

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

**General:** The PINS Form has been modified by the American Nuclear Society (ANS) to accommodate standards-related products that are not intended to seek approval of the American National Standards Institute (ANSI) as an American National Standard. The original intent of the PINS Form was to be used to notify the American National Standards Institute (ANSI) of the initiation of a standards project intending to seek ANSI approval as an American National Standard. Information submitted on page 1 of the PINS Form for products intending to seek ANSI approval as an American National Standard will be submitted to ANSI to 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. Information on page 1 of the PINS Form for guidance standards, guidance documents, trial-use standards, and technical reports will not be submitted to ANSI but shall be retained on file at ANS. The information on page 3 of the PINS Form is ancillary information for Standards Committee purposes only. Note that submittal of a PINS is required for all new and revised products.

## **Definition of Products:**

**Standard:** 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.

**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 ANSI.

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

1. **Designation of Proposed Product:** This is the unique alphanumeric code used by the standards developer to refer to the product. It is the reference usually used when inquiries are received. "ANSI" should not be included in this designation for the product as the pending product is not yet an American National Standard. The designation for guidance standard (GS), guidance document (GD), or technical report (TR) shall recognize the type of document. For example, the designation for a guidance standard would be ANS-GS-X.X.
2. **Type of Product:** Specify whether the intent is to develop a standard, guidance standard, guidance document, trial-use standard, or technical report.
3. **Title of Product:** This is the full title of the product 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 product. If applicable, titles should clearly define the type of facility being addressed (research reactors, power reactors, "other" reactors, or nonreactor nuclear facilities).
4. **Product Intent:** Check the line that corresponds to the type of action intended. The product intent relates to the state of the proposed product. Revisions of withdrawn/historical products are considered "new products." Note that a PINS is required for a new or a revision to a current product. Include the designation of the product being acted upon.
5. **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. NOTE: This question is specifically for ANSI.
6. **Abstract of Product (previously called "scope summary"):** Provide a one paragraph description of what the product will provide. The information should clearly indicate what is covered by the product in order to differentiate it from similar products, existing or in development. For the purpose of coordination of standards-related activities, this section of the form is key. **NOTE: There is a 650-character limit including spaces for the "Abstract of Product."**

Typically, the "Abstract of Product" starts with the words, "This [standard] provides..." or something similar. The words "shall, should, and may" shall be avoided in the "Abstract of Product" and in the scope in the published product.

In general, "Applicability" should be addressed separately from the "Abstract of Product" Applicability should be defined in question 1 of the background information (page 3) of the PINS Form. Any "Applicability Statement" should indicate whether the product 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 product to regulatory and/or legal documents may be discussed in the foreword, footnotes, or appendices of the published product. The “Applicability Statement” should be reflected in a separate “Applicability” subsection of the resulting product.

7. Product Need: State the need and benefits of developing the product for the industry. If a revision of a current product, explanation should reflect why updating is necessary.
8. Identify Stakeholders: List the relevant stakeholders, (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the product.
9. Revises a previous PINS submittal: Check the box if this revises a previous PINS submittal. A revised PINS is required only if there is a substantive change to the “Abstract of Product” (i.e., scope) or a change to the “Identified Stakeholders” from the previously submitted PINS.
10. Unit of Measurement: Check the unit of measure used in the product (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 product. If no measurements are included in the product, select “not applicable.”

### 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 product 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 product 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 product 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 product.
2. Will this product use risk-informed insights, performance-based requirements, and/or a quality assurance graded approach:  
It is strongly recommended that new and revised products 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 product include guidance and/or requirements applicable to advanced reactors, or be technology inclusive, or are neither of these choices relevant in describing this product?  
Indicate whether the intent is to develop this document to include guidance and/or requirements applicable to advanced reactors, be technology inclusive, or neither.
4. Consensus Body (i.e., consensus committee):  
Choose one:
  - Environmental and Siting Consensus Committee (ESCC)
  - Fuel, Waste, and Decommissioning Consensus Committee (FWDC)
  - 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
- Reactor and Plant Systems and Support
- 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 Product (in addition to members' organizations, other affiliations that may be represented important to the development of this product):  
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-related working groups
10. Related Documents or References, or Both (national and international):  
Materials expected to be referenced in this product
11. NRC/DOE document(s) which currently references or utilizes this product or which could be revised to reference or otherwise utilize this product:  
List all known NRC/DOE document(s) which references or utilizes the existing product (for revisions) and/or list NRC/DOE document(s) which could be revised to reference this product once approved (for new or revised products).
12. Will this product support integration for international harmonization? If so, how.  
With the recognition that international harmonization is increasingly important, the working group is asked to consider whether this product can aid in harmonizing with international products. If so, please explain how international harmonization will be considered or supported.
13. Keywords for use in facilitating web searches: Please (X) a limited number of keywords that apply to this product and add a couple of other keywords if these are not sufficient:  
Add an "X" before any of the provided terms that relate to the proposed product 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 (if applicable).