGA will send a ballot to the ANS consensus body electronically and request that votes be submitted electronically within 30 days. Ten days prior to the close of the ballot, CGA will remind all members whose votes have not been received of the ballot deadline by email and telephone (if necessary to make contact).

Within 3 days following the ballot close, CGA shall notify any voting members via email and telephone (if necessary to make contact) who did not return a ballot that they have 5 business days following the notification to submit a vote. CGA will also provide the draft and proposed change list.

#### **3.8.4 ANS consensus body meeting**

If an ANS consensus body meeting is used as the forum for the vote, CGA will notify ANS consensus body members a minimum of 30 days before the meeting. However, short-notice meetings may be held with less than 30 days' notice if approved by 100% of the voting ANS consensus body members. The meeting may be held by teleconference or face-to-face at the discretion of CGA and the ANS consensus body chair. Meetings shall be held in accordance with the CGA Antitrust Compliance Guidelines and, when necessary, managed according to *Robert's Rules of Order*.

Quorum at a meeting is more than half of the voting members on the ANS consensus body to ensure that consensus can be reached (see 3.8.2).

Within 3 days following the meeting, CGA shall notify any voting members absent from the meeting that they have 5 business days following the notification to submit a vote. CGA will also provide the draft and proposed change list. CGA will follow up via email and telephone (if necessary to make contact) to obtain any votes not received during the voting period.

If the final outcome of the vote includes unresolved objections (see 3.9.1), a recirculation of the draft and unresolved objections is required in accordance with 3.9.2. ANS consensus body members with unresolved objections may provide a written statement of non-concurrence, within 5 business days of the meeting, explaining their justification to be included in the recirculation of the draft and comments.

### **3.9 Resolution of disapproval votes and comments**

If a disapproval vote is submitted, the ANS consensus body chair shall review the comments and contact the submitter to attempt resolution within 30 days of the ballot close. If the issue is resolved without implementation of a substantive change to the proposed ANS, the submitter shall contact CGA in writing to change their vote. If CGA does not receive contact within 5 days of resolution, CGA will contact the submitter. If the issue is resolved with substantive change to the proposed ANS the change shall be recirculated to the ANS consensus body and the council for approval, in addition to another public review (see 3.9.2). If resolution is not able to be reached, the comment becomes an unresolved objection (see 3.9.1).

Disapproval votes with comments that are of a procedural or philosophical nature shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative vote.

CGA shall provide the disposition of the objection, including reasons for the disposition, to the disapproving voter in writing no later than 30 days following the consensus body vote. This notification shall include the procedures to change a vote, notification of the right to appeal, and the appeal process. If no response is received from the voter, CGA will follow up via email and/or telephone.

#### **3.9.1 Unresolved objections**

ANSI defines unresolved and resolved objections in the *Essential Requirements*.

Any persons whose objection remains unresolved, who have directly and materially affected interests and who have been or will be adversely affected by any *procedural* action or inaction by CGA with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. CGA will notify any unresolved objectors of their right to appeal and the appeal process in writing no later than 30 days following the attempted resolution of the unresolved objection (see 3.7 and 3.10).

CGA will report any unresolved objections to ANSI on the BSR-9 form, see 3.11.

#### **3.9.2 Recirculation**

Each unresolved objection and attempt at resolution, and all substantive changes made to a proposed ANS shall be reported to the ANS consensus body in order to afford all ANS consensus body members an opportunity to respond, reaffirm, or change their vote.<sup>3</sup> The ANS consensus body member shall have 30 days to respond, reaffirm, or change their vote.

All substantive changes to the draft ANS after the initial public review shall be subject to another public review.

If consensus has been reached at the end of the recirculation and no new disapproval votes have been submitted, the proposed ANS shall be considered approved by the ANS consensus body and forwarded to the council for approval.

If any new disapproval votes are submitted by the end of the recirculation, the ANS consensus body chair shall review the disapprovals to determine whether a significant technical error or safety issue is indicated and work with the disapproving voter to resolve the objection. Any substantive changes to the ANS shall be circulated to the ANS consensus body for approval and the council for approval, in addition to another public review. If no substantive changes are required to the publication, CGA shall inform the disapproving voter of the disposition of their comments in writing, and shall provide notice of their right to appeal in writing (see 3.10).

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<sup>3</sup> CGA is not required to recirculate negative votes without comments or comments submitted that are unrelated to the proposal.

### 3.9.3 ANS consensus body discontinuance/withdrawal of an ANS

The ANS consensus body may vote to discontinue/withdraw an ANS project. A written justification for the discontinuance/withdrawal of an ANS shall be drafted and approved by the ANS consensus body. The standing CGA technical committee responsible for the publication shall also approve the intent to discontinue/withdraw the ANS. If approved by the ANS consensus body and the standing CGA technical committee, the request to discontinue/withdraw the ANS shall be sent to the council for approval. A written justification for the discontinuance/withdrawal of an ANS standards project shall be sent to ANSI within 60 days of the council decision.

### 3.10 Appeals

Persons who have directly and materially affected interests and who have been or will be adversely affected by any *procedural* action or inaction by CGA with regard to the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. CGA requires a \$200 fee for the appeals process in order to help defray administrative expenses. Requests to waive the fee will be considered on a case-by-case basis.

#### 3.10.1 Appellant

The appellant shall file a written complaint with CGA 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.

#### 3.10.2 Response

Within 30 days after receipt of the complaint, CGA shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of CGA's knowledge. If more than thirty calendar days are necessary to respond to the complaint, CGA shall notify the appellant in writing with a date by which CGA will respond.

#### 3.10.3 Hearing

If the appellant and CGA are unable to resolve the written complaint informally in a manner consistent with these procedures, CGA shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days' notice.

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. CGA has the burden of demonstrating that the ANS consensus body and CGA 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.

#### 3.10.4 Appeals panel

CGA shall provide or arrange for an impartial appeals body composed of at least three individuals knowledgeable as to the policy or other concerns related to the appeal. Such individuals must not have demonstrably real or apparent conflicts of interest with the subject of the appeal or the person filing the appeal.

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 CGA.

Members of the ANS consensus body for the standard being appealed shall not be members of the appeals panel. Members of the council shall not be members of the appeals panel.

### 3.10.5 Decision

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

- Finding for the appellant, remanding the action to the ANS consensus body or CGA with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- Finding for CGA, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections; or
- Finding that new, substantive evidence has been introduced, and remanding the entire action to the ANS consensus body or CGA for appropriate reconsideration.

A summary of the nature of the appeal, and the decision and rationale thereof, shall be reported to the ANS consensus body.

Documentation of the appeal shall be submitted to ANSI with the BSR-9 form, see 3.11.

### 3.11 Submission of approved standard to ANSI

Once a proposed ANS has been approved by the council, all views and objections have been addressed in accordance with these procedures, and any appeals have been concluded, CGA will submit a BSR-9 form to ANSI. CGA is required to report any unresolved objections and the results of any appeals.

Submission of BSR-9 to ANSI is required within one year of the close of the most recent public review of the proposed ANS. If the proposed ANS has not been completed within one year, CGA shall request an extension from the secretary of ANSI's Board of Standards Review (BSR).

Once the proposed ANS is approved by the BSR, CGA is required to publish the ANS within 6 months.

### 3.12 Review of ANS on 5-year cycle

ANSI requires that an ANS be republished (revision or reaffirmation) on or before the 5-year anniversary of previous publication.

Therefore, upon publication CGA will set a PC cut-off date approximately 3½ years after the date of BSR approval. If the ANS is not revised within the 5-year period, a request for extension of time shall be submitted to ANSI within 30 days following 5 years after the approval date of the ANS using the BSR-11 form. Requests for extensions shall provide the program and schedule of work that will lead to revision, reaffirmation, or withdrawal.

NOTE—ANSI does not allow standards to maintain status as a current American National Standard beyond 10 years from the date of approval. Such approval automatically expires on the tenth anniversary date of approval as an American National Standard. No exceptions are allowed.

The council may withdraw a CGA ANS without a vote of the ANS consensus body.

## 4 National adoption of ISO and IEC standards

When considering the adoption of an ISO or IEC standard, CGA follows the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards*. Whenever possible, CGA encourages the use the expedited procedures for identical adoption of an ISO or IEC standard as an ANS. CGA's ANS consensus requirements in 3.6.4 apply to national adoption.

NOTE—inclusion of regional or national *informative* material is permitted in an identical adoption of an ISO or IEC standard (e.g., informative annexes that do not alter, add to or delete from the provisions of the ISO or IEC standard); examples of informative material are advice to users, training guidance or suggested forms or reports.

It is possible to modify ISO and IEC standards and have them considered for national adoption provided that:

- technical deviations are clearly identified and explained;
- the proposed ANS reflects the structure of the ISO or IEC Standard; and
- an easy comparison of the content and structure of the two standards continues to be possible.

See the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards* for complete information.

## **5 Normative ANS policies and administrative procedures**

CGA complies with the normative ANS policies and administrative procedures provided in the *Essential Requirements*. The following are policies required by the *Essential Requirements*. In addition, CGA shall comply with the following record retention, metric, and interpretations policies that are on file at CGA.

### **5.1 CGA patent policy**

CGA complies with the ANSI Patent Policy contained in the *Essential Requirements*.

### **5.2 Commercial terms and conditions**

CGA complies with the ANSI Commercial Terms and Conditions Policy contained in the *Essential Requirements*.

### **5.3 Record retention**

CGA is subject to audit by ANSI on a regular basis to ensure compliance with the *Essential Requirements* and these procedures.

Records shall be retained for one complete standards cycle, or until the standard is revised.

Records concerning withdrawal of a CGA ANS shall be retained for at least 5 years from the date of withdrawal.

### **5.4 Metric policy**

CGA publications reflect units of the International System of Units (SI), the modernized metric system, as well as U.S. units.

A “soft” conversion is the change in the description, but not in the dimension of an existing measurement to express it in metric terms. A soft conversion results from the mathematical conversion of inch-pound units to SI.

A “hard” conversion is the change of dimensions and/or properties of a product into new sizes that might not be interchangeable with the sizes of the existing measurement produced under inch-pound specifications. CGA’s technical staff performs conversions in publications.

For metric usage, please refer to ANSI/ASTM/IEEE SI-10, *Steam Charts, SI (Metric) and U.S. Customary Units*.

### **5.5 Interpretations policy**

CGA does not interpret its standards or publications because they are developed by a consensus process of individuals from a cross-section of industry representatives with input from the public. It is not practical to reconvene these individuals to address questions as they arise. CGA does not issue, nor shall any person have the authority to issue, an interpretation of a CGA publication in the name of CGA.

Anyone who believes a CGA standard or publication contains information or language that is not clear should submit a proposed change using CGA’s website at [www.cganet.com](http://www.cganet.com), proposing a correction or requesting clarification. The request will be considered when the publication is reviewed for revision.

## Appendix A—Sample CGA ANS Consensus Body Member Application Form (Informative)

### Revision of ANSI/CGA [CGA, Publication ID Number, Publication Name *(an American National Standard)*]

Please provide the information requested below to be considered for membership on the CGA American National Standard (ANS) consensus body revising [CGA staff to insert ANS ID number and name here].

Membership on the ANS consensus body is open to any directly and materially affected person in accordance with the ANSI Essential Requirements. Membership in the Compressed Gas Association is not a requirement to join the ANS consensus body. CGA staff works with the ANS consensus body chair to develop the membership of the ANS consensus body and ensures that the ANS consensus body is not dominated by a single interest category, individual, or organization. There is no fee to join an ANS consensus body. However, if it becomes necessary to charge an administrative fee, CGA will inform ANS consensus body members (and potential members) of administrative fees.

#### 1. Interest Category

Interest Category and Definition	Please check the most appropriate category (Please check only one)
<b>Producers:</b> Manufacturer of [insert info]	<input type="checkbox"/>
<b>User:</b> Those who use in the manufacturing, research, or development of other products of [insert information]	<input type="checkbox"/>
<b>Distributor/retailer:</b> Distributors and retailers of [insert information]	<input type="checkbox"/>
<b>General interest:</b> Industrial insurers, consultants, risk prevention and assessment companies, and those with a general interest in [insert information]	<input type="checkbox"/>
<b>Code Developers:</b> Fire prevention officials, building and fire code developers.	<input type="checkbox"/>
<b>Trade Association:</b> Those representing a trade association with a direct and material interest in [insert information].	<input type="checkbox"/>

Note: No interest category shall constitute more than one-third of the ANS consensus body membership to provide balance in the ANS consensus body. Participation on the ANS consensus body may be limited in certain interest categories based on ANS consensus body membership applications received.

Please check one to indicate your status on the ANS consensus body:

- Voting
- Alternate (proxy)
- Nonvoting

#### 2. Contact information:

Name:  
Organization:  
Address:  
Tel:  
Fax:  
Email:

By providing this form to CGA I confirm that I am directly and materially affected by the subject of this standard.

#### 3. Return to: [CGA Staff]

Compressed Gas Association, Inc.  
14501 George Carter Way, Suite 103  
Chantilly, VA 20151  
Tel: [703-788-XXXX]  
Fax: 703-961-1831  
Email: [to be filled in]