

POLICY MANUAL FOR THE ANS STANDARDS COMMITTEE

2024

(Updated May 15, 2024)



American Nuclear Society

Changes Approved 5/15/24:

- 1) Changes to Policy C1, POLICY FOR SPECIFYING REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS IN A STANDARD include minor editorial changes throughout and to allow the flexibility to present requirements and recommendations in the document body text as provided in new Article 2.2.2 with associated appendices provided as examples.

Changes Approved 3/6/24:

- 1) Changes to Article 3.1.5 of Policy A2, POLICY ON ANS STANDARDS COMMITTEES' MEMBERSHIP AND RESPONSIBILITIES, to recognize the RP3C Charter (supersedes the RP3C Bylaws) and provide guidance on RP3C balloting, leadership, membership, and other editorial clarifications.

Changes Approved 6/16/22:

- 1) Editorial updates made throughout.
- 2) Revision of Policy C5, POLICY ON THE DEVELOPMENT OF GUIDANCE STANDARDS AND GUIDANCE DOCUMENTS IN SUPPORT OF EXISTING STANDARDS AND POTENTIAL FUTURE STANDARDS.

Changes Approved 3/9/22:

- 1) Revision and name change of Policy A2, POLICY ON ANS STANDARDS BOARD COMMITTEES' MEMBERSHIP AND RESPONSIBILITIES

Changes Approved 2/25/21 and 2/26/21 respectively:

- 1) Revision of Policy A3, RESPONSIBILITIES OF ANS STANDARDS COMMITTEE LIAISON PERSONNEL
- 2) Editorial change to the Disclosure Form part of Policy C3, POLICY ON HANDLING REFERENCES AND EXCERPTS IN STANDARDS

Change Approved 3/11/20:

- 1) Revision of Policy C3, POLICY ON HANDLING REFERENCES AND EXCERPTS IN STANDARDS, Sec. 2.2, for clarification on referencing published documents other than regulations.

Change Approved 11/19/19:

- 1) Revision and retitling of Policy C5, POLICY ON THE DEVELOPMENT OF GUIDANCE STANDARDS

Change Approved 10/17/18:

- 1) Revision and retitling of Policy A2, POLICY ON CONSENSUS COMMITTEE, SUBCOMMITTEE, AND WORKING GROUP MEMBERSHIP

Change Approved 11/5/16 and Editorial Updates:

- 1) A revision of Policy A3 on The Responsibilities of ANS Standards Committee Liaison Personnel was approved by ballot on 11/5/16 and incorporated into this manual.
- 2) The following policies were transferred to or incorporated into other policies, rules, or procedures and deleted from the back of this policy manual.
 - POLICY ON THE MANAGEMENT OF STANDARDS COMMITTEES
(incorporated into the ANS Standards Committee Procedures for Consensus Committees except Article 6 which was incorporated into Policy A1)
 - POLICY ON THE CERTIFICATION OF CONSENSUS COMMITTEE MEMBERSHIP
(Balance of Interest)
(removed because it was a duplicate with Annex A of the ANS Standards Committee Rules and Procedures)
 - POLICY ON THE MAKEUP OF WORKING GROUPS
(incorporated into the ANS Standards Committee Procedures for Consensus Committees)
 - POLICY ON RECORDS RETENTION
(removed because it was a duplicate with Annex C of the ANS Standards Committee Rules and Procedures)
 - POLICY ON COMPLETING THE CONSENSUS BALLOTING PROCESS
(incorporated into the ANS Standards Committee Procedures for Consensus Committees)
 - POLICY ON INITIATING MAINTENANCE PROCEDURES
(incorporated into the ANS Standards Committee Procedures for Consensus Committees)
 - POLICY ON THE IMPLEMENTATION OF MAINTENANCE PROCEDURES
(incorporated into the ANS Standards Committee Procedures for Consensus Committees)

Changes/Re-organization Approved 9/23/16:

- 1) Policies were given alpha/numeric designations.
- 2) Editorial changes throughout to apply acronyms consistently and to reflect a staff title change.

- 3) Changes to reflect the use of the ANS Standards Workspace including a new policy (D2).
- 4) Changes to document current practice (not a change of practice) or to clarify practice.
- 5) Per the reorganization previously approved by ballot, a portion of the Policy on the Management of Standards Committee added as Article 5 in the Policy on the Objectives and Administration of the Standards Board.
- 6) Per the reorganization previously approved by ballot, policies that will be incorporated into other rules or procedures have been moved to the back of the policy manual so that they remain available while the other documents are being revised. (See table of contents for list of policies moved to the back.)
- 7) Removal of Amendment from the Policy on Issuing Changes and Corrections to Standards & clarification to Article 3.1.
- 8) Paragraph in the Background of the Policy on the Development of Guidance Standards removed as it no longer applies.
- 9) Deadline in Article 3.2 of the Policy on the Certification of Consensus Committee Membership changed from February 15 to April 15 to reflect electronic means to accomplish.
- 10) Miscellaneous changes/references made to reflect that the JCNRM follows ASME accredited procedures and that ASME is secretary for this committee
- 11) RESPONSIBILITIES OF ANS STANDARDS COMMITTEE LIAISON PERSONNEL was deleted as the policy is being completely revised and will be issued for a separate ballot.

January 18, 2015, approved changes include the following:

- 1) Policy on Developing Responses to Inquiries About Standards Requirements, Recommendations, and Permissions (page 7) (revision)
- 2) Policy on Initiating Maintenance Procedures (page 16) (revision)

January 16, 2015, approved changes include the following:

- 1) Policy on Handling References and Excerpts in Standards (page 39) (revision)

August 26, 2014, approved changes include the following:

- 1) Policy on Process for Nominating, Evaluating, Selecting and Presenting the ANS Standards Service Award (revision to incorporate nomination deadline change imposed by the Honors & Awards Committee.

June 12, 2014, approved changes include the following:

- 1) Policy on Process for Nominating, Evaluating, Selecting, and Presenting the ANS Standard Service Award (new)
- 2) Policy on Handling References in Standards (revised)
- 3) Policy on Developing Responses to Inquiries to About Standards Requirements, Recommendations, and Permissions (revised)
- 4) Policy on Initiating Maintenance Procedures (revised)
- 5) Policy on the Implementation of Maintenance (revised)

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A STANDARDS COMMITTEE¹⁾ ORGANIZATION AND RESPONSIBILITY

A1 POLICY ON THE OBJECTIVES AND ADMINISTRATION OF THE ANS STANDARDS BOARD

1 BACKGROUND

The accredited rules and procedures for the American Nuclear Society (ANS) Standards Committee address the scope and organization of the committee and set forth criteria for the conduct of business and for implementing due process and attaining consensus. This policy expands on those subjects and addresses the relationship between the Standards Committee and the governance of ANS.

2 RELATIONSHIP BETWEEN THE STANDARDS COMMITTEE, ANSI, AND ANS

The ANS is accredited by the American National Standards Institute (ANSI) for the purpose of developing and maintaining standards that are applied in nuclear science and technology.

The ANS Standards Committee is responsible for all standards activities called for in the rules and procedures. The membership of the Standards Committee consists of volunteers who have experience in the scope of their committee assignments and are not necessarily members of ANS. Since the process used to develop standards under the accredited rules and procedures also adheres to the principles of consensus, the standards are known as voluntary consensus standards.

In addition to the volunteers that make up the Standards Committees, ANS provides staff personnel who perform several essential services:

- Continuity of support in terms of identity, administration, and organizational leadership.
- A structured organization to provide editorial, secretarial, and administrative services.
- A sound process for publishing and distributing approved standards.

The ANS staff support is managed by the Standards Manager. The Standards Committee manages all aspects of standards activities and makes recommendations to the ANS Board of Directors on policy matters related to standards. It reviews standards being developed by other organizations to ensure consistency among related standards and selects individuals who are willing to join related standards developing organizations as liaisons to assist in this coordination process.

Standards developed by the Standards Committee are intended to be issued as American National Standards, which means the development process fulfills the acceptance criteria

¹⁾ The Standards Committee consists of consensus committees, subcommittees, working groups, task groups, and special committees (e.g., Risk-informed, Performance-based Principles and Policy Committee) all of which are under the administrative control and policy direction of the ANS Standards Board.

established by ANSI. The use of any standard developed by the Standards Committee is intended to be voluntary and no organization is obligated to apply any requirements in such a standard even though it may have participated in the development or balloting process for the standard.

3 MEMBERSHIP OF THE STANDARDS COMMITTEE

The Standards Committee consists of all the individuals who are engaged in standards development activities and the management of those activities. Members are appointed either as individuals or as representatives of organizations willing to participate and having a substantial concern for and competence in the scope of the assigned committee. Although each member represents an organization (or as an individual possessing special expertise), each member is expected to contribute and ballot as an individual professional. Representation is material only for the purpose of establishing an adequate balance of interests.

Individuals volunteering or nominated for membership shall complete a volunteer form that includes a description of their pertinent experience and shall provide a brief resume for review and acceptance by the responsible standards committee chair. These forms shall be retained by the ANS Standards Manager.

When an organization requests participation on the Standards Committee, the Standards Manager shall refer the individual or organizational contact to the chair of the committee whose scope offers the best match in terms of interest and technical capabilities. The committee chair shall inform the Standards Manager whether the individual or the organization's representative was successfully placed on a committee or working group. If the individual has not been placed, the Standards Manager shall inform the Standards Board Chair. Multiple representation from a single organization on any one committee shall be discouraged except as permitted by policy.

Non-members of ANS may serve on any committee or working group except the Standards Board.

If no ANS member is available to represent the NRC, a liaison shall be sought. Liaisons to the Standards Board may participate in Standards Board meetings but shall not have voting privileges, in which case they do not have to be ANS members.

4 RESPONSIBILITIES OF THE ANS STANDARDS BOARD

The Standards Board shall manage all standards activities and interests for ANS. The Standards Board shall establish or disband consensus committees as the need dictates, shall define the scope of each consensus committee, shall evaluate and approve Project Initiation Notification System (PINS) forms (charters) for new and revised standards, shall establish priorities for standards actions, and shall assign projects to appropriate consensus committee in case of disagreement.

The Standards Board shall provide policy and procedural direction for all elements of the Standards Committee. These policies shall be consistent with the accredited rules and procedures and shall not unreasonably interfere with the normal management responsibilities assigned to consensus committees and subcommittees.

The Standards Board shall review the balance of interests of each consensus committee annually and shall ensure that no category constitutes more than one third of the committee's membership. The Standards Board shall confirm annually to the ANS Board of Directors that the balance of representation on each consensus committee is consistent with the accredited rules and procedures.

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The Standards Board Chair shall seek to remedy unsatisfactory performance of any Standards Board member.

The Standards Board shall certify that the consensus process is fulfilled for each standard and shall ensure that due process procedures are implemented.

5 CONDUCT OF STANDARDS COMMITTEE MEETINGS

Meetings of consensus committees, subcommittees, and working groups shall be open to any interested or affected individual. Attendance at Standards Board meetings by non-members of ANS shall be by invitation of a Standards Board member or an elected officer of ANS only. Notice of all Standards Board and consensus committee meetings shall be published in *Nuclear Standards News (NSN)*, as well as in *Nuclear News*, or the official program of ANS meetings. Subcommittee and working group meetings shall be published in *NSN*. Published notices of all meetings shall depend on whether timing permits such notification.

All actions of committees (except working groups) shall be decided by a vote of a quorum of the committee membership. A quorum shall consist of more than 50 percent of the membership, including designated alternates. A simple majority of those present shall determine the official actions of the committee, except for consensus balloting.

Approved minutes of all Standards Board, consensus committee, and subcommittee meetings shall be promptly submitted to the Standards Manager. Minutes shall be available for reading at ANS or through the ANS Standards Workspace by any Standards Committee member, or by others with the prior approval of the Chair of the relevant standards committee.

6 RESPONSIBILITIES OF THE STANDARDS MANAGER

The Standards Manager shall be an ANS staff member appointed to the Standards Board by the Executive Director to provide administrative services to the Standards Committee and to the Standards Board in particular. The Standards Manager shall act as the Secretary to the Standards Board and shall ensure the preparation of minutes for all Standards Board meetings, preparation and distribution of agendas prior to each meeting, compilation of the annual Standards Committee Report of Activities, and maintenance of records on Standards Committee membership. The Standards Manager shall ensure that

1. official files for all Standards Committee projects are retained in accordance with policy, including their status;
2. public review is conducted by ANSI;
3. approved standards are prepared properly for publication; and
4. records are maintained adequately for the Standards Board to certify fulfillment of the consensus process.

The Standards Manager shall keep the Standards Board informed of Society activities, including proposed changes to the ANS Rules and Bylaws that could affect the conduct of Standards Committee activities.

Each Standards Committee member shall ensure maintenance of their member account in the ANS Standards Workspace is up to date including mailing addresses, telephone numbers, email addresses, and sponsoring organizations. The Chair of each organizational element, including

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consensus committees, subcommittees, and working groups, shall provide current membership information to the Standards Manager.

The Standards Manager shall prepare and issue an annual Standards Committee Report of Activities. This report shall include

1. listings of the membership of each organizational element;
2. the number and title of all standards under active development or revision;
3. brief summaries of recent activities of the Standards Board, consensus committees, and subcommittees; working groups, task groups, and
4. related information on Standards Committee activities.

The Chair of each organizational element shall provide the appropriate information to prepare the Activities Report to the Standards Manager within a month of the close of each calendar year.

7 PUBLICATION OF STANDARDS

Final page proofs of American National Standards shall be approved by the Chair of the working group or the responsible Subcommittee Chair prior to releasing the document for publication.

Standards developed by the ANS Standards Committee shall be published by ANS and shall include the following statement regarding credit for references and copyright restriction:

Reproduction is prohibited under copyright convention unless written permission is granted by the American Nuclear Society.

When ANS publishes a standard, a notice of its availability shall be published in *Nuclear News*.

JFM, 2/12/04
JFM revised, 12/16/04
Editorial update, 6/16/22

A2 POLICY ON ANS STANDARDS COMMITTEES' MEMBERSHIP AND RESPONSIBILITIES

1 BACKGROUND

This policy provides revised criteria for the composition of task groups, working groups, subcommittees, and consensus committees reporting to the ANS Standards Board (SB). It supplements the criteria set forth in Article 3 of the ANS Standards Committee Rules and Procedures accredited by the American National Standards Institute. Criteria are provided for the acceptance of members on the committees and for each consensus committee and task group to provide regular reports to the SB at the semiannual meetings. Qualification(s) for Standards Committee²⁾ membership shall be such that all directly and materially affected interests shall have an opportunity for fair and equitable participation on each committee, working group, or task group.

2 ORGANIZATION

The definition of an organization as used in this policy refers to organizations such as a company, a corporation, an industry group, a government department, a joint venture, a national laboratory, or an educational institution that has a vested interest in the use of nuclear energy and its applications to the public health, safety, and economic welfare of those applications.

Examples of Supporting Organizations and Non-Organizations

Examples of Organizations	Examples of Non-Organizations
Toshiba	
Westinghouse	New Plants Division
General Electric (includes GEH and HGE)	General Electric Fuels Division
Bechtel	Bechtel National
U.S. Nuclear Regulatory Commission	Office of Nuclear Reactor Regulation
U.S. Department of Energy	National Nuclear Security Administration
University or Independent College	Satellite University Campus
National Laboratory	
Nuclear Energy Institute, Institute of Nuclear Power Operations, and Electric Power Research Institute, American Society of Mechanical Engineers, Institute of Electrical and Electronics Engineers, Inc., and American Concrete Institute	
U.S. Department of Defense	
Independent Joint Venture	Single purpose joint venture managed by the partners

²⁾ The Standards Committee consists of consensus committees, subcommittees, working groups, task groups, and special committees (e.g., Risk-informed, Performance-based Principles and Policy Committee) all of which are under the administrative control and policy direction of the ANS Standards Board.

3 POLICY

3.1 *Representation*

Requests for representation on a specific standards committee shall be referred to the current Chair for that specific committee. More general requests to join a standards committee shall be handled by the Standards Manager in conjunction with appropriate committee chairs (see Article 3.2 of this Policy for additional guidance).

3.1.1 Consensus Committees

Consensus committee membership shall include only candidates from a reasonable cross-section of individuals and organization types that have a material interest in the scope of the committee. Non-voting liaison members may participate in consensus committee activities as appropriate. Voting members of consensus committees should be selected for their experience in the scope of the committee that is provided in ANS Standards Committee Rules and Procedures; for their ability and willingness to participate in committee activities; and for their ability to provide credible review and ballot comments on issues involving policy, feasibility of implementation of proposed standards, and commercial fairness and impartiality.

Consensus Committee members should have diverse and substantial experience in the topics covered within that consensus committee's scope. Preference should be given to management personnel and subject industry experts. Although not mandatory, it is recommended that members have some previous experience as members of subcommittees and/or working groups. Multiple representatives from a single organization, if deemed necessary by the Consensus Committee Chair, shall adhere to Article 3.2 of this policy. Non-voting members including associate members, liaisons, and observers are excluded from balance of interest considerations.

3.1.2 Subcommittees

Members of subcommittees should be selected for their experience and competence in the scope of the committee, for their ability and willingness to participate in committee activities, and for their knowledge to provide credible technical comments on proposed standards. Although balance of interest is not required for the subcommittee, members should represent each type of organization that has a material interest in the scope of the subcommittee (see Annex A of the ANS Standards Committee Rules and Procedures). Multiple representatives from a single organization should be avoided unless these individuals have expertise in different disciplines needed to address the overall scope of the subcommittee. In addition, not more than 40 percent of the membership should be from any one interest group. The number of members on a subcommittee should be sufficient to provide a broad range of perspectives and review comments. Members should be selected from supervisory personnel, licensed operators, and highly experienced engineers and scientists. Members should also have experience, if possible, as members of working groups.

3.1.3 Working Groups

Members of working groups should be selected for their recognized expertise in the scope of the assigned standard. The makeup of a working group should include representatives from appropriate types of organizations (see Annex A of the ANS Standards Committee Rules and

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Procedures, which defines categories of interest). However, there is no requirement to achieve a balance on a working group among the types of organizations; membership should be based on the expertise required to develop the standard. The size of and diversity of disciplines represented on the working group shall be consistent with the goals of efficiency, user interest, and useful technical content of the proposed standard. Although members may be drawn from a spectrum of involved interests, the total membership should be limited to enhance close working relationships, good communication, and help to ensure an efficient standards development process and product.

3.1.4 Task Groups

The purpose of SB Task Groups is to assist in the administration and preliminary evaluation of emerging and evolving issues that have come to the attention of the SB which need an immediate, defined effort to promote the development, maintenance and industry use of ANS standards, either nationally or internationally. The need for such task group shall be approved by the SB with the scope of each task group also approved by the SB. Task group chairs may nominate and approve members to the task groups with the concurrence of the SB Chair. The SB Chair may also appoint members to serve on a specific task group as he/she sees an immediate benefit. All task groups shall provide a written progress report at each semi-annual SB meeting. Each task group shall also develop and maintain an internal project plan to accomplish the scope. Members shall be selected for their experience and competence within the scope of the task group for their ability and willingness to participate in task group activities, and for their ability to provide credible technical input to the tasks at hand. Task group members may also be asked to assist the chairs of consensus committees, subcommittees, or working groups with their identified needs.

3.1.5 Risk-Informed, Performance-Based Principles and Policy Committee

The SB has established the *Risk-Informed, Performance-Based Principles and Policy Committee (RP3C)* as an advisory committee that reports directly to the SB and operates in accordance with the ANS Standards Committee Rules and Procedures and the RP3C Charter. The purpose of the RP3C is to assist ANS committees, working groups, and task groups in establishing approaches, priorities, responsibilities, and schedules for implementation of risk-informed and performance-based (RIPB) principles in ANS standards, guidance standards, guidance documents, and technical reports. The RP3C shall develop documented guidance and associated training to be used by the ANS consensus committees, subcommittees, and working groups to implement RIPB principles in a consistent manner. The RP3C is also responsible for reviewing ANS internal standards, guidance standards, guidance documents, and technical reports and other standards development organizations' standards when requested on related topics that may be developed, and as assigned by the SB, to ensure industry consistency. Any formal balloting shall be conducted at the direction of the SB as deemed necessary.

The RP3C Chair and Vice Chair shall be elected by the RP3C for a three-year renewable term. Elections shall be by written vote or e-ballot (with at least two months advance notice). Election of the Chair or Vice Chair shall be valid only if at least two-thirds of the committee membership votes.

The RP3C Chair may nominate and approve members to the committee with the concurrence of the SB Chair. The SB Chair may also appoint RP3C members to help on specific SB initiatives. RP3C members shall be selected for their experience and competence in areas within the scopes of ANS consensus committees, as well as, for their interest, ability, and willingness to

participate in committee activities, and for their ability to provide credible technical comments to learn and contribute to modernizing standards or other affiliated documents. Consensus Committee Chairs and chairs of working groups shall be ex officio members of the RP3C without a vote unless a commitment is made to actively participate in meetings, reviews, and ballots.

The RP3C shall provide a written progress report at each semi-annual SB meeting. The RP3C is not authorized to develop ANS consensus standards but may develop documents that facilitate modernizing of standards. All aspects of implementation of Article 3.1.5 of this Policy shall be governed by the SB and its priorities.

3.2 *Multiple Representatives from a Single Organization on Consensus Committees*

In establishing the membership of consensus committees, the requirements of due process and consensus always supersede any other objective. Specifically, the provisions of Articles 3.2.3 and 5.1 of the accredited rules and procedures shall be fulfilled in every respect. This policy applies to the Chair of each consensus committee.

3.2.1 Criteria for Selecting Multiple Members from a Single Organization

The criteria contained in this article pertain to committee membership only and do not apply to balloting privileges, which are addressed in Article 3.2.2 of this policy.

Two representatives from a single organization may be appointed to a consensus committee if they comply with the criteria listed below. Alternatively, two representatives from a single organization may be members of a consensus committee if one of the individuals is an elected Chair of a subcommittee and is compelled to be a member in accordance with the rules of that consensus committee.

In addition, three representatives from a single organization may be appointed to a consensus committee if at least one individual is an elected Chair of a subcommittee and is compelled to be a member in accordance with the rules of that consensus committee, and the other representatives comply with the following criteria.

Criteria

- Each member shall be an employee of the organization under consideration and each member (other than a Subcommittee Chair) shall represent different interests as determined by their assignments to separate and distinct product lines or service areas. Examples of these functional and organizational distinctions are given below.
- The different interests between two candidates shall be measured by how much their job responsibilities and their technical perspectives differ from each other. An assessment of the functional responsibilities of the individuals and their organizational separation shall be made to determine whether they have different interests. Geographic location shall not be a factor.

In no case shall more than three representatives from a single organization be members of a single consensus committee; nor shall the addition of multiple representatives from a single organization result in that organization representing more than 60 percent of the members from

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a single balance of interest category or cause the members form any single balance of interest category to exceed 30 percent of the committee.

3.2.2 Criteria for Multiple Ballots from Members Representing a Single Organization

Each organization should provide a single ballot. The Standards Board shall concur with (or deny) any situation in which two ballots from a single organization are deemed necessary by the Chair of a consensus committee. The sole basis for Standards Board concurrence shall be whether the criteria set forth in this policy are complied with, including adherence to the spirit and intent of due process and balance of interests.

If two members of a consensus committee represent a single organization, they should decide between them which one will be the balloting member and notify the Chair in writing.

If two ballots from a single organization are considered desirable and appropriate by the members because they represent different interests, and a single ballot would not fairly represent their separate interests, a memo from the two members shall be sent to the Consensus Committee Chair requesting permission to submit two ballots. The memo shall include a clear explanation of why this decision is reasonable and necessary. The Consensus Committee Chair shall review the request, shall apply the above criteria, and shall make a recommendation to the Standards Board for concurrence.

The number of members permitted to submit a ballot together with another member from the same organization shall not exceed 15 percent of the membership of the committee that are allowed to ballot.

In no case shall members of a single organization be permitted to submit more than two ballots.

3.2.3 Criteria for Multiple Ballots from Members Representing a Single Organization in Joint ANSI-Accredited Standards Developers Consensus Committees

If a consensus committee is set up as a joint committee representing two or ANSI-Accredited Standards Developers (ASDs) then, subject to approval of the Standards Board, the requirements of an ASD partner governing multiple members from an organization may be applied in lieu of Articles 2.2.1 and 2.2.2.

In order for the Standards Board to perform the required annual Balance of Interest evaluation, joint ASD committees implementing the requirements of this section shall provide the following documentation to the Standards Board:

- The current ASD requirements for members representing a single organization
- Verification that these requirements had been approved by ANSI
- Statements prepared by the consensus committee to justify multiple voting members in accordance with the applicable ASD requirements
- Documentation of approval of multiple voting members by the ASD

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This information would not have to be resubmitted each year unless there was a change in the members from the organizations, governing procedures, further ASD approvals, or new ANSI reviews.

JFM, 7/27/05
JFM revised, 11/29/05
SLS revised, 9/26/18
DRE revised, 2/23/22
Editorial update, 6/16/22
NPK revised, 3/6/24

A3 RESPONSIBILITIES OF ANS STANDARDS COMMITTEE LIAISON PERSONNEL

1 BACKGROUND

The development of standards for the nuclear industry is facilitated through communications between ANSI-Accredited Standards Developers (ASDs) and industry organizations. In many cases it is not possible to develop an effective standard whose scope is solely within the purview and interest of one society. In addition, the requirements of any one standard will often affect the criteria, and their interpretation, of several other standards. Furthermore, input and feedback from interfacing organizations is important to the development of a useful standard.

The purpose of this policy is to set forth guidance for selection and functioning of individuals to provide liaisons to support this coordination between the ANS Standards Committee and other ASDs or industry organizations. It also addresses the qualifications of such individuals to ensure they have the requisite experience to be able to effectively fulfill these liaison responsibilities.

2 POLICY

2.1 Selection of Individuals to Provide Liaison Services

The need for a liaison member shall be established by the Standards Board, a consensus committee, a subcommittee, or a working group. Liaison members do not need to be members of the ANS Standards Committee.

Liaison members to the Standards Board shall be appointed by the Standards Board Chair. Liaison members assigned to the Standards Board are non-voting members of the Board. A Standards Board liaison member may be asked to assist consensus committee, subcommittee or working group chairs with interface needs.

Other ANS liaison members may be established to serve at any other Standards Committee level. A consensus committee, subcommittee, or working group may appoint separate temporary committee liaison members from a particular interfacing organization when a closer level of coordination is needed for a standard being developed or revised. For these appointments, the committee chair may designate the liaison member as a voting member of the committee or as a non-voting member who solely performs the temporary needed technical interface function.

The appropriate committee chair shall identify the interface needs of the committee and determine the best way to fulfill those needs. If a liaison is needed, preference shall be given to an existing committee member who may also be a member of another ASD. Otherwise, the committee should consider recruiting such a member from the appropriate industry, regulatory, or government organization.

2.2 Requirements of Liaison Members

Any appointed liaison member shall have recognized expertise in the technology of primary interest to the assigned committee or Standards Board and should be familiar with ANS activities that are relevant to the assignment. The liaison member shall be willing to assume the duties set forth in this policy and abide by the ANS Standards Committee policies, rules, and procedures.

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A liaison member shall perform the following functions:

1. Advise the ANS assigned committee chair of activities of the interface organization that are relevant to ANS standards.
2. Advise their interfacing organization of relevant ANS standards activities that may impact activities of the interfacing organization.
3. Solicit members from the interface organization to support other working groups and subcommittees when requested.
4. Respond to ANS committee questions regarding the interfacing organization policies for their standards activities.
5. When appropriate, solicit relevant documents from the interfacing organization.
6. ANS liaison members from other ASDs should work with their organization to permit their assigned ANS consensus committee to review and comment on interfacing organization standards that may have technical differences with ANS standards of the ANS committee. This would apply to existing ANS standards as well as those under development.
7. The ANS liaison member should seek the review and comment of members of the appropriate ANS committee when the ANS committee's scope of responsibility closely resembles that of any interfacing organization standard that is being developed, revised, or balloted. Requests for such input should be sought by the chair of the appropriate ANS consensus committee.
8. When an ANS standard is balloted or offered for discussion at the committee to which the liaison is assigned (including initial discussions of scope, working group membership, and other relevant interface issues), the liaison should become sufficiently familiar with the pertinent issues to be able to present the viewpoint or position to their interface organization. A member of the ANS Standards Board or affected ANS committee may request to attend an interface organization meeting or may draft an appropriate position paper to be presented to the interfacing organization committee to ensure harmonization.
9. The liaison member shall adhere to the ANS Standards Committee policies, rules and procedures particularly Policy B2 on speaking for the ANS Standards Committee. If policy issues arise as part of this assignment, the liaison member should seek the guidance of the ANS Standards Board Chair.

06/14/88
JFM edit, 8/16/99
JFM revised, 1/13/04
JFM edit, 5/27/04
11/5/2016
DJS, 2/25/2021
Editorial update, 6/16/22

B STANDARDS COMMITTEE ADMINISTRATION

B1 POLICY ON ISSUING COMMENTS ON BEHALF OF THE ANS STANDARDS COMMITTEE

1 BACKGROUND

Frequently a government agency or another ANSI-Accredited Standards Developer (ASD) will propose a new or revised document that would apparently overlap a draft standard or an American National Standard developed by ANS. Members of the ANS Standards Committee may determine that it is appropriate to provide formal comments on such proposals. This policy delineates how to develop and issue these comments.

This policy does not affect the Standards Committee's obligation to seek membership on relevant standards committees, to implement the current agreement between ANS standards and the NRC staff, or to seek other methods of fruitful dialogue in an effort to establish complementary documents that are not in conflict.

2 POLICY

Each Chair within the ANS Standards Committee (working group, subcommittee, consensus committee, and the Standards Board) may issue comments on behalf of the responsible committee on proposed documents from a government agency or from another ASD. Comments shall be developed with the participation and concurrence of the respective committee and shall be done in a professional manner, consistent with Society objectives. The procedures set forth in this policy shall be followed in the preparation and issuance of such comments.

3 PROCEDURES

Comments shall be issued by the Chair of the committee making the comments.

- The comment letter shall be sent to the management person most directly involved with the issue at the ASD or government agency with copies to the consensus committee and Standards Board Chair. Copies of the letter to other agency personnel shall be limited so that the individual who is expected to reply is clearly identified.
- Comments shall be directly related to an existing draft standard or American National Standard developed by or under the management of the committee submitting the comments.
- The comment letter shall clearly indicate in the first paragraph that the comments are the product of that committee only. No inference shall be made that the comments reflect the ideas of other committees or organizations, unless a specific reference is used.
- All members of the committee under whose name the comments are made shall have an opportunity to contribute to the letter. The Chair shall determine that the committee

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agrees with and supports the letter and shall document this determination for inclusion in the official project files. Members abstaining from the decision, such as representatives of the agency to which the comments are being sent, shall be provided an opportunity to be noted as abstaining in the letter.

- Comments should be issued by the Chair of the most senior committee in the standards hierarchy as is feasible with due consideration of the importance of the issue, the most appropriate addressee, and the urgency of the matter.
- Comment letters shall be sent or read to the Standards Board Chair prior to submittal to help avoid areas of special sensitivity. In the Chair's absence, this review shall be conducted by the Vice Chair or Secretary.
- Comments may be issued on behalf of the Society instead of some portion of the Standards Committee, if the issue is sufficiently important. Comments shall be issued over the signature of the ANS President or other Society official only if prior approval is obtained from the president, the Public Policy Committee, or both. (See also, policy on speaking for the ANS Standards Committee [B2].)
- A copy of the comment letter shall be sent to the ANS government liaison if a government agency is involved. If specific follow-up action or status is desired that cannot otherwise be obtained readily by the committee, the responsible Chair may request this type of assistance from the government liaison. Requests shall be specific and reasonable in nature. This office may be used to assist in establishing meetings.

06/13/83

JFM edit, 1/20/04

JFM edit, 5/27/04

Editorial update, 6/16/22

B2 POLICY ON SPEAKING FOR THE ANS STANDARDS COMMITTEE ON POLICY MATTERS

1 BACKGROUND

Members of the ANS Standards Committee may be requested to express an opinion on a policy matter while attending a meeting. This policy describes the steps to be taken to help ensure that such oral statements are well considered and are consistent with the objectives of the ANS Standards Committee.

2 POLICY

Designated representatives from the ANS Standards Committee to other organizations and members of the ANS Standards Board may make oral statements regarding ANS Standards Committee policy as believed appropriate. Such statements shall be made only within the individual's scope of responsibility, experience, and knowledge. If done extemporaneously, the spokesperson shall indicate that the remarks may be subject to clarification by the Standards Board.

Other members of the Standards Committee may make policy statements on behalf of the ANS Standards Committee if (1) the statements are within the scope of the policy for issuing comments on behalf of the ANS Standards Committee, or (2) the person has received specific direction or approval from the Standards Board prior to making the statement.

A conscientious attempt shall be made by any person who anticipates having to make a policy statement to receive prior approval from the Standards Board. If this is not feasible, the individual shall report to the Chair of the Standards Board within five working days after the statement, indicating the essence of what was said. The Standards Board, or its Chair, shall document the acceptability of the statement or shall take appropriate steps to clarify, modify, or retract what was said.

Any statements made that imply Society concurrence or endorsement shall be made only with prior approval of the ANS President or the ANS Public Policy Committee.

Nothing in this policy shall be construed to apply to the normal conduct of business as it relates to ANS Standards Committee representation on committees of other standards developing organizations, such as committee administration, technical reviews and discussions, and balloting procedures. Such individuals are obligated to exercise their best technical and professional judgment in these situations.

Approved, 6/13/83
JFM edit, 1/13/04
JFM edit, 5/27/04

B3 POLICY ON PROCESS FOR NOMINATING, EVALUATING, SELECTING, AND PRESENTING THE ANS STANDARDS SERVICE AWARD

1 BACKGROUND

Established in 1984, the ANS Standards Service Award recognizes outstanding achievement by individuals in the generation and use of ANS standards in the field of nuclear science and engineering. The purpose of the award is to identify and honor those individuals who have made significant contributions to the development of ANS nuclear standards accepted by recognized authorities as the most practical and appropriate criteria and methods to safely implement good working practices and responses to regulatory initiatives.

The award consists of an engraved plaque including the name of the recipient(s), the ANS logo, date the award was granted, and a formal citation of 50 words or less that describes the basis for the award. The award may not be given more frequently than once a year but may be presented to more than one individual if merit warrants. It is not required that an award be given annually if there are no deserving nominees. The award is usually presented at the winter meeting of the Society.

2 DEFINITIONS

None

3 PROCEDURE

3.1 *Nomination*

The ANS Standards Manager shall solicit nominees by January 15 in the calendar year. The solicitations are sent to Standards Board members, observers and liaisons, consensus committee members, Subcommittee Chairs, Working Group Chairs, and Task Group Chairs.

The award should recognize a sustained effort on the part of the recipient to attain the above standards of achievement as well as benefits accruing from its sustained applicability for the nuclear industry.

Nominations shall be submitted to the Standards Manager in the proper format no later than March 1 of the calendar year using the nomination form <https://www.ans.org/file/1054/standserv-form.pdf>.

Performance criteria to be considered in selecting a nominee include, but are not limited to the following demonstrated attributes:

- Performance in a leadership role in the development or maintenance of ANS standards;
- Performance of identifiable tasks that benefited the Standards Committee;
- Identification of the need for or the approach to be taken in developing or maintaining a useful standard on a difficult or controversial topic;

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- Demonstration of leadership in interfacing between an important ANS standards activity and the rest of the Society, or between the ANS and other standards development organizations, or between the ANS and international organizations;
- Performance in a leadership role in gaining consensus where agreement was particularly elusive;
- Establishment of positive working relationships among the user community, trade organizations, and the regulator;
- Establishment of technical criteria that reflect an unusually good balance among need, cost, and good engineering practices.

NOTE: Not all criteria need be applicable to any given nominee:

Anyone can nominate worthy candidates for the ANS Standards Service Award. Neither the nominees nor the nominators need to be current or past members of the Society, but the nominees shall have had some significant working experience with ANS standards. A posthumous award is acceptable if circumstances merit it.

Additional aspects that may warrant nomination include the endorsement of standards by appropriate regulatory bodies, the overall usefulness of the standard at the time it becomes available commensurate with industry need.

3.2 Evaluation and Selection

At the ANS Standards Board winter meeting, the Standards Board Chair shall appoint a special Selection Committee of at least three Standards Board members, one of whom shall be designated as Chair. It is suggested, but not required, that 1) the Standards Board Vice Chair serve as the Selection Committee Chair; 2) that members be chosen from diversified consensus committees and, if possible, 3) that previous award recipients serve on the Selection Committee.

The Standards Manager shall forward the nomination forms, along with nomination forms from the two previous years of unselected nominees to the Selection Committee by March 15. The Selection Committee shall use the performance criteria listed in Article 3.1, the completeness of the nomination form, and any other intangible knowledge of the nominee in making the selection. (In the past, a weighted ballot process has been used to identify the top candidates that then prompts further committee discussions.)

The Selection Committee Chair shall notify the ANS Standards Board Chair and the Standards Manager of their recommendation no later than May 1. The Selection Committee Chair shall then propose the selected recipient to the ANS Standards Board for concurrence and approval at the ANS June Annual Meeting along with a suggested plaque citation.

After the Standards Board approves the recipient, the Standards Board Chair shall then formally notify the recipient of their selection and invite them to attend the ANS Winter Meeting.

3.3 Presentation

The award (plaque) is normally presented to the recipient at the ANS Winter Meeting at a special ceremony. In recent years, this presentation has been made at the Monday Plenary session.

3.4 Publication

The award recipient's name is usually published in the final meeting program and *Nuclear News* in a future edition along with other ANS honorees.

CHM, 2/12/14
PAS, Edit 8/8/14
Editorial update, 6/16/22

C. STANDARDS FORMAT AND CONTENT

C1 POLICY FOR SPECIFYING REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS IN A STANDARD (“SHALL,” “SHOULD,” AND “MAY”)

1 PURPOSE

The purpose of this policy statement is twofold: (1) to explicitly define the words “shall,” “should,” and “may” and to specify their use in ANS Voluntary Consensus Standards (VCS) and (2) to allow flexibility to present requirements and recommendations in the document body text. It is of utmost importance that personnel who develop or maintain ANS standards fully understand and comply with the requirements of this policy.

2 POLICY

2.1 *General Requirements*

VCS prepared under the cognizance of the ANS Standards Committee shall be clear and concise, avoiding ambiguity. It must be very clear that when a standards user claims that actions are in accordance with the requirements of an ANS standard, the meaning of such a claim is well understood by all parties and can be verified by an independent second party. Standards writers and reviewers shall recognize that they are not directly setting requirements for the industry because all VCS are intended for voluntary use, and it is the prerogative of the user to determine its level of implementation. Standards provide a balanced, consensus-based approach that, if followed, provides acceptable means to implement the scope of the standard. It is the responsibility of the users to determine whether they apply all, some, or none of the criteria of a VCS. If the requirements of a VCS are not followed, the user should provide alternative means to meet the requirement.

2.2 *Detailed Requirements*

2.2.1 Use of “shall,” “should,” and “may”

The following criteria and constraints shall be applied to the use of “shall,” “should,” and “may” in ANS standards:

- A. The American Nuclear Society Standards Board has directed that each ANS consensus committee adopt and implement the American National Standards Institute-accepted definitions of “shall,” “should,” and “may” for all new and revised standards and to include these definitions in each standard. The following definitions shall be used in all ANS standards and shall be placed as the first entry to the Definitions section in the standard as follows:

shall, should, and may. The word "shall" is used to denote a requirement; the word "should" to denote a recommendation; and the word "may" to denote permission, neither a requirement nor a recommendation

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- B. The words “shall,” “should,” and “may” as indicated in Table 1 shall be used in ANS standards as noted. No other use of the words is allowed. Examples of words or phrases that shall not be used as a substitute for these words are provided in the righthand column of Table 1.
- C. The words “shall,” “should,” and “may” shall **not** be used other than as defined by this policy. One of the standards preparer’s objectives is to maximize the clarity of requirements by using definitive “shall” statements in the body of standards.
- Modification of a direct quotation is not permitted even if the direct quotation uses “shall,” “should,” or “may,” but if so, a footnote or other comment needs to be added to note this and to clarify the intent.
 - These words shall not be used in a statement of fact; e.g., “If this approach is followed, it should result in...” is not an acceptable use of the word “should.” In almost all cases alternate words are readily available. “Will,” “might,” or “could” are some examples depending on the situation.
 - It is not sufficient to simply use a “shall” statement to specify a requirement. Each requirement shall be specific, unambiguous, measurable, and within the ability of a qualified peer reviewer to determine whether the requirement has been met.
 - Phrases such as “shall consider”; “shall explore”; “shall, if possible”; and similar phrases that are not specific, unambiguous, or measurable shall be avoided.
 - Terms like “shall/should evaluate” and “shall/should demonstrate” if found to be necessary, shall be supported with clear guidance and supporting requirements for documentation.
 - A “shall” statement shall not be used to amplify the requirements of a “should” or “may” statement in such a way that it changes the “should” or “may” statement into a requirement.
- D. “Should” statements, if effectively implemented, provide acceptable results; however, “should” statements should be used very sparingly as they compromise the specificity of a standard. This word denotes that the recommended action is one of two or more acceptable actions that describe some but not all of the acceptable actions. If the standard describes all known acceptable actions, then “shall” shall be used (in the context of “one of the following shall be done”) instead of “should.” “Should” statements shall not be used to avoid those cases where the working group is unable to provide the needed clarity.
- E. The word “may” shall be used to specifically allow an action or approach that is not a requirement or a recommendation in a standard and that is acceptable in the context of the requirements of the standard.
- F. There shall not be any requirements written in the foreword, introduction, scope, terms and definitions, informative appendices, notes, examples, footnotes to text, notes to figures, and notes to tables. Therefore, as a matter of ANS Standards Committee policy, the word “shall” shall not be used in these sections of the standard.

- G. When it is absolutely necessary to include two or more recommendations or options, these recommendations or options shall be clearly stated and defined as such in the body of the standard.
- H. The number of appendices should be kept to a minimum and used to either illustrate other possible approaches, to discuss known problems, or to provide supplemental information when clearly acceptable practices included in the body of the text have not been widely adopted or defined.
- I. The words “shall,” “should,” and “may,” should be avoided in Project Initiation Notification System forms.

Table 1 below provides guidance on expressing requirements, recommendations, and permissions.

**Table 1
Acceptable and Unacceptable Wording
of Requirements, Recommendations, and Permissions in ANS Standards**

EXPRESSING REQUIREMENTS	
Correct Form	Do Not Use Other Wording to Express Requirements (Note 1) such as:
shall	<ul style="list-style-type: none"> • is to • is required to • it is required that • has to • must be taken • have to have • shall be limited to • only ... is permitted • it is necessary • must • will • is acceptable • shall consider
shall not	<ul style="list-style-type: none"> • is not allowed • is not permitted • is not acceptable • is required to be not • must not • will not
EXPRESSING RECOMMENDATIONS	
Correct Form	Do Not Use Other Wording to Express Recommendations such as:
Should	<ul style="list-style-type: none"> • it is recommended that • ought to • shall consider • have to be limited to
should not	<ul style="list-style-type: none"> • it is not recommended that • ought not to be

EXPRESSING PERMISSIONS	
Correct Form	Do Not Use Other Wording to Express Recommendations such as:
May	<ul style="list-style-type: none"> • is permitted • is allowed • is permissible • is acceptable • might still be taken

Note 1: It may be acceptable to use some of these words to express statements of fact.

2.2.2 Clarity of Requirements and Recommendations

Requirements and recommendations specified within ANS standards documents shall be presented in an unambiguously clear and explicit manner. There are multiple ways of doing this. The standard document's responsible Working Group and Consensus Committee shall determine the most appropriate approach for clearly presenting requirements and recommendations.

Three examples of acceptable presentation approaches are provided in the following appendices:

Appendix A - Visibly **bolding** requirements and/or recommendations that are embedded within the document's text,

Appendix B - A tabular listing of requirements and/or recommendations at appropriate locations throughout the specific standard's document such as at the end of a section of the text, and

Appendix C - Structuring the standard's document around the specification of requirements and/or recommendation from another source such as the General Design Criteria, etc.

Approved, 9/13/13
 Editorial updated, 6/16/22
 Approved, 5/15/24

APPENDIX A – Bolding Requirements and/or Recommendations

An example of visibly **bolding** requirements and/or recommendations that are embedded within the document's text.

1.1.1.1 Review of the PRA for deterministic insights

*A review of the accident sequences of the PRA adjusted in accordance with Sec. 5.2.1.1 **shall** be performed to identify any safety-significant mitigating system equipment malfunctions that **should** be included in the design-basis analysis. Potential equipment malfunctions **shall** include those single failures and coincident occurrences that, when combined with a given initiating event, can challenge fuel design limits, the integrity of the primary coolant system in accordance with the ASME Boiler and Pressure Vessel Code [15], or release magnitudes on the order of 10 CFR Part 100 limits [4].*

APPENDIX B – Table Listing of Requirements and/or Recommendations

Source: ANS-53.1-2011 (R2021), *Nuclear Safety Design Process for Modular Helium-Cooled Reactor Plants*

3.3.2.2 Remove core heat

The plant is designed to ensure reactor decay heat removal during AOOs relying primarily on active standby core cooling systems. During DBEs and BDBEs, the plant may rely solely on passive core cooling systems. The principal safety requirement is to ensure reliable decay heat removal.

The plant decay heat removal systems shall be designed for performance and reliability during normal and AOO conditions using active standby core cooling systems. The plant shall have the capability to remove reactor decay heat during AOOs relying primarily on active standby core cooling systems without exceeding the TLSC for AOOs.

During DBEs and BDBEs, the core heat function (core heat removal) shall be capable of being performed solely by passive means using conduction, convection, and radiation characteristics of the core components in conjunction with a passive RCCS to discharge core decay and residual heat to the ultimate heat sink. The plant shall have the capability to remove reactor decay heat during DBEs and BDBEs without exceeding the respective TLSC for DBEs or BDBEs relying solely on passive core cooling systems. The plant shall have the capability to remove reactor decay heat during the deterministically selected DBAs solely with safety functions performed by the required safety-related SSCs without exceeding the TLRC for DBAs.

During active and/or passive core heat removal, the fuel temperature shall not exceed the fuel temperature design limits where excessive fuel failure could occur over a large portion of the core. A limited amount of TRISO fuel failure is acceptable; however, site boundary dose limits ultimately determine the amount of fuel failure allowed.

Table 11 – Summary of requirements for removal of core heat

Designator	Requirement
3-RCH-1	<i>The plant decay heat removal systems shall be designed for performance and reliability during normal and AOO conditions using active standby core cooling systems.</i>
3-RCH-2	<i>The plant shall have the capability to remove reactor decay heat during AOOs relying primarily on active standby core cooling systems without exceeding the TLSC for AOOs.</i>
3-RCH-3	<i>During DBEs and BDBEs, the core heat function (core heat removal) shall be capable of being performed solely by passive means using conduction, convection, and radiation characteristics of the core components in conjunction with a passive RCCS to discharge core decay and residual heat to the ultimate heat sink.</i>
3-RCH-4	<i>The plant shall have the capability to remove reactor decay heat during DBEs without exceeding the TLSC for DBEs relying solely on passive core cooling systems.</i>

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3-RCH-5	<i>The plant shall have the capability to remove reactor decay heat during BDBEs without exceeding the TLSC for BDBEs relying solely on passive core cooling systems.</i>
3-RCH-6	<i>The plant shall have the capability to remove reactor decay heat during the deterministically selected DBAs solely with safety functions performed by the required safety-related SSCs without exceeding the TLRC for DBAs.</i>
3-RCH-7	<i>During active and/or passive core heat removal, the fuel temperature shall not exceed the fuel temperature limits where excessive fuel failure could occur over a large portion of the core.</i>

APPENDIX C – Format from Another Accepted Source Document

Structuring the standard's document around the specification of requirements and/or recommendation from another source such as the General Design Criteria, etc. For this format, bolding of the requirements and/or recommendations may also be used.

Source: ANS-20.2-2023, *Nuclear Safety Design Criteria and Functional Performance Requirements for Liquid-Fuel Molten Salt Reactor Nuclear Power Plants*

3.3.1 Criterion 20: protection system functions

The protection system shall be designed (1) to initiate automatically the operation of appropriate systems including the reactivity control systems, to assure that specified acceptable radionuclide release design limits are not exceeded as a result of anticipated operational occurrences and (2) to sense accident conditions and to initiate the operation of systems and components important to safety.

Rationale for Adaption to GDC: Derived from MHTGR-DC – grammar correction. Reason for change from GDC - Liquid fuel cannot be readily damaged. A conservative safety concept that preserves the safety intent of the GDC is retention of radionuclides.

C2 POLICY ON THE SUBSTANTIATION OF VALUES CITED IN ANS STANDARDS

1 BACKGROUND

Numerical values given as part or all of a requirement or criterion in an American National Standard need to be based on the results of high quality, professional research, development, and analysis. These methods and results are expected to be evaluated by a peer review process or the equivalent to ensure their validity. This policy provides criteria and a procedure for ensuring that required values have been established and agreed upon through a suitable review process.

2 POLICY

The validity of numerical criteria (including equations, formulas, or methods used to obtain such values) shall be substantiated and documented by the responsible working group. Values that are made a part of the requirements of a standard shall have a sound technical basis.

One or more of the following methods shall be used to provide substantiation of required values in standards developed by ANS.

- Results from the deliberations of the working group. The validity of this method relies on the multiple reviews inherent in the consensus process, which are often more rigorous than reviews given to published work. These results shall be based on work that is considered publishable and non-proprietary but might not have appeared in a document that is generally available in the public domain. This source may include a survey conducted by the working group. Documentation shall be included in the project file, which is kept by the Standards Manager, that describes the logic used to arrive at the value, equation, formula, or method prescribed in the standard.
- Reference to another American National Standard.
- Reference to a published technical article or textbook. See (a) and (b) below for special precautions.
- Reference to a regulation or widely accepted regulatory position.

Several precautions shall be observed in using any of these techniques.

- The working group shall be technically satisfied that the value is adequate for the intended purpose.
- The current acceptability of the referenced work shall be evaluated by the working group and agreed upon as having been subjected to a generally accepted peer review or the equivalent.
- The composition of the organizations that will perform the technical review (ANS subcommittee) and the consensus ballot shall be evaluated by the responsible Subcommittee Chair if results from working group deliberations are the primary technique used. Although the consensus process will usually provide the widest technical review of

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all the above options, it might not embody all the needed ingredients of technical expertise. The Subcommittee Chair shall ensure that an adequate technical review is conducted.

- The working group shall attempt to avoid any specification that could lead to restraint of trade as a result of citing a particular value.
- The working group shall evaluate the total impact of imposing a value that represents a significant escalation of a current requirement and ensure that it is justified from a safety and economic viewpoint.
- Since safety is the primary objective, any proposed change from general practice that might be perceived as reducing a safety margin shall be technically supported.

The following actions shall be taken to ensure the proper implementation of this policy.

- The provisions of this policy shall be monitored by the responsible Subcommittee and Consensus Committee Chairs by asking specific questions about required values where substantiation is not clearly documented.
- The Working Group Chair shall ensure that a separate file is created and submitted to the ANS Standards Manager prior to publication of the document as an American National Standard that documents compliance with this policy.
- The retention of adequate records shall be the responsibility of the ANS Standards Manager as specified in the policy on records retention.
- The implementation of this policy shall follow the “rule of reason.” The policy does not require precise traceability but does require that the working group take reasonable actions to ensure that the policy is met and is documented. The policy requires that the subcommittee and its Chair take actions to train its working groups on the requirements of the policy, that it perform an adequate review to ensure the policy is being met, and to ensure that appropriate documentation is filed and retained by the ANS Standards Manager.

Approved, 2/04/83
JFM edit, 8/16/99
JFM revised, 1/20/04, 12/16/04, 8/18/05

C3 POLICY ON HANDLING REFERENCES AND EXCERPTS IN STANDARDS

1 BACKGROUND

Standards typically use references to substantiate or supplement its requirements. Referencing other American National Standards is usually done in the text of a standard, but referencing other types of documents, including regulations, other government documents, and draft documents, requires special instructions. This policy addresses all types of references and provides related guidelines on where to use references. In addition, this policy addresses the requirements associated with excerpting material from sources other than ANS standards.

2 POLICY

2.1 Referencing Regulations and American National Standards

References to and quotes from regulations and American National Standards may be included in the text of a standard.

When a reference to or a quote from a regulation is made a requirement, a “shall” statement shall be used. The verbs “should” and “may” shall not be used in referring to or quoting from a regulation.

When referencing or quoting from an American National Standard, the verb used (shall, should, or may) shall accurately reflect whether the document or its excerpt is being made a requirement, is being recommended for use, or is permitting its use.

If a regulation or American National Standard is used to justify a value used in the standard or to support a requirement in the standard, a footnote shall be used to cite the reference. An example of the use of a footnote follows.

A similar requirement is set forth in a regulation.^a

^a See 10CFR50.76(b).

Also, a footnote shall be used when the standard points out that a regulation or American National Standard addresses the same, similar, or alternative concept as that being discussed in the standard.

2.2 Referencing Published Documents Other Than Regulations and American National Standards

Our standards are intended to be able to be applied recourse back to regulatory guidelines or reports. Thus direct referencing of regulatory guides or regulatory reports are not permitted within the text of a standard.

In some cases the working group may, for information only, identify that such documents are available. This may be done by citation in a footnote since footnotes are not part of the standard’s requirements. If it is desired to include any concepts from regulatory guides or reports as requirements or recommendations in the standard, the applicable material may be copied and used, either verbatim or paraphrased, as deemed to adequately express the intent

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of the working group. The content of such criteria shall be subjected to the consensus process along with the rest of the standard. Such cases shall be identified by footnotes. Such footnotes shall include the revision number and date of issue. An example of an acceptable citation is "These concepts are based on Regulatory Guide ____, dated ____."

Excerpts from a government document may be used without quotation marks because they are not copyrighted. However, the source of the material used shall be given in a footnote.

Use of Copyrighted Information in ANS Standards

The following shall be applied in order to assure the proper protection of copyrighted sources.

- Excerpts from ANS standards, ANS publications (including ANS published technical reports) can be made without obtaining permission, unless protected by a third-party copyright.
- Excerpts from the public domain (U.S. government originated work and other material from non-copyright protected sources) can be made without obtaining permission, but credit shall be given.
- Excerpts from other sources (published books, journals, and non ANS standards) are typically protected by copyright and require permission from the publisher prior to inclusion in and publication of the standard. Such permission shall be obtained by ANS staff.
- ANS staff shall obtain approval from the original publisher that includes:
 - Irrevocable, royalty-free, worldwide rights (i.e., a license) to use the excerpted material in connection with the standard
 - Right to exploit and grant permission to use the standard's content derived from the excerpted material in any format or media without restriction
- Standards working groups should avoid excerpting material from copyrighted sources if possible.
- The attached form, DISCLOSURE OF COPYRIGHTED MATERIAL IN ANS STANDARDS, shall be filled out and sent to the ANS Standards Manager, with a copy to the Consensus Committee Chair, for every standard when it is sent for subcommittee ballot in order to document whether ANS staff needs to obtain permission and to provide the needed information to ANS to do so.
- The ANS Standards Manager will maintain records of all copyright permissions obtained for each standard.
- All excerpted material shall be properly referenced as specified in this policy.
- Copyright protection applies to the presentation of material in the published document and not the ideas and principles behind the presentation.
- Equations can generally be excerpted from copyrighted material without permission.

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- Copyrights do expire. The expiration dates vary depending on when it was published and whether the author is still alive. ANS staff will consider this in determining whether publisher permission is required.

Any document relied on by the standard shall be available to all potential users.

If a referenced document can be obtained only by purchase, the cost shall be nominal; that is, the cost shall be similar to the cost of the standard itself and the cost of other American National Standards being referenced or quoted. If the cost of the referenced document exceeds this general range, the document shall not be referenced or quoted. However, the document may be included in a footnote, as noted in Article 2.1.

2.3 Referencing Draft Documents and Withdrawn Standards

Draft documents may be referenced in a standard under the following conditions only.

- The draft document shall not be quoted.
- The draft document shall not be included in a requirement (“shall” statement).
- A draft document may be used to support an observation or a “should” or “may” statement by characterizing (or paraphrasing) the pertinent portion of the draft. When used for such a purpose, a footnote shall be included that provides the title, identifier (such as working group number in the case of a draft standard, or other unique designator for other documents), the status of the draft (such as a revision number or date), the location of the pertinent text within the draft, and contact information for the responsible owner, author, or correspondent. Also, the scope of the draft document should be included in the footnote.

In the case where a standard has been approved but not issued, the requirements of Article 2.1 shall be applied, but the referenced standard shall be indicated by “(draft).”

If a standard that has been withdrawn is referenced, the requirements of Article 2.1 shall be applied, but the referenced standard shall be indicated by “(withdrawn).”

2.4 Specifying References

All references shall include the date and version of the reference.

2.5 Statement to be Included in the References Section of All Standards

A statement shall be included in the references section of all new and revised standards concerning the allowed use of subsequent revisions to referenced standards. The statement to be incorporated is set forth in Article 9.3 of the [ANS Standards Committee Procedures for Consensus Committees](#).

JFM, 8/16/05
JFM revised, 11/29/05
DJS revised, 5/2/14
SLS revision, approved 1/16/15
SLS revision, approved 3/11/20
Editorial update, 6/16/22



555 North Kensington Avenue, La Grange Park, Illinois 60526 USA
Telephone: (708) 579-8269 • Fax: (708) 579-8248 • Email: standards@ans.org

DISCLOSURE OF MATERIAL IN ANS STANDARDS

The Policy on Handling References in Standards [C3] provides working groups direction in citing references and in using third-party material in an ANS standard. Material may generally be extracted freely from U.S. government publications and regulations if a U.S. government organization developed the material since that material is publicly released. Equations may generally be excerpted from copyrighted material without permission if properly referenced. Copyright protection applies to material (except equations) excerpted from the published document and does not apply to the ideals and principles behind the presentation. Regardless of copyright, credit should be given. **This form shall be completed by the Working Group Chair and sent to ANS standards staff with a copy to the Consensus Committee Chair for all standards that are sent for subcommittee ballot.** Based on this information, ANS staff will obtain the necessary copyright permission if required.

Working group information

Working Group Chair name: _____ Company affiliation: _____

Address: _____ City/state/ zip: _____

Phone: _____ Email address: _____

Designation and title of ANS standard: _____

Please provide the below information so that material included in the standard is properly credited and/or permission for use may be obtained by ANS staff, if applicable.

- NA, ALL material in this standard is either carried from the previous version of the standard or created originally by the working group for this standard.
- Yes, material (excerpts, images, tables, equations, charts, etc.) from other sources (including Federal agencies national laboratories, other ANS publications) have been included in the standard and are listed below. While not all may need copyright permission, identifying the material will ensure proper credit will be given.

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Information on Excerpts from Other Documents

Title of Source Document (i.e., where materials were taken from)	Standard Page/Section Where Excerpted Material is Used	Author/URL/etc. of Source Document	Publisher / Contact Information of Source Document (Contact information NA for other ANS publications)	Copyright Date if Known	Approval Required/ Obtained <i>For ANS HQ Use</i>

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C4 POLICY ON ISSUING CHANGES AND CORRECTIONS TO STANDARDS

1 BACKGROUND

Occasionally errors are identified in ANS approved standards. Typos, grammatical errors, mistakes, and misspellings may be found after a standard has been published or as new information becomes available. Fixing unambiguous and other errors is beneficial to users. This policy addresses acceptable ways to make changes, additions, or corrections to nonmandatory sections of an American National Standard and provides guidance for making these changes. This policy provides methods to correct errors or include new information in the nonmandatory sections (foreword or appendices) of formally approved ANS standards.

Changes are not permitted to the body of the standard or to nonmandatory sections that would modify requirements in the standard. These types of changes require revision, review, and reissue of the standard according to ANS and American National Standards Institute procedures.

2 DEFINITIONS

Erratum (plural: errata). A document that corrects errors in an American National Standard. Errata changes are approved by the appropriate Subcommittee Chair and not formally balloted.

Substantial Change: A change that directly modifies the technical presentation or acceptance criteria.

Typos: Unambiguous, non-substantial changes that detract from overall presentation but otherwise have no technical bearing on the technical content or acceptance criteria of the standard.

3 POLICY

3.1 Issuing Errata

When a non-substantive error or typo in a standard is identified, an erratum shall be prepared as soon as possible and issued with the approval of the Consensus Committee Chair once consensus is declared. The approved erratum sheet shall be incorporated into the standard following the cover. In the case where the error or typo is in a statement that defines a requirement or recommendation but does not change the intent of the requirement or recommendation, an attempt shall be made to notify purchasers of the standard. Notice of the erratum shall be published in *Nuclear News*, *Nuclear Standards News*, and made available to the public on the ANS website.

The working group shall determine the nature and type of changes and send to the Consensus Committee Chair to obtain ANS consensus committee approval.

3.2 Substantive Changes

Errata that are determined to be substantive changes to an ANS standard shall be incorporated in accordance as a revision to the standard.

Approved, 6/20/12
Editorial update, 6/16/22

C5 POLICY ON THE DEVELOPMENT OF GUIDANCE STANDARDS AND GUIDANCE DOCUMENTS IN SUPPORT OF EXISTING STANDARDS AND POTENTIAL FUTURE STANDARDS

1 BACKGROUND

The accredited rules and procedures of the ANS Standards Committee specify that standards developed by the committee are intended to become American National Standards. Standards developed by the ANS Standards Committee are criteria-based, containing specific requirements to be implemented by the user. (However, many of these standards also contain guidance in the text or in appendices.) It is ANS's policy that only standards with requirements seek ANSI approval as American National Standards.

The scope of this section covers the development of guidance standards and guidance documents, which includes technical reports, for public/industry use. These three document types will be made available for purchase. The ANS Standards Committee may also develop internal guidance documents as deemed appropriate which are outside the scope of this policy.

2 DEFINITIONS

Guidance Standard: A document that supports an existing ANS standard or provides part of that standard's technical basis. It does not contain requirements but provides valuable information.

Guidance Document: A document that supports a potential future ANS standard. It also does not contain requirements but provides valuable information.

Technical Report: A document that conveys scientific information about specific technical research in a fact-based manner to provide background on a current standard or for incorporation into a current or potential future standard. These reports may be registered with the American National Standards Institute (ANSI).

3 POLICY

In addition to American National Standards, the ANS Standards Committee may develop guidance standards, guidance documents, and technical reports. These documents shall be issued as copyrighted ANS publications. This policy may be applied by any ANS consensus committee.

3.1 *Guidance Standards and Guidance Documents*

Guidance standards and guidance documents shall be developed using the rules and procedures of the ANS Standards Committee, including those related to due process and consensus.

Guidance standards and guidance documents shall be developed only with the agreement (that is, formal vote for approval) of the responsible consensus committee and the Standards Board.

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In addition, a Project Initiation Notification System form, or equivalent, shall be prepared for review and comment by the consensus committee and by the Standards Board.

Guidance standards and guidance documents shall not be submitted to ANSI for public review or approval as American National Standards but shall be certified by the Standards Board as having followed due process and consensus procedures.

ANS guidance standards and guidance documents are not addressed in the accredited rules and procedures since they do not seek ANSI approval.

3.2 Technical Reports

Technical reports may be developed with the intent of submitting to ANSI for registration. Technical reports shall be developed using the rules and procedures of the ANS Standards Committee, including those related to due process and consensus except for public review, and comply with Article 8, Technical Reports, in the accredited rules and procedures.

Technical reports shall be developed only with the agreement (that is a formal vote for approval) of the responsible consensus committee and the Standards Board. In addition, a PSA-01 Form, Registration of a Technical Report with ANSI, shall be prepared for review and comment by the consensus committee and by the Standards Board. The PSA-01 Form shall be submitted to ANSI for registration once the technical report has been approved by the consensus committee and certified by the Standards Board.

JFM, 9/22/04
JFM revised, 12/16/04
JFM revised, 8/17/05
SAA, revised, 11/12/19—Approved 11/19/19
Revised, 6/16/22

C6 POLICY ON TRIAL USE AND PILOT APPLICATION STANDARDS

1 BACKGROUND

This policy provides guidance for issuing a standard for trial use and pilot applications.

2 POLICY

An ANS consensus committee may determine that the state of technology or the expected general industry understanding or acceptance of the technical content of a proposed standard does not warrant its publication as an American National Standard until prospective users have had an opportunity to evaluate it under pilot conditions. The consensus committee may then elect to recommend to the ANS Standards Board that the proposed standard be issued for “Trial Use and Pilot Applications” (TUPA). A TUPA has the following characteristics:

- The TUPA designation applies for a fixed period established on a case basis.
- The technical content of a TUPA standard has been balloted by the consensus committee pursuant to the applicable ANS rules and procedures.
- The Standards Board certifies that the American National Standards Institute (ANSI)-approved process has been followed and agrees with the recommendation that the document be withheld from submittal to ANSI until the results of the trial use and pilot applications are incorporated into the document.
- It is available to the public as an ANS standard until it is certified by ANSI or at the end of the TUPA duration, whichever comes first.
- If and when the standard is issued as an American National Standard, the TUPA version shall be withdrawn but will be available as a historical document.
- The process at the consensus committee level is as follows:
 - The TUPA standard is balloted in a normal manner, but explicitly contains the justification, duration for its issuance in this manner, and an action plan for obtaining ANSI approval.
 - The Consensus Committee Chair presents the TUPA recommendation to the Standards Board, documenting the deliberations on this matter (including any opposition heard) and proposing a schedule for action by the Standards Board.
 - The Consensus Committee Chair alerts the ANS Standards Manager at the first indication that a TUPA standard is being considered.

NPK, 7/7/2010 – approved 7/20/10

D STANDARDS PROCESSES

D1 POLICY ON DEVELOPING RESPONSES TO INQUIRIES ABOUT STANDARDS REQUIREMENTS, RECOMMENDATIONS, AND PERMISSIONS

1 BACKGROUND

The Standards Committee shall make timely responses to inquiries about requirements, recommendations and/or permissive statements (i.e., “shall,” “should,” and “may,” respectively) in American National Standards that are developed and approved by ANS. ANS does not develop case interpretations.

2 DEFINITIONS

2.1 *Response*

A written response to an inquiry about the content of an American National Standard developed by ANS.

2.2 *Case Interpretation*

A statement concerning a requirement that falls within the scope of the original standard but supplements or modifies (or both) the requirements stated in the standard that is applicable to a specific design, operation, facility, or other unique situation only and is not intended for generic application.

2.3 *Inquiry*

A question about a specific ANS standard that relates to the generic requirements, recommendations, and/or permissive statement(s) in that standard.

2.4 *Not Relevant*

An inquiry about an ANS standard for which the standard does not, or should not, address the subject of the inquiry.

3 REQUIREMENTS FOR RESPONDING TO INQUIRIES

3.1 *Response*

Relative to the inquiry, the consensus response should explain the requirement, recommendation, or permissive statement(s) in the standard and how it is intended to be applied generically (i.e., non-specifically). The response shall not make any statement(s) that would modify (i.e., subtract or add to) a requirement as presented in the text of the standard.

4 PROCEDURE

4.1 *Tracking*

The Standards Manager shall monitor the evaluation of all inquiries and shall assist the ANS Standards Board Chair in ensuring that the requirements of this policy are properly implemented.

4.2 *Distribution and Initial Evaluation*

The Standards Manager shall send each inquiry to the ANS Standards Board Chair, the responsible Consensus Committee Chair, and responsible Subcommittee Chair for their review to assure that the inquiry is relevant to the identified standard and does not qualify as a case interpretation. In determining whether the inquiry is a case interpretation, consideration should be given to whether the subject, is generalized, and would provide meaningful and useful information to many of the users of the standard. If this is the case, the inquiry response should indicate that it can only address the generic issue and proceed to do so. If the inquiry is determined to be a case interpretation, not relevant to the specified standard, or that there is no responsible consensus committee to respond to the inquiry, the Standards Board Chair shall provide an explanation of such circumstances to the requestor within 30 days of the receipt of the inquiry. Upon the determination by the Standards Board Chair, Consensus Committee Chair, and Subcommittee Chair that the inquiry is not a case interpretation and is relevant to the referenced standard the Subcommittee Chair shall manage the development of a response to the inquiry according to Article 4.3.

4.3 *Development and Approval of an Inquiry Response*

The official response to an inquiry about a specifically dated standard shall be developed through the same consensus process as used for the development of the referenced specific standard. The only exception from that process is that voting periods for the development of the response should be less than the maximum voting periods permitted for developing and approving American National Standards Institute/ANS standards. A ballot period of two weeks is recommended for committee approval of inquiry responses. A draft response should be developed for ballot within three months of inquiry receipt by ANS. Depending upon the availability of working group members, the following inquiry response development alternatives shall be considered in the following order of preference.

4.3.1 First Alternative

If a sufficient number of working group members who authored the specifically dated standard are available and can be reconstituted, then the Subcommittee Chair shall request that those working group members draft the response to the inquiry. The response shall meet the approval of the majority number of those participating working group members who authored the specifically dated standard. Following the response approval by that majority, the draft response shall proceed through the same ANS standards consensus balloting process used for issuing ANS standards. If the response cannot meet the approval of that working group majority, then the development of the response shall be in accordance with Article 4.3.2.

4.3.2 Second Alternative

Failing the First Alternative, the Subcommittee Chair shall request that the present working group responsible for maintaining or revising the specifically dated or titled standard draft the

response to the inquiry. Final approval of the inquiry response shall be in accordance with the same ANS standards consensus balloting process used for issuing ANS standards. If there is no working group maintaining the specifically dated or titled standard then the development of the response shall be in accordance with Article 4.3.3.

4.3.3 Third Alternative

Failing the first and second alternatives, the Consensus Committee Chair or Subcommittee Chair shall request that the responsible subcommittee draft the response to the inquiry or create an ad-hoc working group of persons knowledgeable in the area of the inquiry to draft the response. Final approval of the inquiry response shall be in accordance with the same ANS standards consensus balloting process used for issuing ANS standards.

In the event that knowledgeable resources cannot be obtained, or are unable to draft a consensus response, the responsible Consensus Committee Chair shall provide a statement to that effect to the Standards Board Chair for transmittal to the requestor.

4.4 Response to Requestor

As soon as the Consensus Committee Chair and the Subcommittee Chair have reached an agreement on the appropriate response, the Consensus Committee Chair should contact the requestor with the appropriate answer pending possible minor changes as the response completes the consensus approval process for the sole purpose of asking the inquirer: "Does this draft response answer your question?" After all consensus approvals have been obtained, the Standards Board Chair shall send the response to the requestor and to the Standards Manager. The response shall be sent to the requestor within six months after receipt of the request by the ANS Standards Manager unless an alternate schedule is developed and understood by the requestor within three months of receipt.

4.5 Publication

Approved inquiry responses shall be published in *Nuclear News* and *Nuclear Standards News* within two months after the reply was sent to the requestor.

CMH, 11/16//09 – approved 1/31/10

CMH edit, 5/14/10

DJS revision – approved 2/18/14

SLS revision – approved 1/18/15

D2 POLICY ON THE USE OF ANS COLLABORATE

1 BACKGROUND

The ANS Standards Committee uses a web-based tool called ANS Collaborate or Collaborate for short. Collaborate is part of the ANS member community platform used also by ANS committees and for ANS member networking and mentoring. This password-protected site provides every standards committee a document repository; group collaboration platform; electronic balloting and commenting; multiple-author, live document editing (plain text only); group roster; and other features to track action items and calendar events.

2 TERMS OF USAGE FOR STANDARDS-RELATED ACTIVITIES

Those using Collaborate shall agree to the following:

- Use of Collaborate shall be restricted to ANS standards-related activities.
- Members' contact information shall be displayed on group rosters to group members for ANS standards-related business.
- Only non-copyrighted documents or documents prepared/owned by members shall be uploaded to Collaborate; however, copyrighted documents may be referenced.

3 CREATION OF USER ACCOUNTS

A user account shall be created for each Standards Committee member new to Collaborate that has submitted a completed volunteer form and brief resume to ANS. ANS staff shall issue a welcome email to new Collaborate users with instructions to complete their account. New members shall complete the setup of their user account within 14 days of receiving the welcome email and shall keep their contact information up to date or inform ANS staff so that they may make the change. Members shall inform ANS staff of employment changes so that ANS staff can update a member's record.

4 ANS COLLABORATE TRAINING

ANS staff shall offer group trainings sessions on Collaborate at least annually and offer a recorded training session. Private trainings sessions may be arranged by contacting the ANS Standards Manager.

5 WORKSPACE SITES

A site on Collaborate shall be created for each working group, subcommittee, consensus committee³⁾, task group, special committee, and for the Standards Board. Additionally, the following sites have or may be created:

³⁾ The ANS/ASME Joint Committee on Nuclear Risk Management uses ASME's C&S Connect instead of the ANS Standards Workspace and therefore does not have a workspace on the ANS Standards Workspace.

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- The Standards Committee Workspace has been created to send all Standards Committee members general notices and to provide all members policies, rules, procedures, reference materials, and *Nuclear Standards News*.
- A Standards Committee Chair Workspace has been created to distribute notices specific to Standards Committee Chairs, to solicit information for the Standards Committee Report of Annual Activities, and to issue notices of meeting space availability during ANS national meetings.
- A Subcommittee Chair Group Workspace has been created to provide access to all ANS standards to Subcommittee Chairs for ANS standards-related activities.
- Sites may be created as needed to track progress on specific tasks such as the Standards Board Governance Plan, the ANS Standards Committee Strategic Plan, Standards Board Task Groups or long-standing group action items.

6 MANAGEMENT OF WORKSPACE

6.1 Standards Board, Special Committees of the Standards Board, and Consensus Committee Sites

ANS staff shall provide administrative support for management of sites for the Standards Board, special committees of the Standards Board, consensus committees, and task sites of these committees as needed. Administrative support includes posting committee documents; maintaining rosters and calendars; posting action items; and issuing documents for ballot or comment. The Chair and Vice Chair of each site shall have administrative privileges on their sites. Collaborate shall be used for the following:

- Approval of standards action ballots
- Posting of committee minutes
- Posting of general reference documents

6.2 Ballot Requirements

Ballots shall be issued by ANS staff using Collaborate as directed by the governing chair. Ballot reminders shall be scheduled appropriate to maximize ballot responsiveness. Balloters shall make each substantive comment individually using the ballot comment feature. If there are a significant number of editorial comments, they may be provided as a single comment or on the provided comment spreadsheet and uploaded to the ballot as a supporting file. Comments provided on a MS Word markup of the draft standard may also be uploaded to the ballot as a supporting file. Track changes and comments submitted on an MS Word markup of the draft standard should be considered but may not receive individual comment responses due to the significant number of comments that may be submitted on multiple versions of the draft. Comments submitted as the basis for a negative shall be submitted through the ballot feature or on the provided comment form.

After ballot closure, ANS staff shall provide a spreadsheet of the comments to the ballot technical contact for resolution. The technical contact shall indicate the response for each item

on the spreadsheet and send to ANS staff along with the revised draft standard (if applicable) for posting in Collaborate and distribution. Alternatively, the technical contact may respond to each ballot comment directly in ANS Collaborate. Those choosing the latter shall inform ANS staff once all comment resolutions are posted. Commenters shall respond in accordance with Article 5 of the Standards Committees Rules and Procedures.

6.3 Subcommittee Workspaces

Subcommittee Chairs shall review their group's roster on Collaborate prior to each ANS annual meeting and notify ANS staff of any changes. ANS staff shall administer standards action ballots for ANS subcommittees and administer subcommittee rosters with the direction of the responsible Subcommittee Chair. The Subcommittee Chair, Subcommittee Vice Chair, and Subcommittee Secretary (if applicable) of each site shall have administrative privileges on their sites and should post relevant documents. Subcommittees are encouraged to use Collaborate for posting calendar events, action items, and notices as needed.

6.4 Working Group Workspaces

Working Group Chairs shall review their group's roster on Collaborate prior or each ANS annual meeting and notify ANS staff of any changes. ANS staff shall administer working group rosters with the direction of the responsible Working Group Chair. The Working Group Chair, Working Group Vice Chair, and Working Group Secretary (if applicable) of each site shall have administrative privileges on their sites. Working groups are encouraged to use Collaborate for issuing drafts for review and approval, posting documents, calendar events, action items, and notices as needed. Working groups shall post materials as defined in the Policy on the Substantiation of Values Cited in ANS Standards [C2] for retention.

Approved, 9/23/16
Revised, 6/16/22