



## Policies and Procedures

### Policy S-001 Standards Development Process

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#### 1. Scope

This document contains the policies and procedures for developing new, revising existing, and withdrawing IAPMO industry standards (i.e., IGCs, PSs, TSs, SPSs, and ISs).

**Note:** This Policy superseded the following policies:

- S-00A, *Application for Standards Development*;
- S-002, *Fee Payments and 100% Surcharge Implementation*;
- S-005, *IGC Creation & Maintenance Policy*;
- S-006, *IAPMO Standards (PS, TS, SPS and ISs) Creation & Maintenance Policy*; and
- the document entitled *IAPMO Standards Development Application Procedure*.

#### 2. Policy

##### 2.1 General

New IAPMO industry standards shall be developed when it has been determined, by IAPMO staff, that there is no applicable standard in North America to cover the product under consideration. Revisions to existing IAPMO industry standards may be made at any time, as necessary.

##### 2.2 New Standards

Once it is determined that there is no applicable standard in North America for the product under consideration,

- (a) IAPMO Standards staff shall send an e-mail to the proponent in accordance with the adequate sample from S-001A, *Sample E-mails for Standards Development*.
  - (b) Upon receipt of the application form from the proponent (refer to S-001B, *Standards Development Application Form*), IAPMO Standards staff shall begin developing the new standard, together with the proponent, in accordance with the applicable steps of S-001C, *Standards Development Checklist*. It is important to note that:
    - (i) IAPMO industry standards shall reference and utilize, as much as possible, requirements from existing ANSI standards.
    - (ii) When possible, Canadian standards shall be referenced as alternatives, to facilitate eventual adoption of the IAPMO industry standard as an ORD (Other Recognized Document) in Canada (refer to Policy S-007, *Submission of Standards for Canadian Adoption*).
  - (c) Once IAPMO Standards staff and the proponent are satisfied with the draft, it shall be presented to the IAPMO Standards Review Committee (SRC) for review and approval. The proponent shall be notified that he or she is welcome to attend the SRC meeting where the new standard will be discussed.
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- (d) Following approval of the draft new standard by the SRC, it shall be posted for 20-day public review on the IAPMO Standards website.  
*Note: A draft new standard may be withdrawn from the 20-day public review at any time at the request of the proponent. In this case, development fees will not be refunded.*
- (e) Upon closing of the public review period, public review comments shall be resolved in accordance with Section 2.5.
- (f) Following resolution of the public review comments, the new standard shall be published.

### 2.3 Revisions to Existing Standards

Once it is determined that there is a need to revise an existing IAPMO industry standard to cover a new product or a variation of an existing product,

- (a) IAPMO Standards staff shall send an e-mail to the proponent in accordance with the adequate sample from S-001A, *Sample E-mails for Standards Development*.
- (b) Upon receipt of the application form from the proponent (refer to S-001B, *Standards Development Application Form*), IAPMO Standards staff shall begin developing the proposed amendment, together with the proponent, in accordance with the applicable steps of S-001C, *Standards Development Checklist*. It is important to note that:
  - (i) The existing standard shall be reformatted and reworded in accordance with the most current standards format.
  - (ii) Referenced publications shall be reviewed to ensure that they are current.
  - (iii) Requirements from existing ANSI standards shall be used as much as possible.
  - (iv) When possible, Canadian standards shall be referenced as alternatives, to facilitate eventual adoption of the IAPMO industry standard as an ORD (Other Recognized Document) in Canada (refer to Policy S-007, *Submission of Standards for Canadian Adoption*).
- (c) Once IAPMO Standards staff and the proponent are satisfied with the draft amendment, it shall be presented to the IAPMO Standards Review Committee (SRC) for review and approval. The proponent shall be notified that he or she is welcome to attend the SRC meeting where the amendment will be discussed.
- (d) Following approval of the amendment by the SRC, it shall be posted for 20-day public review on the IAPMO Standards website.  
*Note: A draft amendment to a standard may be withdrawn from the 20-day public review at the request of the proponent. In this case, development fees will not be refunded.*
- (e) Upon closing of the public review period, public review comments shall be resolved in accordance with Section 2.5.
- (f) Following resolution of the public review comments, the revised standard shall be published.

### 2.4 Fees

- (a) Fees shall be as shown in the Standards Development Application Form (refer to S-001B).
- (b) Fees shall be paid in full prior to the SRC meeting where the proposal will be presented.
- (c) Payment variations, discounts, and refunds shall be authorized by the Director of Standards Development or an IAPMO R&T Senior Director.
- (d) Up to 50% of the fee may be refunded if the proponent cancels the development of the standard before it is presented to the SRC and requests a refund.
- (e) There shall be no refunds once standards are presented to the SRC.

## 2.5 Resolution of Public Review Comments

- (a) IAPMO Standards staff shall compile the public review comments in one single table and sorted by section number (see S-001D, *Template for IAPMO Public Review Comments*).
- (b) In concurrence with the proponent, IAPMO Standards staff shall prepare the public review comment resolution report for discussion at the following SRC meeting.
- (c) All public review comments shall be duly considered and resolved.
- (d) The comments shall be ruled as follows:
  - (i) Persuasive, when the comment is relevant and warrants a change in the standard. In this case, changes resulting from the resolution shall be discussed and approved by the SRC.
  - (ii) Non-persuasive, when the comment is not accepted by the SRC.
  - (iii) Non-germane, when the comment is not relevant to the items being offered for public review. However, non-germane comments should be considered for discussion in future revisions of the standard.

**Note:** *Non-germane rulings are applicable to revisions of existing standards*
- (e) The resolution report shall be presented to the SRC for approval at the meeting following the public review closing.
- (f) Following approval of the resolution report, IAPMO Standards staff shall notify the commenters of the resolution of their comments and send them a copy of the report.

## 2.6 Withdrawals

IAPMO industry standards shall be presented to the SRC for withdrawal when they are

- (a) developed into national (e.g., ANSI) standards;
- (b) no longer current or relevant; or
- (c) inactive; that is, have not been used by IAPMO for listing purposes for the previous 4 years.

Following the meeting where the withdrawal was approved, the IAPMO industry standard shall be removed from the IAPMO Standards website and the Online Store and a notification shall be sent to the content providers that sell IAPMO standards.

Standards that have been withdrawn due to inactivity may be reinstated subject to a reinstatement fee. There shall be no need to notify the original proponents of the withdrawal.

IAPMO Standards staff shall maintain a list(s) of withdrawn standards indicating the date in which they were withdrawn (if known) and the standard that superseded it or indicate that it was withdrawn due to inactivity, as applicable. Such list shall be posted on the IAPMO Standards website.

## 2.7 Maintenance of Standards

IAPMO standards shall be kept current and relevant by means of timely revision or reaffirmation. Standards shall be reviewed at least once every five years (counted from the date of approval or last revision) and the action shall be to reaffirm or revise and publish a new edition.

Reaffirmations shall be recorded in the SRC minutes and the editable source file of the standard marked with "(R20yy)" following the date of publication. Revisions shall be processed in accordance with Section 2.3.

**2.8 Inactive Applications**

Standards development applications that have had no activity for four months (e.g., no communications from the proponent) shall be cancelled and the fees paid forfeit due to inactivity. IAPMO staff shall attempt to notify the proponent one month prior to cancelation of the application.

**2.9 Privacy**

For privacy reasons, the name and contact information of the proponents shall not be disclosed, unless the proponent expressly authorizes IAPMO Standards staff to do so.