

# Instructions for Filling Out the ANSI Project Initiation Notification System (PINS) Form

**General:** This form is to be used to notify the American National Standards Institute (ANSI) of the initiation of a standards project. Information submitted on the PINS Form (Page 1) will be added to ANSI's central data bank, which contains information relative to voluntary national standards and is a key resource in planning and coordination. The information on Page 3 is for Standards Committee purposes only. Note that submittal of a PINS is required for new and revised candidate American National Standards and prior to a BSR-8 (request for public review of draft).

**Definition of Project:** A standardization activity that is formally approved by a standards developer and is directed towards the development, revision, reaffirmation, or withdrawal of an American National Standard.

**Date:** The date that the form was completed for Standards Committee approval.

1. **Designation of Proposed Standard:** This is the unique alphanumeric code used by the standards developer to refer to the project. It is the reference usually used when inquiries are received. "ANSI" should not be included in this designation as the pending project is not yet an American National Standard.
2. **Title of Standard:** This is the full title of the project or standard that is the subject of the form. Titles should be selected that provide as much information in short form as possible to confer the intent or use of the standard. If applicable, titles should clearly define the type of facility being addressed (research reactors, power reactors, "other" reactors, or nonreactor nuclear facilities).
3. **Project Intent:** Check the line that corresponds to the type of action intended. The project intent relates to the status of the standard within the American National Standards process only. (Revisions of withdrawn/historical standards are considered "new standards.") Note that a PINS is required for a new or a revision to a current American National Standard. Include the designation of the standard being acted upon. If an international standard is to be adopted as an American National Standard, please indicate the designation of the international standard on the appropriate line and be sure that your organization is eligible to adopt the standard in compliance with applicable policies approved by the ANSI Board of Directors.
4. **Includes text from ISO, IEC, or ISO/IEC standard:** Check here if this standard includes excerpted text from an ISO, IEC, ISO/IEC standards but is not an identical or modified adoption.
5. **Abstract of Project (previously called "scope summary"):** Provide a one paragraph description of the standard. The information should clearly indicate what is covered by the standard in order to differentiate it from similar standards or projects on file at ANSI. For the purpose of coordination of standards activity, this section of the form is key. **NOTE: There is a 650 character limit including spaces for the abstract of the project.**  
  
Typically, the "Abstract of the Project" starts with the words, "This standard provides..." or something similar. The words "shall, should, and may" shall be avoided in the scope. In general, "Applicability" should be addressed separately from the "Abstract of the Project" statement unless necessary to define the project. Applicability should be defined in the space provided on Page 2 of the PINS Form. Any "Applicability Statement" should indicate whether the standard is applicable to all civilian and Federal nuclear facilities, or to a specific subset of nuclear facilities. The "Applicability Statement" should not refer to any regulatory and/or legal documents. The relationship of the standard to regulatory and/or legal documents may be discussed in the foreword, footnotes, or appendices. The "Applicability Statement" from Page 2 should be reflected in a separate "Applicability" subsection of the resulting standard.
6. **Project Need:** State the need and benefits of developing the standard for the industry. If a revision of a current standard, explanation should reflect why updating is necessary.
7. **Identify Stakeholders:** List the relevant stakeholders, (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.
8. **Interest Categories:** List the interest categories that will or are expected to comprise the consensus body. **ANS staff will complete this item.**
9. **Revises a previous PINS submittal:** Check the box if this revises a previous PINS submittal. A revised PINS is required if the previously identified stakeholders have changed substantively (see details of 'Identify Stakeholders' on this form) or if the project intent changes from reaffirmation or withdrawal to revision or National Adoption.

10. Unit of Measurement: Check the unit of measure used in the project (i.e. Metric, English, both). Metric/International System of Units (SI units) should either be provided parenthetically alongside English units or SI units alone should be used, unless to do so would significantly impede the progress of the standards. If no measurements are included in the project, select “not applicable.”
11. Accredited Standards Developer Acronym:  
The acronym of the standards developer having responsibility for the project should be entered here (i.e., ANS for the American Nuclear Society). If the project is a joint project, the standards developer assuming administrative responsibility for the project should be entered. (NOTE: This question should already be completed on the PINS Form.)
12. Submitter:  
This is typically the ANS Standards Manager who will be contacted should there be a need for additional information or consideration with regard to the project. (NOTE: This question should already be completed on the PINS Form.)

### PINS INSTRUCTIONS

(Page 3 – for Standards Committee Information)

*The information on this page is not an official part of the ANSI PINS Form. It was designed for ANS Standards Committee purposes to provide more background information about the standard to allow the working group, the subcommittee and the consensus committee to reach a common understanding before much work has been done. It is not required that this section be approved, and therefore, shall not be the basis for a not approved vote. Only the ANSI PINS Form on Page 1 requires approval.*

Project#: ANS-

1. Applicability (Types of Facilities):  
Indicate whether the standard is applicable to all civilian and Federal nuclear facilities or to a specific subset of nuclear facilities. Applicability should not refer to any regulatory and/or legal documents. The relationship of the standard to regulatory and/or legal documents may be discussed in the foreword, footnotes, or appendices. Applicability should be reflected in a separate “Applicability” subsection of the resulting standard.
2. Will this standard use risk-informed insights, performance-based requirements, and/or a quality assurance graded approach:  
It is strongly recommended that new and revised standards use risk-informed insights, performance-based requirements, and/or a graded approach where applicable. Working group chairs should contact the Risk-informed, Performance-based Principles and Policy Committee chair for guidance on incorporating these methods. Contact information can be acquired through the standards manager or at [standards@ans.org](mailto:standards@ans.org).
3. Will this standard include guidance and/or requirements applicable to advanced reactors or be technology inclusive?  
Indicate whether the intent is to develop this document to include guidance and/or requirements applicable to advanced reactors or to be technology inclusive.
4. Consensus Body:  
Choose one:
  - Environmental and Siting Consensus Committee (ESCC)
  - Fuel, Waste, and Decommissioning Consensus Committee (FWDCC)
  - Large Light Water Reactor Consensus Committee (LLWRCC)
  - Nuclear Criticality Safety Consensus Committee (NCSCC)
  - Nonreactor Nuclear Facilities Consensus Committee (NRNFCC)
  - Research and Advanced Reactors Consensus Committee (RARCC)
  - Safety and Radiological Analyses Consensus Committee (SRACC)

NOTE: The ASME is the secretary for the ANS/ASME Joint Committee on Nuclear Risk Management (JCNRM) and is responsible for PINS for the JCNRM.
5. Subcommittee under which it is assigned:  
ESCC choose one:
  - Siting: Atmospheric
  - Siting: General & Monitoring
  - Siting: Hydrogeologic
  - Siting: Seismic
  - Environmental Impact & Analysis

FWDC choose one:

- Decommissioning (Commercial & Research Facilities)
- High Level, GTCC, Low Level, & Mixed Waste
- New and Used Fuel (Design Only)

LLWRCC choose one:

- Emergency Planning & Response
- Light Water Reactor & Reactor Auxiliary Systems Designs / Power Generation & Plant Support Systems (NOTE: These two subcommittees were combined. A new subcommittee title is in consideration.)
- Simulators, Instrumentation, Control Systems, Software & Testing

NRNFCC:

- N/A (no subcommittees)

NCSCC (formerly N16):

- Fissionable Material Outside Reactors (ANS-8)

RARCC choose one:

- Advanced Initiatives
- Operation of Research Reactors (ANS-15)

SRACC choose one:

- Mathematics and Computation (ANS-10)
- Reactor Physics (ANS-19)
- Shielding (ANS-6)

6. Working Group Chair(s):  
Name(s) of Working Group Chair(s) and their company affiliation if available
7. Working Group Members (including organizations):  
Names of working group members and their company affiliation if available
8. Interests Represented in Development of Standard (in addition to members' organizations, other affiliations that may be represented important to the development of this standard):  
Technical interests, i.e., radiological controls, health physics, fuel performance, system specifications, etc.
9. Coordination and Interfaces (Liaison):  
Necessary liaisons with other SDOs (, i.e., IEEE, ASTM, ASME, etc.)  
Necessary liaisons with other industry groups (NEI, EPRI, INPO)  
Necessary liaisons with other ANS standards working groups
10. Related Standards or References, or Both:  
Materials expected to be referenced in this standard
11. NRC/DOE document(s) which currently references or utilizes this standard or which could be revised to reference or otherwise utilize this standard:  
List all known NRC/DOE document(s) which references or utilizes the existing standard (for revisions) and/or list NRC/DOE document(s) which could be revised to reference this standard once approved (for new or revised standards).
12. Keywords for use in facilitating web searches: Please (X) a limited number of key words that apply to this standard and add a couple of other key words if these are not sufficient:  
Add an "X" before any of the provided terms that relate to the proposed standard and add additional keywords as appropriate

When completed, the PINS Form should be reviewed by all working group members to the extent practical. The form should then be reviewed by the responsible subcommittee chair. The subcommittee chair shall also ensure that the instructions for completing the PINS Form have been appropriately followed. Following subcommittee chair review, the PINS Form is submitted to the standards manager to conduct approval of your consensus committee, the Standards Board, and ANSI.

Updated 8/28/23