

May 2018

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

***(Canvass committees)***



## Foreword

MHI 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 Essential Requirements or as ER). It is strongly recommended that the reader obtain the ANSI document to support the full understanding of the MHI procedures.

MHI followed ANSI default procedures for the canvass 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 and 2010. This document borrows heavily from the original procedures document and in particular Annex B from that document that refers to the Canvass process. Although the words "Canvass process" are not contained in the ANSI Essential Requirements document, the MHI standards developed following these procedures follow the canvass process for developing a consensus body.

MHI industry groups, are the developers of the various standards and specifications under the accreditation of MHI. Each standard identifies the sponsoring organization of each standard on the cover page and/or the title page. Regardless of the standard or specification, any questions or comments should be addressed directly to the MHI Standards Administrator via 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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# MHI Procedures for the Development and Coordination of American National Standards

## 1 General

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

In order to protect MHI and its industry groups 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 MHI that:

- a) No MHI industry group shall engage in standards setting activities unless such activities are conducted in full compliance with these procedures and the Essential Requirements.
- b) No MHI industry group shall seek accreditation from ANSI as a standards developer, or serve as such, except as an accredited sponsor using these procedures.
- c) No MHI industry group shall make as a condition of membership eligibility or continuing membership that an applicant or member comply with any standard. In addition, no industry group shall require its members to submit to a certification program to confirm compliance with a standard as a condition of membership.
- d) MHI General Counsel may review any proposed standard prior to their completion and publication to determine whether the proposed publication shall be treated as a standard for purposes of this Statement of Policy.
- e) All MHI industry groups that develop a proposed standard shall decide whether it is to be copyrighted. If the decision is to copyright the finished publication, MHI General Counsel should be contacted to handle the necessary documentation and filing.

## 2 Project initiation or termination

The decision to initiate development of a standards project starts with MHI industry groups. 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 who will 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 Essential Requirements. If no such conflict exists, the Standards Administrator shall then submit any appropriate project initiation or termination notice to ANSI.

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 Standards Action. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw 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; and
- b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

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

MHI adopts by reference the following provisions in 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 – canvass process**

#### **3.1 Potential canvasee**

A list of potential canvasses shall be created by the MHI Standards Administrator and the industry group, consisting of those organizations, companies, government agencies, standards developers, individuals, etc., known to be, or who have indicated that they are, directly and materially affected by various material handling standards. This list will be used to conduct pre-canvass surveys to determine interest in specific standards under MHI's accredited scope.

#### **3.2 Precanvass survey and balance of interests**

As standards are newly developed, revised or reaffirmed, MHI shall conduct a pre-canvass interest survey, in which the standards developer informs the potential canvasees in writing about the use of the canvass process for developing evidence of consensus, and, if the potential canvasees are interested in participating, obtains an appropriate interest category classification for purposes of ensuring balance of interests.

MHI's package of precanvass information shall contain:

- a) the title, designation, scope, and description of the standard along with the history of its development;
- b) MHI's interest categories (with descriptions, see Annex A);
- c) a survey providing the option to join/not to join the list of canvasees;
- d) an explanation of the ANSI function; and
- e) a response deadline.

All those who have agreed to participate shall be included on the canvass list, together with their agreed-upon interest categories in accordance with Essential Requirements 1.2 and 1.3. In addition, the affiliation and interest category of each member of the consensus body shall be made available to interested parties upon request.

MHI shall strive to maintain a balance of interests on the canvass list. Historically the criteria for balance are that:

- a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards; or
- b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.

If any canvasee does not select an interest category, selects multiple interest categories, or it is determined that an incorrect interest category may have been selected, the MHI Standards Coordinator shall consult with the canvasee, ask them to choose a single appropriate category, and obtain written confirmation from the canvasee. The list of canvasees shall meet the requirements in 1.2 of Essential Requirements regarding lack of dominance. No individual shall appear more than once on this list.

Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, a single interest survey may be conducted for a group or category of standards.

In addition to the precanvass survey, notification of standards activity shall be announced in suitable media as appropriate to demonstrate the opportunity for participation by all directly and materially affected persons.

### **4 Conduct of canvass**

#### **4.1 Initiation of canvass notice**

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 Standards Action to provide an opportunity for public comment. Upon receipt of a BSR-8, ANSI shall announce the initiation of the canvass in Standards Action. This will alert all to the canvass and may elicit additional interested parties as canvasees. This announcement shall include a statement that the canvass list is

available upon request from the developer, or alternately, a URL address where an electronic version of the canvass list is posted. Canvasees subsequently added to the canvass list shall have the same amount of time to respond as do the other canvasees.

MHI shall coordinate with any appropriate USA Technical Advisory Group(s) regarding any proposed new, revised, or reaffirmed standards.

A public canvass initiation announcement may be requested at any stage in the development of the standard, at the option of the standards developer, and may be concurrent with balloting.

#### **4.2 Information provided to canvasees**

The standards developer shall transmit, at minimum, the following information to all canvasees and other interested parties so requesting unless the developer has previously supplied this information:

- a) a copy of the canvass list, consisting of the name, affiliation, and category of interest of each canvasee;
- b) the complete proposed American National Standard or the relevant portion under consideration when the canvasee has previously received the complete standard;
- c) a ballot form with the specific positions identified in 4.3;
- d) instructions on how to submit comments in accordance with 4.3;
- e) the deadline for submitting ballots or comments in accordance with 4.4; and
- f) a statement as to whether ballot is considered a new ballot or recirculation ballot in accordance with 4.6.

Upon request, the standards developer shall provide to the canvasee a reasonable number of copies of the document being considered, to allow for a speedy determination of position by the canvasee. If the document contains material that is not to be considered for approval as an American National Standard, such as an introduction or annex, a clear statement shall be included indicating those portions of the standard that are to be considered for approval by ANSI.

### **5 Balloting**

Ballots shall be recorded in accordance with the procedures outlined below.

#### **5.1 Ballot position options and comments**

The ballot form used by the standards developer shall provide opportunity for the canvasee to indicate its position:

- 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); or
- d) Abstain.

Comments should be submitted on the MHI comments form (modeled after ISO comments form 13b) distributed with the ballot.

Negative votes that are not accompanied by comments or comments not related to the proposal under consideration may not be considered.

#### **5.2 Balloting period**

The balloting period for letter ballots shall end a minimum of two weeks and a maximum of six weeks from the date of issue or as soon as all ballots are returned, whichever comes first. The balloting period duration shall be determined by the MHI Standards Administrator. An extension may be granted at the MHI Standards Administrator's option, when warranted. Appropriate follow-up action should be taken by the MHI Standards Administrator. An extension may be granted at the MHI Standards Administrator's or chair's option, when warranted.

Those not on the canvass list 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 *Standards Action*.

Their deadline to respond shall be the same as the comment deadline announced in *Standards Action* unless an extension of up to 30 days has been requested by the commenter and granted by the Standards Administrator.

### **5.3 Disposition of public review and consensus body comments**

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 that contains the name of the commenter, the clause, the comment and the resulting committee response. If any of these changes are deemed as substantive (see Essential Requirements Annex A), they shall be clearly identified as such. An attempt will be made at resolution of all comments.

If resolution is not achieved, the objector shall be informed in writing (may use electronic communication) that an appeals process exists using the MHI appeals procedures in Annex D. In addition, each objection resulting from public review or submitted by a member of the consensus body, and which is not resolved must be reported to the BSR. An objection is considered resolved when a negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of their comment.

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.

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 four weeks. Substantive changes made in a proposed American National Standard shall be listed in *Standards Action* in accordance with Essential Requirements, Section 2.5.

### **5.4 Recirculation and new ballot options**

If a previous round of balloting results in any substantive changes, a recirculation ballot shall be sent to the canvasees. In addition, all canvasees will receive a summary regarding the extent of changes that were made, including identification of any substantive changes.

If any canvasees 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 Developer and the development committee chair may deem that a revised draft standard has been substantially changed to the point where Standards administrator determines that the revised version of the draft standard should be treated as a new proposal. In this case, the previous balloting results shall 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.

### **5.5 Criteria for approval**

Approval of a new standard, revision or reaffirmation of an existing standard, or an addendum to part or all of an existing standard shall require approval by at least a majority of the canvass list and at least two-thirds of those voting, excluding abstentions.

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

Upon completion of the procedures for canvass, for 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 the 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.

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

The recommendation for the withdrawal of an existing ANS shall originate from the industry group responsible for its development 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**

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 will be adversely affected by any procedural action or inaction by a standards developer regarding the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. A standards developer may choose to offer an appeals process to address appeals on other than procedural issues. Procedural complaints include whether a technical issue was afforded due process. The burden of proof to show adverse effect shall be on the appellant.

Appeals shall follow the procedure outlined below.

### **8.1 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 MHI Standards Administrator. Such requests shall be accompanied by supporting reasons for the request (hardship, anticipated workload, etc.).

### **8.2 Complaint submitted to MHI**

The appellant shall file a written complaint with MHI 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.

### **8.3 Response**

Within 30 days after receipt of the complaint, MHI shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

#### 8.4 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, MHI 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.

#### 8.5 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.

#### 8.6 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 secretariat 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.

#### 8.7 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. 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 secretariat with a specific statement of the issues and facts regarding 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 for appropriate reconsideration.

### 9 Requests for interpretation of or changes to standards

MHI does not render interpretations of any standards or specifications but will consider any comments or suggested changes for future revisions of its standards. 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 MHI industry groups wish 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

MHI standards development activities shall utilize the following metric policy.

### 11.1 Units

Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards. All standards will contain appropriate International System of Units (SI) units for each measure accompanied by units.

U.S. Customary units may be the primary unit following a value, but an SI equivalent value and unit shall follow the U.S. Customary value and unit. For example, a measurement of twelve inches may be shown as 12 in. (304.8 mm).

### 11.2 Conversion

U.S. Customary measurements may be converted by hard or soft conversion.

#### 11.2.1 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.”*

#### 11.2.2 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 MHI 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, MHI shall retain records for a minimum of 5 years or until approval of the subsequent revision or reaffirmation of the complete standard.

Records concerning withdrawals of all 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

MHI adopts and will adhere to the ANSI Patent Policy as outlined in 3.1 of Essential Requirements.

#### 13.1 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 Essential Requirements shall be followed and the proper notifications shall be included in the document prior to publication.

#### 13.2 Responsibility for identifying patents

Industry groups 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

MHI adopts and will adhere to the Commercial Terms and Conditions requirements set forth in the *ANSI Essential Requirements*.

### 15 Interest categories

The default interest categories and descriptions below are utilized for MHI standards.

Interest Category	Description
User	Corporate or individual end user of the specific product or family of products named in this proposed standard.
Manufacturer	Manufacturer of the specific product or family of products named in this proposed standard.
Distributor	Companies or consortia that distribute, but do not manufacture the specific product or family of products named in this proposed standard.
Government	Regulatory, legislative or judicial entities at the federal, state or local levels.
Association	Members of professional trade associations or societies that represent groups of individual professionals or groups of companies.
General Interest	Those who have a material interest other than those above. This category typically includes, but is not limited to testing laboratories, educational institutions, consultants, integrators, insurance, labor, etc.