



Procedures for the Development of American National Standards

Remanufacturing Industries Council
150 Lucius Gordon Drive
Suite 105
West Henrietta, NY 14586
www.remancouncil.org

Submitted December 17, 2013

Revised March 10, 2014

Editorial Correction: July 16, 2014

Revised March 30, 2015

Revised March 5, 2020

Revised December 1, 2021

Revised February 21, 2022

Revised April 23, 2025

Approved by RIC Trade & Policy Committee: December 3, 2013

Approved by RIC Board of Directors: December 10, 2013

Remanufacturing Industries Council

Procedures for the Development of American National Standards

1. General

The Remanufacturing Industries Council (RIC) is a strategic alliance of large and small businesses that operate in a broad range of remanufacturing industry sectors, including medical equipment, electrical components, office furniture, heavy duty and off-road equipment, and motor vehicle assemblies and components.

RIC has developed these procedures for acquiring evidence of consensus for the approval, reaffirmation, or revision of American National Standards. In addition to these procedures, the latest edition of the *ANSI Essential Requirements: Due process requirements for American National Standards* shall be the final controlling document for all procedural and policy issues.

Remanufacturing is a rapidly growing, global, high-technology industry that includes a wide variety of business sectors. The U.S. is the world's largest producer, consumer, and exporter of remanufactured products. In a study¹ commissioned by the Office of the U.S. Trade Representative, the U.S. International Trade Commission identified two major impediments to growth for the remanufacturing industry: 1) the lack of a commonly accepted definition of remanufacturing, and 2) the absence of standards for the remanufacturing process. RIC's standards activities will be designed to address these deficiencies and promote the understanding and credibility of the remanufacturing industry.

2. Scope

The scope of RIC's standards activities is to develop consensus standards that define and provide the benchmark for the process of remanufacturing, thus enhancing the understanding and growing the credibility of the remanufacturing industry. These standards will establish criteria that lead to continual improvement in the remanufacturing industry and ensure that the products provided to customers by members of the remanufacturing industry are dependable and of a consistent high quality.

3. Organization

The RIC Board of Directors assures its standards work is accomplished by the RIC Trade & Policy Committee, which will be supported by other RIC committees and members, and may form various working groups to address specific tasks as needed.

The Trade & Policy Committee shall be responsible for leading the development of American National Standards (ANS) for RIC and shall manage the Standards Developer

¹ Remanufactured Goods: An Overview of the U.S. and Global Industries, Markets, and Trade. U.S. International Trade Commission Investigation No. 332-525, Publication 4356, October 2012. Available at <http://www.usitc.gov/publications/332/pub4356.pdf>

accreditation process, oversee the development and operation of the consensus body, supervise the revision, reaffirmation, and withdrawal of standards, and resolve complaints and appeals related to RIC standards in consultation with the Board of Directors.

4. Notification of Standards Development

Timely and adequate notice of standards development activity shall be announced in media suitable to demonstrate that a meaningful opportunity for participation, debate and deliberation by all directly and materially interested persons in a fair and equitable manner was provided.

4.1 New or Revised Standards

At the initiation of a project to develop or revise an ANS, a statement shall be developed to explain the need, identify the stakeholders likely to be directly impacted by the standard, and list the interest categories that are expected to comprise the Consensus Body. Project Initiation is defined as the date when RIC's Trade & Policy Committee votes to begin work on the project. Notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in *Standards Action*. If the stakeholders change substantively as the ANS is developed, a revised PINS form shall be submitted and published. If a written request is received for additional information or for the opportunity to discuss the proposal from a directly and materially interested outside party or current Consensus Body member, during the 30-day PINS comment period, a response will be sent in writing within 30 days of the comment deadline.

4.2 Reaffirmed or Withdrawn Standards

A PINS form is not required at the initiation of a project to reaffirm or withdraw a standard.

In the case of a withdrawal, RIC will notify ANSI immediately; the withdrawal will be announced in *Standards Action*.

4.3 Discontinuance of a Project

RIC may abandon the processing of a proposed new or revised ANS or portion thereof if it has followed its accredited procedures. A written justification for such an action shall be made available upon receipt of any written request received by RIC within 60 days of the date of the final action.

RIC will notify ANSI immediately upon taking such actions, which will be announced in *Standards Action*.

Appeals of such actions may be made to the ANSI Executive Standards Council based on procedural noncompliance.

4.4 Public Review

In addition, proposals for new ANS and proposals to revise or reaffirm an existing ANS shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* in order to provide an opportunity for public comment. If it is the case, then a statement of intent to submit the standard for consideration as an ISO, IEC, or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in *Standards Action*. The comment period shall be one of the following:

- A minimum of 30 days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of 45 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 email address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action*; or
- A minimum of 60 days, if neither of the aforementioned options is applicable.

Such listing may be requested at any stage in the development of the proposal, at the option of RIC and may be concurrent with final balloting. However, any substantive change subsequently made in a proposed ANS requires listing of the change in *Standards Action*.

4.5 Assertions of Conflict or Duplication

If RIC 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 candidate ANS that has been announced previously (or concurrently) 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 RIC and the commenter and shall be concluded before RIC submits a draft ANS for public review. If the deliberation does not take place within the 90-day period and RIC can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then RIC 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 a PINS deliberation shall be conveyed in writing (the “Deliberation Report”) within 30 days after the conclusion of the deliberation by RIC to the commenter and to ANSI. Upon submission of the Deliberation Report, RIC may continue with the submission of the draft ANS for public review. If additional deliberations take place, they should not delay the submission of the draft for public review, and an updated Deliberation Report shall be conveyed within 30 days after each deliberation. Any actions agreed upon from the deliberations shall be carried out in a reasonably timely manner, but normally should not exceed 90 days following the deliberation. Subsequently, RIC shall include all of the Deliberation Report(s) with the BSR-9

submittal to the ANSI Board of Standards Review (BSR) for consideration should RIC ultimately submit the subject standard to ANSI for approval.

Stakeholders who were involved in the PINS deliberation process may also file separate Deliberation Report(s) with ANSI and RIC within 30 days after conclusion of any deliberation for consideration by the BSR, if the standard is submitted to ANSI for approval.

While the outcome is not binding, unless binding provisions are agreed to by the developer, participants are encouraged to develop a consensus on whether and how the standards development project should proceed. See also clause 4.3 of the *ANSI Essential Requirements*.

5. Consensus Body

In developing a consensus body, RIC shall meet the requirements for openness, balance and lack of dominance contained in the current version of *ANSI Essential Requirements*.

5.1 Development of a List of Reviewers to Form a Consensus Body

RIC shall develop a candidate list of potential reviewers in order to form a consensus body. Any person materially or directly interested in the proposed standard may apply for inclusion in the consensus body. Participation shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

In order to determine if potential reviewers wish to participate, RIC shall conduct a survey in the form of an electronic communication informing potential reviewers about the process for developing evidence of consensus and containing the title, designation, scope, and description of the standard along with background information on its development, its purpose and intended application, and an explanation of the ANSI function.

Information regarding the survey and a solicitation for consensus body members shall be made on the RIC website, in *ANSI Standards Action* and in publications appropriate for the remanufacturing industry.

Individuals wishing to participate in the consensus body process shall present an application to RIC as directed, indicating:

- Their interest in the purpose of the standard;
- Their willingness to participate;
- Their qualifications for contributing to the development of the proposed standard; and
- Their representative interest category, in accordance with Section 0.

This application form shall be available on the RIC website. The time allocated for response shall be at least 30 calendar days from the date of announcement of the RIC survey, and shall be so noted in the application form.

5.2 Consensus Body Membership

The RIC shall form a consensus body comprised of the RIC Trade & Policy Committee and qualified applicants from the list of reviewers, after consideration of all qualified applicants and taking into account a balance of interest categories and affected parties in accordance with the *ANSI Essential Requirements*. The total number of qualified applicants from the list of reviewers included in the consensus body shall not exceed thirty (30), unless a majority of the RIC Trade & Policy Committee votes to increase the number beyond this limit. The affiliation and interest category of each member of the consensus body shall be made available to interested parties upon written request. The affiliation of a consensus body member refers to the entity that the consensus body member represents, which may or may not be that person's employer. If the consensus body member is serving in an individual capacity, then the name of the individual, their sponsors² (if any) and interest category shall be made available upon request. Contact information is not required.

Each consensus body member shall be eligible to nominate one principal representative and may nominate one or more alternate representatives. No person may represent more than one consensus body member.

All those who have met the criteria for inclusion on the list of reviewers and who are not selected for participation in the consensus body shall have an opportunity to participate in the review of the standard during the public review process (Section 6.5). RIC shall maintain a record of qualified reviewers for consideration in the event that a vacancy occurs in the consensus body membership.

5.3 Review of Consensus Body Membership

The RIC shall review the consensus body membership list annually with respect to the criteria of balance and diversity. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations (e.g. missing three consecutive meetings without follow up, or failing to submit any ballot), the RIC Trade & Policy Committee shall review the matter for appropriate action, which may include termination of membership to the consensus body.

5.4 Resignation from the Consensus Body

Members of the consensus body may resign at any time. Resignations must be made in writing (including electronic mail) and directed to the Consensus Body Chair.

5.5 Change in Employment

Consensus Body members shall notify the Consensus Body Chair of any changes to their employment that will affect their membership in the Consensus Body such as changing employers or leaving the remanufacturing segment of the business. In these circumstances, the member will be removed from the Consensus Body. The company the member previously represented will be given an opportunity to provide an alternate

² A sponsor is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the consensus body.

representative. If an alternate representative cannot be identified, the Trade & Policy Committee will consider other applicants to fill the vacancy.

If the former member is still interested in participating in the Consensus Body under a new employer, they may submit a new application to RIC's Trade & Policy Committee for consideration. The Consensus Body's balance, as well as the applicant's new qualifications, will be considered in review of the application.

5.6 Voting

Consensus ballots will be used by RIC for approval, revision, reaffirmation, or substantive changes to an ANS and/or a candidate ANS. All members of the consensus body shall have the opportunity to vote within the deadline. When recorded votes are taken at meetings (including those conducted using electronic communications), members who are absent shall be given the opportunity to vote before or after the meeting, within guidelines specified and communicated in advance of the meeting.

Consensus Body approval will not be required for the withdrawal of an ANS in accordance with section 4.2.1.3.2 of *ANSI Essential Requirements*. A majority vote of RIC's Trade & Policy Committee will suffice to approve a withdrawal of an approved standard.

5.7 Openness

Participation shall be open to all persons who are directly and materially interested in the ANS under preparation. There shall be no undue financial barriers to participation. Voting membership on the consensus body shall not be conditional upon membership in any specific organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

5.8 Lack of Dominance

The standards development process shall not be dominated by any 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.

5.9 Balance

The standards development process shall have a balance of interests, meaning that no single interest category should constitute a majority of the membership of the consensus body (or more than one-third of the membership of the consensus body for safety related standards). Participants from diverse interest categories shall be sought with the objective of achieving balance. If a consensus body lacks balance, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken.

5.10 Interest Categories

5.10.1 Producer

An individual employed by or otherwise representing an organization that remanufactures products or components shall be classified as a Producer. Producer organizations may remanufacture products and components for their own use or to sell to other end-users.

5.10.2 User

An individual employed by or otherwise representing an organization that purchases or uses remanufactured products or components shall be classified as a User. Original equipment manufacturers may remanufacture products and components for their own use, as well as to sell to other end-users.

5.10.3 General

General members are neither Producers nor Users. This category includes, but is not limited to, educators, researchers, representatives of government agencies, business associations, and technical societies.

6. Conduct of Review

6.1 Initiation of Review

RIC may begin to conduct the review at any time after establishment of the consensus body.

6.2 Review Requirements

RIC shall provide, at a minimum, the following information to all consensus body members, as well as to other interested parties so requesting unless RIC has previously supplied this information:

- The purpose and intended application of the ANS;
- A brief history and explanation of how the ANS was developed;
- An explanation of ANSI's function and RIC's procedures;
- A copy of the consensus body membership, consisting of the name, affiliation, and category of interest of each member; and
- A copy of the complete proposed ANS or the relevant portion under consideration when the reviewer has previously received the complete standard.

Consensus body members shall also receive a copy of the official ballot form to be used for voting (see Section 6.3).

RIC shall provide all documents in electronic format. Should the document contain material that is not to be considered for approval as an ANS, such as an introduction or

annex, a clear statement shall be included indicating those portions of the standard that are not to be considered for approval by ANSI.

6.3 Consensus Body Ballot

The ballot form used by RIC shall provide opportunity for the consensus body member to vote one of the following positions:

- (a) Affirmative;
- (b) Affirmative, with comment;
- (c) Negative, with reasons; or
- (d) Abstain, with comment.

The ballot form shall include notice that, in order to receive consideration, negative votes must be accompanied by supporting written reasons and, where possible, should include proposals for a solution to the problem raised.

Negative votes without any accompanying reason or abstentions without any accompanying comment shall be considered invalid responses and shall not be considered when determining the numerical requirements for consensus. Such votes shall be recorded as "abstain without comment" or "negative without comment" and no further action shall be required.

A follow-up shall be sent to consensus body members not responding within ten days prior to the close of the ballot. The ballot may be closed at the end of 30 calendar days, or sooner if all consensus body members have responded. Upon request from any consensus body member giving a legitimate reason, a single 15 calendar day extension to the ballot period may be granted, provided that the request is received prior to the close of the ballot period.

6.4 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 consensus body and at least two-thirds of those voting, excluding abstentions and invalid responses.

6.5 Consideration of Comments

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the PINS announcement or public comment listing in *Standards Action*.

In connection with an objection articulated during a public comment period, or submitted with a negative vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic communication) of the disposition of the objection and the reasons. If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists (See Section 8).

In addition, each objection resulting from public review or submitted by a member of the consensus body that is not resolved shall be reported to the ANSI BSR.

When this process is completed in accordance with these written procedures, RIC may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them 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. The submitter of the comments shall be so notified.

Each unresolved objection with the attempt at resolution and any substantive change made in a proposed ANS shall be reported to the consensus body, along with a 30 calendar day recirculation ballot in order to afford all voting members an opportunity to respond, reaffirm or change their vote.

7. Submittal of Standard

Upon completion of the procedures for voting, for consideration of views and objections, and for appeals, RIC may submit the proposed standard to ANSI for approval. The information supplied to ANSI shall include:

- (a) Title and designation of the proposed ANS;
- (b) Indication of the type of action requested (that is, approval of a new ANS or reaffirmation, revision, or withdrawal of an existing ANS);
- (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 ANS 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 those who raised objections, and a report of attempts toward resolution.

8. Appeals

Parties who are directly and materially interested and who believe they have been or will be adversely affected by a standard within RIC's jurisdiction, or by the lack thereof, shall have the right to a procedural appeal.

8.1 Complaint

The appellant shall file a written complaint with RIC within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction.

The complaint shall state the nature of the objection, the procedures that are at issue, the action or inaction 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.

8.2 Response

Within 30 calendar days after receipt of the complaint, RIC shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge. RIC's response shall attempt to resolve, informally, the complaint of the appellant.

8.3 Hearing

If the appellant and RIC are unable to resolve the written complaint informally in a manner consistent with these procedures, the appellant may request a hearing with an appeals panel. Upon request for a hearing received within 10 working days of the final communication, RIC shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving notice of at least 10 working days. A hearing will be conducted via meeting or teleconference.

After attempting to resolve the appeal informally, if they appellant does not respond within 10 working days, RIC will consider the appeal closed.

8.4 Appeals Panel

RIC and the appellant will select the members of the 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 RIC.

If the appellant and RIC cannot agree on the composition of the panel within three weeks from the start of the selection process, the RIC Board of Directors shall appoint the panel.

8.5 Conduct of the Hearing

The appellant has the burden of demonstrating improper actions or inactions, the adverse effects therefrom, and the efficacy of the requested remedial action.

RIC has the responsibility for demonstrating that the consensus body and RIC acted in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

The hearing may be conducted via meeting or teleconference.

8.6 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:

- (a) Finding for the appellant remanding the action to RIC with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (b) Finding for RIC, 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 RIC for appropriate reconsideration

The written decision will be sent to the Consensus Body Chair, who will be responsible for communicating the decision in writing to the Appellant and the consensus body.

A summary of the nature of the appeal, and the decision of the appeals panel and rationale thereof, shall be included in the report to the consensus body. The decision of the appeals panel shall be binding and final on all concerned parties.

9. Interpretations

9.1 General

Formal interpretations are for the purpose of providing formal explanations of the meaning or intent of any specific provision or provisions of any standard or supporting document.

All inquiries requesting interpretation of the language of the approved ANS shall be directed to RIC in writing and will be promptly acknowledged. RIC shall advise the requester in writing of the interpretation and maintain a record of all formal interpretations rendered.

A request for a formal interpretation shall be made in writing to RIC. The request for interpretation must address a specific provision of the ANS and include a statement referencing a single problem and identifying the portion (article, section, paragraph, etc.) and edition of the document on which a formal interpretation is requested. Such a request shall indicate the business interest of the requester.

9.2 Limitations

Formal interpretations shall be rendered only on the text of the current or immediately previous edition of the ANS.

This formal interpretation procedure does not prevent an officer or member of RIC from expressing a personal opinion on the meaning or intent of any ANS developed by RIC, provided that:

- (a) The person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of RIC; and

(b) Written opinions are rendered only in response to written requests and a copy of the request and the response is sent to RIC.

A statement, written or oral, that is not processed in accordance with these procedures shall not be considered the official position of RIC or any of its representatives and shall not be considered to be, nor be relied upon as, a formal interpretation.

9.3 Interpretations Policy

RIC's Trade & Policy Committee will be responsible for reviewing and responding to interpretation requests. Proposed responses will be approved by a majority vote of this committee.

Responses to formal interpretation requests will only be issued in writing. Notification of the response will be sent to the requester from, or on behalf of, the Trade & Policy Committee Chair.

10. Records Retention

Records concerning new, revised or reaffirmed ANSI standards will be retained for one complete development cycle or until the standard is revised. Records concerning withdrawn standards will be retained until five years from date of withdrawal.

11. Maintenance of Standards

RIC shall comply with the *ANSI Essential Requirements: Due process requirements for American National Standards* policies related to periodic maintenance of applicable standards at intervals not to exceed five years. This review shall evaluate whether the standard requires revision or if the standard should be reaffirmed without revision.

12. Metric Policy

Where applicable, standards developed by RIC that are not written using the International System of Units (SI) shall include appropriate conversions correlating non-SI units to the corresponding SI equivalent.

13. Commercial Terms and Conditions

RIC shall comply with the *ANSI Essential Requirements: Due process requirements for American National Standards* policies related to commercial terms and conditions.

14. Patent Policy

RIC does not hold, nor does RIC intend to hold, any patent on any invention that would be used or required for compliance with any ANS it develops. If any patent issues should arise relative to the development of RIC-sponsored standards, RIC shall comply with the ANSI Patent Policy included in the *ANSI Essential Requirements: Due process requirements for American National Standards*.

15. Antitrust Policy

All standards development activities conducted by RIC are done in accordance with applicable antitrust and competition laws. All meetings are subject to RIC's Antitrust Policy and all Consensus Body members are required to sign acknowledgement of receipt and understanding of said policy.

16. Copyright

In order for RIC to maintain the standards it develops, it is necessary that each contributor grant RIC the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made in the process of developing such standards.

All RIC standards shall be copyrighted by RIC. No standard, or any portion thereof, may be reproduced or distributed in any form, without the prior written permission of RIC. The following copyright notice shall be included in all RIC standards or other related materials.

“Copyright © Remanufacturing Industries Council, Inc. (RIC) [date of publication].
All Rights Reserved.”